

FORMATTING TITLES

Film titles are in *italics*

Book titles are in *italics*

Story titles, poem titles, or television episodes are in quotation marks: “The Little Mermaid” or “Rappaccini’s Daughter”

IN-TEXT QUOTING

- Maguire writes, “_____” (Maguire 194).
- In “Rumpelstitskin,” the Grimm Brothers suggest “_____” (Grimm 286).
- In the Disney film *Sleeping Beauty*, Aurora says, “_____” (*Sleeping Beauty*).
- In his book *Wicked*, MacGuire explains why Elphaba wants the red shoes so much: “_____” (MacGuire 284).

- In his introduction to Hans Christian Andersen’s *Fairy Tales*, Jack Zipes explains Andersen’s personal connection to his stories: “In ‘The Little Mermaid,’ Andersen represents the idea of his feeling as though he doesn’t have a voice by denying the mermaid possession of her own” (Zipes xxi).
 - In this quote, we have a title quoted in a quote, so the quotation marks look a little different.
 - We also have the author of an introduction to a book. This is how you would cite an introduction.
 - The page numbers are also different here because they are for an introduction.

INCORRECT: “_____”. **You have to introduce your quote.

PLACES YOU DON’T WANT QUOTES

- **Don’t start a paragraph with a quote.** Start with your words and go from there.
- **Don’t end a paragraph on a quote.** Make sure you follow every quote with an explanation of why that quote is important. (In this quote, the reader can see _____) If you end on a quote, you can’t explain it because the paragraph is over.

- **Don't use a quote as a topic sentence.** Set your paragraph up with a main idea and then follow it with quote.
- **You don't want to use quotes in the introduction or the conclusion.** The intro is setting your paper up, so you want those words to be yours. The conclusion is summarizing your points. You want both of these paragraphs to be your own words.

COMMON KNOWLEDGE

- You don't need to cite something if it's common knowledge: a fact, a birthday, who is the 17th president of the United States.
- If it's not someone's idea, it just *is*, then it's common knowledge.
- Some people will say you shouldn't quote it if it's a famous quote. Here's why I disagree:
 - "Hell's empty. All the devils are here." Who said that? It's a famous playwright. It's from a famous play—but most people aren't going to know that comes from *The Tempest* by Shakespeare. It's also quoted in other shows, like *One Tree Hill*. Suppose someone thinks that's where it came from? It's best to cite it.
 - "Hold onto your hats. It's going to be a bumpy night." This is a common expression, right? True, but it also was originally said in the Bette Davis movie *All About Eve*, and people generally get it wrong. The quote is it's gonna be a bumpy *night*, not *ride*.
- Point being, if someone said it and you can find it, cite it!

SUMMARIZING, PARAPHRASING, AND QUOTING

Direct quote: "I will not ask you for forgiveness. What I have done is unforgivable. I was so lost in hatred and revenge. I never dreamed that I could love you so much. You stole what was left of my heart. And now I've lost you forever" (*Maleficent*).

Paraphrasing: Maleficent tells the sleeping princess she refuses to ask her forgiveness because her actions are so terrible. She feels she cannot be forgiven. She now understands she loves the princess, but it is too late because she has lost her to the sleeping curse.

Summarizing: Maleficent acknowledges her terrible actions and mourns the state in which she has put the princess.

Works Cited

Aladdin. Dir. Ron Clements. Perf. Scott Weinger, Robin Williams, Linda Larkin. Disney, 1992.

DVD.

Anderson, Hans Christian. "The Little Mermaid." *Fairy Tales*. Trans. Marte Hvam Hult. Barnes and Noble Classics: New York, 2007. 287-304.¹

----². "The Snow Queen." *Fairy Tales*. Trans. Marte Hvam Hult. Barnes and Noble Classics: New York, 2007. 181-194.

Maleficent. Dir. Robert Stromberg. Perf. Angelina Jolie, Elle Fanning, Sharlto Copley. Disney, 2014. Film.

MacGuire, Gregory. *Wicked: The Life and Times of the Wicked Witch of the West*. Harper Collins: New York, 1995.

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. Warner Brothers, 2004. DVD.

Zipes, Jack. "Introduction." *Fairy Tales*. Barnes and Noble Classics: New York, 2007.

¹ If you have two stories from the same book, you still need a citation for both.

² Since we are citing the same book twice, we can just put ---- for the author's name.

To find information on your movies or episodes: www.imdb.com

To find more information on citing and works cited, visit: www.owl.english.purdue.edu

Titles and captions. If a title or caption isn't showing, open the Worksheet menu and select Show Title or Show Caption. For dashboards and stories, there are equivalent options in their respective menus (such as Dashboard > Show Title).¹ In the Edit Title dialog box that appears, format the title as you like. You can enter a new title for the dashboard or a description, as well as change the font type, size, emphasis, color, and alignment. You can also type in a website URL and Tableau will automatically create a hyperlink. The titles of portions of a larger text or work (e.g., a chapter in a book, an article in a journal or newspaper, an individual song on an album, or a scene in a movie) should appear enclosed in quotation marks. Simply ask yourself if the work appears as part of a larger work. If the answer is yes, then enclose the title in quotation marks.² This little question will help you effectively format titles in most situations. However, I would be remiss if I did not mention the few unusual situations. Format Media Titles WordPress plugin allows you to format titles for newly uploaded media items. It can be pretty tedious to have to manually edit the title for newly uploaded media items. This Plugin automates things by removing and replacing characters from the title such as hyphens, and underscores, with spaces. The title can then be capitalized by a method of your choice: First letter of each word capitalized. First letter of first word capitalized only.