

IMPORTANT TIPS SHEET

PARENTHETICAL NOTATION ON YOUR NOTES PAGES AND IN YOUR PAPER

On your Notes Page

Put a parenthetical notation behind every entry, even though you may not need to use them in your paper. Include author's last name and page number or, in case of no author, a shortened title and page number. If it's a website with no author, you'll write the title of the webpage in quotes.

Note Packet Examples (You'd find stuff like this written underneath your questions):

"Like humans, some wolves stay with their families until they die, others leave the pack during adolescence in search of uninhabited territory and a mate" ("Wolves in Canada").

So that's probably a **website** since it's a title in quotes.

The Department of the Interior has a plan to reintroduce the gray wolf in the lower 48 states by relocating 15 more wolves each year (Begley 53).

This is the author's last name and the page # I found this on. I used a **real book!**

"Isaar was found in the mountains of Bavaria and is named after a river in their homeland" ("Isaar").

I know this is a Website title of something I looked up on **online Encyclopedia Britannica**.

"After assuming control of government, he began reforms of Roman society and government. He was proclaimed dictator for life" ("Caesar" 647).

This is something I looked up in a **real encyclopedia** from the library. I looked up Caesar and found it on page 647.

Turn Over

In Your Written Paragraphs it'll look like this:

1. No parenthetical reference is needed if you are citing a complete work and identify the author in your text. Note this is NOT a direct quote. Example: In *To Kill A Mockingbird*, Harper Lee illustrates that the racism that existed in the South in the 1930s.
2. If you are citing a complete work, you must give the author's last name in a parenthetical reference if it is not mentioned in the text. NOTE this is also NOT a direct quote. Example: *To Kill a Mockingbird* illustrates the racism that existed in the South in the 1930s (Lee).
3. If you are citing part of a work and identify the author in your text, give the page number in parentheses. Example: Sagan claims that there are many inhabited planets in the Universe (54).
4. Without the author in your text give both author and page numbers in parentheses. NOTE: there is no first name, no comma, no p or the word page. Example: "There are billions and billions of stars" (Sagan 46).
5. If your source is the same in two consecutive citations, only the page number is necessary after the second.
6. If your quote is two or more sentences long, you ONLY need one set of quotes: one at the beginning and one at the very end. Do NOT put a set after each sentence.
7. IF you have quotes inside of quotes, the inside set is single quotes 'I love you' and the rest of the passage would be in regular quotes. " " EXAMPLE: "She screamed at Reverend Taylor. 'Preach it. I say, preach it' " (Angelou 39).
8. Put your END PUNCTATION AFTER the parenthetical citation UNLESS the quote ends w/ a ! or a ? EXAMPLE: "Preach it!" (Angelou 39).
9. For directions and examples of how to handle parenthetical citation of other types of sources, see *Writer's Inc.*

USEFUL RULES FOR STYLE

1. **Avoid personal references.** It is unnecessary to use "I think," "in my opinion," "I've found," and other first person phrases. If you are stating an opinion, simply state it. Not "I think students should be required to wear school uniforms" but "Students should be required to wear school uniforms. It is best to avoid first person pronouns as much as possible except in personal anecdotes and in a direct quote.

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2. **Avoid use of "you" forms.** Never address the reader as "you." For example do not write "many of you are opposed to the relocation of the gray wolf" but write "many people oppose the relocation of gray wolves."

3. **Avoid informal language.** There are many informal uses of language that are acceptable in conversation and in informal writing, but not in a research paper. Make sure you use a word correctly when you write it, both in its spelling and meaning (accept/except; affect/effect; already, all ready; amount/number; beside/besides; their/they're/there; coarse/course; because/cause; like/as; sight/cite/site; than/then; who/which/that; a lot/alot (alot is not a word but a lot is slang so choose something more formal).

4. **Avoid Slang.** Slang has no place in formal research writing.

5. **Do not use contractions in formal writing.** Words such as don't, can't, won't, wouldn't, shouldn't, I've, they're, would've, etc. do not belong in your research paper. Instead write out do not, cannot, will not, would not, should not, I have, they are, would have (NOTE: would have, not would of).

6. **Avoid being "wordy."** Simply put, this means don't say something in 20 words that can be said in 10. Be as succinct as possible without sacrificing clarity. For example, do not write "in the event of," instead of "if;" "in view of the fact," instead of "because;" "at the current time," instead of "now;" or "in the majority of cases," instead of "usually." Be on the lookout for other phrases of the same kind.

7. **Avoid using headings.** You should have topic sentences that clarify the focus of the paragraph.

8. **Avoid writing the end.** You have a conclusion to wrap up your paper.

9. **Avoid abbreviations.** Write out words.

10. **Know when to write out numbers.** Numbers LESS than 10 are written in word form. Numbers OVER 10 are written in numeral form.

11. **TRANSITIONS** - Your topic sentences should serve as an overview of that paragraph AS WELL AS a transition from the previous paragraph. If needed, you can use multiple sentences to create a transition and overview. I HAVE **NOT** TAKEN OFF MUCH FOR NOT HAVING TRANSITIONS 1ST SEMESTER BUT I WILL LOOK FOR THEM IN THIS AND SUBSEQUENT ASSIGNMENTS.

TRANSITION EXAMPLES:

Although Amy Tan uses a variety of **allusions**, her **symbolism** leaves the most dramatic impact on readers. (Note: the prior paragraph was about allusions and this paragraph would be about symbolism)

The **symbolism** Amy Tann used at the end of the story in many ways actually helped communicate the **themes** of the story. (Note: the prior paragraph was about symbolism and this paragraph is about theme.)

Clearly, **Romeo and Juliet** are ultimately responsible for taking their lives; however, the **Friar's** actions also contributed to their downfall. (Note: the prior paragraph was on Romeo and Juliet's actions which lead to their deaths while this paragraph focuses on Friar's role in their deaths.)