

Parenthetical Documentation Cheat Sheet (a.k.a. In-Text Citations)

What is parenthetical documentation?

- A way to give credit to your source within your paper. Also known as in-text citations.
- Parenthetical means using parentheses.

Why do we use it?

- It is required by the Modern Language Association (MLA) and all instructors—whether they are college-level or high-school level—are going to require you to use either MLA or APA (American Psychological Association) style guidelines.
- It ensures the reader that you are not plagiarizing any work—you are giving credit where credit is due.

How do I use it in my paper?

- Follow the guidelines outlined in your text or here: _____
- Use this cheat sheet for additional help.

Options for citing the source from a BOOK within your paper.	Example
1. Give the author's name, title of book, and page numbers within the paragraph. No parenthetical reference necessary.	Josh Agnew describes his sophomore year on page 16 of the book <i>Erie Students Speak Out</i> . "Tenth grade is like a dream compared to the nightmare of our freshmen year. We are respected more by the upperclassmen."
2. Use parentheses giving the author's last name and page number when not citing it within the paragraph. You do not need the title of the work.	Many students welcome their sophomore year. "Tenth grade is like a dream compared to the nightmare of our freshmen year. We are respected more by the upperclassmen" (Agnew 16).

Options for citing the source from a PERIODICAL within your paper.	Example
1. Give the author's name, title of periodical, and page numbers within the paragraph. No parenthetical reference necessary.	Annie DeBaillie said, "My sophomore year represented the pinnacle in every teen's life: getting your driver's license" on page 33 of <i>Seventeen</i> magazine.
2. Use parentheses giving the author's last name and page number when not citing it within the paragraph. You do not need the title of the periodical.	Some tenth-graders identify that year with certain rites-of-passage, such as learning to drive. "My sophomore year represented the pinnacle in every teen's life: getting your driver's license" (DeBaillie 33).
3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it).	Learning to drive is a high point in a sophomore's life (DeBaillie 33).

Options for citing the source from a WEBSITE within your paper.	Example
1. Give the author's name and title of website within the paragraph. If the website has page numbers, use them. No parenthetical reference necessary.	Emily Bennitt wrote about her sophomore year on her <i>Xanga</i> weblog page. "I often think of that year as a transition in my life from being a child to becoming an adult."
2. Use parentheses giving the author's last name when not citing it within the paragraph. You do not need the title of the website.	Some students identify their sophomore year "as a transition...from being a child to becoming an adult" (Bennitt).
3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it).	Sophomores are in the midst of change—from childhood to adulthood (Bennitt).

Works Cited Cheat Sheet

Begin typing your works cited using this order for each of your sources. Begin by starting in alphabetical order by author's last name. If your source does not have an author, use the title. **STAY IN THIS ORDER.** (But eliminate the numbers when you are typing your works cited page). **MAKE SURE** your entries are in **ALPHABETICAL ORDER** by Author's Last Name. (These are **FICTIONAL** sources.)

BOOK Source Directions	Example
1. Author's Last Name then a comma,	Agnew,
2. Author's First Name then a period.	Josh.
3. "Title of Article or Chapter in Quotation Marks w/period."	"Tales From 10 th Grade."
4. <i>Title of Book Italics w/period.</i>	<i>Erie Students Speak Out.</i>
5. City then colon: Then Publisher comma, date period.	New York: Prentice Hall, 2001.
6. Type of source period.	Print.
What your typed entry should look like:	
Agnew, Josh. "Tales From 10 th Grade." <i>Erie Students Speak Out.</i> New York: Prentice Hall, 2001. Print.	

PERIODICAL Source Directions	Example
1. Author's Last Name then a comma,	DeBaillie,
2. Author's First Name then a period.	Annie.
3. "Title of Article in Quotation Marks w/period."	"Life of a Sophomore."
4. <i>Title of Magazine/Periodical Italics w/period.</i>	<i>Seventeen.</i>
5. Day Month Year then colon: page numbers period.	19 Sept. 2005: 33-34.
6. Type of source period.	Print.
What your typed entry should look like:	
DeBaillie, Annie. "Life of a Sophomore." <i>Seventeen.</i> 19 Sept. 2005: 33-34. Print.	

