Manonmaniam Sundaranar University

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
TIRUNELVELI - 627 012, TAMILNADU

M.A. ENGLISH (THIRD SEMESTER)

Research Methodology

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RESEARCH METHODOLOGY
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Title of Container

Contributor, Key contributors, Other types of contributors Version, Number,

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City of publication

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INTRODUCTION

Research is an action of learning new things in order to solve a question. There are two parts to the word "research": "again" and "search." These parts together mean that we are doing something to look into something again or to find out something new. "All progress starts with a question. Doubt is often better than overconfidence because it leads to inquiry, and inquiry leads to invention" is a famous saying by Hudson that makes logic when you think about how important research is.It can also be understood as:

- Research is something that is continuously being done in most fields and jobs.
- In our professions, it helps us think critically about how we work, follow rules, and give directions.
- It's the methodical study of processes to find better ways to do things, cut down on the work needed to reach a goal, and figure out if the goals are realistic.
- We are subconsciously researching things all the time, whether we are buying things we use every day, a car, electronics, or making plans for a vacation.

Research is a process that helps us discover new facts, information, confirm existing knowledge, and challenge complex concepts based on current data. As an effective administrator, it is crucial to have the ability to make informed judgments by understanding the methods required to solve complex problems.

Research is an **organized** and **systematic** way of **finding responses** to **questions**.

The process is **systematic** due to the clear and structured set of procedures and actions that must be followed. Specific steps in the research process are consistently performed to achieve the most precise outcomes.

Organized means having a structured approach or procedure when conducting research. It is a deliberate process, not an impromptu one. It is concentrated and narrowed to a particular scope.

Finding answers marks the peak of all research. Research is seen successful when answers are discovered, whether they pertain to a theory or a basic issue. Occasionally, the response may be negative, although it remains a valid response.

Questions are fundamental to research. Without a question, the answer holds no value. Research is centered on pertinent, practical, and significant inquiries. Research lacks focus, passion, and purpose without a question.

DEFINITION OF RESEARCH:

Clifford Woody states that, Research involves defining and redefining issues, formulating hypotheses or recommended solutions, gathering, organizing, and assessing evidence, making deductions, and reaching conclusions to determine their alignment with the formulated hypotheses.

According to Cambridge dictionary online, research is"a detailed study of a subject, especially in order to discover (new) information or reach a (new) understanding."

Creswell provides an additional definition of research, stating that it is a series of procedures used to gather and examine data in order to improve our comprehension of a subject or problem.There are three steps involved: Ask a question, gather information to address it, and then provide the response.

UNIT I

FORMATTING THE RESEARCH PROJECT

Margins

In the research paper, you should leaveone-inch margin on all the sidesof the text, i.e., on the top, bottom, left, and right.

Text Formatting

Always select a typeface that is easy to read, like Times New Roman or Book Antiqua, where the italic text stands out sharply against the standard typeface. You prefer to set the font size to somewhere between 11 and 13 points. Throughout the entire document, adhere to the same font and font size. It is recommended not to justify the text lines at the right margin and to always disable the word processing program's automatic hyphenation option.Don't split words in the document at the end of lines. The entire project, including entries of the list of works cited, notes, and quotations, should be double-spaced. A paragraph's first line should be indented 0.5 inches from the left margin. Long/block quotations should also have a half-inch indent. After a period or other final punctuation mark, leave one space.

Title

Title should be place at the centre on a new double-spaced line one inch from the top of the first page. It should not be italicized, underlined, typed it in all capital letters or bold typeface or putting it in quotation marks. After your title or any heading in the paper, do not use a period. After the title, start your text on a new, double-spaced line, with the first line of the paragraph indented half an inch from the left margin.

Running Head and Page Numbers

Throughout the research report, number each page sequentially in the upper right corner, flush with the right margin, and half an inch from the top. Enter your last name, a space, and the page number before it. It is not appropriate to use a period, hyphen, or any other mark or symbol before the page number or to use the abbreviation "p."

Internal Headings and Subheadings

In the body of your research study, headings and subheadings can aid with organisation and structure; however, you should not utilise them excessively. Headings are usually superfluous in short, essay-length works and should never be used to make up for

poor organisation or to clarify a subject that is not fully developed. If your writing needs headings, make sure they are brief.

To make readers aware of a research project's structure, header and subheading styles must be consistent. Headings in the body of the paper should not be centred or indented; rather, they should be flush with the left margin. Add a line space above and below a heading to improve readability. Unless you operate in a field where utilising numbers and letters to identify headings is standard practice, you should generally avoid doing so. Titles of works and other headings should be capitalised and punctuated.

Placement of the List of Works Cited

The list of works cited appears at the end of the research paper. The Heading, Works Cited, should be placed at the centre, an inch from the top of the page. When you list only one work, put the heading as Work Cited. Double-space between the heading and the first entry. If an entry spans more than one line, indent the next line or lines half an inch from the left margin. Otherwise, start each entry flush with the left margin. This format is sometimes called *hanging indent*. Using alphabetic lists is made easier by hanging indent. Double-space the entire list.

Paper and Printing

Make sure to use only white, 8½ by 11-inch paper if printing your document. Make use of a good printer. While some teachers allow printing on both sides to save paper, others prefer papers written on one side since it's easier to read.

Proofreading and Spellcheckers

Before submitting your research paper, make sure it is properly proofread and corrected. Although they can be useful, usage checkers and spellcheckers should be used carefully. They occasionally flag accurate content as incorrect, such as many proper nouns and terminology from languages other than English, but they do not always identify faults, such as words that are spelt correctly but are misused.

Binding a Printed Project

Use a paper clip or staple to secure pages of a printed research paper. Unattached or just folded down at a corner, they can be lost or misplaced. While a plastic folder or binder could appear like a stylish finishing touch, most teachers discover that using such tools makes it more difficult to review and provide feedback on students' work.

Electronic Submission

If your instructor asks you to turn in your paper/ project online, make sure you adhere to their formatting instructions, send your work via a website or email, and other instructions.

Mechanics of Prose

Spelling

Spelling should be consistent in a paper. There are several terms that can have multiple acceptable spellings. Therefore, if you write *acknowledgment* once, use that spelling throughout rather than the alternative.

Plurals

Adding -s or -es, for words ending in -ch, -s, -sh, -x, and -z, forms the plurals of nouns in most cases.

For clarification on nonstandard plurals, see a dictionary. These include certain words that end in -f (thief plural: thieves, but serif plural: serifs), -fe (gaffe plural: gaffes, but wife plural: wives), -o (mosquito plural: mosquitoes or mosquitos), and -y (guy plural: guys, but allegory plural: allegories).

Additionally, there are phrases that maintain the plural forms of their original languages (foci, phenomena), irregular plurals (the plural of child is children), and compound plurals (fathers-in-law, poets laureate, nurse practitioners). Certain words have many plural forms that correspond to distinct meanings. For example, the term "mouse" can refer to both rodents and computer components. When the dictionary provides more than one plural form (as for *mosquito*), typically, utilise the first phrase indicated.

A dictionary will usually indicate whether a word is singular or plural. Examples of such words are data and politics.

Punctuation

Punctuation primarily serves to make writing readable and understandable. Sentence structure is made clearer by punctuation, which groups certain words together and separates others.

Commas

The comma is a vital tool for strong and effective communication. Commas may be considered optional, wrong, or required.

When a comma is necessary

1. When combining independent clauses in a sentence, a coordinating conjunction (and, but, for, nor or, so, yet) should come before it with a comma. However, when the coordinating conjunction combines brief independent sentences, the comma may be omitted.

2. Put a comma in between coordinating adjectives, which are adjectives that alter the same word in different ways. However, do not use a comma when the adjectives do not alter the same noun, or when they are not coordinate.

3. Adjectives that express size, colour, age, substance, temperature, form, and amount are usually not coordinate.

4. Adjectives that are both coordinate and non-coordinate can change a noun.s.

5. Use commas to set off a parenthetical comment, or an aside, if the comment is brief and closely related to the rest of the sentence.

