

Think, plan, and write:

Before you start writing your commentary you need to think about the different aspects you are going to include. Then you are going to plan the outline of your writing: the sections it may have, the aspects you are going to discuss and the order in which you are going to discuss these aspects in. This is one of the most important steps in the writing process, remember that if a writing is poorly organized, the content will not be understood and the reader will be confused.

Try to make your ideas follow a logical train of thought and do not jump from one thing to the next and then go back to the first thing you said. Use the commentary guides supplied for each of the media, they will help you organize your writing more logically.

Bibliography: What to include and how to include it

When creating a bibliography you will usually be asked to only include the works you cited from. The format is very similar for books, articles and webpages.

Books

Book with one author:

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

Book with More Than One Author

Lastname, Firstname, and Firstname Lastname. *Title of Book*. Place of publication: Publisher, Year of publication.

Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

Books with author and editor:

Lastname, Firstname. *Title of Book*, Edited by Firstname Lastname. Place of publication: Publisher, Year of publication.

Tylor, Edward B. *Researches into the Early Development of Mankind and the Development of Civilization*, Edited by Paul Bohannan. Chicago: University of Chicago Press, 1964.

Article in a Magazine

Lastname, Firstname. "Title of Article". *Name of Journal* Volume, number (Year of Publication): pages.

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.

Electronic journals

Lastname, Firstname. "Title of Article". *Name of Journal* Volume, number (Year of Publication): pages. Date last accessed. URL.

Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. Accessed December 5, 2008. <http://www.jstor.org/stable/1978286>.

Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. If a URL is required or you chose to include one, be sure to include the complete address for the site. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Lastname, Firstname. "Title of Web Page." *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

Mister Jalopy. "Effulgence of the North: Storefront Arctic Panorama in Los Angeles." *Dinosaurs and Robots*. Last modified January 30, 2009. <http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html>.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Last modified 24 Feb. 2009.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. 22 May 2006.

CITING AND CREDITING SOURCES

When you look for information to include in your writing, you may want to include quotations; there are two types of quotations:

Direct quotation: you copy the exact words the author wrote.

EXAMPLE: As Austen explains, “It is a truth universally acknowledged that a man in possession of a good fortune must be in want of a wife” (Austen 1).

If the quotation is short (less than four lines) you can write it in the same line/paragraph as the rest of the text. If it is longer than 4 lines you need to start a new indented paragraph and no quotation marks are needed:

EXAMPLE: Rank and social station were one of the most important issues to consider before marriage, as Darcy himself reminds Elisabeth in Austen's masterpiece:

These bitter accusations might have been suppressed, had I with greater policy concealed my struggles, and flattered you into the belief of my being impelled by unqualified, unalloyed inclination -- by reason, by reflection, by everything. But disguise of every sort is my abhorrence. Nor am I ashamed of the feelings I related. They were natural and just. Could you expect me to rejoice in the inferiority of your connections? To congratulate myself on the hope of relations, whose condition in life is so decidedly beneath my own? (Austen 109).

Indirect quotations: you rephrase what the author originally said, but you still need to reference him/her.

EXAMPLE: Original “It is a truth universally acknowledged that a man in possession of a good fortune must be in want of a wife” (from Jane Austen's *Pride and Prejudice*)

Indirect quote: Indeed, Britain in the 19th century was an eminently capitalist society, where both young men and women were seen as entering a business contract rather than a

marriage; the general opinion claimed that any wealthy man was looking for a wife to administer it for him (Austen 1).

TOOLS FOR YOUR BIBLIOGRAPHIES

ZOTERO:

Zotero allows you to create a virtual library and to then use this library as a basis for your bibliography.

First you need to sign up, then download the appropriate software and plug-ins.