WEBSITE Source Directions	Example
1. Author or Creator's Last Name then a comma,	Bennitt,
2. Author or Creator's First Name then a period.	Emily.
3. "Title of Web Page in Quotation Marks w/period."	"My Life."
4. <i>Title of Website Italics w/period.</i>	<i>Xanga.</i>
5. Day Month Year it was posted or updated period.	30 Oct. 2005
6. Site Sponsor period. OR N.p. (for "No publisher" if there is not a sponsor/publisher.)	xanga.com.
7. Web period. (For type of source.)	Web.
8. IF TEACHER REQUESTS IT: Day Month Year you accessed on the web then space then <web address in carets> period.	23 Nov. 2005 <http://xanga.com/emily>.
What your typed entry should look like:	
Bennitt, Emily. "My Life." <i>Xanga.</i> 30 Oct. 2005. xanga.com. Web. 23 Nov. 2005 <http://xanga.com/emily>.	

Helpful websites include:

[Purdue's Online Writing Lab \(OWL\)](#)

- **[MLA guide](#)**

[A Research Guide For Students](#)

[University of Maryland University College Library Services: MLA Examples](#)

[Long Island University's Color-Coded Examples](#)

2009 Changes for In-Text Citations

- For unpaginated online sources (mostly Web sites), don't use a paragraph or section number (with "par." or "sec.") unless the source itself numbers its paragraphs or sections.

2009 Changes for Works Cited

Italics

- Titles of works are now italicized, not underlined, in the text and in the works cited list.

Medium of Publication

- Each entry in the works cited list must specify the medium of publication, such as "Print," "Web," or "DVD."

Citing Web Publications - URLs

- MLA format no longer requires URLs in the works cited list. Readers are now more likely to find web resources by searching for titles and authors' names than by typing URLs. **Therefore, MLA style now indicates that writers should include a URL as supplementary information only when the the reader probably cannot locate the source without it, or when an instructor requires it.**
- **CHECK WITH YOUR TEACHER TO SEE IF YOU NEED TO INCLUDE THE URL.**
- MLA no longer requires the location of the database (the library name, for instance).
- MLA style requires a ***sponsor or publisher*** for most online sources. If a source has no sponsor or publisher, use the abbreviation "N.p." (for "No publisher") in the sponsor position.
- If there is ***no date*** of publication or update, use "n.d." (for "no date") after the sponsor.
- For an article in an online journal or an article from a database, give ***page numbers*** if they are available; if they are not, use the abbreviation "n. pag."

All information used in this document is based on the *MLA Handbook for Writers of Research Papers*, 7th edition, 2009.

Thank you for supporting your fellow teachers on the TeachersPayTeachers website!

[-Tracee Orman](#)

While researching, record your sources here:

SOURCE #1

Type of source (circle): WEB BOOK
OTHER: _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

SOURCE #2

Type of source (circle): WEB BOOK
OTHER: _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

WEBSITE (Includes photo citations)

1. Web article’s author (last, first):
2. Title of the web article “in quotations”:
3. Date article was published:
4. Name of the webpage:
5. Name of the website (or sponsor, publisher):
6. Medium of publication (“Web.”):
7. Date you copied the picture or information:
8. Url:

OTHER ELECTRONIC/WEB

1. Author of source (last, first):
2. Title of the subject or article “in quotations”:
3. Date article was published or received:
4. Name of the website:
5. Date you copied or accessed the picture or information:
6. Medium of publication (such as “Email,” “Tweet,” “Web.”):
7. Url:

BOOK

1. Author’s name (last, first):
2. Book title-*italics*:
3. City of Publication:
4. Publisher:
5. Year of Publication:
6. Medium of publication (all hard copies will be listed as “Print.”):

SOURCE #3

Type of source (circle): WEB BOOK

OTHER: _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

SOURCE #4

Type of source (circle): WEB BOOK

OTHER: _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

WEBSITE (Includes photo citations)

1. Web article's author (last, first):
2. Title of the web article "in quotations":
3. Date article was published:
4. Name of the webpage:
5. Name of the website (or sponsor, publisher):
6. Medium of publication ("Web."):
7. Date you copied the picture or information:
8. Url:

OTHER ELECTRONIC/WEB

1. Author of source (last, first):
2. Title of the subject or article "in quotations":
3. Date article was published or received:
4. Name of the website:
5. Date you copied or accessed the picture or information:
6. Medium of publication (such as "Email," "Tweet," "Web."):
7. Url:

BOOK

1. Author's name (last, first):
2. Book title-*italics*:
3. City of Publication:
4. Publisher:
5. Year of Publication:
6. Medium of publication (all hard copies will be listed as "Print."):