

[What is Soundwriting?]

Soundwriting is a piece of audio that uses the elements of writing but delivers the writing in audio instead of alphabetic media. Fiction, nonfiction, drama, poetry, journalism... all can be soundwriting. In this course, however, we will focus on varieties of audio essay (nonfiction, maybe journalistic in nature).

[What is an Audio Essay?]

Like a traditional essay, audio essays include a thesis, introduction, evidence, discussion, conclusion, and exigence. Unlike a traditional essay, audio essays can include spoken text, interviews, historical recordings, music, environmental or ambient sounds, and sound effects. While you probably haven't made many before, many students find audio essays to be less stressful, more familiar, and much more interesting. I hope this is your experience too!

[Examples]

- Third Coast International Audio Festival: <http://www.thirdcoastfestival.org/>
 - “The Sleeping Fool” (2010):
<http://www.thirdcoastfestival.org/library/936-the-sleeping-fool>
 - “Fidele Musafiri: Miner” (2009):
<http://www.thirdcoastfestival.org/library/750-fidele-musafiri-miner>
 - “The Dead Can’t Do You Nothin’” (2007):
<http://www.thirdcoastfestival.org/library/511-the-dead-can-t-do-you-nothin>
 - “A Map of the Sea” (2005):
<http://www.thirdcoastfestival.org/library/527-a-map-of-the-sea>
 - “All My Stuff is in Bags” (2004):
<http://www.thirdcoastfestival.org/library/535-all-my-stuff-in-bags>
- 99% Invisible: <http://99percentinvisible.org/>
 - “Feed of Engineering” (2014):
<http://99percentinvisible.org/episode/feet-of-engineering/>
 - “Barcodes” (2014): <http://99percentinvisible.org/episode/barcodes/>
 - “One Man is an Island” (2014):
<http://99percentinvisible.org/episode/one-man-is-an-island/>
 - “DIY Space Suits” (2013): <http://99percentinvisible.org/episode/diy-space-suits/>
- This American Life: <http://www.thisamericanlife.org/>
 - “Yes, There is a Baby” (2002):
<http://www.thirdcoastfestival.org/library/545-yes-there-is-a-baby>
 - “Eddie the Nudist” (1997):
<http://www.thisamericanlife.org/radio-archives/episode/63/one-thing?act=2>
 - “The Thin Gray Line” (2006):
<http://www.thisamericanlife.org/radio-archives/episode/307/in-the-shadow-of-the-city?act=2>
 - “Tornado Prom” (2001):
<http://www.thisamericanlife.org/radio-archives/episode/186/prom?act=1>
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- SoundPrint: <http://www.soundprint.org/>
 - “Caitie’s Story” (2001): http://www.soundprint.org/radio/display_show/ID/43/name/Caitie%27s+Story
 - “Gibtown” (2010): http://www.soundprint.org/radio/display_show/ID/325/name/Gibtown
 - “The Busker and the Diva” (2010): http://www.soundprint.org/radio/display_show/ID/663/name/The+Busker+and+the+Diva
- Radiolab: <http://www.radiolab.org/>
 - “Slow” (2011): <http://www.radiolab.org/story/165190-slow/>
 - “Grandpa” (2007): <http://www.thirdcoastfestival.org/library/505-a-fragile-son>
 - “Ally’s Choice” (2013): <http://www.radiolab.org/story/304341-allys-choice/>
 - “Dark Side of the Earth” (2012): <http://www.radiolab.org/story/242184-dark-side-earth/>
- This I Believe: <http://thisibelieve.org/>
 - “Fry Bread” (2014): <http://thisibelieve.org/essay/108632/>
 - “The Designated Celebrator” (2007): <http://thisibelieve.org/essay/9888/>
- Transom: <http://transom.org/>
 - “Of Kith and Kids” (2013): <http://transom.org/2013/of-kith-and-kin/>
 - “Forgiveness” (2012): <http://transom.org/2012/bianca-giaever-forgiveness/>
 - “Splash” (2011): <http://transom.org/2011/rich-halten-splash/>
 - “Matthew” (2010): <http://transom.org/2010/matthew-blanchard-helena-keeffe-matthew/>
 - “Perfect Hearing” (2004): <http://www.thirdcoastfestival.org/library/534-perfect-hearing>
- The Kitchen Sisters: <http://www.kitchensisters.org/>
 - “The Hidden World of Traveller Girls” (2012): <https://soundcloud.com/kitchensisters/traveller-girls>
 - “Aunt Beryl’s Aboriginal Cooking Academy” (2013): <http://www.kitchensisters.org/hidden-kitchens/aunty-beryls-aboriginal-cooking-academy/>
- Sound Portraits: <http://soundportraits.org/>
 - “Bernie Barker, Oldest Male Stripper” (2003): http://soundportraits.org/on-air/oldest_male_stripper/
 - “Woolworth’s Lunch-Counter Waitress” (1993): http://soundportraits.org/on-air/lunch-counter_waitress/
- Outfront: <http://www.prx.org/series/31125-cbc-radio-s-outfront>
 - “A Fragile Son” (2007): <http://www.thirdcoastfestival.org/library/505-a-fragile-son>
 - “Can You Say Haa?” (2003): <http://www.thirdcoastfestival.org/library/543-can-you-say-haa>
- Radio Diaries: <http://www.radiodiaries.org/>
 - “The Last Man on the Mountain” (2013): <https://soundcloud.com/radio-diaries/last-man-on-the-mountain>
 - “Walter the Seltzman - it’s not easy being last” (2014): <https://soundcloud.com/radio-diaries/episode-15-walter-the-seltzman-its-not-easy-being-last>

