

# PARENTHETICAL CITATIONS

In-text citations, called parenthetical citations, are used to document any external sources used within a document (**unless the material cited is considered general knowledge**). The parenthetical citations direct readers to the full bibliographic citations listed in the Bibliography, located at the end of the document. In most cases, the parenthetical citations include the author's last name and the specific page number for the information cited. Here are general guidelines for in-text citations, including use of authors' names, placement of citations, and treatment of electronic sources.

## Use of Authors' Names

Always mention the author's name—either in the text itself or in the parenthetical citation—unless no author is provided.

### If the author's name is mentioned in the text:

If the author's name is used in the text introducing the source material, then cite the page number(s) in parentheses:

**Example:** Branscomb argues that "it's a good idea to lurk (i.e., read all the messages without contributing anything) for a few weeks, to ensure that you don't break any of the rules of netiquette" (7) when joining a listserv.

### If the author's name is not mentioned in the text:

If the author's name is not used in the sentence introducing the source material, then include the author's last name in the parenthetical citation before the page number(s). Note that no comma appears between the author's name and the page number(s).

**Example:** The modern world requires both the ability to concentrate on one thing and the ability to attend to more than one thing at a time: "Ideally, each individual would cultivate a repertoire of styles of attention, appropriate to different situations, and would learn how to embed activities and types of attention one within another" (Bateson 97).

### If there is more than one work by the same author:

If a document uses more than one work by an individual author, include an abbreviated form of the title of the work in addition to the author's name and relevant page number(s). Separate the author's name and the title with a comma:

**Example:** Hypertextuality makes text borderless as it "redefines not only beginning and endings of the text but also its borders—its sides, as it were" (Landow, Hypertext 2.0 79).

### If two authors have the same last name:

If the document uses two sources by authors with the same last name, include the author's first name in the text or the parenthetical citation:

**Example:** Tom Peters talks about a company that facilitates employees' renewal by shutting down its factory for several hours per week while teams work through readings on current business topics (57).

**If there are two or three authors:**

If a source has two or three authors, place all of the authors' last names in the text or in the parenthetical citation:

**Example:** A team can be defined as "a small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable" (Katzenbach and Smith 45).

**If there are four or more authors:**

If a source has four or more authors, include the first author's last name followed by et al. (Latin for and others), either in the text or in the parenthetical citation. You can also name all of the authors:

**Example:** Cogdill et al. argue that "making backchannel overtly available for study would require making its presence and content visible and its content persist, affecting the nature of the backchannel and raising social and ethical issues" (109).

## **Treatment of Electronic Sources**

In-text citations for electronic sources are treated in most respects as print texts are. The only real difference occurs because electronic texts do not have page numbers, so no page numbers will appear in the citation.

**Example:** The Collaborative Virtual Workspace (CVW) prototype is being used by the Defense Department for crisis management (Davidson and Deus).

## **Other Web Sources**

When documenting other Web sources—for example, an audio or film clip, a map, or a painting—provide a descriptive phrase (e.g., map) if needed.

**Examples:**

di Bondone, Giotto. The Morning of Christ. 1305. WebMuseum, Paris. 1 June 1999  
<[http://metalab.unc.edu/wm/paint/auth/ giotto/mourning-christ/mourning-christ.jpg](http://metalab.unc.edu/wm/paint/auth/giotto/mourning-christ/mourning-christ.jpg)>.

"Methuen, Massachusetts." Map. U.S. Gazeteer. US Census Bureau. 4 Oct. 1999  
<<http://www.census.gov/cgi-bin/gazetteer>>.

### **1. Government publication**

United States. Senate Committee on the Judiciary. Children, Violence, and the Media: A Report for Parents and Policy Makers. By Orrin G. Hatch. 14 Sept. 1999. 18 Feb. 2003, <<http://judiciary.senate.gov/oldsite/mediavio.htm>>.

### 3. Email message

To document an email message, provide the following information:

- \* Author's name
- \* Subject line, in quotation marks
- \* Description of message that includes recipient (e.g., e-mail to the author)<sup>3</sup>
- \* Date of sending

Kleppinger, Eugene. "How to Cite Information from the Web." E-mail to Andrew Harnack. 10 Jan. 1999.

## Placement of Citations

\* Place a citation as close to the quoted or paraphrased material as possible without disrupting the sentence.

\* When material from one source and the same page numbers is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence.

\* Parenthetical citations usually appear after the final quotation mark and before the period. An exception occurs, however, in quotes of four or more lines since these quotes are presented as block quotes: that is, they are indented and use no quotation marks. In such cases, the parenthetical citation goes after the period.

### Example:

Bolles argues that the most effective job hunting method is what he calls the creative job hunting approach: figuring out your best skills, and favorite knowledges, and then researching any employer that interests you, before approaching that organization and arranging, through your contacts, to see the person there who has the power to hire you for the position you are interested in. This method, faithfully followed, leads to a job for 86 out of every 100 job-hunters who try it. (57)