

Direct Quotes

A direct quote is a word for word copy of source material. The quote is enclosed in quotation marks. Include the author's last name and date of publication as well as page numbers if available.

Examples

John Fontana and Elizabeth Montalbano (2008) point out, "the market for these low-cost machines is being driven by inexpensive bandwidth"(p.12).

"The market for these low-cost machines is being driven by inexpensive bandwidth," (Fontana & Montalbano, 2008, p.12).

Block Quotes

The block quote is used for direct quotations that are longer than 40 words. Indent the entire quote ½ inch or 5-7 spaces.

Examples

Fontana & Montalbano (2008) write:

Experts have said that the big question is how big the market will become for low-cost computing devices. ULPCs are attracting interest from governments, schools, emerging markets and developing countries. Microsoft is fighting against emerging interests in using Linux over Windows to keep development costs down. (p.12)

Experts have said that the big question is how big the market will become for low-cost computing devices. ULPCs are attracting interest from governments, schools, emerging markets and developing countries. Microsoft is fighting against emerging interests in using Linux over Windows to keep development costs down. (Fontana & Montalbano, 2008, p. 12)

Paraphrase/Summary

A paraphrase is a quotation rewritten in your own words. A Summary is a condensed version of a longer passage from a outside source. Both require citations. Include the author's last name and the year of publication. Page numbers are encouraged but optional.

Examples

John Fontana and Elizabeth Montalbano (2008) note that low priced Netbooks are gaining share because of the relatively cheap Internet access capable of downloading large files; the wealth of Internet based applications; and ability for files to be created, produced, stored, and administered on Internet hosted sites (p.12).

In order for Microsoft to remain relevant in the Netbook environment, they are making Windows XP Home available for Netbooks until 2010 because Windows Vista takes up too much memory and can't operate on the smaller but functional Netbooks (Fontana & Montalbano, 2008, p.12).

BOOKS

Author, A. A., & Author, B. B. (Year). *Title of book*. City, Country: Publishing Agency.

Complete book

Rabe, M. M. (2001). *The art of manipulation: Stories of mind control*. New York, NY: HarperCollins.

Chapter in a book

Lamb, J. S. (2003). *The impact of pollution on Pilipino watersheds*. In K. Bonner & R. T. Roberto (Eds.), *Watersheds: The blood of civilizations* (pp.44-68). New York, NY: HarperCollins.

E-book

James, H. N. (1988). *Victorian gender roles* [Google Books version]. Retrieved from <http://books.google.com/books>

ARTICLES (from databases or newspaper/journal/magazine websites)

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Online Newspaper Articles

Osborne, M. H. (1994, April 5). Nirvana's Cobain commits suicide. *The Seattle Times*. Retrieved from <http://seattletimes.nwsources.com>

Online Magazine Articles

Lenz, R. (2003, June). Getting high schoolers into science. *Teaching Today*, 40(6). doi:10.1099/tt9999-2000.44.3.6678

Online Journal Articles

Jackson, J. J., & Samuel, T. S. (2001). The impact of climate change on sea levels. *Journal of Environmental Science*, 55(4), 233-277. doi:10.1070/8567-6582.33.5.888

WEB PAGES (include as much info as possible)

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