- Radio Rookies: <http://www.wnyc.org/shows/rookies/>
 - “Tracking” (2003): <http://www.thirdcoastfestival.org/library/544-tracking>
- Aeon: <http://aeon.co/magazine/audio-podcasts/>
 - “Is Yoga Religion?” (2013):
<https://soundcloud.com/aeon-magazine/erik-davis-is-yoga-religion>

[Sources]

- Freesound: <https://www.freesound.org/browse/>
- Internet Archive: <https://archive.org/details/audio>
- Library of Congress:
<http://memory.loc.gov/ammem/browse/ListSome.php?format=Sound+Recording>
- Archives of American Art, Oral History Collections:
<http://www.aaa.si.edu/collections/oralhistories/>
- Freesound: <https://www.freesound.org/>
- Nevada Test Site Oral History Project: <http://digital.library.unlv.edu/ntsohp/>
- Nevada Yesterdays: <http://www.knpr.org/nevadayesterdays/listAll.cfm>
- Jamendo: <http://www.jamendo.com/en/welcome>

[Editing Software]

Audacity is free and multi-platform.

- Download software: <http://audacity.sourceforge.net/>
- Help files: <http://audacity.sourceforge.net/help/>
- Video Tutorial: http://youtu.be/J1xCw_qtTZ4

[Recording]

1. If you already know how to record a digital audio file using your phone or your computer's microphone or whatever--fantastic! Do it your way. Please capture the highest quality you're able.
2. Record directly into Audacity (audacity.sourceforge.net/) using your computer and microphone (either the internal one or external if you have it).
3. Choose an app for your smartphone (if you have one). There are many free or low-cost choices of app. Smart Voice Recorder is a popular option for Android; Voice Recorder is a popular choice for iOS. There are many apps available so choose one that fits your budget and technology and has high ratings. Read the help files if necessary to learn to use your specific software.
4. Sign out one of my digital audio voice recorders.
5. Record directly into Canvas (guides.instructure.com/m/4152/l/65826-how-do-i-record-audio-using-the-rich-content-editor). Note that using this option severely limits your ability to edit your file.
6. Call my voicemail (702-651-5002) and leave a message. I think there's a 5 minute maximum length, so you may need to plan on splitting your recording into more than one call. Note that using this option severely limits your ability to edit your file.

[Editing]

1. Audacity (audacity.sourceforge.net/) is a free, multi-platform application for audio editing. Manuals, Wiki, and FAQ are at: audacity.sourceforge.net/help/.
2. If you have another program (GarageBand, WavePad, SoundForge, etc.), you're welcome to use it. You are not required to purchase any software for this course.

