

Using Sources Wisely and Fairly

I. First, decide whether it is most appropriate to quote, paraphrase, or summarize the source.

A. Quotation: Copying the exact word, phrase, sentence, or paragraph from the source.

1. Conventions:

- MUST BE PUT WITHIN QUOTATION MARKS.
- Must include page number as well as author and year.

2. When do you quote a word ?

- If it is a word coined by the author (e.g., Lewis Carroll's "brillig")
- If it is a word used in a special way by this author/these authors, i.e., not in the sense that it would be defined in a dictionary.

3. Examples:

Although a state of "squch" (Milne, 1994, p. 304) can be very uncomfortable for typically-developing children, many children with autism crave such deep pressure.

Milne (1994) states, through his character Winnie the Pooh, that "a sort of squch is much too much" (p. 304). Many people with autism would disagree.

Due to their sensory need for deep pressure, many people with autism would disagree with Winnie the Pooh that "a sort of squch is much too much" (Milne, 1994, p. 304).

And a sort of squch  
Is much too much  
For his neck and his mouth  
and his ears and such.  
(Milne, 1994, p. 304)

NOTE: In the text, we use the author's last name and publication date (and page #, if a quote) only. We do not give the name of the article, the university with which the author is affiliated (unless it's important for some reason), the journal the article is published in (if it is an article), etc. The other information goes on the reference list at the end of the paper.

B. Paraphrase: Expressing an author's ideas in your own words.

**ANY PHRASES, SENTENCES, OR DISTINCTIVE USES OF WORDS THAT ARE COPIED FROM THE AUTHOR MUST BE QUOTED.**

Examples:

Original:

*Alice's Adventures in Wonderland* (1865) (commonly shortened to "**Alice in Wonderland**") is a novel written by English author Charles Lutwidge Dodgson under the pseudonym Lewis Carroll [1]. It tells the story of a girl named Alice who falls down a rabbit hole into a fantasy world populated by peculiar and anthropomorphic creatures. The tale is filled with allusions to Dodgson's friends. The tale plays with logic in ways that have given the story lasting popularity with adults as well as children [2]. It is considered to be one of the most characteristic examples of the "literary nonsense" genre [2][3], and its narrative course and structure have been enormously influential[3], especially in the fantasy genre ([http://en.wikipedia.org/wiki/Alice\\_in\\_wonderland](http://en.wikipedia.org/wiki/Alice_in_wonderland), n.d.).

*Note: The numbers in [ ] indicate sources, which are listed on the Wikipedia page.*

Paraphrase:

According to Wikipedia ([http://en.wikipedia.org/wiki/Alice\\_in\\_wonderland](http://en.wikipedia.org/wiki/Alice_in_wonderland), n.d.), Charles Lutwidge Dodgson wrote *Alice's Adventures in Wonderland* (often called "Alice in Wonderland") in 1865, using his pseudonym, Lewis Carroll. In this tale, a little girl named Alice travels via a rabbit hole to a fantastic world. Many of the strange people and creatures in this world are believed to relate or refer in various ways to friends of Dodgson. This story remains popular to this day because of Dodgson's playful manner of poking fun at everyday logic. Both its story line and its structure have had a great influence on fantasy literature.

Note: "n.d." means "no date". It is used for material from the web that is undated.

C. Summary: A short overview of an author's words.

Summary of the paragraph above:

Alice's Adventures in Wonderland is a famous fantasy story written by Lewis Carroll (a.k.a. Charles Lutwidge Dodgson) in 1865. Carroll wove logical twists and references to his friends throughout this influential children's tale ([http://en.wikipedia.org/wiki/Alice\\_in\\_wonderland](http://en.wikipedia.org/wiki/Alice_in_wonderland), n.d.).

For further information, see <http://owl.english.purdue.edu/owl/resource/563/1/>.

II. Make sure that you are giving full credit to **all** authors.

A. List **all** authors unless:

1. there are more than five of them. In that case, list the first five followed by "et al.". Example:

Velleman, Andrianopoulos, Zaretsky, Mervis, Morris, et al. (2004)  
reported that....

2. There are more than two authors and it is after the first mention of the article. Example:

1<sup>st</sup> mention:

Children with autism often have speech difficulties (Velleman, Andrianopoulos, & Zaretsky, 2004).

2<sup>nd</sup> mention:

Symptoms of apraxia were identified in five of the children, according to Velleman et al. (2004).

NOTE: We put a period after “al” because it is short for “alia” (all).

- B. Do **not** change the order of the authors’ names. They are in that order for a reason.

### III. Some common reference formats (APA style)

#### A. Book:

Akmajian, A., Demers, R. A., Farmer, A. K., & Harnish, R. M. (1995). *Linguistics: An introduction to language and communication* (4th ed.). Cambridge, MA: MIT Press.

#### B. Chapter in a book:

Vihman, M. M. (2004). Later phonological development. In J. E. Bernthal & N. W. Bankson (Eds.), *Articulation and phonological disorders* (pp. 105-138). Boston: Allyn and Bacon.

#### C. Journal article:

Saffran, J. R., Newport, E. L., & Aslin, R. N. (1996). Word segmentation: The role of distributional cues. *Journal of Memory and Language*, 35, 606-621.

NOTE: The name and the volume # of the journal are both italicized. The page #s are not.

#### D. Web source:

World Health Organization. (2001). International Classification of Functioning, Disability, and Health Checklist. Retrieved 8/21/09, from

<http://www.who.int/classifications/icf/training/icfchecklist.pdf>

OR

*Rehabilitation Act, HR 8070*. (1973). Retrieved 8-28-09, from

<http://www.nationalrehab.org/website/history/act.html>

#### E. Presentation:

Hayden, D., Hall, T., & Charlifue-Smith. (2004). *Teaching speech to young, non-verbal autistic children: Denver, PROMPT comparisons*. Paper presented at the American Speech-Language-Hearing Association Convention, Philadelphia, PA.

#### F. Lecture (class): Use “presentation” format:

Velleman, S. (2010). *Language, culture, and thought*. Lecture presented to Communication Disorders 210, University of Massachusetts, Amherst, MA.