6. Use a comma after a long introductory phrase or clause.

7. Use commas to set off alternative or contrasting phrases.But do not use commas if the phrase expresses a relation between two terms.

8. Use commas to separate words, phrase, and clauses in a series. The final comma in a series is known as the serial (or Oxford) comma.But use semicolons when items in a series have internal commas.

9. When presenting a date in the month-day-year format, use a comma. Put a comma after the year if the date falls in the midst of a sentence.
   However, dates expressed in the day-month-year format do not include commas.
   There is also an absence of commas in the transitions from one month to the next and from one season to the next.

10. Use a comma to set off the components of a place-name (e.g., a city from a state, a province from a country, a campus from its main institution, and so on.

When a comma is incorrect

The following sentences should not have commas inserted between them.

1. Subject and verb
2. Verb and object
3. Parts of a compound subject
4. Parts of a compound object
5. Two verbs that share a subject

6. Two subordinate elements that are parallel

When a comma is optional

1. Throughout your work, use commas next to brief introductions and sentences whenever appropriate.
2. When a sentence does not unite two separate clauses, commas are optionally placed after words and phrases like perhaps, thus, indeed, and of course.

    However, a comma is required when a word or phrase links two independent sentences.
3. The comma is optional when a coordinating conjunction combines brief independent phrases.

Semicolons

Compared to commas, semicolons indicate a stronger separation. In sentences, they are frequently employed to connect two or more independent clauses that aren't connected by a conjunction.

Sometimes a dash can be used in place of a sharp break, if that is what is meant. When there are commas in between items in a series, semicolons should always be used. Semicolons are also employed in sentence structures when a comma is used in place of the verb.

Colons

Colons join two separate clauses similarly to semicolons, although they can be used for other purposes as well. A list, an explanation of the previous point, or the formal articulation of a rule or concept are all introduced with colons.

Whatever comes after a colon should be written in lowercase, unless it is a word that is typically capitalised, a sequence of sentences, a rule or principle, or a question.

Do not use a colon before a list if the list is grammatically essential to the introductory wording.

Dashes and Parentheses

Parentheses and dashes signify a thought transition. They serve to elucidate words or statements, give further information, and distinguish other types of commentary from the primary text. It is usually up to the individual whether to use parenthesis, dashes or commas to indicate a sentence break. Overusing dashes and brackets can lead readers to become distracted and reduce the readability of prose since they disrupt the sentence's flow more

severely than commas do. An additional word of caution: if a sentence has one unpaired dash or more than two paired dashes, readers may become confused about what is and is not being set off.

Dashes can appear in manuscripts as two hyphens or, as is customary in professionally typeset publications such as this one, as the emdash Symbol, which is a dash the length of the letter m. The dash has no spaces before or after it. There is no space between two hyphens used to denote a dash.

When to Use

1. Use dashes or parentheses to enclose a sentence element that interrupts the train of thought.
2. Use dashes or parentheses to set off a parenthetical element that contains a comma and that might be misread if set off with commas.
3. Use a single dash before a phrase like for example, that is, or namely when the phrase introduces an elaboration of what was just said.
4. A dash may also be used instead of a colon to introduce a list.

Hyphens

By combining two or more words, hyphens show the relationship between those words. They combine prefixes with words as well. The main purpose of hyphens in text is to avoid misreading. Creating compound adjectives is one of the most popular uses for hyphens.

Words that are compound—that is, composed of more than one word—can be expressed as single words (hardheaded), as distinct words (hard drive), or as words with hyphens (hard-boiled). The dictionary provides style information for several chemicals. In general, compound words that are not included in dictionaries should be represented as separate words when used as nouns (knitting needle).

Quotation Marks

To quote from a source or style the title of some works, use quotation marks. They serve two more primary purposes in your writing.

1. To Flag provisional meaning

One can express doubt, criticism, or deliberate misuse of a word or phrase by putting quotation marks around it. The purpose of these quotation marks, often known as scare quotes, is not always obvious, thus they should be used sparingly and carefully.

2. To mark translations of words or phrase

When you have translated a foreign word or phrase, you should indicate it with quote marks. Either put the translation between double quote marks and brackets, or between single quote marks and brackets.

Periods, Question Marks, and Exclamation Points

Periods, question marks, and exclamation points are possible sentence endings. Declarative sentences terminate with a period. Interrogative sentences end with question marks. In formal prose, do not use exclamation points unless specifically quoted.

Italics in Prose

Words in languages other than English are distinguished and designated as such in writing by using italics. It is best to avoid using italics for emphasis too often as it quickly loses its impact.

- Words and phrases that are referred to as words should be italicised.
- Font style: italics for all letters.
- Italicise foreign words that are utilised in English-language texts generally.

Capitalization of Terms – English

For English-language terms, capitalize the following:

- The first letter of the first word of a sentence
- The subject pronoun I
- The names and initials of persons (except for some particles)
- The names of months of the year and days of the week
- Titles that immediately precede personal names (Senator John Smith) but not a person's title used alone (the senator, a professor of Economics)
- Proper nouns (Australia)
- Most adjectives derived from proper nouns (Indian wildlife)
- Musical notes (middle C)
- Academic grades (I got a Ain statistics)

In general, lowercase generic forms of proper nouns.

The United States Army, the army

President Kennedy, the president

The Brooklyn Bridge, the bridge

The Housatonic River, the river

Titles of Works in Your Prose

Whenever you utilise a source's title in your writing, be sure it comes from a reliable source (such as a book's title page rather than its cover). Do not copy any odd typography, such capitalising or lowercasing every letter in the title.

Put a colon (:) between the title and the subtitle and standardise the title's capitalisation.

Capitalizing Titles in English

Use title-style capitalisation when writing the title of your own research project or copying an English-language title or subtitle. This means that you should capitalise all principal words, including those that come after hyphens in compound phrases, as well as the first and last words. Therefore, capitalize the following parts of speech:

- Nouns (Europe's Flowers)
- Pronouns (Some Like It Hot; Save Our Children)
- Verbs (What Is Literature? America Watches Television)
- Adjectives (The Ugly Duckling)
- Adverbs (Go Down, Moses; Only A Little Corrupted)
- Conjunctions that subordinate something (e.g., after, although, as, as if, as soon as, because, before, if, that, unless, until, when, where, while, as inLife As I Find It)

In case a part of speech falls inside a title, do not capitalise it:

- Prepositions (e.g., against, as between, in, of, to, according to; as in The Artist as Critic)
- Coordinating conjunctions (and, but, for, nor, or, so, yet; as in Romeo and Juliet)
- The to in infinitives (How to Play Chess)
- Articles (a, an, the; as in Under the Bamboo Tree)

However, begin a subtitle with an article capitalisation.

Do not capitalise the word that follows the hyphenated prefix if the dictionary shows the prefix and phrase together without a hyphen.

The first line of an unnamed poem or the entire text of a brief untitled letter can be used to identify it; in these cases, the line or text is used in place of the title, exactly as it appears in the source.

Punctuation of Titles

Serial Comma

- If the title page specifies it, use the serial comma. However, if a comma is not required, omit it.
- Consult another reliable source about the work if the title page's layout leaves you unsure about whether to include a comma.
- Replace the ampersand in titles with the word and add a serial comma.

Subtitles

- Even if your source does not provide any punctuation between the title and the subtitle, you should nevertheless use a colon (:) and a space to separate the two.
- Put a colon (:) before each subtitle when there are two after a title.
- On the title page, do not use a colon where a question mark, exclamation point, or dash appears between a title and a subtitle.
- Add a colon, nevertheless, if a title appears within another title that ends in an exclamation point or question mark.
- Place the colon (:) between the quote mark and the subtitle if the title ends in quotation marks.
- On the title page, replace the period (?) with a colon where it appears between the title and the subtitle.

Titles with no formatting

Titles in the following categories are capitalised like titles; they are not italicised or surrounded by quote marks, with a few exceptions listed below.

