

Glossary

Common knowledge	information and/or facts that can be found in numerous places and are likely to be known by most people
Credible sources	written by an expert on the topic; information can be verified; information is timely
Direct quotation	copied word-for-word from the source
Ellipsis	this indicates that words are left out of a direct quotation; three periods are placed where the words would normally appear
Interpolation	this is when you add words or letters to a quotation; brackets are placed around the added material
Offset quotation	a long (more than four typed lines) direct quotation; these quotations are indented 1" from the margin.
Paraphrase	putting a source's ideas into your own words without changing the meaning or leaving out any material
Parenthetical citation	citations within the body of an essay, report, or research paper to inform the reader where the information originated; also called in-text citation or citing
Plagiarism	using another's ideas or words without giving credit; academic stealing
Primary source	a first hand resource; interview, e-mail, telephone conversation...
Secondary source	a second hand resource, such as a book, magazine, newspaper, recording, television show...
Summarize	putting the main ideas of a resource in your own words
Works Cited page	The last page of a composition which lists, in alphabetical order, all the sources cited within the body of the paper.