[Format]

1. I'm happy to take your audio file in any format I can access. FLAC, MP3, WAV, and AIFF files should all work. What will not work is a project file from your editing software. If using Audacity, click File→ Export→ and then select a file type from the dropdown menu labeled "Format".

[Submission]

1. If you are recording with an external device like a phone or a digital recorder, you'll need to get the file off that device and onto your computer. Most of the phone apps include a "Share" option. I recommend that you email the file to yourself then go to your computer and download it from your email there (or move it to your Dropbox or Google Drive or file server or wherever you store files). Then you can upload it to the assignment link in Canvas. You can also do this by syncing your phone to your computer and finding the file through that process. Digital recorders will function pretty much like an external drive, so once you've linked the device and computer with the cord, you should be able to find the file the way you would with a flash drive or similar.
2. If you are recording into Audacity, export the file to wherever you archive files for this course then open up the assignment link in Canvas and upload the file.

(Danforth)
Getting Started with Audio (2 of 2)

3. If you're recording directly into Canvas... you're done. You can't edit anything, but you're submitting as you're recording.
4. If you use my voicemail, there's no way to submit the file to Canvas so you should instead submit a note that tells me the date and time of your call so I can find and listen to the right message.

Guide to Academic Writing: research, documentation, citation, and avoiding plagiarism

The prerequisite for this course, ENG 101 and its equivalents, teach the fundamentals of academic writing, including research skills, documentation of sources, citation using MLA style, and the importance of avoiding plagiarism. You are expected to know and use this information in the course you're taking now.

I will not reteach these topics in this course, but I will absolutely help you practice and further develop your skills. I have created this document to help refresh your understanding before your first assignment on which your skills will be graded. It also serves as a resource for you during the course in case you need help as we move through the course.

Research

- Reference sources such as ordinary encyclopedias and dictionaries are useful in preparing yourself to understand something--they are not usually considered "research". Use these for basics and background information. For informal assignments like Study Guides or Book Reports, these kinds of sources are useful and acceptable. For formal assignments like essays, papers, and projects, reference sources are inappropriate--using them on formal assignments makes you look pretty stupid.
- [Wikipedia](http://www.wikipedia.com) (<http://www.wikipedia.com>) and [Dictionary.com](http://www.diction.com) (<http://www.diction.com>) are fine for informal assignments. There are even better reference sources available through the library, however. I like the [Credo](http://sites.csn.edu/library/DatabasesAZ.html#c-dbs) (<http://sites.csn.edu/library/DatabasesAZ.html#c-dbs>) database for its collection of both basic and specialized reference sources. It's particularly convenient because you can search multiple sources at once and compare information without relying on a single title. Library reference sources is a better choice than relying on open Internet sources for nearly any topic you'll be writing about in this (or another) course.

Documentation

- This is a 200-level literature course. If you are taking this course, you are almost certainly at the very beginning of your academic career. At this point, your job is to find, read, and use other people's scholarship while you're learning to write your own scholarship. In other words, I know you're learning when you show me that you're able to choose and understand published materials related our course; at this stage, this is more important than your coming up with and writing an original idea. All this to say, you should quote and cite stuff--lots of it. That's how you learn.
- Every piece of information that is not your original idea and not common knowledge must have its source documented. It can, however, be tough to know what is and is not "common knowledge". Here is a very nice [guide from MIT](http://integrity.mit.edu/citing-your-sources/what-common-knowledge) (<http://integrity.mit.edu/citing-your-sources/what-common-knowledge>). When I was in college, I assumed most things I wrote were common knowledge so I didn't cite them... I was WRONG. Part of academic writing is recognizing the sources for knowledge. Very little content in this

course is common knowledge. As the guide says, when in doubt, document the source of your information. Doing this helps you make sure that you are right.

Citation

- There are several formal systems for documenting the sources of your information. This course is in the English Department, and the system we usually use is MLA. You should use MLA style citation for all documents in this course.
- MLA's documentation style is a two-part system. First, every sentence that contains "borrowed" information ends with citation of that information's source. For example, I might quote a sentence that reads,

"The best advice is: When in doubt, cite your source (MIT)."

I've put "MIT" in parentheses at the end of that sentence because I borrowed that sentence from the common knowledge guide I linked to in the Documentation section earlier and that guide was written by a group at MIT. For another example, I might write,

"Plato was the student of the great philosopher, Socrates (Puchner 522)."