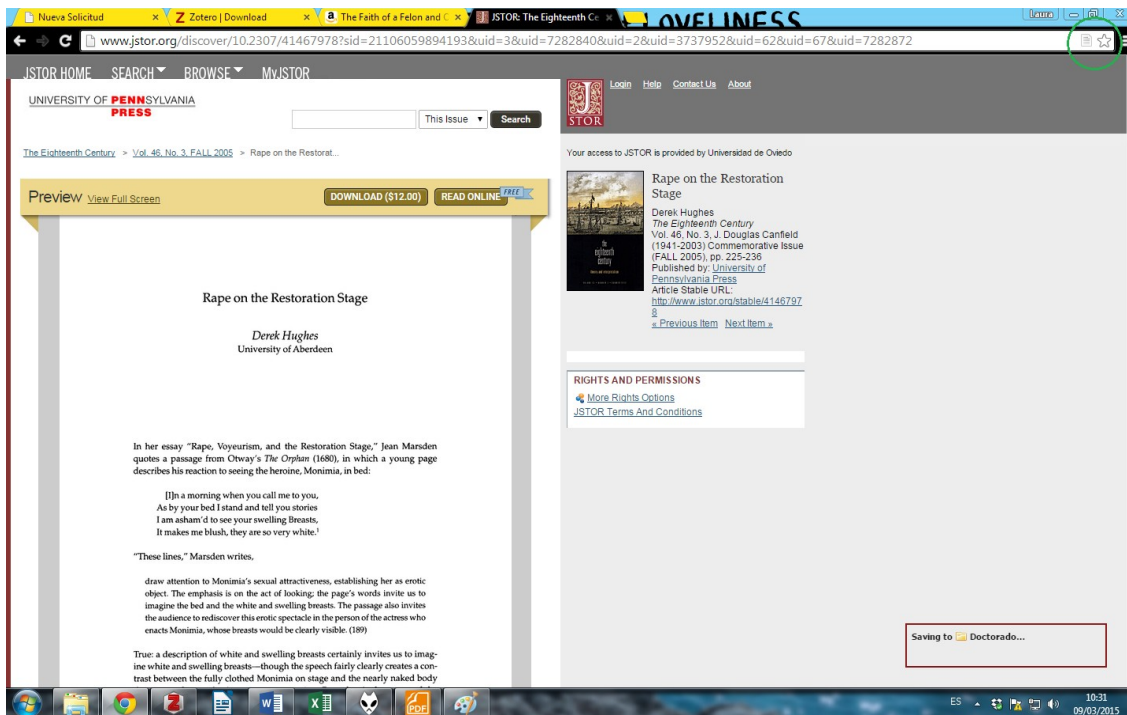


If you use Firefox, you need to download the plugin for both firefox and for word or LibreOffice (Red circles in this picture), depending on which program you use to write your documents. If you usually use Google Chrome or if you do not use Windows, you will need to download the ZOTERO Standalone program and the plugin for the browser (Green Circles in this image). Note that no plugin for word or LibreOffice is needed, but remember that you will need to open ZOTERO Standalone every time you want to add a citation in you document.



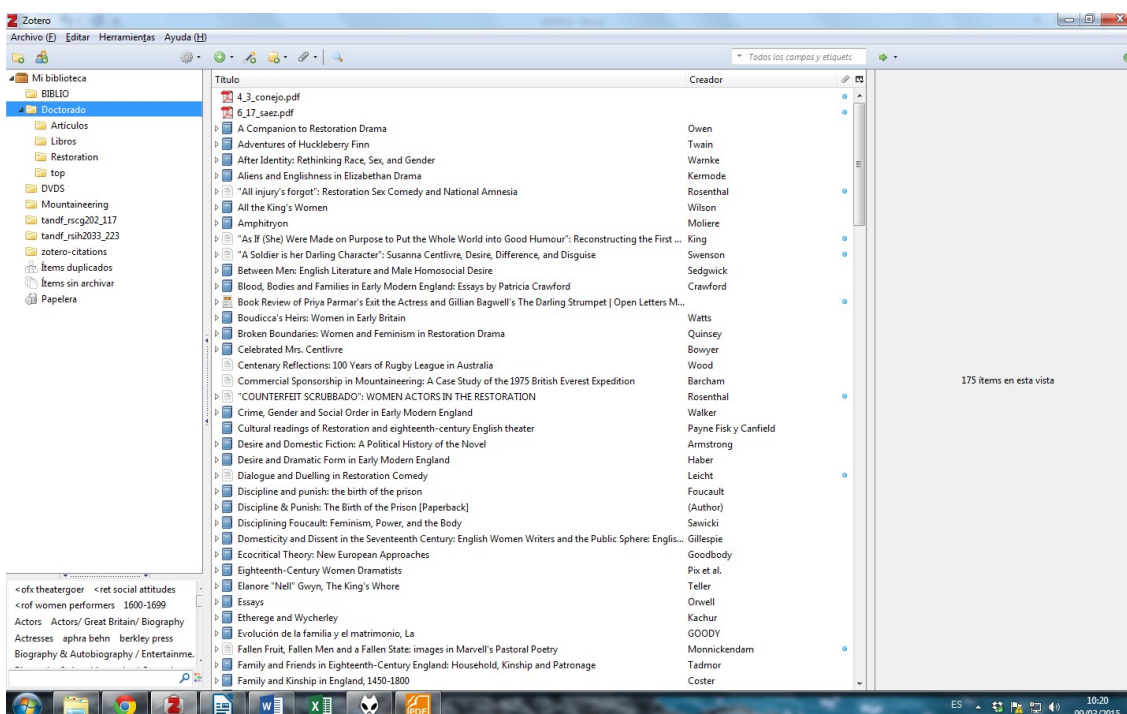
Then, you can start adding books, journals, films, magazines, etc to your library. First open the Web Browser you usually use. In this case, it is Chrome. Then, open an online supplier of books, for example amazon. Type in the name of the book you want to add to your library. Once you do that, a blue rectangle will appear at the end of the address bar. Click on it and a pop-up window will appear, telling you the book is being added to Zotero.



