

Documenting Information: Parenthetical Documentation

You do not have to document, or give a source for, information that your readers could be expected to know (e.g., the Constitution, the Declaration of Independence, how to boil water.) For all other material, you should document your sources fully in the "bibliography" or "works cited" listing at the end of your report. In addition, whenever you use information from a particular source, you must refer to its source in parentheses within the report. This is called *parenthetical documentation*. The reference in parentheses directs your reader to the Works Cited (Bibliography) list at the end of your report. You should supply parenthetical documentation for each quotation, paraphrase, or summary that you use.

Parenthetical citations are *SHORT* versions of the full citation. The citation should be based on the **first** item listed in the full bibliography and, whenever relevant, should include the page number. Include only the author's last name (unless it would be confused with another work.) If no author, then give the title (or shortened version of the title) and the page number. (Language Network 484)

If you refer to more than one work by the same author (Zinn), you'll have to enlarge the citation to make it unique. (Zinn "A Kind") or (Zinn "The Intimately")

If you included information from more than one source for a single paragraph, include both parenthetical citations between the same pair of parentheses. Just separate them with a semi-colon. (Language Network 484; Jones 299)

("Biographical")
(Garcia 219)