

## Guidelines for using Quotes in a Research Report

When to cite a source in your document:

1. When you quote (use the exact words of) a source you **MUST** give credit to the author
2. When you paraphrase (summarize) a source with specific information that is not generally known (i.e. you found it in only one source) you **MUST** give credit to the author

\*\*\*You do NOT have to cite a source for common knowledge or generally known facts; do not overload your paper with citations.

### HOW TO CITE A SOURCE:

If you quote the actual words from a text, enclose the author's last name and the page number where the quote can be found. Do not use any punctuation between the name and the page number. Write the page number only. Example:

“RA appears in various magical spells including those which make an ultimate threat- to stop the course of the sun in its journey” (Wilkinson 48).

If the author's name appears in the text, write only the page number in parentheses. Example:

In the book The Complete Gods and Goddesses of Ancient Egypt, Richard H. Wilkinson says, “RA appears in various magical spells including those which make an ultimate threat- to stop the course of the sun in its journey” (48).

If you are referencing a fact or idea that came from a specific source and it is not general knowledge, you must give credit to the source. Example:

It is thought by some Egyptian scholars that Queen Hatshepsut was moved to King Tut's tomb by Tutmoses III (Ryan).

AT THE END OF YOUR REPORT, YOU WILL HAVE A "WORKS CITED" PAGE THAT WILL DETAIL ALL OF THE BIBLIOGRAPHICAL INFORMATION ABOUT YOUR SOURCES. IT WILL LOOK SOMETHING LIKE THIS:

#### Works Cited

Halvorson, Henry. "Art in Ancient Egypt." The Metropolitan Museum of Art. May 2007. 20 Mar. 2008 <<http://www.metmuseum.org>>.

Ryan, Donald. "'The Transfer of Queen Hatshepsut's Tomb.'" Grolier Online Encyclopedia. 2007. Seattle Public Library. 4 Mar. 2008 <<http://www.grolier.com>>.

Sabuda, Robert. Tutankhamen's Gift. New York: Atheneum, 2005.

Wilkinson, Richard. The Complete Gods and Goddesses of Ancient Egypt. Cairo: The American University of Cairo Press, 2003.

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>Now you can open it in Word and highlight all of the text and change it to match your report font type & size