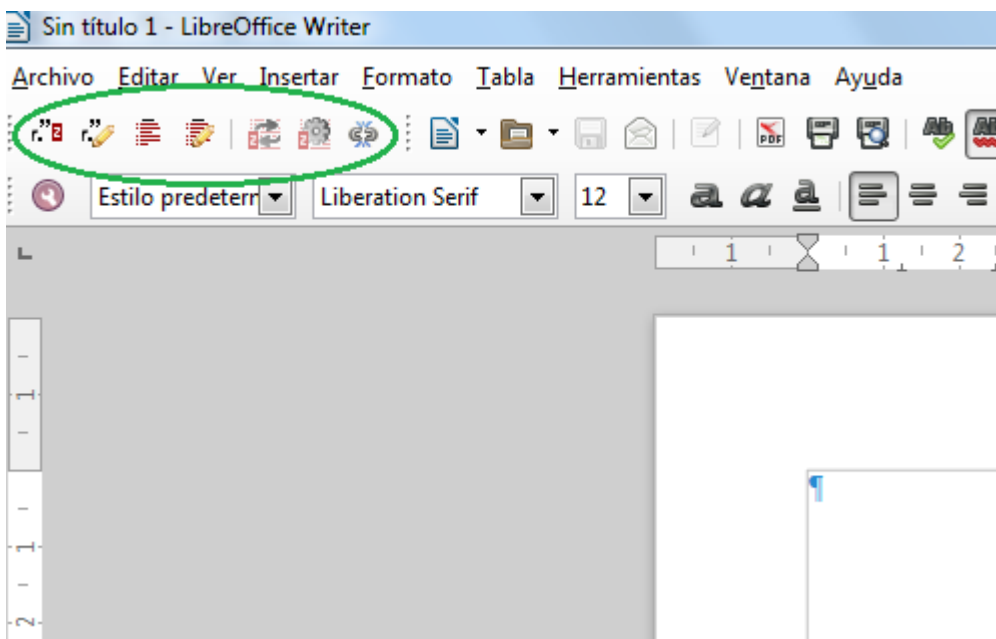
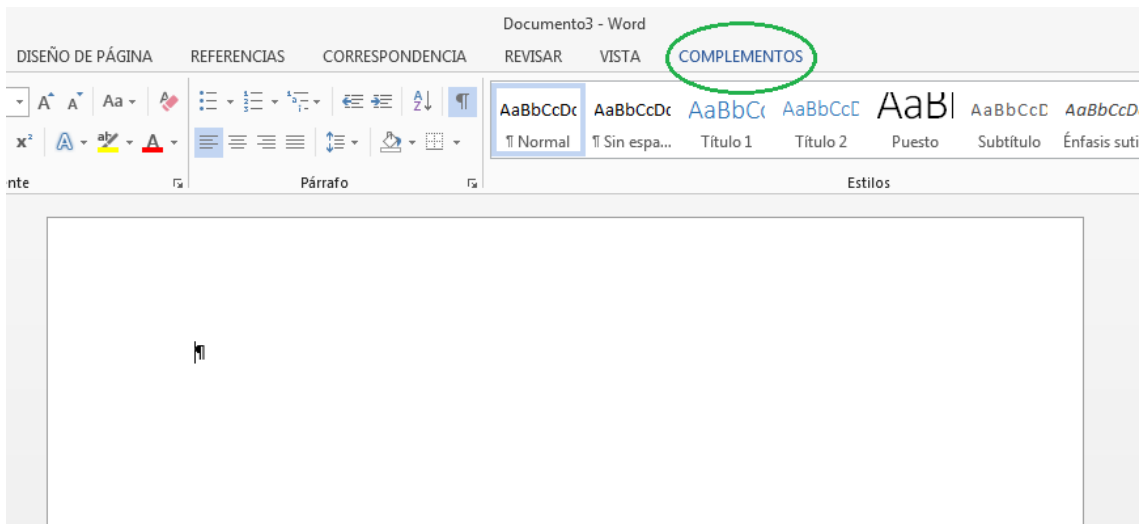


