

LNU-MSU CIB - SUGGESTED HOUSE STYLE SHEET

Quotations and Paraphrases

Example:

The maintenance cost of electric cars is lower than the one of those fueled by conventional gasoline. Fuel prices heavily depend on the political and military situation in countries providing oil; even if we do not take it into consideration, one year of driving a gasoline car would cost about \$2,100, given that one drives about 15,000 miles per year, spends one gallon of gas for each 25 miles traveled, and buys gasoline at \$3.50 per gallon. At the same time, driving an electric car would cost only \$475 per year. Along with the fuel costs, conventional cars require regular technical inspections, and transmission repairs (Howard 22).

The above is a typical example of poor use of an in-text citation/paraphrase. Note that examples like the above are common in academic writing. Howard's words have been paraphrased and though correctly acknowledged, the ambiguity is not difficult to spot.

Paraphrases like the above usually accompany figures and are meant to indicate from which source and where such figures were taken (i.e., \$2100; 15,000 miles/year). Yet the reader is in no position to judge where the paraphrase begins and ends. Has the entire paragraph been paraphrased? Or did the author only take *the figures* from Howard.

Avoid using paraphrases with in-text citations at all, as paraphrased material cannot appear in the Works Cited page. Only material that is actually "cited" (i.e., which appears between quotation marks in the body of the paper) appears in the Works Cited. Other style guides ask for **References** or a **Bibliography**, which differ from a **Works Cited**.

Thus, in order to list Howard in the Works Cited, "cite" keywords, small phrases, and/or figures:

The maintenance cost of electric cars is lower than the one of those fueled by conventional gasoline. Fuel prices heavily depend on the political and military situation in countries providing oil; even if we do not take it into consideration, one year of driving a gasoline car would cost about "\$2,100, given that one drives about 15,000 miles per year, spends one gallon of gas for each 25 miles traveled, and buys gasoline at \$3.50 per gallon" (Howard 22). At the same time, driving an electric car would cost only "\$475 per year" (Howard 22). Along with the fuel costs, conventional cars require regular "technical inspections, and transmission repairs" (Howard 22).

Because the author in this paragraph is citing multiple figures from the same source *and the same page*, without referring to other sources (or switching pages), the in-text citation need appear only once at the end of the paragraph:

The maintenance cost of electric cars is lower than the one of those fueled by conventional gasoline. Fuel prices heavily depend on the political and military situation in countries providing oil; even if we do not take it into consideration, one year of driving a gasoline car would cost about "\$2,100, given that one drives about 15,000 miles per year, spends one gallon of gas for each 25 miles traveled, and buys gasoline at \$3.50 per gallon." At the same time, driving an electric car would cost only "\$475 per year." Along with the fuel costs, conventional cars require regular "technical inspections, and transmission repairs" (Howard 22).

Original:

Certainly, Lincoln was a great American hero. He believed in a government of the people, by the people, and for the people.

- Jones, p. 22

Do not use in-text citation to indicate paraphrase. Use tags only:

Incorrect:

Lincoln was a great hero (Jones 22).

Correct:

According to Jones, Lincoln was a great hero.

*note that although the above example is correct, Jones will not be listed in the Works Cited.

In-text citations must be accompanied by quotation marks:

Correct:

Lincoln was “a great American hero” (Jones 22).

Correct:

According to Jones, Lincoln was “a great American hero” (22).