With newer forms of electronic sources such as weblogs, wikis, discussion forums, and other forms of potential research sources, generating a works cited page (or bibliography) can present some challenges. Never fear! The key is knowing where to find help and how the various elements of a works cited entry go together. Depending on the documentation style you use, the elements are compiled in different ways. MLA (Modern Language Association), used in the humanities, and APA (American Psychological Association), used in the social sciences, are two of the most common documentation styles, but some instructors may require CSE (Council of Science Editors—formerly CBE) for the sciences, or Chicago Style for history. Lucky for you, plenty of resources are available to help you preserve academic integrity when documenting sources.

For the ultimate word in accuracy, refer to the main documentation handbooks:

- *The APA Publication Manual* (5th edition);
- *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (6th edition); and

You might also want to refer to supplemental material found online (compiled on the CGCC Writing Center website at www.cgc.maricopa.edu/learning/center/links.shtml):

- MLA & APA Documentation Guide
  http://webport.cgc.maricopa.edu/published/h/um/humanities/home/1/

From Chandler-Gilbert Community College, this PDF guide with extensive examples was written by English instructors.

- Frequently Asked Questions about MLA Style
  www.mla.org/www_mla_org/style/style_faq
  Annoyed that the angle brackets in your URLs disappear when MS Word turns the URL into a link? Curious about how to indent your works cited pages correctly? This site, from the MLA homepage, explains how to accomplish these tasks.

- MLA Sample Works Cited Page
  www.ccc.commnet.edu/mla/sample.shtml
  A model of a works cited page from Capital Community College.

- Citing References in Your Writing
  www.wisc.edu/writing/Handbook/Documentation.html
  This site, from the Writing Center at the University of Wisconsin-Madison, gives guidance on all documentation styles and also includes information on APSA (American Political Science Association).

- Online! Citation Styles
  www.bedfordstmartins.com/online/citex.html
  This site from Bedford St. Martin’s focuses only on citing online sources for MLA, APA, Chicago Style, and CBE.

- Diana Hacker Research and Documentation Online
  www.dianahacker.com/resdoc/
  This is one of the most thorough sites on the web for documenting sources; information about citation styles are organized by disciplines, and the site also offers sample papers with annotations to help with proper formatting.

See CITING page 2
The act of writing is an act of optimism. You would not take the trouble to do it if you felt it didn’t matter. —Edward Albee

Yeah, Write.

Having trouble brainstorming ideas for your English paper? Not sure how to get started on your next writing project in your history class? Need someone to help you think about your organization in your business proposal paper? Visit the Writing Center. Drop in tutoring available for all your writing needs.

CITING from front page

- Citing Sources: Documentation Guide
  http://library.duke.edu/research/citing/
  From Duke University Libraries, this site provides providing tips for evaluating research sources and avoiding plagiarism. The site sorts advice, rules, and examples under two easy to use drop-down menus entitled Citing Sources Within Your Paper and Assembling a List of Works Cited.

Some websites will also generate a works cited page for you after you enter all pertinent information. Please note that using these works cited generators does NOT ensure the accuracy of the works cited page. It’s every user’s responsibility to review the generated list and make corrections as needed using a guide provided by your instructor or the other resources you have available. If certain elements are entered incorrectly, the works cited entry will be incorrect. The use of these sites doesn’t necessarily make the process easier; users still need to know what elements are needed, and the resulting works cited page is only as accurate and correct as the information inputted. However, once you get the hang of writing works cited pages, these programs can be useful. It’s important that you know how the elements go together in a works cited page before you use these sites; you don’t want to make a careless mistake and blame it on the computer!

- NoodleTools
  www.noodletools.com/
  This site allows users to create an account to store all bibliographic information. Choosing “NoodleBib Express” does not require a log in.

- EasyBib
  http://easybib.com/
  Another free site that generates a works cited page after entering bibliographic elements.

Dear Grammar Goddess –

When I say, “If anyone from work calls, tell them I’ll call them back,” is the use of “them” wrong?

-- Taking a Sick Day in Chandler

Dear Sick Day:

This is a very common question with a bit of a complex answer. Grammatically, pronouns should agree with the nouns they are referring to, both in number and person. Technically, your statement should read, “If anyone from work calls, tell him or her that I’ll call him or her back.” Many people find “his or her” awkward, so another fix for the sentence is to make the noun plural so that “they” could work better in the sentence: “If employees from work call, tell them I’ll call them back.” However, it’s become more acceptable now to use a plural pronoun like “they” to substitute for the singular noun. The sentence, “Anyone who wants to earn a paycheck should bring his or her final reports in” could be rewritten as, “Anyone who wants to earn a paycheck should bring their reports in.”