You can also add journal articles from the page JSTOR or any other page that gives you access to scholarly journals.

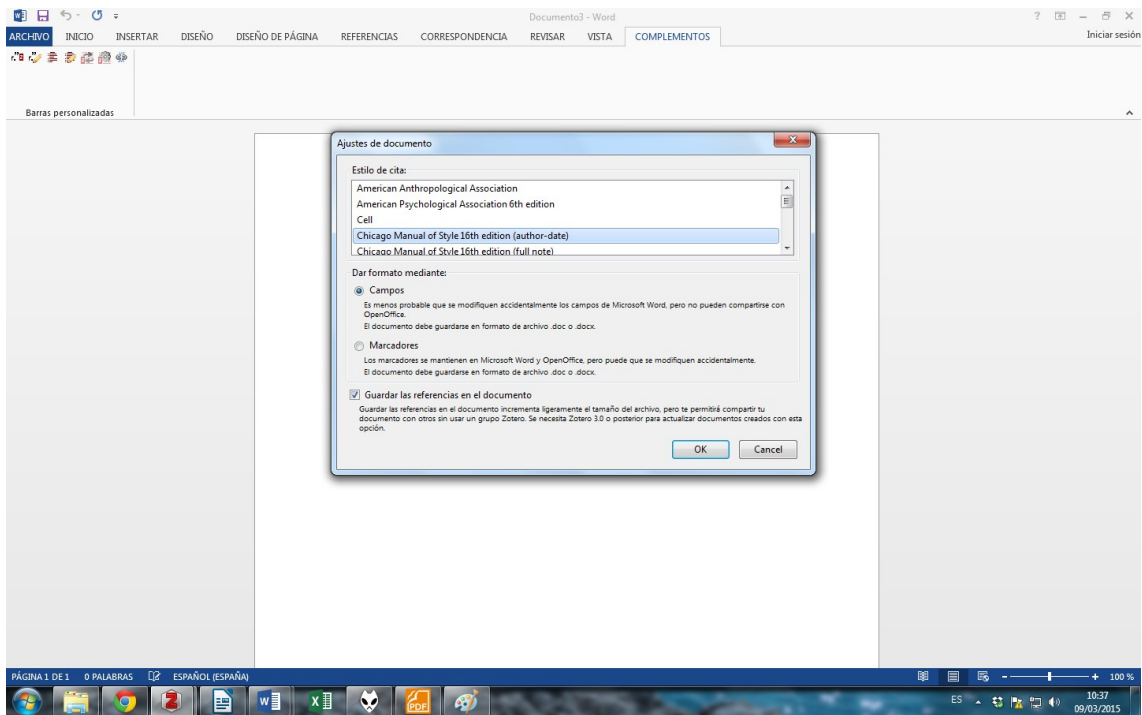
Once you have completed your library, launch the zotero Standalone program, so you can look at your complete library.