- Scripture
- Laws, acts, and other political documents
- Musical compositions identified by form, number, and key
- Columns and titled categories in periodicals and on websites
- Titled print publication series
- Informally titled series
- Conferences, courses, workshops, and events
- Terms designating divisions of a work

Titles within Titles

When a title appears within a title, the internal title should be clearly distinguished from the surrounding, title. How you mark that distinction depends on the way the surrounding title is styled in accordance with guidelines given earlier in this handbook: in quotation marks, in italics, or, at the beginning of your paper, unstyled.

Surrounding title in quotation marks

- It is best to keep the internal title's italics when the surrounding title is enclosed in quotation marks.

  "Identity Crisis in Anita Nair's *Ladies Coupe*"

- When the surrounding title is in quotation marks and the internal title is in quotation marks, use single quotation marks around the internal title, even when double quotation marks appear in the original or the internal title is one that would normally be italicized.

  "'The Gift of Magi' and Women's Discourse" (article about a short story)

  "The Age of 'The Age of Innocence'" (article about a novel)

Surrounding title in italics

- When the surrounding title is in italics and the internal title is in quotation marks, retain quotation marks around the internal title.

  "Silent Souls" and Other Stories (book with a short story in its title)

- When the surrounding title is in italics and the internal title is in italics, convert the italicized internal title to roman typeface (i.e., no italics)

  Approaches to Teaching Murasaki Shikibu's The Tale of Genji (book about a novel)

Surrounding title with no formatting

- When a surrounding title is neither in italics nor in quotation marks, italicize a title normally styled in italics according to the rules for styling titles.

  Romeo and Juliet and Renaissance Politics (title for a paper you are writing about a play)

  Language and Childbirth in *The Awakening* (title for a paper you are writing about a novel)

- When a surrounding title is neither in italics nor in quotation marks, use quotation marks around a title normally enclosed in quotation marks according to the rules for styling titles.

Lines after Reading "Sailing to Byzantium" (title for a paper you are writing about a poem)

The Uncanny Theology of "A Good Man Is Hard to Find" (title for a paper you are writing about a short story)

Quotations within Titles

In English-language titles, capitalize quotations just as you would a title. A title that consists solely of a quotation should also be capitalized as a title. For titles styled in quotation marks, convert the double quotation marks surrounding the quotation to single quotation marks.

"'Mind's Internal Heaven': Wordsworth's Fair Region"

"Full of Fire and Greedy Hardiment": Youth and Coming of Age in The Faerie Queene

"'The Figure in the Carpet'"

An exception occurs when the first line of an untitled poem is used as its title, in which case do not standardize the capitalization. Follow your source. If you are creating a title and your source is the poem itself, capitalize it as it appears in the poem.

"Wordsworth's Vision in the Lyric 'Most sweet it is with unuplifted eyes'"

Numbers

Use of Numerals or Words

If a number appears in a discussion in a few words or less, spell out the numbers.

- one
- one hundred
- two-thirds
- thirty-six

When more than two words are required, use numerals. Arabic numerals are the most widely used representation of non-spelled numbers (1, 2, 3).

- 2½
- 101
- 1,275

Number-heavy contexts

When expressing ratios and all numbers that come before units of measurement in conversations involving a lot of numbers, including reports of experimental data, write the numbers using numerals.

In these situations, use the same method for expressing related numbers. Thus, if a number appears alongside another number that needs to be expressed as a numeral, utilise numerals for numbers that are typically spelt out.

Street addresses

For numbered streets, use ordinal numbers instead of formatting the suffix (such as -nd, -rd, -th, or -st) in the superscript.

Decimal fractions

When given fractions as decimals, represent them using numerals.

Percentages and amounts of money

If you can express a percentage or a sum of money in three words or less, do so when having a discussion that involves rare usage of figures.

When using more than three words, use numerals with symbols.

- $5.35
- $970
- 48.5%

Commas in Numbers

It is customary to place commas without a space between the third and fourth numbers from the right, the sixth and seventh, and so on.

- 1,432
- 20,230
- 7,854,321

Street addresses, four-digit years, and page and line numbers do not use commas.

Dates and Times

Do not shorten dates in the body of your essay. Use numerals to express numbers and be consistent when using the month-day-year or day-mouth-year method.

- 5 April 2022
- April 5, 2022

Use just the day-month-year Style for works cited list entries. In writing, the month-day-year format requires a comma after the year unless there is another punctuation mark following it.

- On April 10, 1940, Clareece Spector was born.
- Clareece Spector was born on April 10, 1940.

There is no need to use comma to separate a year from a season.

- National Poetry Month was started in April 1996 by the Poetry Foundation.
- The seminar on modernist poetry was last offered in spring 2019.

One can write out or express decades using numbers. In your prose, stick to one style consistently.

- The nineties
- The 1940s

Put the letters "centuries" in lowercase.

- The nineteenth century

In prose and other written language, eras are shortened as follows: AH (anno Hegirae, meaning "in the year of Hegira"), BC ("before Christ"), BCE ("before the common era"), and CE ("common era"). AD and AH come before the year, whereas the acronyms BC, BCE, and CE come after it.

- 12 BC
- AD 545
- AH 652

For the most part of the day, numerals are used. In prose, you should generally utilise the 12-hour clock system.

- 2:00 p.m.

Number Ranges

Give the second number, up to ninety-nine, in full within a range of numerals.

- 2-3
- 21-48

If more digits are required for clarity, only include the final two of the second numeral for greater values.

- 96-101
- 102-04
- 395-401
- 923-1,003
- 1,003-05
- 1,608-774

Ranges for roman numerals must be provided in whole.

- ii-iii
- x-xii
- xxi-xlviii

PRINCIPLES OF INCLUSIVE LANGUAGE AND
DOCUMENTING SOURCES: AN OVERVIEW

PLAGIARISM AND ACADEMIC DISHONESTY

The term "plagiarize" originates from the Latin word plagiatius, meaning "kidnapper." It refers to committing literary theft by presenting an existing concept or product as new and creative. Plagiarism encompasses two types of transgressions. Failure to acknowledge another person's ideas, information, or expressions when using them amounts to intellectual theft. Presenting someone else's ideas, information, or expressions as your own to achieve a higher grade or obtain some other benefit is considered fraud. Plagiarism might be considered a moral and ethical transgression rather than a legal one, as some cases of plagiarism do not violate copyright laws, which are legal regulations.

Plagiarism can manifest in several ways, such as purchasing papers online, recycling another student's work, and replicating content from published sources without attribution. Plagiarism encompasses the act of falsely presenting someone else's work as one's own.

Exposure as plagiarists in professional settings can lead to job loss and result in public disgrace, reduced prestige, and loss of credibility for authors and public speakers. Plagiarism can tarnish a career by negatively impacting a person's judgment, integrity, and honesty, casting doubt on all of their work. Plagiarism has effects beyond the individual level. The harm inflicted also has social implications. Plagiarism is a severe issue as it undermines public faith in information.

UNINTENTIONAL PLAGIARISM

A research paper aims to combine existing research and knowledge with your own opinions on the topic. Feel free to include others' words, facts, and opinions into your research paper, but ensure that you do not present borrowed content as your own. When writing your research paper, ensure that you document every borrowed content, including direct quotes, paraphrases, information, and ideas.

Plagiarism in student writing is frequently unintentional, such as when a young student tasked with writing a report on a certain topic copied verbatim from an encyclopaedia. Regrettably, some students persist in using this method in high school and even in college, without recognizing that it qualifies as plagiarism. To prevent unintended

plagiarism during research and writing, maintain detailed notes that clearly differentiate between your original ideas, your summaries and paraphrases of others' ideas and facts, and verbatim text copied from sources. Plagiarism can occur when researchers fail to maintain accurate records of their reading, leading to uncertainty about whether their summaries and paraphrases include unmarked or inadequately marked quoted content when they revisit their notes. Reproducing an author's words without proper attribution is considered plagiarism, regardless of referencing the source. Recording only quotations is the most dependable form of note-taking for major research tasks, particularly for novice students. Working with notes is the most reliable method to prevent accidental plagiarism. Similar issues may arise when storing notes digitally. When copying and pasting passages, ensure that you include them in quote marks.