For more information, visit the Purdue Online Writing Lab (OWL) at http://owl.english.purdue.edu/handouts/general/gl_nonsex.html.
The Dangers of Spell Check

“Oronyms” are words that sound the same. Generally, the term “homophone” is used to describe one of a pair or group of words that have the same sound (like “prince” and “prints,” “allowed” and “aloud”). However, oronyms normally refer to phrases that sound similar, like “iced ink” and “I stink.” In your writing, you want to make sure you’ve made the correct word choices, including words or phrases that are oronyms and homophones; even the spell checker on your computer can’t catch all the errors. Check out this poem that contains words that are all spelled correctly:

Eye Halve a Spelling Chequer

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.
Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.
As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rarely ever wrong.
Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect in it's weigh
My chequer tolled me sew.
(Sauce unknown)

Information from www.fun-with-words.com/nym_ oronyms.html used with permission.
Now What? What to Do After Collecting Research

As students conduct research, they often find themselves in a treasure hunt mentality, digging up as many sources as they can. Then, after collecting all their research “treasures,” they begin compiling their paper, often getting weighed down by the many photocopied articles and books that are often collected without a clear pattern or organization. The actual process of writing the paper gets bogged down because many times students forget that the process of writing the paper should happen while the research is being collected, not after. In other words, note taking is a key step in the research process to make writing the paper progress much more smoothly. As soon as a source is found, students should stop to take the time to first read the article, essay, website, etc., and then compose some critical and thoughtful notes about the source. Although some students may feel that taking the time to engage with a source is tedious, the results of taking critical notes will help later, and the paper will seem to write itself.

Strategies for Successful Note Taking

You can make use of different strategies to make your notes more effective and useful for your paper. Try one or a combination of these:

1. Mark Up Your Sources!
   If you’re using a book source from the Library, do not write in the book! Take the time to photocopy the sections you’re referring to for your research. Then, be sure to read all sources with a pen, pencil, or highlighter in hand to mark up the sources; underline important phrases or thesis statements, jot down ideas in the margins, circle common phrases or major ideas, and/or draw lines and arrows to connect ideas.

2. Participate in the Conversation
   Consider that you and the author of the source you’ve collected are having lunch. His or her topic of conversation is the source you’ve collected. How would you engage the author in conversation? After reading the author’s opinion in the source article, set a timer for 2 minutes and fast-write your ideas about why you agree or believe with the main points in the source. Then, set your timer for another 2 minutes and fast-write why you might disagree with or doubt the main points in the source—what is the article ignoring? What is it missing?

3. Believing and Doubting
   You can also alternate your own thoughts about the source article by both believing in the source’s main points and then doubting them. Set a timer for 2 minutes and fast-write your ideas about why you agree or believe with the main points in the source. Then, set your timer for another 2 minutes and fast-write why you might disagree with or doubt the main points in the source—what is the article ignoring? What is it missing?

4. Guided Responses
   Another way to engage with source material is to respond to common questions for each source gathered. Again, you can set a timer for 3 minutes per question. Your responses to the questions will not only help you to extract good information for your paper, but they will also help you to see connections among your sources.
   • What are my first thoughts when I consider the ideas in this source?
   • And then what? And then?
   • What confuses me about this source?
   • What surprises me about this source?
   • How has this source changed my thinking about the topic?
   • How do the ideas in this source differ or agree with other sources?

Remember that when collecting and reading through research you’ve found, it’s important to engage with the sources and take effective notes. Those notes will help you establish your own voice in your paper, and they will also help you sharpen your focus about the topic. And, when your own ideas about your sources are clear and thoughtful, that makes for a much stronger final draft.


Successful writers are not the ones who write the best sentences. They are the ones who keep writing. - Bonnie Friedman

Did You Know?

Ever wonder why the word “I” is capitalized? Actually it has nothing to do with ego or self-importance; it has to do with publishing and manuscripts. According to the Morris Dictionary of Word and Phrase Origins, Middle English people wrote “ich” instead of “I” to represent first person. When “ich” was shortened to just “i,” manuscript writers and printers had a hard time seeing it, as it would get lost among the other letters. Capitalizing it became the best solution!