Each time you use information from your note cards, write down a source number. After you revise your draft, use the source numbers in the revised draft to prepare your documentation. **Documentation** is the information in the report that tells what sources you used.

**Parenthetical Documentation**

The method of documentation most widely used today is called **parenthetical documentation**. (For information on endnotes, footnotes, and other methods of documentation, see Appendix D on pages 116–128.)

To use parenthetical documentation, enclose a brief reference in parentheses. The reference, which is called a **parenthetical citation**, usually consists of an author’s name and a page number:

The government also passed an act stating that the United States could begin trading with Britain and France once they stopped violating Americans’ rights at sea (Morris 14).

The process of placing the citation in your report is called **citing a source**.

A parenthetical citation contains just enough information to help readers locate the source in the Works Cited list at the end of your report. The Works Cited list consists of bibliographic entries like those shown in Appendix C on pages 106–115.

Take a moment to look at the sample research report on pages 39–44. Study the parenthetical citations. Then look at the Works Cited list on page 45, at the end of the sample report.
Preparing Parenthetical Citations

Using parenthetical citations to document your sources helps your readers identify them easily. The following guidelines will help you to cite your sources properly:

1. **Basic citation.** Place the citation at the end of the sentence containing the material you are documenting. The citation should appear after the last word of the sentence but before the end mark:

   The Native Americans who lived in the West and South were allies of Britain and a threat to the settlers (Marrin 15).

2. **Basic citation with author’s name in text.** If the name of the author is stated in the sentence, then give only the page number:

   According to Nardo, Americans were also outraged when Britain ruled that no neutral nation could trade with any European nation except by using British ports (17).

3. **Citation of a long quotation.** When documenting a long quotation that is set off from the text, place the citation after the end punctuation:

   Historians agree that impressment was one of the most important causes of America’s anger with Great Britain:

   The impressment of American sailors into the service of the Royal Navy [. . .] was a much larger causal factor of the war than often interpreted [. . .] and it was an incredible blow to American national honor and pride. United
States sovereignty was being challenged, and the American people felt that they needed to stand up to the challenge presented to them. (Gallagher)

4. Citation of multiple works by one author. If the Works Cited list contains more than one work by an author, then include a shortened version of the title—usually one to four words. When shortening a title, drop any first words like a, an, or the and begin with the word that the full title is alphabetized by. So, for example, the title Amateurs, to Arms!: A Military History of the War of 1812 might become Amateurs.

President Madison stated that the peace treaty was “highly honorable to the United States” (Elting, Amateurs 327).

5. Citation with author’s name and title in text. If the name of the author and the title of the work both appear in the text of your report, use only the page number, even if more than one work by the author is listed in your Works Cited list:

In his book entitled 1812, the War Nobody Won, Marrin states that the Native Americans who lived in the West and South were allies of Britain and were a threat to the settlers (15).

6. Citation of a work available in various editions. When citing a literary work available in several editions, include information that will allow readers to find the quotation in any edition. For a novel, include a chapter number:

Even though the War of 1812 has been described as a small-scale conflict, it was still an outbreak of what Stephen Crane called the “red sickness of battle” (134; ch. 24).

For a short story or essay, include a paragraph number: (“Meditation 17” 300; par. 7). For a play divided into acts and
scenes, give the act number and the scene number, separated by a period. Omit the page number(s). If the play is printed with line numbering, include line numbers as well: (Macbeth 5.5. 24–28).

7. Citation of an anonymous work. When citing an anonymous work (one for which no author is identified), give the title or a shortened version of the title, followed by the page number if appropriate. Make sure that the first word in a shortened version of a title is the word by which the work is alphabetized in the Works Cited list:

The agreement was that each side would release all prisoners and would return all property that belonged to the other side ("Treaty").

8. Citation of an encyclopedia or a similar reference work. When citing an article in a reference work that is arranged alphabetically—an encyclopedia or a biographical dictionary, for example—give only the title or a shortened version of the title:

There was no winner in the War of 1812. "It did, however, push back the Indian frontier, increase the breach between the United States and the British North American colonies, and confirm the U.S.-Canadian boundary" ("History of Canada").

9. Citation of a work by two or three authors. When citing a work by two or three authors, give the authors’ last names and the page number:

The only people who suffered from the embargo were the Americans (McKay and Berg 84).

10. Citation of a work by more than three authors. When citing a work by more than three authors, give the last name of the first author, followed by et al. and the page
number if appropriate. *Et al.* is an abbreviation of Latin *et alii* or *et aliae*, meaning “and others”:

The Battle of New Orleans, which didn’t take place until two weeks after the peace treaty was signed, left over 700 dead and 1,400 wounded (Luders et al.).

11. **Citation of a quotation appearing in a source.** When citing a statement that is quoted by your source, use the abbreviation *qtd. in*:

The British approach to the peace talks was simple and direct: “Our demands may be couched in a single word—Submission!” (qtd. in Greenblatt 110).

12. **Citation of a source without page numbers.** For a source without page numbers—an interview, a piece of computer software, or a recording, for example—give the name of the author or interviewee. If there is no name, give the title or a shortened version of the title:

The United States had to prove them wrong, and it went on the offensive (“Battle”).

13. **Citation of a multivolume work.** To cite a page number in a multivolume work that is *not* an alphabetically organized reference work, give the author’s name, the volume number, a colon, and the page reference.

The War of 1812 was not a large-scale conflict. The battles involved only a few thousand men, and the total U.S. casualties were about 5,000, “fewer than fell in an hour at Gettysburg” (Coit 3: 108).
14. Citation of more than one page. When citing more than one page, use a hyphen to separate the numbers unless the pages do not directly follow each other:

As a result of the treaty, the United States also began to trade peacefully with Britain and to sign agreements that allowed the two countries to build a positive and lasting relationship (Nardo 104–06).

When citing consecutive pages, give the complete form of the second number for numbers through 99: 1–2, 13–15, 35–36, 67–69. When citing larger numbers, give only the last two digits of the second number unless more digits are required to avoid confusion: 99–102, 117–18, 223–24, 1201–02, 1201–303.

Preparing the List of Works Cited

Each time you cite a source in your report, pull the bibliography card for that source from your working bibliography and place it in a new stack of Works Cited cards. When you have completed your final draft, you will have a complete set of Works Cited cards. Arrange those cards in alphabetical order. Then type up your final Works Cited list from the cards, following their style exactly. Your final Works Cited list should include a complete entry for each source that you have cited in your report. Here is a sample Works Cited list for a research report on protecting the earth’s forests.

| Pappas 23 |
| Works Cited |


"Your final Works Cited list should include a complete entry for each source that you have cited in your report."
If you use more than one work by the same author, alphabetize the works by their titles. Give the author’s name for the first work. For the following works, use three hyphens in place of the name.


If you use several pieces from a collection of a single author’s works, you can give an entry for the entire work, without listing the individual essays or articles.

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**Manuscript Form for the List of Works Cited**

1. Begin on a new page.
2. Use one-inch margins on both sides.
3. Include your last name and the page number, flush right, half an inch from the top of the paper.
4. Drop down another one-half inch and center the title “Works Cited.” Do not underline it or use all capital letters.
5. Double-space between entries. Double-space between the title and the first entry.
6. Begin each entry at the left margin. Double-space within each entry. Indent run-over lines five spaces from the left margin.
7. If you wish, you can break down your Works Cited list into categories such as “Books,” “Periodicals,” and so on. If you do this, list the materials under each heading alphabetically.