

Parenthetical Citation

Guidelines: If you follow these guidelines for every reference to sources other than your own experience or observation, your paper will be properly documented. Even with commonly known facts in a field, you are expected to document those facts which you would not have known had you not looked it up. Keep in mind that readers must always be able to tell where citations begin and end as well as how to find the full reference in the Works Cited.

1. Always signal the beginning and end of every use of a source, including paraphrases and summaries as well as direct quotations. Clearly indicate where each citation begins (usually with the name of the person or work being cited see examples).
2. Include in each reference the name of the authority from which the information was taken. Give the full name for the first text reference and the last name alone for subsequent text references; use the last name alone within parentheses. If more than one author or editor should be attributed, include all names. When citing more than three names, use the abbreviation et al. for all but the first (see example).
3. Include in your reference sufficient information for readers to locate the item on your bibliography page whatever information is first in the listing there, usually the last name of the first author or the title of the work when no author is listed. If this information is in parentheses in your text, use last names only or a short form of the title, properly punctuated. Information already in the text should be excluded from the parenthetical reference.
4. Include in parentheses the exact page number or page numbers on which the reference material can be found in the book or article. This parenthetical reference usually appears at the end of the entire citation but sometimes elsewhere for clarity.