In this case, I'm not quoting anybody, but the information that Socrates was Plato's teacher came from page 522 of something written by Puchner. This thing in the parentheses is a citation.

- But the citation is just the first part of MLA's system. The second part is called a Works Cited and is the last section of your document. The Works Cited is a list of the works cited in your document (hence, the title). This is where you list every source you cited in your document and give full bibliographic data about the sources so your reader can go find the source and read more if they're interested or they want to check whether what you said was correct. These citations include the title of the article, the title of the publication in which it appears, the title of the database that you found it in, the names of the author, editor, translator, director, the publisher, the place and date of publication and the medium--and possibly other information. In this course, I recommend you use a tool such as [Easybib](http://www.easybib.com) (<http://www.easybib.com>) to help you format your citations correctly.
- There are other rules about how to document sources using MLA style. Here's a [longer guide](https://owl.english.purdue.edu/owl/resource/747/01/) (<https://owl.english.purdue.edu/owl/resource/747/01/>) to help you get it right. And if you're tired of reading, here's a [video tutorial](http://youtu.be/zfJq4jAoQDg) (<http://youtu.be/zfJq4jAoQDg>)



<http://youtu.be/zfJq4jAoQDg>

Plagiarism

- If you use someone else's idea, information, or words and do not indicate the source of the idea, information, or words, then you are plagiarizing.
- Plagiarism is about the worst crime you can commit in academia because ideas, information, and words

are the currency of knowledge. Remember this bit from *Oceans 11*?

[Link \(http://youtu.be/P-EGKuotUMw?t=31s\)](http://youtu.be/P-EGKuotUMw?t=31s)



[\(http://youtu.be/P-EGKuotUMw?t=31s\)](http://youtu.be/P-EGKuotUMw?t=31s)

Well, plagiarism is theft. We won't shoot you if you do it, but Fs do not look good on your transcript and you can be kicked out of school altogether. It is serious. Don't do it.

- All of these things are plagiarism:
 - turning in someone else's work as your own
 - copying words or ideas from someone else without giving credit
 - failing to put a quotation in quotation marks
 - giving incorrect information about the source of a quotation
 - changing words but copying the sentence structure of a source without giving credit
 - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules) (plagiarism.org).
- I recommend review these [types of plagiarism \(http://www.plagiarism.org/plagiarism-101/types-of-plagiarism/\)](http://www.plagiarism.org/plagiarism-101/types-of-plagiarism/) to make sure you're conducting responsible scholarship.

Works Cited

Oceans 11. Dir. Steven Soderbergh. Perf. George Clooney and Brad Pitt and Elliott Gould. 0:07 / 1:25 *Brad Pitt & George Clooney Learn The Most Successful Casino Robberies - Ocean's 11*. YouTube, 26 Jan. 2009. Web. 13 July 2014. <<https://www.youtube.com/watch?v=P-EGKuotUMw>>.

"What Is Plagiarism?" *Plagiarism.org*. IParadigms, 20 Nov. 2012. Web. 10 July 2014. <<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>>.

Plagiarism Tutorial

At the College of Southern Nevada, Academic dishonesty is defined as any of the following:

A. Intentionally using the words, creative works, or ideas of another from the Internet or any source, without proper citation of the sources, commonly called plagiarism.

B. Receiving external assistance during an examination or any academic exercise unless expressly permitted by the instructor. This includes, but is not limited to:

1. Receiving aid not permitted by the instructor in connection with any academic assignment;
2. Unauthorized use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous courses, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation not authorized by the instructor for use during the academic evaluation or assignment;
3. Communication in any manner with another student not permitted by the instructor during an examination;
4. Working with others on course work, including in-class and take-home examinations, unless expressly permitted by the instructor; or
5. Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration without the knowledge and consent of the instructor.

C. Turning in the same work in more than one course (or when repeating a course) unless permission is received in advance from the instructor.

D. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.

E. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and unauthorized changes to any academic record.

F. Falsifying or misrepresenting hours or activities in relationship to coursework, an internship, externship, field experience, clinical activity, or similar activity.

G. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.

H. Facilitating, permitting, or tolerating any of the above-listed items.

What is Plagiarism?

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an **internal citation**. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is **plagiarism**.

What is an Internal Citation?

An **internal, in-text, or parenthetical citation** refers to the practice of giving credit to an author, singer, or speaker by citing their words/ideas within your paper. This internal citation is then *referenced* at the end of your paper in your 'Works Cited' list (see below).

Internal citations are sometimes called parenthetical citations because they're enclosed by parentheses. It's helpful to think of internal citations as a kind of "tag" indicating what you've borrowed from an author. For every sentence, phrase or idea you borrow you must "tag" it with an internal citation. Each internal citation is then listed alphabetically in a 'Works Cited' page at the end of your paper.

Borrowing the work's structure, format or style without giving credit is also considered plagiarism. It is important to remember that merely changing the wording is not enough.

Style Guides such as MLA, APA, or Turabian tell you how to cite sources "internally." Below are some web sites that you may also find useful:

MLA Parenthetical Documentation - <http://leo.stcloudstate.edu/research/mlaparen.html>

(<http://leo.stcloudstate.edu/research/mlaparen.html>)

APA Parenthetical Documentation - <http://leo.stcloudstate.edu/research/apaintext.html>

(<http://leo.stcloudstate.edu/research/apaintext.html>)

Turabian Documentation Guide - <http://juno.concordia.ca/help/howto/turabian.pdf>

(<http://library.concordia.ca/help/howto/turabian.pdf>) .

What is a Works Cited Page?

A **Works Cited** page, also known as a **bibliography** or **reference list**, comes at the end of your paper listing all the works (books, articles, Internet sites, etc.) you've quoted, paraphrased or otherwise used to create your paper. The citations are usually listed alphabetically by the authors' last names and typically include the name of the publication, the publisher/date of publication, and the volume, issue and pages if applicable. How works are internally cited and how the citations are arranged in the "Works Cited" page will be determined by the Style Guide (MLA, APA and Turabian) specified by your teacher.

What is 'Common Knowledge'?

Common knowledge needs no internal citation in a paper. Common knowledge includes information that is considered a well-established fact verifiable in five or more sources. It also includes common sayings and proverbs ("look before you leap") and historical dates, places and events.

An example of common knowledge needing no citation: Jane Austen was born in 1775.

What is a 'Unique Phrase'?

A **unique phrase** *does* need an internal citation. A unique phrase is one which is coined by an author and used commonly by other authors in a specific genre or discipline, but it is not necessarily a common fact or phrase used by everyone.

How to Avoid Plagiarism:

Citing Quotations

Quoting involves using exact words, phrases and sentences from a source, setting them off with quotation marks, and citing where the information was taken from.

Below is a passage taken from Leslie Berestein's article "Healthy or Not, the Hookah Habit is Hot," which appeared in the January 27, 2003 issue of *Time* magazine, volume 161, issue 4.

For centuries, men in the Middle East have gathered around hookahs to puff fruit-scented smoke, talk and pass the time. In the West, however, the water pipe became synonymous with drug culture in the 1960s, an association that lingers. But in the past couple of years, the hookah has been resurrected in youth-oriented coffeehouses, restaurants and bars, supplanting the cigar as the tobacco fad of the

moment.

Here is an example of what would be considered **plagiarism of this passage:**

Example #1

Men in the Mid East have used hookahs to puff smoke for centuries. The "hookah" has been resurrected today in coffeehouses, restaurants and bars "supplanting the cigar as the tobacco fad of the moment."

Reason why Example #1 is **plagiarism:**

Notice the writer of this passage liberally borrows words, phrases and parts of sentences from the Berestein passage (even quoting parts) but gives no indication of where the information came from. Even if the Berestein book is cited at the end of the paper in the bibliography, there is no indication that **this** particular passage came from the book. This information has been stolen or **plagiarized** from Berestein.

Here are some examples of what would be considered **acceptable quotations from this passage:**

Example #2

According to Leslie Berestein (2003), the Middle Eastern water pipe known as the hookah recently "has been resurrected in youth-oriented coffeehouses, restaurants and bars, supplanting the cigar as the tobacco fad of the moment" (p. 10).