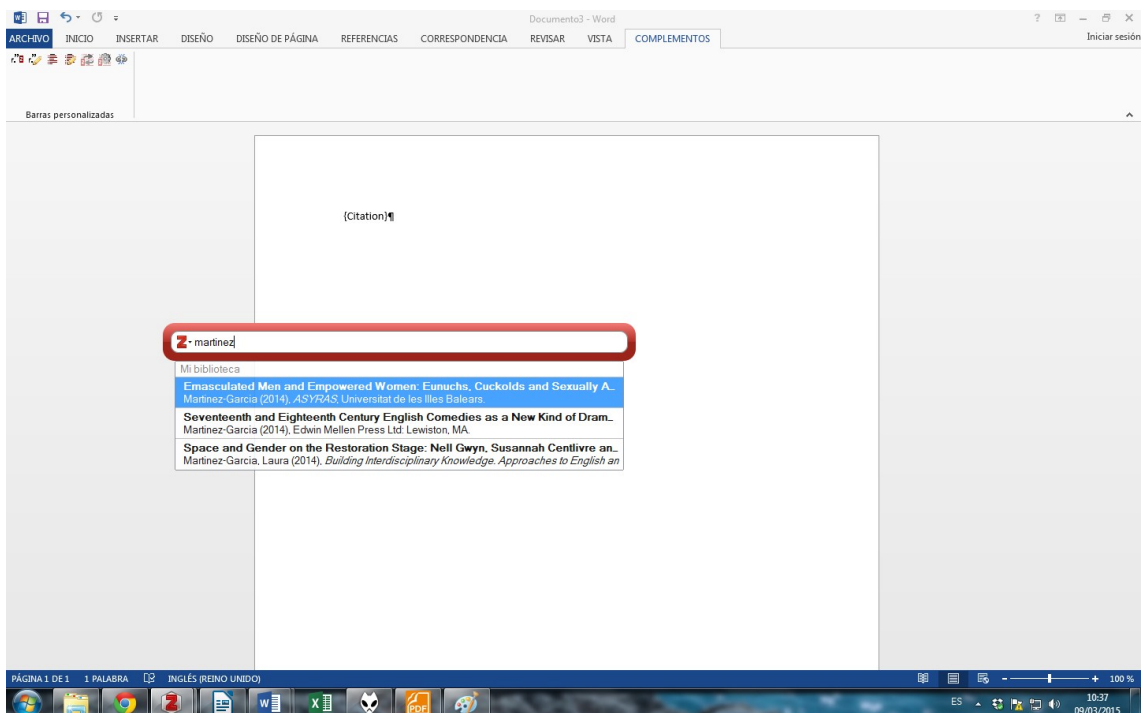
Now open up a new document and start with your writing. When you want to add a quotation, do it following the conventions explained in class. Then, when you want to add the reference go to the last tab in Word “complementos” or if you are using Libre Office just click on the Zotero icon at the top of the page

