

Please keep in mind the following:

1. Be sure to use reputable secondary sources.
2. Your own voice should predominate.
3. Employ a variety of quotes, paraphrase, and summary.
4. Use quotes only if they are relevant to your thesis.
5. All quotations must be integrated into the discussion. All quotations must be introduced.
6. Typically, quotes are introduced and followed by interpretation or discussion. You should avoid beginning or ending a paragraph with a quote.
7. Paraphrases and summaries must be documented. Any idea that is not your own must be credited to the original source, even if you rephrase the idea in your own words.
8. Use only those web sources that are linked to Lane Library.
9. Avoid general encyclopedias; they are not valid sources.
10. Only use professional websites that are directly related to your topic and currently maintained.
11. Do not use Wikipedia; anyone can contribute to it.
12. Be sure you have a clear thesis.

13. You may wish to use a "Works Consulted" page to list works which you did not use directly but which influenced your ideas.
14. Use endnotes only for tangential information which would not fit elsewhere in the text.
15. Do not rely too heavily on any single source. In other words, you should not quote or paraphrase any one source excessively.
16. Avoid excessive use of the block quotation.
17. Check parenthetical information for accuracy.
18. Be sure parenthetical documentation matches the information on the Works Cited page.
19. Parenthetical documentation should include the first word under the matching entry on the Works Cited page: for this parenthetical reference (Smith 422), I would expect to see Smith alphabetized properly and appearing as the first word in its entry.
19. Remember that you must include copies of all secondary sources that you quote directly, except those in our text. Highlight the quotes you have used on the copy.
20. Your final grade is determined by a number of factors, including in-class activities and drafts.

**Review the following rules for and examples of MLA quotes.**

**\*Aim to weave quotes into your own sentences:**

Apparently, many customers find that cigarette smoking in restaurants “is simply intolerable” (Smith C2).

**\*Use block form for quotes four lines or longer. Note also my use of ellipsis and the punctuation of this quote:**

According to a recent study by the Atlanta Transportation Society, traffic flow through the Atlanta area continues to grow:

In the past six months, north and south-bound traffic on I-75 has increased 15%, while east and west-bound traffic has increased by 10% . The current infrastructure cannot accommodate continued increases in traffic. Furthermore, resurfacings and new constructions have been delayed because of the traffic flow. (45)

**\*Use single quotes for dialogue within a larger quote. Note also the final punctuation for a quote that ends in a question mark:**

A recent article in *The Inkwel* explores a student’s perspective on the feral cats that roam campus: "'They sometimes sleep on my car,' says freshman JoAnne Smitty, ‘and they leave paw prints that I have to clean off’” (Jones 5).

**\*Use three ellipses for omitting words or phrases within a single sentence. Use four ellipses for omitting entire sentences. Be sure not to wrench from context the author's meaning if you choose to use ellipsis. For clarity and to make quotes more smoothly integrated into your own writing, use square brackets to change minor aspects such as tense and pronouns:**

Bill Dawers reports that less underage drinking occurs when underage students are allowed in bars:

By stamping students’ hands and allowing them to enter bars, they are able to participate in the local music scene...making them less inclined to seek out other forms of entertainment that might encourage illegal drinking. [This study] indicates that those over eighteen should be allowed in bars. (“Underage Drinking” 45)

**\*DO NOT use a complete quote as the subject of your sentence:**

WRONG "Many people in Effingham county report that meth labs have been uncovered on their own streets" shows that the problem is growing (Andrews 45).

BETTER Because "many people in Effingham county report that meth labs have been uncovered on their own streets," the problem seems to be growing (Andrews 45).

**\*DO NOT have quotes that are not properly introduced:**

WRONG: The drinking water in our town is unfit for human consumption. "The city water department reported higher than usual levels of contamination in the last year" (Parker 89).

BETTER: The drinking water in our town is unfit for human consumption: "The city water department reported higher than usual levels of contamination in the last year" (Parker 89).