Reason why Example #2 is **acceptable:**

The writer uses American Psychological Association (APA) style to cite the author Berestein by introducing the quotation with the phrase "**According to Berestein**". The **(10)** at the end of the quoted passage indicates the page number from which the quote was taken in the Berestein book. A reference list at the end of your paper would list the complete citation for the Berestein book.

Example #3

The Middle Eastern water pipe known as the hookah has recently "been resurrected in youth-oriented coffeehouses, restaurants and bars, supplanting the cigar as the tobacco fad of the moment" (Berestein 10).

Reason why Example #3 is **acceptable:**

In this example, the writer cites the source using the Modern Language Association (MLA) style, with the author's name and page number cited at the end of the quote.

Example #4

The Middle Eastern water pipe known as the hookah recently "has been resurrected in youth-oriented coffeehouses, restaurants and bars, supplanting the cigar as the tobacco fad of the moment."¹

Reason why Example #4 is **acceptable:**

Here, the writer uses Turabian style to reference the author, by marking the cited source with a footnote/endnote number. A footnote or endnote will appear later in the paper (either at the bottom of the page or the end of the paper) containing the complete citation for the author, including the page number. Notice that in each of these examples, the writer quotes Berestein's words *exactly* as it was given within the sentence. Whenever you quote someone else's words, you have to write them exactly as they originally appear.

How to Avoid Plagiarism: Paraphrasing and Summarizing

Paraphrasing and **summarizing** are very similar. Both involve taking ideas, words or phrases from a source and crafting them into new sentences within your writing. In addition, summarizing includes condensing the source material into just a few lines. Whether paraphrasing or summarizing, credit is always given to the author.

Below is a passage taken from Raymond S. Nickerson's "How We Know-and Sometimes Misjudge-What Others Know: Imputing One's Own Knowledge to Others." *Psychological Bulletin* 125.6 (1999): p737.

In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have.

Here is an example of what would be considered plagiarism of this passage:

For effective communication, it is necessary to have a fairly accurate idea of what our listeners know or do not know that is pertinent to the communication. If we assume that people know something they do not, then miscommunication and perhaps embarrassment may result (Nickerson, 1999).

The writer in this example has used too many of Nickerson's original words and phrases such as "effective communication," "accurate idea," "know or do not know," "pertinent," "miscommunication," and "embarrassment." Also note that the passage doesn't have an opening tag to indicate where use of the Nickerson's material begins. A citation at the end of a paragraph is not sufficient to indicate what is being credited to Nickerson.

Here is an example, in APA style, that is considered acceptable paraphrasing of this passage:

Nickerson (1999) suggests that effective communication depends on a generally accurate knowledge of what the audience knows. If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered; however, assuming too little knowledge among those in the audience may cause them to feel patronized (p.737).

Here the writer re-words Nickerson's idea about what determines effective communication. The writer re-phrases "generally accurate knowledge" into "reasonably accurate idea." In the second sentence, the writer re-words Nickerson's ideas about miscommunication and embarrassment using instead the words "misunderstand," "bewildered," and "patronized." Nickerson is given credit from the beginning as the originator of the ideas. This is an example of a successful paraphrase because the writer understands the ideas espoused by Nickerson, and is able to put them into her own words while being careful to give him credit.

Here is an example, in APA style, that would be considered acceptable summarizing of this passage:

Nickerson (1999) argues that clear communication hinges upon what an audience does and does not know. It is crucial to assume the audience has neither too much nor too little knowledge of the subject, or the communication may be inhibited by either confusion or offense (p. 737).

Notice that the writer both paraphrases Nickerson's ideas about effective communication and compresses them into two sentences. Like paraphrasing, summarizing passages is a tricky endeavor and takes lots of practice. If you're ever in doubt about whether your summary or paraphrase might be accidental plagiarism, **ask your teacher.**

(with thanks to the University Libraries, University of Southern Mississippi)

MLA Style Tutorial

In this course, we will use MLA style to document sources for information borrowed. This is the style taught in ENG 101 and ENG 102 at CSN, so I expect that you are already familiar with its rules. Please review the following information to make sure you understand how to use MLA style.

