

Integrating Borrowed Material (following MLA format)

1. Always “lead into” any borrowed material so that your reader knows you will be introducing material from an outside source. The first time you refer to an author, identify him or her if possible; later use only his or her last name.

According to Andrew Haskill, a noted economist, “what goes up is bound to come back down again” (22).

Erik Libra, professional astrologer, believes that nobody can hide from the power of the stars (234).

2. If the lead-in to a quotation is a sentence in itself, use a colon. If the lead-in ends in words such as ‘said’ or ‘wrote’, use a comma. If the lead-in ends with ‘that’ or runs smoothly into the borrowed material, use no punctuation.

Haskill, in his first book, describes what needs to be done to repair our economic situation: “The government needs to create a reasonable budget” (27).

In his article in Star Gaze, Libra wrote, “People’s fascination with stars is a direct indication of their fascination with their destiny” (255).

Libra adds that “Stars are pretty” (256).

3. Periods and commas are placed inside quotations marks, but colons and semicolons go outside.

Haskill used terms such as “money,” “taxes,” and “spending”; these words seem appropriate for a book on economics.

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4. If you omit words from a quotation, put in 3 spaced periods (an ellipsis). If the omission is at the end of a quotation, add a 4th period to end the sentence.

Haskill stated in his recent article, “Economic is actually a tricky profession . . . that’s why there are so few of us” (44).

5. If you add something to a quotation, put it in square brackets.

Libra was apologetic when he wrote, “Sometimes we [astrologers] get a bit carried away” (255).

6. If the borrowed material that you are using has a quotation within it, use a single quotation mark to indicate this quotation.

According to Haskill, “Taxes have always been ‘the scary monster under the bed’ in a lot of people’s minds” (45).

7. If a quotation exceeds three type-written lines within your text, begin the quotation on a new line and indent 10 spaces from the left hand margin. Omit quotation marks unless they are part of the original material. Keep the spacing consistent with the rest of the text. Put the parenthetical citation after the last period of the quotation.

Libra believes that horoscopes can be a very enriching part of one’s life:

I read my horoscope everyday. In fact I don’t feel as if I can leave my house before I have read it. When I read my horoscope I feel as though I have received a “special message” and that message helps me to conduct my day in the most productive manner. (67)

8. If the author’s name is not included in the lead-in to a quotation, include it in the parenthetical citation at the end of the sentence.

“Economics is like riding a roller coaster, but sometimes we forget to put on our safety belts and then everything gets out of control” (Haskill 222).