Students may unintentionally commit plagiarism when writing research papers in a second language. To prevent grammatical faults, individuals may mimic the sentence pattern of an author. When mimicking grammatical structures, individuals may unintentionally copy the author's concepts, data, language, and phrases.

TYPES OF PLAGIARISM

One of the most obvious forms of plagiarism is to acquire and present as your own a document that was produced by another person. Less obvious kinds of plagiarism include not providing proper credit when using someone else's words, using a well-crafted phrase, or summarizing another person's argument or thought process without acknowledgment.

1. REPEATING OR PARAPHRASING WORDING

You wish to utilize the content from a specific section found on page 625 of an essay written by Wendy Martin in the book *Columbia Literary History of the United States*.

ORIGINAL SOURCE

Some of Dickinson's most powerful poems express her firmly held conviction that life cannot be fully comprehended without an understanding of death.

Failure to provide proper proof when writing a sentence that closely resembles another's work is plagiarism, even if the terminology has been altered.

PLAGIARISM

Emily Dickinson firmly believed that we cannot fully comprehend life unless we also understand death.

But you may present the material if you cite your source:

As Wendy Martin has suggested, Emily Dickinson firmly believed that we cannot fully comprehend life unless we also understand death (625).

2. TAKING A PARTICULARLY APT PHRASE

Imagine, for example, that you read the following passage in the course of your research (from Michael Agar's book Language Shock):

Everyone uses the word language and everybody these days talks about culture . . .. "Languaculture is a reminder, I hope, of the necessary connection between its two parts . . ..

If you wrote the following sentence, it would constitute plagiarism:

At the intersection of language and culture lies a concept that we might call "languaculture."

This sentence borrows a word from Agar's work without giving credit for it. Placing the term in quotation marks is insufficient. If you use the term, you must give credit to its source:

At the intersection of language and culture lies a concept that Michael Agar has called "languaculture" (60).

This version includes a parenthetical citation and a reference to the original author to show where the word originated; a corresponding entry in your list of works cited will provide your reader with complete details about the source.

3. PARAPHRASING AN ARGUMENT OR PRESENTING A LINE OF THINKING

Plagiarism can occur not only by directly copying an author's words but also by paraphrasing their ideas or arguments without proper attribution.

Consider the following passage.(from Walter A. McDougall's Promised Land, Crusader State: The American Encounter with the World since 1776):

American Exceptionalism as our founders conceived it was defined by what America was, at home. Foreign policy existed to defend, not define, what America was.

Writing the sentence below constitutes plagiarism, even if you have altered parts of the wording:

For the founding fathers America's exceptionalism was based on the country's domestic identity, which foreign policy did not shape but merely guided.

You have plagiarized the author's ideas in this statement without giving credit. You are allowed to utilize the concepts as long as you appropriately acknowledge the original source as follows:

As Walter A. McDougall argues, for the founding fathers America's exceptionalism was based on the country's domestic identity, which foreign policy did not shape but merely guarded (37)

How to prevent plagiarism?

To prevent plagiarism, start by being meticulous in your research and note-taking. Maintain a comprehensive list of all sources found during research, linking each source to the material extracted from it to ensure proper acknowledgment in your work. Be sure to distinguish carefully in your notes. Distinguish between borrowed and original content by recognizing ideas and words taken from your sources, summarizing those sources, and presenting your own ideas. When writing, make sure to clearly acknowledge all borrowed content, such as quoted text, paraphrased concepts, summarized arguments, and factual information. It is crucial to consult with your supervisor if you have doubts regarding how you are utilizing a specific source.

Is the lack of documentation a sign of plagiarism?

Documentation is not mandatory for all borrowed items. Common knowledge among your readers does not require documentation. Common knowledge consists of generally accessible information found in reference materials, such as fundamental biographical details about important individuals and the dates and contexts of significant historical occurrences. When there is a disagreement about the facts or when your readers may require additional knowledge on your issue, it is advisable to provide citations for the material you use.

This section will walk you through the steps of crediting others' work. Documentation commences prior to compiling your bibliography.

To effectively utilize sources in academic work, one must first assess and choose the relevant material from them.

UNIT III

MLA CORE ELEMENTS

Element	Definition
1. Author.	writer of the document you are citing
2. Title of the source.	document you are citing - book, article, video, speech
3. Title of the container,	source of the document - anthology, newspaper, website, conference
4. Other contributors,	editors, directors, translators, narrators, performers
5. Version,	edition [updated, expanded, 7th, etc.], cut [film], version [King James]
6. Numbers,	volume, number - vol. 1, no.5
7. Publisher,	company responsible for producing the source for public consumption
8. Publication date,	date that the source/container was published
9. Location.	page number, chapter, section, website
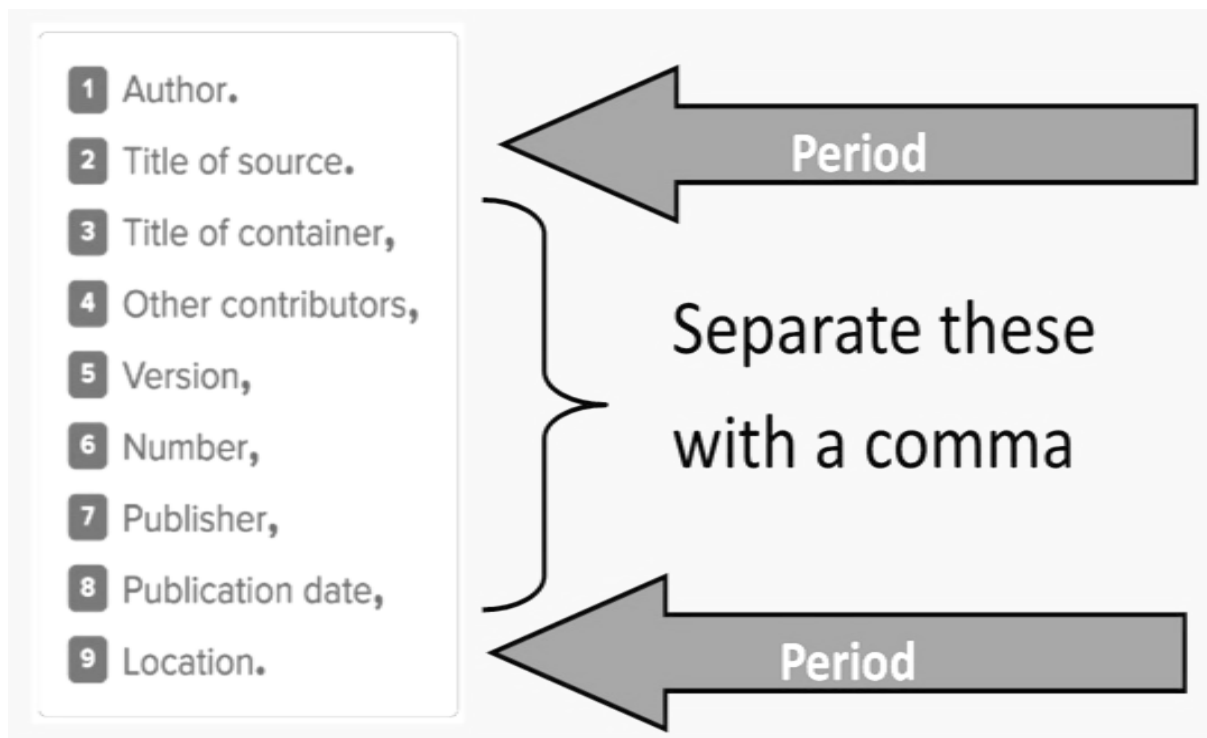
1. AUTHOR.

The author is the primary component of any citation.

