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| ***Jim Roth’s Website*****Working with Words from a Source—**[**APA Style**](http://owl.english.purdue.edu/owl/section/2/10/)**(click here for** [**MLA Style**](http://ol.scc.spokane.edu/jroth/Courses/Writers%27%20Resources/Help%20From%20Me/Working%20with%20Words%20from%20a%20Source--MLA.htm)**)**To begin, always keep in mind that other writers’ words are **their property**, so it is critical to learn how to use these borrowed words accurately and legally in your writing. **When should you use another writer’s words?*** When *something is aptly said.* (The writer really “nailed it.”)

OR * *When your ideas need authoritative support.* You sense that your reader might need corroboration.

Otherwise, use your own words and ideas in your essays.NOTE: Typically only 20% of an essay is someone else’s words or ideas. The rest of the words and ideas come from you.**Please note🖝**Always try to keep quotations as short as possible. We’ll work on ways to shorten long quotations later.**The Basics (APA style)**Let’s assume we want to work with the following article: The article’s title is “Diplomacy in the 21st Century,” written by Susan Barrett. Let’s also assume that we found this article in the January 27, 2012 issue of the magazine Modern Diplomacy and that Barrett’s article appeared on pages 40 through 46 of the magazine.The first thing to do is to create a proper APA references-page entry so we can include this source on the references page at the end of our essay. According to [APA guidelines](http://owl.english.purdue.edu/owl/resource/664/1/), the proper APA references page entry would beBarrett, S. (2012, January 27). Diplomacy in the 21st century. *Modern Diplomacy*, 40-46. **Please note🖝**The APA References page entries are double-spaced and, if longer than one line of type, the second and subsequent lines are indented five spaces (Use a “hanging indent”). In addition, when typing the name of the article, capitalize only the first word of the title and any proper nouns within the title; all other words are lower case.----------------------------------------------------Now let’s assume that we want to include the following sentence written by Barrett in our essay. Let’s also assume this sentence appeared on page 43 of the magazine.Here’s the sentence:“In order for diplomacy to be successful, it will have to follow very different rules from the past.”The best way to blend these words with our own is to write a **lead-in or signal phrase**. The reason we need one is if we place the other writer’s words directly into our essay with no introduction or lead-in, our reader may wonder why words in quotation marks have suddenly appeared. Please note that I have written a three or four word lead-in for each example:**Example#1:**I will use the words “According to one expert” as a signal phrase:According to one expert, “in order for diplomacy to be successful, it will have to follow very different rules from the past” (Barrett, 2010, p. 43).**Please note🖝**that in Example **#**1 above, I must include both the author’s last name and page number in the parentheses so that my reader will know which source to look for on my References page.**Example#2**Now my signal phrase will be “Barrett claims that.”Barrett (2010) claims that “in order for diplomacy to be successful, it will have to follow very different rules from the past” (p. 43).**Example#3**Next I will add the signal phrase at the end. My words are “writes Susan Barrett, a noted expert in the field.”“In order for diplomacy to be successful, it will have to follow very different rules from the past,” writes Susan Barrett (2010, p. 43)), a noted expert in the field. **Please note🖝***in examples 2 and 3, I needed to include only the page number because it was clear to my readers who the owner of those words was.* **Example#4**I can also put the signal phrase within the quotation: In the example below, my words are “according to Barrett.”“In order for diplomacy to be successful,” according to Barrett (2010), “it will have to follow very different rules from the past” (p. 43).**Example #5**I can write a half-and-half sentence using a quotation. In the sentence below, the words “Successful diplomacy must” are mine:Successful diplomacy must “follow very different rules from the past” (Barrett, 2010, p. 43).**Punctuation Note:** The period and comma are always placed before the closing quotation mark.Correct: “I really thought the soap was food**.”** Bob said, “please find my zebra,” and then he left**.****Using an ellipsis**Knowing how to use an ellipsis is very useful (and very cool). First, an ellipsis, also called an “ellipsis mark,” is a series of three spaced periods: **. . .** To create one, hit the period key, then the spacebar, then the period key again, then the spacebar again, and then the period key one last time. If you use an ellipsis at the end of a sentence, all you need to do is add another space and period to end the sentence **. . . .**Before we see how an ellipsis is used, let’s refer again to the first “**Please note.”****Please note🖝** Always try to keep quotations as short as possible.That’s right: an ellipsis is most often used to shorten quotations, and I can shorten any quotation as long as the words I leave out do not change the quotation’s meaning.As an example, let’s assume we want to work a bit more with Barrett’s words. On page 43 of the magazine, we read . . .“In order for diplomacy to be successful, it will have to follow very different rules from the past. We can no longer rely on our traditional friends and historical enemies to lend us diplomatic structure. The world today is fluid, not fixed as it was from the end of World War I to the fall of communism, so our diplomatic strategies must be far more responsive than before. Because of this new paradigm, we will need to create diplomatic structures that are elastic so they can be adjusted quickly when needed.”This quotation is way too long to plop into my essay, so here’s how to shorten it. Notice I have spliced together words from the first sentence and the last sentence: “In order for diplomacy to be successful . . . we will need to create diplomatic structures that are elastic so they can be adjusted quickly when needed” (Barrett, 2010, p. 43).In this next example, I omit the center of one of Barrett’s sentences to make it leaner:Barrett (2010) advises that “the world today is fluid . . . so our diplomatic strategies must be far more responsive than before” (p. 43).I can also end a sentence with an ellipsis:“The world today is fluid, not fixed as it was from the end of World War I to the fall of communism . . . ” (Barrett, 2010, p. 43).And, yes, I can begin a sentence with an ellipsis: Barrett (2010) claims that “. . . we will need to create diplomatic structures that are elastic so they can be adjusted quickly when needed” (p. 43). |

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**The use of [sic]*** “Sic” means “thus.” Use it when a grammatical/spelling mistake exists in the source’s words you want to quote. (That’s right—since the source’s words are someone else’s property, you do not have the right to correct even spelling!)

Let’s assume we read the following in a book or periodical:“Was it not obvious then that it ws the nature of the earth to be flat and the sky to be curved?”(Note that the word “was” is missing the letter “a.”) Here is how we would be obligated to quote it:“Was it not obvious then that it ws [sic] the nature of the earth to be flat and the sky to be curved?”Let’s now assume that the incorrect word “than” was used in place of the correct word “then” in this sentence. Here is how our quote would look:“Was it not obvious than [sic] that it was the nature of the earth to be flat and the sky to be curved?” (Allen, 2008, p. 47). |

**The use of [Brackets]—not parentheses**Brackets are used to add clarity to a quotation. Here’s an example. Let’s say that President Obama and Governor Romney are having a discussion. Attending is a reporter who writes, “He then made a very strong case for overhauling the economics system.”The problem is if you use this quotation in your essay, your reader will not know to whom the “he” refers. This is where you can use brackets to add clarity:Attending is a reporter who writes, “He [Obama] then made a very strong case for overhauling the economics system.”Please remember that what is enclosed in brackets within a quotation is yours. Also, remember to use brackets, because if your reader sees parentheses with in a quotation, the assumption is that the parentheses were a part of the original quotation. |

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