

# WHAT & HOW TO DOCUMENT & CITE

Borrowed Ideas  
(put in text)

Borrowed Words  
(put in text and quotation marks)

Borrowed Graphics  
(put in caption)

## HOW TO DOCUMENT

**The simplest form of documentation takes the first item from the matching citation (from the Works Consulted), usually an author's name or a title and a page number (for print sources). For example the documentation for the citation:**

Smith, John. Shakespeare of Stratford. New York: Bantam Books, 1950.

**would be:**

(Smith 45).

**When possible and sensible to do so, introduce the expert source in a "lead-in."**

According to historian John Smith, . . .

The Shakespeare Birthplace Trust web page on "Shakespeare's Globe" notes, . . .

**In parentheses immediately following the information.**

The Globe Theater was built in 1599 (Smith 56).

**Or if you mentioned Smith's name in the lead-in:**

. . . the Globe Theater was built in 1599 (56).

The Globe Theater was built in 1599 ("Shakespeare's Globe") .

**If you use exact words or phrases or sentences from a source, place these in quotation marks.**

According to Smith, Shakespeare "may have written the Merry Wives of Windsor at the special request of the Queen" (59).

**If you use exact words or phrases or sentences that are quoted in another source, make this clear with "qtd. in" for "quoted in."**

Ben Jonson, said Shakespeare was "not of an age, but for all time" (qtd. in Smith 75) .