- Author names always conclude with a period..
- List the authors or editors for each citation in the order they are presented on the publication if there are multiple authors.

For a source with a single author:

- Last/Family name, First name Middle name.

Examples:

Rushkoff, Douglas.

Kalish, Mildred Armstrong.

For sources with two authors:

- Last, First Middle, and First Middle Last.

Example:

Kauffman, James M., and Harold J. Burbach.

For sources with three or more authors:

- Include only the primary author's name, listed as Last, First Middle, followed by "et al." to denote additional authors.

Example:

Wolfteich, Claire E., et al.

If the source has editors but no authors:

- Format names in the style of writers, followed by a comma and the term "editor" or "editors", ending with a period.

Example:

Smith, John, and Margaret Jolly, editors.

If source has a corporate author:

- Provide the organization's name exactly as it is written in the text, excluding any initial articles like A, An, or The.

Example:

Modern Language Association.

If the source is authored by a government entity:

- Name of country, comma, Department followed by a period.

Example:

    United States, National Institutes of Health.

If the source does not provide an author:

    Omit the author and start the citation with the title of the source.

2. TITLE OF THE SOURCE

The title of the source will be enclosed in quotation marks for shorter works within a larger work (e.g., a short story, an article, or a web page) and in italics for self-contained works (e.g., a movie or a book).

Capitalize the first, last, and principal words.

Example of a shorter work: (Place the period before the closing quotation mark.)

    "A Perfect Day for Bananafish."

Example of a longer work: (The text is italicized and concludes with a period.)

    The Godfather.

Include any subtitle after a colon:

Example:

    Screen Agers: Lessons in Chaos from Digital Kids.

When no title is provided, compose a standard description with sentence capitalization and without quotation marks. Conclude with a period.

Example:

    Photograph of sunset at Rocky Mountain National Park.

3. TITLE OF THE CONTAINER

The container is the primary source that holds the work being referenced.

For example: a book that contains a short story or essay; a journal that contains an article, or a web site that contains a web page.

    Use italics and follow with a comma.

    First, last, and principal words capitalized.

Examples:

    Journal of Education,

    Webster's New World College Dictionary,

4. OTHER CONTRIBUTORS

Utilize the "other contributors" option to add any further names that are significant to your study or to the identification of the work.

Always include the following contributors in your citation:

> Translators
>
> Editors of scholarly editions and anthologies or collections of works

You may also opt to list these contributors:

> Film directors
>
> Music conductors
>
> Performing groups (like a choir or similar)

Provide the contributor's name in the format: First Middle Last, along with a descriptive phrase or noun.

Common phrases include:

> adapted by
>
> directed by
>
> edited by
>
> illustrated by
>
> introduction by
>
> narrated by
>
> performance by
>
> translated by

Apply sentence capitalization. If the preceding element concluded with a comma, the initial word is not capitalized. Refer to the example.

Examples:

> Translated by Jay Rubin,
>
> performances by James Stewart and Donna Reed,

5. VERSION

When you want to indicate an edition or version, you should use the Version element.

Abbreviate edition (ed.) and revised (rev.).

Make sure to capitalize each sentence. This indicates that the initial word is not capitalized regardless of whether or not the preceding part ended in a comma. See example.

Examples:

> Updated ed.,
>
> 5th ed.,
>
> unabridged version,

6. NUMBER,

Use the "number" element for sources that are part of a sequential order, like a journal article or a television series episode.

- Abbreviate volume (vol.) and issue/number (no.)
- Use sentence capitalization. Do not capitalize the first word after a comma.

Examples:

> vol. 42, no. 5,
>
> season 2, episode 10,

7. PUBLISHER,

Use the "publisher" element mostly for books, websites, and films.

- Do not use in journal article citations
- Abbreviate "University Press" to UP
- Omit any initial article (A, An, or The) and business abbreviations (like Co. or Inc.)
- For websites, find the publisher name at the bottom of the page after the ©.
- Publisher name not needed if it's the same as the website title.
- For films, use the name of the distributor.

Examples:

> U of Chicago P,
>
> RKO,
>
> University of Iowa Museum of Art,

8. PUBLICATION DATE,

Every citation will include a publication date, unless no date is given in the source.

- Format for dates is: day month year.
- Abbreviate months longer than four letters to first 3 letters.
- If more than one date is given, use the date most relevant or most recent.

- If no publication date is given, omit the date.
- For websites, add the access date under "Optional elements" (see description below).

Examples:

27 Aug. 1971,

June 1995,

9. LOCATION.

Use location element for any information that helps the reader locate the source. This includes:

- The URL of a website or online article, without the http(s):// and including a period at the end.

Example:

www.bls.gov/careeroutlook/2018/data-on-display/education-pays.htm.

- The doi of a journal article. If a doi is available, use it instead of the URL. Do include the http(s)://.

Example:

https://doi:10.1002/pits.20246.

- The page numbers of an article, preceded by p. for a single page, or pp. for multiple pages.

Examples:

pp. 65-8.

p. 102.

- The museum, if an artwork was viewed in person.

Example:

The Art Institute of Chicago.

10. OPTIONAL ELEMENTS.

Use any of these optional elements, but only if they are important to your use of the source.

- For online work with often changing content or content without a published date, include the date of access.
- Begin the date with the term "Accessed".

Example:

Accessed 7 June 2016.

- Use for unexpected formats. Include a word that describes the format.

Examples:

Lecture.

Address.

Transcript.

- Use for medium of an artwork, especially if the medium is important to your discussion of the work.

Examples:

Sculpture.

Wood and pigment.

- The name of an app if you used it to access the source. This is helpful because an app often has no URL to share.

Examples:

Netflix app.

Spotify app.

WORKS CITED

As per MLA style guidelines, a Works Cited page is required at the end of your research paper. Every citation on the Works Cited page must match a citation in your main text.

BASIC RULES

- Start your Works Cited page on a new page at the conclusion of your research work. Ensure that it maintains consistent one-inch margins and includes the last name and page number header, matching the format of the remainder of your work.
- Center the words "Works Cited" at the top of the page and label the page as "Works Cited" without italicizing or using quotation marks.
  - Center only the title. The citation entries should be left-aligned.
- Double-space all citations without skipping spaces between entries.
- Create a hanging indent by indenting the second and subsequent lines of citations by 0.5 inches.

- Efficiently list page numbers of sources when necessary. When citing a journal article that was published on pages 225 through 250, include the page numbers as pp. 225-50 on your Works Cited page. According to MLA style, you should exclude the initial repeated digits. In this case, the digit in the hundreds position is the same between 225 and 250, therefore you exclude the 2 from 250 in the citation: pp. 225-50). When the excerpt covers multiple pages, use "pp." MLA style use a hyphen to indicate a range of pages.

- When citing a single page from a print source, indicate it with the abbreviation "p." followed by the page number (e.g., p. 157). When using a range of pages, indicate it using the abbreviation "pp." before the page numbers (e.g., pp. 157-68).

- When citing a print article or publication that was accessed from an online database, italicize the name of the online resource. Subscription information is not required, only the database name.

- When citing online sources, it is important to specify a location to indicate the source's origin to readers. Several academic databases utilize a DOI (digital object identifier). Include a DOI in your citation when available; otherwise, use a URL. Remove the "http://" from URLs. The DOI or URL is often the final component in a citation and should be succeeded by a period.

- All citations must conclude with a period.

- Cite apps and databases only when they serve as the primary platforms for the works you are referencing, not as intermediaries that lead you to sources published on other platforms. When referencing works from the *Philosophy Books* app, consider it a container as it holds the works in full. A PDF article stored in the *Dropbox* app is considered published elsewhere, hence the app should not be referenced as the source.

- When it is crucial for your readers to be aware of an author's or person's pseudonym, stage name, or other aliases, it is advisable to reference the more widely recognized form of the individual's name. For instance, when referencing the author of "*Alice's Adventures in Wonderland*," it is more appropriate to use *Lewis Carroll* rather than *Charles Dodgson*, his real name.

