

Formatting Citations Properly:

The rules for Miss Longinotti's class!

Book Titles:

Titles of books are underlined signifying that it is a book and not a magazine, or a play. All words in a book title are capitalized except for small words such as "a", "an", and "the" (unless it's the first word in the title). If in doubt capitalize everything.

Examples:

- The Dairy Queen
- Harry Potter and the Goblet of Fire
- A Series of Unfortunate Events: The Bad Beginning

Periodical Titles:

Titles of periodicals (things that are published periodically: daily, weekly, monthly, quarterly, etc.) are *italicized* signifying that it is a periodical. This includes magazines, newspapers, newsletters, and journals. All words in a periodical title are capitalized except for small words such as "a", "an", and "the" (unless it's the first word in the title). If in doubt capitalize everything.

Examples:

- *People Magazine*
- *Sports Illustrated*
- *The Inquisitor*
- *The Spokesman Review*
- *The New York Times*

Article Titles:

Titles of articles, such as those you read in periodicals, are written in quotation marks, signifying that it is an article instead of the actual periodical. This includes magazines, newspapers, newsletters, and journals. Article titles do not have all words capitalized. You should follow Standard English grammar rules: capitalize first word and any proper nouns. Make sure you write the article title exactly as written, using single quote marks where necessary.

Examples:

- "Iraq 'cause celebre' for terrorists"
- "College overhaul called 'overdue' "
- "Marriage gap could sway elections"

Play Titles:

Titles of plays are *italicized* signifying that it is a play. All words in a periodical title are capitalized except for small words such as "a", "an", and "the" (unless it's the first word in the title). If in doubt capitalize everything.

Examples:

- *Romeo and Juliet*
- *A Midsummer Night's Dream*
- *Chicago*
- *Little Shop of Horrors*

Formatting quotations:

When quoting directly from a source, you need to write your quotation (quote) word for word, letter for letter, punctuation mark for punctuation mark. A direct quote is always placed inside of "quotation marks" signifying that this is a direct quote, not a paraphrase. If you have dialogue as part of your direct quote, you use 'single quote marks' to show that it is spoken dialogue. Dialogue should be written word for word, including starting a new paragraph where the book starts a new paragraph. A direct quotation is **always** followed with a page number citation with in (parenthesis). If you are writing a paper using multiple sources, you will also include the author's last name as part of your page number citation.

Examples:

- "Soon there were no more lights to be seen. We traveled through cold, dark forests, where lean wolvers roamed and white-tailed rabbits hid from our train as it thundered through the quiet wilderness" (Van Allsburg 7).
- "That night Amber called. 'Hey, what'd you do today?' 'Nothing.' On top of everything else, I'm a terrible liar" (Murdock 63).

Formatting paraphrasing:

Paraphrasing is where you put information from a text in your own words. You **will** not use quotation marks with a paraphrase because you are not quoting word for word. This is a good option if you are using a large piece of information, and would rather summarize it then waste space by quoting it word for word. (*Paraphrasing is not an option for your double entry journals!*) Like a direct quotation, paraphrasing is **always** followed with a page number citation with in (parenthesis). This shows that you got the information from another source as opposed to it being your own original idea. If you are writing a paper using multiple sources, you will also include the author's last name as part of your page number citation.

Examples:

- Mosquitoes actually can be very helpful. For instance, they help to protect the rain forest by keeping people away due to fear of contracting diseases such as malaria when encroach upon tropical areas. The water in clear-cut areas quickly attracts disease laden mosquitoes to the area and its new occupants (Quamman 3).