Rules of Thumb:

Information about Parenthetical Citations

Parenthetical citations give the reader of your report a direct link

to the Works Cited information for your sources. They are very important!

WHAT? You must include parenthetical citations in every sentence where you use information from a source!

HOW? Put the author’s last name and the page number of the information in parentheses after the information but before the period in the sentence.

WHAT IF THE SOURCE HAS NO AUTHOR? If the source from which you get the information does not have an author, write the article or essay title instead. Put all article and essay titles in quotation marks.

WHAT IF THE SOURCE HAS NO AUTHOR AND IT DOES NOT HAVE AN ARTICLE OR AN ESSAY OR A POEM OR A STORY TITLE? If there is no article or essay title, write the book or magazine or website title instead. Put all book, magazine, and website titles in italics. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Since the parenthetical citation information is a direct link to the Works Cited page, the parenthetical citations will show the first major word (word of alphabetization that appears in the works cited entry for the source. For example, if I use a work by John Shue, the first word in the works cited entry for that source will be Shue, and the parenthetical citation will also be Shue, in parentheses: (Shue).**

Works Cited Entry EXAMPLE:

Shue, John. *The Way to the Basket*. Chicago: Marion Press, 1981.

Parenthetical Citation example (The information I used is on page 33 of the book):

(Shue 33)

For Works Cited entries, Remember:

ALWAYS LIST FIRST: author’s last name, author’s first name middle initial: (Adande, James A.). The in-text citation will be (Adande).

But, if there is NO author,

LIST: article or essay title, in “quotation marks:” “The History Lesson is Done by the Rules.” The in-text citation will be (“History”).

But, if there is NO article or essay title and no author,

### LIST: book, magazine, encyclopedia, or website title, *italicized*: [*Food Cures: Breakthrough Nutritional Prescriptions for Everything from Colds to Cancer*](http://www.amazon.com/Food-Cures-Breakthrough-Nutritional-Prescriptions/dp/0762107308/ref=sr_1_2?s=books&ie=UTF8&qid=1392854005&sr=1-2).

### For the in-text citation, write (*Food)*