- Annotations for annotated bibliographies should be included at the end of each source/entry with one-inch indentations from the beginning of the entry. Annotations should be brief and might be in the form of concise phrases or whole sentences, typically limited to one paragraph.

CAPITALIZATION AND PUNCTUATION

- Capitalize all words in titles of articles, books, etc., except for articles (the, an), prepositions, or conjunctions, unless they are the first word of the title or subtitle: *Gone with the Wind, The Art of War, There Is Nothing Left to Lose*.

- Italicize titles of major works (books, periodicals) and use quotation marks for titles of shorter works (poems, articles).

LISTING AUTHOR NAMES

Entries are organized in alphabetical order based on the author's last name or, for complete edited collections, the editor's names. Author names are formatted in the following order: last name, first name, then middle name or initial if necessary.

Burke, Cleanth

Levy, Danel M.

Wallace, Daniel Foster

Avoid include honorific titles or academic degrees when listing people. The book by the author "John Bigbrain, PhD" is listed as "Bigbrain, John." Include suffixes such as "Jr." or "II." Combining everything, a piece by Dr. Martin Luther King, Jr. should be referenced as "King, Martin Luther, Jr." Here is the suffix that comes after the first or middle name, followed by a comma.

MORE THAN ONE WORK BY AN AUTHOR

When mentioning several pieces written by the same author, list the items according to title alphabetically. All entries other than the first should have the author's name replaced with three hyphens.

Burke, Kenneth. *A Grammar of Motives*. [...]

---. *A Rhetoric of Motives*. [...]

List solo-author entries first when an author or collection editor appears as both the first author of a group and the sole author of a text:

Heller, Steven, ed. *The Education of an E-Designer*.

Heller, Steven, and Karen Pomeroy. *Design Literacy: Understanding Graphic Design.*

WORK WITH NO KNOWN AUTHOR

Use anonymous works in alphabetical order by title, and when citing them in your paper, use a shortened version of the title in parenthesis. This instance of Boring Postcards USA is authorless.

> Baudrillard, Jean. *Simulacra and Simulations*. [...]
> *Boring Postcards USA* [...]
> Burke, Kenneth. *A Rhetoric of Motives*. [...]

THE STANDARD FORMAT FOR ANY CITATION IS AS FOLLOWS:

> Author. Title. Title of container (do not list container for standalone books, e.g. novels), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

Citing Printed Books- Basic Form

> Name of author or editor. *Title of the Book*. Publisher name, Year published.

Book (One Author)

> Rowling, J.K. *Harry Potter and the Goblet of Fire*. Levine-Scholastic, 2004.

Book (Two or Three Authors)

> Kirkpatrick, Jim and Paul Caldwell. *Eating Disorders: Everything You Need to Know*. Firefly Books, 2004.

Book (More than Three Authors)

> Ellis, David B. et al. *Becoming a Master Student*. Houghton Mifflin, 2006.

Book (Corporate Author)

> American Psychiatric Association. *Diagnostic and Statistical Manual of Mental Disorders: DSM5*. 5th Ed. American Psychiatric Association, 2013.

Article in a Reference Book

> "Civil Disobedience." *Encyclopedia Americana*. International Edition. Scholastic Library, 2004.

Multivolume Work

Frey, R. J. "Bulimia Nervosa." *The Gale Encyclopedia of Mental Disorders*. Ed E.
Thackeray and M. Harris. Vol. 1. Gale Group, 2003. pp. 153-62.

<u>**Citing Print Periodical Articles- Basic Form**</u>

Name of author or editor (if given). "Title of the article." *Publication title*, Volume,
Number (if applicable), Date Month Year: Page number.

Magazine or Newspaper Article

Carroll, Aaron E. "Sorry, There's Nothing Magical About Breakfast." *New York
Times*, 23 May 2016: C8.

Journal Article

Lorence, Mark. "School of Minecraft." *School Library Journal*, Vol. 61, no. 4, 2015,
pp. 26-30.

<u>**Citing Online Sources-Online Book, Basic Form**</u>

Name of author or editor. *Title of the Book*. Database or sponsor. Publisher name,
Year published.

eBook

Poe, Edgar Allan. *The Murders in the Rue Morgue*. eBook Collection (EBSCOhost),
Generic NL Freebook Publisher, 1993.

Magazine Article from a Library Database

Zirin, Dave. "Time for the NCAA to Pay." *The Progressive*, Jun. 2014, pp. 42.
Opposing Viewpoints in Context.
search.ebscohost.com/login.aspx?direct=true&db=mth&AN=96327384&site=
ehost-live

<u>**Journal Article Basic Form**</u>

Name of author or editor. "Title of the Article." *Publication title* Volume Number,
Issue Number, year of publication, page numbers. *Database.* URL or DOI

Journal Article from a Library Database

Washington, Myra. "The Post-Racial Mystique: Media and Race in the Twenty-First
Century." *Black Scholar*, Vol. 46, no. 2, 2016, pp. 66-69. *Psychology and
Behavioral Sciences Collection*. tinyurl.com/z3zblco

Newspaper Article from a Library Database

Smith, Barbara S. "Reframing the Conversation on Growing Old." *Sarasota Herald Tribune* [Sarasota, FL], 12 May 2015, pp. E.8. *ProQuest Newsstand*. https://www.proquest.com/newsstand/docview/1680144029/3D7AAC7E2259 4419PQ/2?accountid=39849

Encyclopedia Article from a Library Database

Howard, Lillie. "Zora Neale Hurston*." Dictionary of Literary Biography: Afro-American Writers from the Harlem Renaissance to 1940*. Ed. Trudier Harris. Gale, 1987. *Literature Resource Center.* tinyurl.com/jg4hrbd

Web Site Basic Form

Name of author or editor (if given). "Title of Work." *Title of Web Site*. Publisher or container of site, day month and year of publication – use n.d. if no date is available. URL . Date Accessed.

Website

Anders, Charlie J. "Prince Was One of the Greatest Fantasy Storytellers of All Time." *i09.com*. Gizmodo, 21 Apr. 2016. io9.gizmodo.com/prince-is-not-dead-1772302841. Accessed 6 May 2016.

Blog

McSweeney, Kelly. "How Tiny 'Natural Nanobots' Attack Cancerous Cells." *ZDNet*, 6 Sep. 2016. www.zdnet.com/article/tiny-robots-attack-cancer/. Accessed 14 Sep. 2016.

Tweet

@neiltyson. "There's more than 300 metric tons of it embedded in every 500-meter metallic asteroid that orbits the Sun. #ThatsGold." *Twitter*, 18 Aug. 2016, 6:17 PM. twitter.com/neiltyson/status/766443843759722496

Other Sources

Interview

Bag, Alice. Personal Interview. 2 Sep. 2016.

DVD, BluRay, or VHS

The Jungle Book. Directed by Jon Favreau, Performances by Neel Sethi and Bill
Murray. Walt Disney Pictures, 2016.

Lecture, Speech, Reading

Obama, Barack Hussein. "Obama Presidential Address." Presidential Inauguration of
the United States of America. Washington D.C. 24 Feb. 2009.

Performance

Wheeldon, Christopher. "An American in Paris." Segerstrom Center for the Arts.
25 Apr. 2017.

Netflix (or Hulu, Google Play, Amazon Video, HBOGO, etc.)

"AKA Smile." Jessica Jones, season 1, episode 13, Marvel Television, 20 Nov. 2015.
Netflix,
www.netflix.com/watch/80002324?trackId=13752289&tctx=0%2C12%2C7bc
7a5fc-52e6-41ea-95dc-70d28bb074d7-121219242

UNIT IV
IN-TEXT CITATIONS

In-text citations are placed within the body of a research article to concisely indicate the source of the information.

MLA style in-text citations consist of the author's last name followed by a page number in parentheses. Here is an example: "Here's a direct quote" (Smith 8).

If the author's name is not provided, utilize the initial word or words of the title. Adhere to the formatting style of the works-cited list, including the use of quotation marks. Here is an example: This is a paraphrase ("Trouble" 22).