Introduction to MLA Style

What is MLA style?

MLA is an editorial style recommended by the Modern Language Association (MLA) for preparing scholarly manuscripts and student research papers. It is the standard format for papers, articles, and books in the arts and humanities.

In addition to providing standardized rules for formatting a paper (margins, line spacing, etc.), MLA provides a consistent method for citing ideas, quotations, facts, and paraphrases borrowed from other sources. This standardized format for identifying sources used in a paper makes the paper more credible and ensures that other authors are given credit for their original thoughts and ideas.

Are there other styles?

Just as MLA is used by teachers in the arts and humanities, teachers in business and the social sciences may ask you to format your paper in **APA style**; a history professor may ask you to use **Chicago or Turabian**; a biology professor might want you to submit a paper in yet another format. There are slight differences between the formats and each has a unique set of rules. Note the differences between the **MLA** and **APA** citations given below:

<p>A book citation in MLA</p> <p>Kasson, John F. <i>Civilizing the Machine: Technology and Republican Values in America 1776-1900</i>. New York: Penguin, 1976. Print.</p> <ul style="list-style-type: none"> • Author's last name written out completely • Date of publication appears at end of citation • All major words in title capitalized 	<p>The same book citation in APA</p> <p>Kasson, J. (1976). <i>Civilizing the machine: technology and republican values in America 1776-1900</i>. New York: Penguin.</p> <ul style="list-style-type: none"> • Author's last name and first initial only • Date of publication appears at beginning of citation • Only first word of title is capitalized (and proper nouns)
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Citing Sources in MLA Style

Parenthetical or In-text References

A **parenthetical** or **in-text** reference is the term for citing material within the body of your paper. Whenever you summarize, paraphrase or quote another author's material you must include a brief citation to tell the reader what information you have borrowed and from where (usually the author's last name and a page number). The brief in-text citation tells the reader that the complete citation can be found at the end of your paper in the Works Cited list.

An example of a parenthetical reference:

The modern world requires both the ability to concentrate on one thing and the ability to attend to more than one thing at a time: "Ideally, each individual would cultivate a repertoire of styles of attention, appropriate to different situations, and would learn how to embed activities and types of attention one within another" (Bateson 97).

When you write (Bateson 97) after a quote in your paper, the reader knows that you have borrowed the quote from an author named Bateson (on page 97) and that the full citation to Bateson's work can be found in the Works Cited list at the end of your paper.

Citing Sources in MLA Style

What is a Works Cited Page?

The Works Cited page is located at the end of your paper and contains all the works that you have cited in your paper. The list simplifies documentation by permitting you to make only brief references to these works in the text.

Formatting a Works Cited Page

The sources in the Works Cited are listed alphabetically by the author's last name. Citations are double-spaced and a hanging indentation is used.

Some general rules for citations:

- Titles of books and journals appear in *italics*.
- Article titles and titles of book chapters, essays, and short stories appear in "quotes."
- If an author isn't given, begin with the title.
- If more than one author is given, the first author is Last Name, First Name but second and third authors should be listed First Name Last Name.
Example: Gillespie, Paula and John Smith.
- When listing a web site, the site's URL is only required if the citation will not easily lead back to your source.
- If an article is from a

Example of a Works Cited page

Smith 14

Works Cited

- Besthoff, Len. "Cell Phone Use Increases Risk of Accidents, but Users
 Hanging indent { Willing to Take Risk." *WRAL Online*. 11 Nov. 1999. Web. 12
 Double-space } Jan. 2001.
- Farmers Insurance Group. "New Survey Shows Drivers Have Had
 'Close Calls' with Cell Phone Users." *Farmers Insurance
 Group*. 8 May 2000. Web. 12 Jan. 2001.
- Haughney, Christine. "Taking Phones out of Driver's Hands."
Washington Post. 5 Nov. 2000 : A8. Print.

library's subscription database (i.e. EBSCOhost), include the database title, the date accessed and identify the medium as "Web."

- Due to the many types of publications that may now be accessed online, citations for online sources may require a publisher, publication date and even page numbers. If there is no publisher for an online source use the abbreviation N.p. If there is no date use the abbreviation n.d. If there are no page numbers then use the abbreviation n. pag.

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