Citing Sources – Citing Documents and Sources in your writing:

This is important to know for your DBQ essays. When you use a quote or even borrow an idea from another source, you MUST put their name in parentheses, or the document from which you borrowed. This goes in parentheses after the quote or borrowed idea.

Read the examples below.

1) When you know the name of the speaker of the quote:

   a. We know that during the Revolutionary War an inspirational quote people used was “The harder the conflict, the more glorious the triumph” (Thomas Paine).
   b. Thomas Paine once said, “The harder the conflict, the more glorious the triumph.”
   c. “The harder the conflict, the more glorious the triumph” (Thomas Paine) was a quote that many Federalist soldiers said to give them courage during the American Revolution.

2) Citing a document in a DBQ:

   a. The American Revolutionaries were willing to go to war and die for their freedom, as we can see from the quote, “Give me Liberty, or give me Death” (Doc. 3).
   b. “Give me Liberty, or give me Death” (Doc. 3) characterized the feeling of the American Revolutionary.
   c. When we read the famous speech that includes the immortal phrase, “Give me Liberty, or give me Death” (Doc. 3) we realize how dedicated our forefathers were to the idea of American freedom.
Extracting a quote from a longer document:

This is an important skill for writing DBQ essays, but it’s also important when writing any kind of research essay or paper. When you use a document as a resource, you will have to take bits and pieces of it to use as quotes in your essay, because you can’t just rewrite the whole document in your DBQ. It is important to use a piece of the document that captures and characterizes the point you are trying to make in your essay.

The example below is from a DBQ essay about the effect explorers had on Native Americans. In this body paragraph, the student is trying to prove that interactions were not always bad.

First, read the document and then read the body paragraph from the student’s DBQ essay in order to see how he extracted a quote that supported his main idea (that interactions between explorers and N.A.’s were not always bad ones).

Document 3 FR

[Jolliet] informed [the Maskouten elders] that we needed two guides to show us the way; and we gave them a present, by it asking them to grant us the guides. To this they very civilly consented; and they also spoke to us by means of a present, consisting of a mat to serve us as a bed during the whole of our voyage.

Now read the student’s body paragraph on the back of this page and see how he used pieces of this document to prove his supporting statements.
The new settlers had a difficult task when it came to the New World—survival. In order to branch out and discover new areas and resources, these explorers had to secure themselves as best they could. This includes bringing proper supplies and having well-laid plans before going on their journeys, and the best plan was to employ a native of the land to help guide them and steer them clear of potential dangers along the way. Father Marquette wrote about this in his 1673 journals describing his exploration of the Mississippi River with Louis Jolliet. The Native American guides were from the Maskouten tribe, and the tribe did not let them go for free: “...we gave them a present, by it asking them to grant us the guides” (Doc. 3). Trading goods for the guides was also a show of good faith and thanks to the Maskouten, who not only gave the explorers guides but also showed their friendship with a return gift “of a mat to serve us as a bed during the whole of our voyage” (Doc. 3). Marquette’s journals also serve as an example proving that some explorers got along well with the Native American tribes.

[Document 3 FR]

[Jolliet] informed [the Maskouten elders] that we needed two guides to show us the way; and we gave them a present, by it asking them to grant us the guides. To this they very civilly consented; and they also spoke to us by means of a present, consisting of a mat to serve us as a bed during the whole of our voyage.

Although the whole document supported the student’s statements, he only needed pieces of it to use as quotes to support his claims that explorers needed Native American guides and that sometimes the exchanges were very friendly.
Citing Sources – Punctuating titles in your writing:

There are very specific ways to write the title of a work in your essays, paragraphs, and reports.

3) When to underline or italicize

The general rule is that if the literary piece is chaptered, then its title should be underlined OR italicized (NEVER both). This includes novels, textbooks, anthologies, biographies, autobiographies and most other books.

4) When to use “quotation marks”:

If the literary work is shorter, then its title should be in quotations. This includes the titles of essays, short stories, poems, songs, articles, reports, and any other shorter pieces.

5) For ALL titles:

Capitalize the first letter of every word EXCEPT conjunctions, articles and prepositions

The sample below contains an example of how to punctuate both longer and shorter writings.