If the source does not have page numbers (for example, some online articles, websites and e-books), only include the author's name for the in-text citation. Do not estimate or make up page numbers.

*Source: "MLA (9th edition) Citation and Style Guide" by J. King & A. Knight, Santa Ana College

Author's name in text with quotation	Galeano asserts that the rise in coffee prices, world wide, "did nothing to ease the chronic poverty of Brazilian coffee workers " (280).
Author name in text without quotation	Angela Davis' book *Are Prisons Obsolete?* provides a history of the development of the U.S. prison system (22-45).
Author name in citation with page number	Poetry can be used as an inspirational learning tool (Williams 78).
Author name in citation without page number *(for when no page numbers are provided)*	The blog, "EducationQuest," provides a variety of self-care tips for college students (Ourada).
Two source authors in citation	For fuller understanding, readers should research the relevant culture and history (Said and Do 6).
Quotation found in indirect source *(for quoting a source cited in another source)*	Octavia Butler writes, "destiny is to take root among the stars" (qtd. in Brown and Imarisha 1).
Video source *(note— you must include the time slot from which you are quoting; here, the time is from minute, 1 minute, 26 seconds. to 1 minute, 29 secs.)*	The music video for M.I.A.'s song "Borders," depicts refugees climbing wire fences in a desert and positioned to spell out "Life" (00:01:26-00:01:29).

In-text citations direct readers to the works-cited list at the conclusion of the publication for detailed bibliographic information.

In-text citations are concise references designed to guide the reader to the works-cited list for the sources consulted and, if applicable, to the specific spot in the cited source. They should always be placed immediately below the information you are summarizing, paraphrasing, or quoting.

An in-text citation starts with concise information that guides the reader to the corresponding entry in the works-cited list. The citation often starts with the author's last name or the title of the work, followed by a page number, time stamp, or other reference to indicate where the information is located within the work. The citation might be included in your text or included in parentheses.

Example

In-text citation:

According to a recent article published in *Mother Jones*, thousands of people nationwide have actively protested the construction of the Dakota Access Pipeline in solidarity with Standing Rock Sioux tribal members (Sammon).

Corresponding works cited entry:

> Sammon, Alexander. "The Next Keystone? Protesters Try to Stop Another Huge Oil Pipeline." *Mother Jones,* 26 Aug. 2016, www.motherjones.com/environment/2016/08/dakota-access-bakken-pipeline-protesters-sioux. Accessed 4 Sept. 2016.

Keep the references in parentheses as brief as possible.

Omit the author's name or source title from the parenthetical reference if you have already mentioned it in your text.

Example

> This point has been argued before (McMann 16-19).
> McMann has argued this point (16-19).
> Others, like Blocker and Plumer (52), hold an opposite point of view.
> Stress and a poor diet can have a detrimental effect on proper liver functioning (American Medical Association 209).

If the work has three or more authors, give the first author's last name followed by "et al." then the page number(s)

Example

> Some interesting interpretations of this concept have recently been suggested (Jones et al. 25-37).

If there are citations to material by different authors with the same surname, add the author's first initial. If these authors have the same initial as well, use the full first name.

Example

> Neurological pathways are created through habitual actions (J. Stevens 87).

If there are two or more titles by the same author in your Works Cited list, give the author's last name, the title, followed by the page number(s). Abbreviate the title if it is longer than a few words (when abbreviating the title, begin with the first word)

Example

> The fashion was very popular in certain parts of Northern England (Pollack, *Dickinson* 32-33).
>
> (In the example, 'Dickinson' is the shortened title of Pollack's *Dickinson: The Anxiety of Gender*).

If there is no author, the title may appear in the text itself or, abbreviated, before the page number in the in-text citation (MLA Handbook, 9th ed., p. 237).

Example

> *Classical Mythology of Greece* notes that he was cut up and boiled in a cauldron by Titans sent by Hera (78).

OR

Example

> He was cut up and boiled in a cauldron by Titans sent by Hera (*Classical Mythology* 78).

Web documents usually do not have fixed page numbers or any kind of section numbering. If your online source does not have numbering, you have to omit numbers from your parenthetical references. Do not count unnumbered paragraphs

Example

>Winkfield compares it to the current political environment of Zimbabwe.

>The works cited list would include an entry that begins with Winkfield.

If a source, such as a web document, does provide definite paragraph numbers, give the abbreviation *par*. or *pars*. or sections (*sec., secs.)* or chapters (*ch*., *chs.)* along with the paragraph number or numbers.

Example

>Devereux states that "Finley introduced energy psychology to modern psychiatry in the late twentieth century" (par. 30).

For time-based media, such as audio or video recordings, cite the relevant time or time span if it is displayed. Give the numbers of the hours, minutes, and seconds, separating the numbers with colons, with no space on either side.

Example

>Buffy's promise that "there's not going to be any incidents like at my old school" is obviously not one on which she can follow through ("*Buffy*" 00:03:16-17).

 Paraphrased ideas - "Paraphrasing allows you to maintain your own voice while demonstrating that you understand the source because you can restate its points in your own words and with your own sentence structure." To properly give credit, you need to include an in-text citation directing the reader to a works-cited list entry.

Use and Accuracy of Quotations

Quotations are significant in research papers when used judiciously. Select and quote only the most intriguing, vivid, uncommon, or suitable words, phrases, sentences, or passages, keeping them as brief as feasible. Excessive quoting can be tedious for readers and may give the impression that you lack originality and writing proficiency.

Quoting accurately in research writing is important. They are required to replicate the original sources precisely. Changes to the spelling, capitalization, or interior punctuation of the source are not allowed unless specified in brackets or parentheses. You need to create a precise and grammatically correct statement that introduces or includes a quotation accurately. You can also rephrase the original content and include certain parts of it, which might be simpler to

incorporate into the text. When modifying a quotation, ensure that the changes are clearly indicated to the reader in accordance with the provided guidelines and recommendations.

Short Quotations

- For quotations that are no longer than four lines, enclose them in double quotation marks and integrate them into the text. Enclose quotations within single quotation marks.
- Punctuation markers like periods, commas, and semicolons should come after the parenthetical reference. Question marks and exclamation marks should be placed within the quotation marks if they are part of the quoted piece, and after the parenthesis if they are part of your content.

Examples

Shelley thought poets "the unacknowledged legislators of the World" (794).

Dorothea responds to her sister, "what a wonderful little almanac you are, Celia!" (7)

Long Quotations

- For quotations exceeding four lines in your paper, start a new line and indent half an inch from the left margin. Do not indent the initial line of a single paragraph or portion of a paragraph more than the remainder of the quotation.
- There should be no quote marks used at the beginning or the end of the sentence.
- When the quotation is lengthy, a period is put at the end of the quotation, which is then followed by the parenthesis.
- Indent the initial line of the block quotation if you are beginning a new paragraph within the block quotation.

Example

At the conclusion of *Lord of the Flies*, Ralph, realizing the horror of his actions, is overcome by

> great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the back smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

Poetry

Put the portion of a line of verse that does not require special emphasis that you quote within your text in quotation marks, just as you would do with a line of prose. This applies

whether you quote part or all of the verse. Using a forward slash with a space on each side (/) to indicate to your reader where the line breaks fall, you may also include two or three lines in this manner.

> Bradstreet frames the poem with a sense ofmortality: "All things within this fading world hathend. . . ."
>
> Reflecting on the "incident" in Baltimore, Cullenconcludes, "Of all the things that happened there /That's all that I remember."

If a stanza break occurs in the quotation,mark it with two forward slashes (//).

> The *Tao te ching*, in David Hinton's translation,says that the ancient masters were "so deepbeyond knowing / we can only describe theirappearance: // perfectly cautious, as if crossingwinter streams. . . ."

