

Format and In-text Citations

Note: This document should only be used as a reference and should not replace assignment guidelines.

Paper Format and Page Numbering

Formatting Checklist:

- The document is in a clear, readable 11- or 12-point font, usually Times New Roman.
- The whole document is double-spaced, with no extra space between paragraphs.
- All margins are set to 1".
- Your last name and page number are on every page (Insert->Page Number->Top of Page->Plain Number 3).
- The first line of each paragraph is indented.
- The Works Cited begins on a new page, the title is centered, and each entry has a hanging indent.

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Rhythm in Song of Myself

Although Walt Whitman's *Song of Myself* is often seen as a formless piece of free verse, several scholars identify the poet's strategic use of rhythm throughout the work. Close attention to Whitman's long poem reveals a deliberate formal design that re-

In-text Citations

In-text citations include the author and page number of the source in parentheses, called a **parenthetical citation**. A complete citation must be included after each direct quote, summary, and paraphrase. If the author's name is included in a **signal phrase**, it does not need to be included in the parenthetical citation.

Sample Essay with In-text Citations

Davy Jones
Professor Mills
ENGL2010
15 July 2016

Rhythm in Song of Myself

Although Walt Whitman's *Song of Myself* is often seen as a formless piece of free verse, several scholars identify the poet's strategic use of rhythm throughout the work. Close attention to Whitman's long poem reveals a deliberate formal design that reflects its subject matter.

One study of the poem suggests that he made many of his 1891 revisions to underscore the function of each section as a unit of meaning governed by its own rhythm (Strauch 64).

Roger Mitchell also notes Whitman's use of rhythmic groups:

Bibliography

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the following **core elements** to construct each citation. If a core element doesn't apply to your work, skip it and move on to the next element. Citation examples are on the next page.

1. Author or creator.

For multiple authors, list them in the same order they're published in. If a different type of creator, specify after a comma.

One author: Rowling, J.K. **Two authors:** Green, John, and David Leviathan. **Three or more:** Burdick, Anne, et al., editors.

2. Title of Source.

Use *italics* for independent works and "quotation marks" for smaller works inside larger works.

Ex: ["Article." *Journal*.] ["Webpage." *Website*.] ["Chapter." *Book*.] ["Episode." *TV Show*.] ["Song." *Album*.] Etc.

Capitalize every word except for articles (a, an, the), prepositions, and conjunctions (for, and, nor, but, or, yet, so).

3. Publisher.

The publisher, usually a company, is the party responsible for publication or hosting the source.

Ex: Oxford UP, Bloomsbury, Twentieth Century Fox, Scientific American Blogs, U.S. Department of Commerce, etc.

4. Publication Date.

If a source has multiple dates, use the one most pertinent to your project. For books, use the latest date on the title or copyright page. Use as much information as the source gives—this includes year(s), month, day, and occasionally time.

If you can't find the publication date for an online source, consider adding the date of access to the end of your citation.

Ex: Jan. 2014, 17 May 2016, 9:30 p.m., Accessed 14 June 2016,

Citation Examples

Your citations may vary depending on the information available to you.

Book/Textbook

1. Author 2. Title of Source Other Contributors 3. Publisher 4. Publication Date
Puig, Manuel. *Kiss of the Spider Woman*. Translated by Thomas Colchie, Vintage Books, 1991.

Article or Document from a Website

1. Author 2. Title of Source Title of Container 4. Publication Date
Hollmichel, Stefanie. "The Reading Brain: Differences Between Digital and Print." *So Many Books*, 25 Apr. 2013,
5. Location
somanycbooksblog.com/2013/4/25/the-reading-brain-differences-between-digital-and-print/.

Sample Works Cited Page

List the sources in **alphabetical order**, and use a **hanging indent** to organize subsequent lines of sources.

Works Cited		
1	@howardtayler. "Our cat remains convinced that I am the only person who can be depended on to open doors for her. She's not entirely wrong." <i>Twitter</i> , 28 June 2016, 6:22 a.m., https://twitter.com/howardtayler/status/747767013636870144 .	Use the pseudonym as the author's name. Also, include any hashtags.
2	"Hush." <i>Buffy the Vampire Slayer</i> , created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, 14 Dec 1999.	
3	Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." <i>PMLA</i> , vol. 128, no.1, Jan. 2013, pp. 193-200. <i>EBSCO</i> , doi: 10.1632/pmla.2013.128.1.193.	
4	Beethoven, Ludwig van. "Hymn to the Night." <i>50 Must-Have Beethoven Masterpieces</i> , Cobra Entertainment LLC, 19 July 2011. Orem Public Library.	
5	Carney, Rob. "Old Roads, New Stories: Environmental Studies." <i>Terrain.org</i> , 3 Aug. 2016, http://www.terrain.org/2016/old-roads-new-stories/environmental-studies/	
6	Copas, Leigh Ann. "CRAAP Test for Sources." English 2010, 13 July 2016, Utah Valley University, Orem. Lecture.	Check the syllabus for lecture title or just use the topic discussed.
7	Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur." <i>Atlantic</i> , 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/ .	
8	Hollmichel, Stefanie. "The Reading Brain: Differences Between Digital and Print." <i>So Many Books</i> , Accessed 25 Apr. 2013, somanycbooksblog.com/2013/4/25/the-reading-brain-differences-between-digital-and-print/ .	When the publication date is not available on a website, include an accessed date.
9	Kumar, Amitava. "Passport Photos." <i>Reading Culture</i> , edited by Diana George and John Trimbur, 5 th ed., Pearson Longman, 2004, pp. 493-504.	
10	Kuzui, Fran Rubel, director. <i>Buffy the Vampire Slayer</i> . Twentieth Century Fox, 1992.	
11	Poe, E. A. <i>The Complete Works of Edgar Allan Poe</i> , edited by James A. Harrison, vol. 4, Thomas Y. Crowell, 1902, pp. 250-58. <i>HathiTrust Digital Library</i> , babel.hathitrust.org/48	
12	Puig, Manuel. <i>Kiss of the Spider Woman</i> . Translated by Thomas Colchie, Vintage Books, 1991.	If an object does not have a title, give a general description, such as Broken angel statue, without quotes or title caps.
13	Sheng, Shan Shan. <i>Knowledge is Power</i> . 2008, Utah Arts Council, Utah Valley University Library, Orem.	

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| 1. Tweet (24, 29) | 5. Blog Entry (41) | 9. Book Chapter or Article in an Anthology or Reference Book (30) |
| 2. TV series and episodes (40) | 6. Lecture (52) | 10. Film (41) |
| 3. Article from a Journal on an Online Database (30) | 7. Newspaper or Magazine Article, Online (30) | 11. Online E-Book (35) |
| 4. Song (28) | 8. Article or Document from a Website (28) | 12. Book/Textbook/Anthology (25-26) |
| | | 13. Object/Artwork (28-29) |