

Author Tags & Reporting Verbs

- You must clearly attribute ideas and facts to the authors of your sources to distinguish them from your own ideas. If you do not use an attributive tag, you may be plagiarizing, or you may be leaving quotes floating with no introduction.
- The basic template when you are quoting *or* paraphrasing from a source is author's last name + reporting verb + quote/paraphrase.
- *Examples:* William Zinsser argues that college students are under excessive pressure.
Zinsser claims that such pressure forces students into the wrong majors and jobs.

Reporting Verbs to Introduce a Quote or Summary:

Admits	Demonstrates	Lists
Analyzes	Denies	Notes
Argues	Disagrees	Observes
Articulates	Discovers	Outlines
Asserts	Discusses	Points out
Attempts	Elaborates	Proves
Believes	Emphasizes	Rejects
Claims	Evaluates	Reports
Clarifies	Explains	Responds
Compares	Finds	Says
Concedes	Highlights	Shows
Concludes	Identifies	States
Criticizes	Implies	Suggests
Defines	Insists	Thinks
		Writes

Some verbs imply that you agree with the author; others distance you from the author's statements or show that you agree or disagree. "Proves" implies that you agree with the source's argument, while "claims" is more neutral. When summarizing, use neutral verbs. When responding, you may convey your agreement or disagreement with your reporting verb choices.

Summary Templates (Neutral)

In his essay "On Reading and Writing," novelist Stephen King outlines a practical plan for improving as a writer.

According to King,...

From King's perspective,...

As King states,...

King claims that...

Response Templates (For Agreeing, Disagreeing, or Both)

While King is correct in stating _____, he neglects _____. (both agree & disagree)

Although King does acknowledge _____, he incorrectly _____. (both agree & disagree)

As King asserts, _____; however,/therefore,/additionally, _____. (add your thoughts to his)

King effectively/accurately/insightfully/persuasively/incorrectly/misleadingly claims... (either agree or disagree)

More on How to Introduce & Integrate Sources

- The first time you mention the author, use his or her full name: e.g. “Stephen King.” After that, refer to “King.” Do not use the author’s first name by itself—it sounds disrespectful.
- Mention the author’s qualifications briefly: for example, “bestselling novelist,” “well-known expert,” “Professor of Physics at Harvard University,” “columnist for the *New York Times*,” “former professional football player,” etc.
- You do *not* need to include the author’s title, such as Prof., Rev., Mr., Mrs., Dr., or Ms.
- Each time you refer to an author’s idea, whether in a paraphrase or in a quotation, follow it with the page number in parentheses (343). You do not need the title or author’s last name if it is clear what source you are talking about.
- To write your Works Cited page, use the MLA chapter in *The Harbrace Handbook, Perspectives on Argument*, or *The Prentice-Hall Guide*, or look up the *Purdue OWL* website.

Titles of Sources

Show what *kind* of work you are responding to by using the right punctuation for the title of the source.

“Do not use a random combination of bold, underlining, italics, and quotation marks.”

Just Remember:

1. **Short works get quotation marks:** quotation marks are used for the titles of short works that are parts of a whole, like essays, songs, poems, stories, webpages, articles, and single episodes of TV shows: “When Texting is Wrong,” “Bad Romance,” “Diversity Day” (an episode of *The Office*).
Ex: U2’s song “All That You Can’t Leave Behind” is a hit from their 2000 album *All That You Can’t Leave Behind*.
2. **Long works get italicized:** italics are used for the titles of long or stand-alone works like books, magazines, newspapers, music albums, movies, paintings, entire websites, and entire TV series: *The Mona Lisa, Romeo & Juliet, The New York Times, Sports Illustrated, The Simpsons, War and Peace, The White Album*.
Ex: Conan O’Brien began hosting *Conan* last year.