When you quote verses that are longer than three lines, you should separate them from the rest of your text as a block. A half inch of indentation should be placed from the left margin of the citation, unless the quotation needs peculiar spacing. If the original does not contain quote marks, you should not add them. It is possible that a verse citation needs to be cited with line and other division numbers, a page number, or no number at all, depending on the length of the poem and whether or not it was published in editions that had numbered lines. In the event that it is necessary, the in-text citation for a poetry quotation that is separated from the text in this manner follows the final line of the quotation (at the same time that it does for prose quotations). It is recommended that the citation be placed on a new line, flush with the right margin of the page, in the event that it cannot be accommodated on the same line as the conclusion of the quotation.

In Walt Whitman's "When Lilacs Last in the Dooryard Bloom'd," the poet's gaze sweeps across the nation from east to west like the sun:

> Lo, body and soul—this land,
> My own Manhattan with spires, and the sparkling and
>   hurrying tides, and the ships,
> The varied and ample land, the South and the North in
>   the light, Ohio's shores and flashing Missouri,
> And ever the far-spreading prairies cover'd with grass
>   and corn. (canto 12)

Drama

When you quote dialogue in a play or film, make sure to separate the citation from the rest of the text. To begin each section of the dialogue, the name of the appropriate character should be put in all capital letters and indented by half an inch from the left margin. For example, HAMLET in all capital letters. First, a period should be placed after the name, and then the quotation should begin.

Increase the indentation of all next lines in that character's dialogue. Begin a new line indented half an inch when the conversation transitions to a different character. Consistently follow this technique in the entire quotation.

Marguerite Duras's screenplay for *Hiroshima mon amour* suggests at the outset the profound difference between observation and experience:

>HE. You saw nothing in Hiroshima. Nothing. . . .
>
>SHE. I saw *everything. Everything.* . . . The hospital, for
>instance, I saw it. I'm sure I did. There is a hospital
>in Hiroshima. How could I help seeing it? . . .
>
>HE. You did not see the hospital in Hiroshima. You saw
>nothing in Hiroshima. (15-17)

A short time later Lear loses the final symbol of his former power, the soldiers who make up his train:

>GONERIL.   Hear me, my lord.
>What need you five-and-twenty, ten or five,
>To follow in a house where twice so many
>Have a command to tend you?
>
>REGAN.   What need one?
>
>LEAR. O, reason not the need! (2.4.254-58)

<div align="center">

UNIT V

PUNCTUATION WITH QUOTATIONS

</div>

Introducing quotations

When a citation is part of a sentence structure, it should be preceded by a comma or no punctuation. Otherwise, it should be preceded with a colon when it is a formal introduction.

When incorporated into your writing, a quotation that begins with a verb of saying (writes, says, states, or exclaims) is started with a comma; when arranged as a block quotation, it is introduced with a colon.

Quotations within quotations

When inserting brief quotations into your writing that are not block quotes, enclose them in double quotation marks. To differentiate your quotation marks from those in the source, change any double quotation marks to single quotation marks when they appear.

One set of double quote marks is typically adequate when your citation is limited to text that is enclosed in quotation marks in the original work, as long as the introduction clearly identifies the unique nature of the quoted content.

Quotation marks that you copy directly from the source may wind up looking like double quotation marks since block quotations do not display in quotation marks.

Marking the end of a quotation

Whether you include the closing punctuation mark for a quotation depends on where the quoted material appears in your sentence, what type of punctuation mark it is, and whether it is followed by a parenthetical citation.

Periods and commas

If you conclude your sentence with this quotation and a parenthetical citation, omit the closing period inside quotation marks. A sentence-ending period should follow the parenthetical citation.

If the quotation ends in the middle of your sentence, replace the period with a punctuation mark appropriate to the new context—in this case, a comma.

By convention, commas and periods that directly follow quotations go inside the closing quotation marks, as shown above. If a quotation ends with both single and double quotation marks, the comma or period precedes both.

Other punctuation marks
- A closing quotation mark should come before any other punctuation, like as semicolons, colons, question marks, and exclamation points, that you use to structure your phrase.
- But if a quotation ends in an exclamation point or a question mark, keep the original punctuation. A period should come after the parenthetical citation in a sentence.
- A period does not come before or after the question mark or exclamation point if your sentence finishes with one of these quotations and no parenthetical citation follows.
- To indicate a paraphrasing, put an exclamation point or a question mark after the parenthetical citation.

Using an Ellipsis to Mark Material Omitted from Quotations

Two guidelines should always guide your omissions from quoted passages: maintaining the grammatical integrity of your writing and being fair to the author you are quoting. This applies to words, phrases, sentences, and more. Never display a quotation in a way that could lead the reader to interpret the source's meaning or sense incorrectly. Mark the content you left out of a sentence or group of sentences with an ellipsis point or three evenly spaced periods (...) if it is not immediately apparent. It is evident that you have omitted some of the original text when you quote just a word or phrase, hence there is no need for ellipsis points before or after the citation.

In his inaugural address, John F. Kennedy spoke of a "new frontier."

Nevertheless, if your quote flows naturally as a whole, you should eliminate some words in the middle or at the end if the original statement didn't end there. The section that results from removing words from a quotation, both your prose and the quotation incorporated into it, must be grammatically complete and correct.

Omission within a sentence
- Use an ellipsis to indicate an omission in a sentence.
- Add three periods with a space before each after the last word of the citation when the ellipsis appears at the conclusion of your sentence.

- Use three periods with a space before each, and position the sentence period after the last parenthesis if your sentence ends with a parenthetical citation.

Omission in a quotation of one or more sentences

A quotation mark (ellipsis) can denote the removal of any number of words.

Omission in a quotation of poetry

Use three or four spaced periods in ellipses in quotations of poetry, as in quotations of prose. An ellipsis is needed at the end of the quotation below because without it readers would think that *people* was the last word of the original sentence.

The omission of a line or more in the middle of a poetry quotation that is set off from the text is indicated by a line of spaced periods approximately the length of a complete line of the quoted poem. No ellipsis is needed at the end of the quotation below because *early* is the last word of the original sentence.

An ellipsis in the source

If the author you are quoting uses ellipses, distinguish them from your ellipses by putting square brackets around the ones you add or by including an explanatory phrase in a parenthesis after the quotation.

Other Permissible Alterations of Quotations

Emphasis

- You can emphasise terms in quotes by italicising them, but you must tell readers why you did so in brackets. Limit the amount of these changes.
- A semicolon separates the explanation from the citation, which comes after it if a parenthetical citation is required.
- When a quotation has italics, it is considered to be from the source unless otherwise specified, hence there is no need to state when emphasis is from the source.

Errors in the source

Add "sic" (an English word from the Latin for thus or so, so not italicised when used in your prose) to maintain the accuracy of the quotation and make it clear that the error appears in the source when readers are likely to assume that an error in your source is an error you made in reproducing the quotation. Put the word "sic" in square brackets inside the quotation or in parenthesis right after it.

Do not use this device to call out other types of errors. If a quoted text has numerous or repeated errors, explain this fact in a note.

An alternate method that publishers occasionally do is to subtly fix glaring mistakes in quotations from printed materials without altering the content. This is done to prevent drawing attention to a mistake that the author may not want their work to be replicated, like a famous person's name being misspelt.

Clarification

- You can use square brackets to gloss over the meaning of quoted words or phrases or to add contextual information that is important for the reader to understand the quotation if you believe that the reader will find the quotation unclear or perplexing without explanation.
- Likewise, you can include an identification in square brackets if a pronoun in a citation looks ambiguous.
- Optimally, though, you should make sure the surrounding writing makes the pronouns in the citation clear.

Syntax

- To make a quotation fit grammatically within your phrase, you can adjust the verb tenses using square brackets. However, revision is usually preferable to this strategy, so use it rarely.
- Another way to denote a pronoun change is with square brackets. However, an altered pronoun frequently also involves a tense shift. It is therefore preferable to keep the quotation exactly as it is in the source and permit disagreement between the pronoun and its antecedent word when the integrated quotation is neither startling nor ambiguous.
- When removing a letter from a verb, do not indicate this with empty square brackets. Using a paraphrase is the best choice.