In his article, “Finding Ernest Hemingway”, the author refers to several of Hemingway’s novels about World War I, including For Whom the Bell Tolls and A Farewell to Arms in order to emphasize the amount of world experience Hemingway gained as an ambulance driver for the Red Cross during this war. What Hemingway saw and experienced during this time influenced him as a man and a writer, and, when he was injured in the line of duty and recuperated at a hospital in Europe, he first tried his hand at writing a short story. The author of the article compares Hemingway’s early attempts at short stories to his more accomplished short stories, specifically “Hills Like White Elephants”, “A Clean, Well-Lit Place” and “A Day’s Wait”. More information about Hemingway can be found in Hemingway: The Writer as Artist and the anthology entitled Ernest Hemingway Selected Letters: 1917-1961, both by Carlos Baker.
Citing Sources – Citing an Entire Website:

Sometimes you may use or consult a website in the process of researching or writing. If you use the website in a general sense—which means you use it for more than just a few articles or bits of information, you can cite the whole page. You would do this with My Access if you used it to write an essay.

Below is the standard way you would cite an entire website. PAY ATTENTION TO THE PUNCTUATION.

Title of the site. Ed. Name of editor (if given). Date of electronic publication or update. Date of Access. URL

(Note: If your citation goes beyond one line you must indent the SECOND to show it continues)

Two Examples:


<http://www.imdb.net/mag-art/25.html>


(This article had no publication date so we skipped it and went straight to the access date and URL.)

Note: These two examples are not numbered because you don’t number your sources on a Works Cited page—you list them alphabetically
Citing Sources – An Article from a Website:

When you cite something that you have read from a website, you need to record the day(s) you go on that site, because websites can change overnight. You have to list as much information as you can find, but some websites do not give you specific details like you can get on a publisher’s page of a book or anthology. If the information isn’t there, you can skip it and write whatever you can find. **ALWAYS WRITE THE FULL URL!**

Below is the standard way you would cite an article from a website. PAY ATTENTION TO THE PUNCTUATION.

Author’s last name, Author’s first name. “Title of Article.” Name of Website or online Periodical. Volume or issue number (if available). Date of publication. Date of Access. URL

(Note: If your citation goes beyond one line you must indent the SECOND to show it continues)

**Two Examples:**


(This article had no volume or publication date so we skipped it and went straight to the access date and URL.)

**Note:** These two examples are not numbered because you don’t number your sources on a Works Cited page –you list them alphabetically
Citing Sources – A book with one author:

When you record a book by one author on your works cited page, you need to give very specific information about the book you consulted because there may be many different versions out there and (believe it or not) they may have slight differences between them! If you don’t believe it, just look at how many different versions of the Bible you can find in a book store.

Below is the standard way you would cite a book with one author. **PAY ATTENTION TO THE PUNCTUATION.**

<table>
<thead>
<tr>
<th>Author’s last name, Author’s first name. Title of book. City of publication: Publishing company’s name, year published.</th>
</tr>
</thead>
</table>

(Note: If your citation goes beyond one line you must **indent** the SECOND to show it continues)

**Two Examples:**


(These two examples are not numbered because you don’t number your sources on a Works Cited page – you list them alphabetically)
Citing Sources – An Anthology, Compilation or Textbook:

Anthologies, compilations and textbooks are essentially the same: they are books composed of many writings often by different authors, and they are put together by an editor or a group of editors. Think about the wide range of stories and authors in our English textbook.

When you record a textbook on your works cited page, you need to give very specific information about the book you used because there may be different versions of that book from different years, or there may be other compilations on the same topic but by different publishers.

Below is the standard way you would cite an anthology, compilation or textbook. PAY ATTENTION TO THE PUNCTUATION.

Editor’s last name, editor’s first name, ed. Title of textbook or anthology, City of publication: Publishing company’s name, year published.

(Note: If your citation goes beyond one line you must indent the SECOND to show it continues)

Three Examples:


(flip page)


**Note**: When you have multiple editors/authors, you list them alphabetically by LAST name, only listing the first one in reverse (Last, First)

(These three examples are not numbered because you don’t number your sources on a Works Cited page –you list them alphabetically)
Citing Sources – A Specific Work in an Anthology, Compilation or Textbook:

Anthologies, compilations and textbooks are essentially the same things: they are books composed of many writings often by different authors, and are put together by an editor or a group of editors. Think about the wide range of stories and authors in our English textbook.

When you use only one piece from one of these books, you must reference the title and author of the piece AND THEN the title and editor of the anthology along with the publishing information.

Below is the standard way you would cite a specific work in an anthology, compilation or textbook. PAY ATTENTION TO THE PUNCTUATION.

Author’s last name, Author’s first name. Title of the work (either underlined or in quotes). **Title of textbook or anthology. Ed.** Editor’s first and last name. City of publication: Publishing company’s name, year published.

(Note: If your citation goes beyond one line you must indent the following lines to show it continues)

**Three Examples:**


**Note:** The two citations above show novels and plays in an anthology because the titles are underlined. The Citation below shows how you would cite a poem, article, essay or other short work in an anthology or textbook.


(These three examples are not numbered because you don’t number your sources on a Works Cited page – you list them alphabetically)