

NOTES ON QUOTATIONS AND CITATIONS

Quotations and paraphrasing. Generally, it is better to *paraphrase* statements made in articles and other documents. **A direct quote of more than a few words should ordinarily be used only under exceptional circumstances**—e.g., when it is exceptionally succinct, insightfully phrased, ironic, otherwise forceful, or revealing, as appropriate, of a significant player's personality, predisposition, or strategy.

Note that occasionally using just a few judiciously selected words from a quote may add a nice flavor. For example:

John Smith, lead petrochemicals analyst at Arthur Anderson & Co., remarked that it is "quite unlikely" that Nigeria will be able provide a "sufficiently dependable" supply benzene for major industrial customers.

Frequently, direct quotes tend to be longer than a good paraphrase, and the reader will not be spending time thinking about what kind of point the direct quote was intended to make.

If you do decide to use a quote, it must be *introduced* in some way--e.g.,

According to Jack Intrascopolus, a leading authority on "raponomics" (the economics of rap music), "The prospects for rap music in the Middle East, at the moment, appear to be...."

Citations. In all papers, you must cite your sources in the body of the text and provide a complete bibliography at the end of the paper. You must cite a source when you use information from it even if you do not quote directly. For example:

It appears that rap music has so far met success in North America, Western Europe, and certain more affluent Asian countries, with penetration in Latin America and the Middle East so far being quite limited. (Intrascopolus, 2000).

(The author's last name and the year of publication are put in parentheses at the end of the sentence). The source should be listed completely (author, title, publication, date, and, if available, page numbers) at the end of the paper. E.g.,

Intrascopolus, James Q. (2000), "Rapping Against a Cultural Wall," *International Journal of Rappology*, 4(2), 423-450.

Reminders

- All work turned in must be your own.
- On the first page of all papers turned in from now on, please write and sign the statement: "This is my own work." When web sites are submitted, this statement must be made in the e-mail announcing the URL (web site address).
- If more than three consecutive words are used from any source, these must be put in quotes.
- All sources used must be cited, even if they are paraphrased and not directly quoted.
- You must have read each source listed in my references.