

Reviewing an MLA research paper: Use of sources

USE OF QUOTATIONS

- Is quoted material enclosed within quotation marks (unless it has been set off from the text)?
- Is quoted language word-for-word accurate? If not, do brackets or ellipsis marks indicate the changes or omissions?
- Does a clear signal phrase (usually naming the author) prepare readers for each quotation?
- Does a parenthetical citation follow each quotation?

USE OF SUMMARIES AND PARAPHRASES

- Are summaries and paraphrases free of plagiarized wording—not copied or half-copied from the source?
- Are summaries and paraphrases documented with parenthetical citations?
- Do readers know where the material being cited begins? In other words, does a signal phrase mark the beginning of the cited material unless the context makes clear exactly what is being cited?

USE OF STATISTICS AND OTHER FACTS

- Are statistics and facts (other than common knowledge) documented with parenthetical citations?
- If there is no signal phrase, will readers understand exactly which facts are being cited?