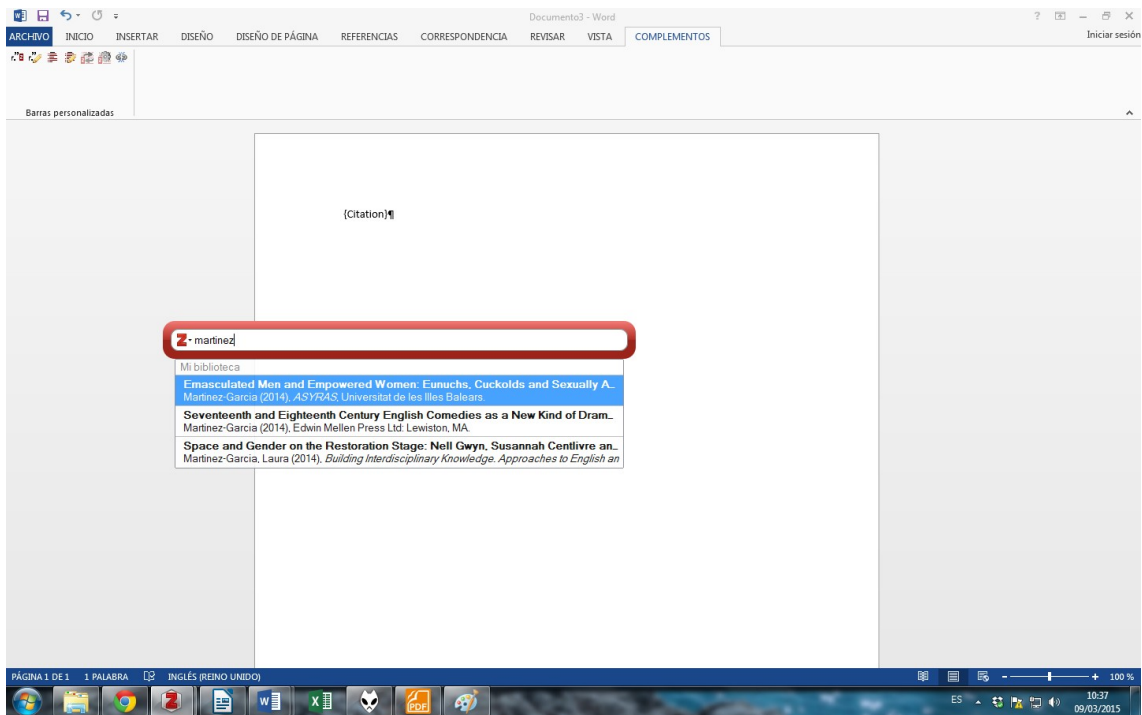


In both cases you will see 7 icons. The first one is used to add references to your quotations. Click on it and a pop-up will appear, asking you to choose the Citation style you want. Choose the appropriate one (for our case it will be Chicago (author-date)) and remember to have ZOTERO Standalone open at all times.

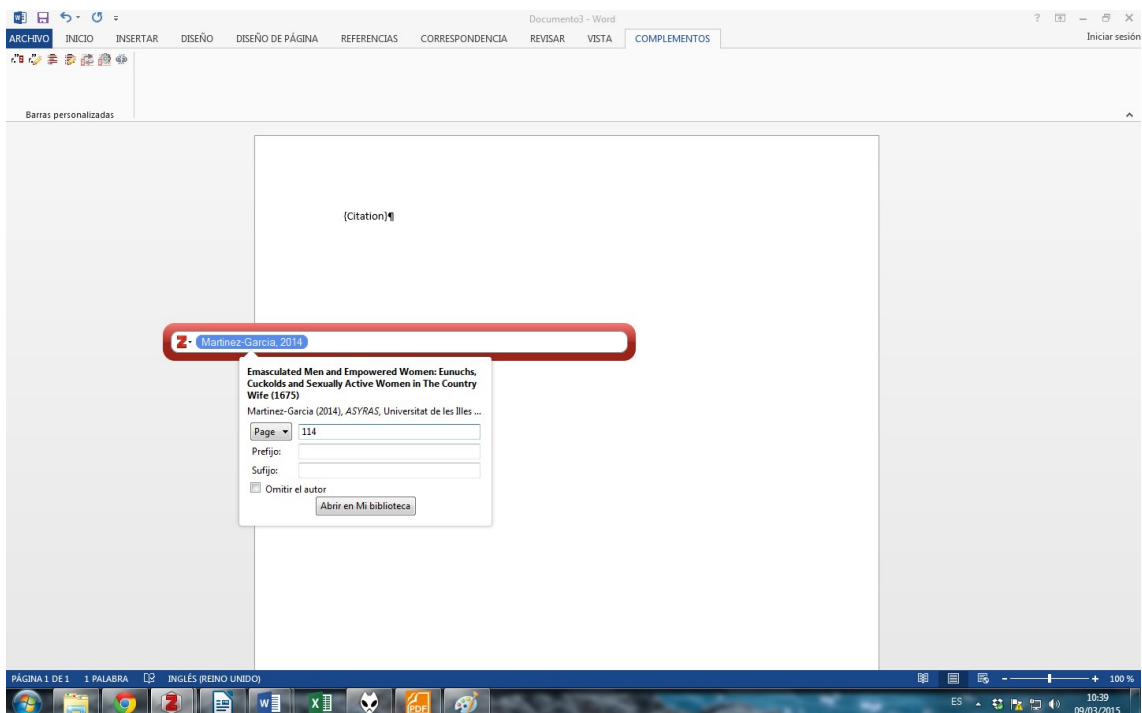


A red bar will show up, type in either the name of the author, or part of the title of the book/journal you want to cite from. Choose the appropriate one.

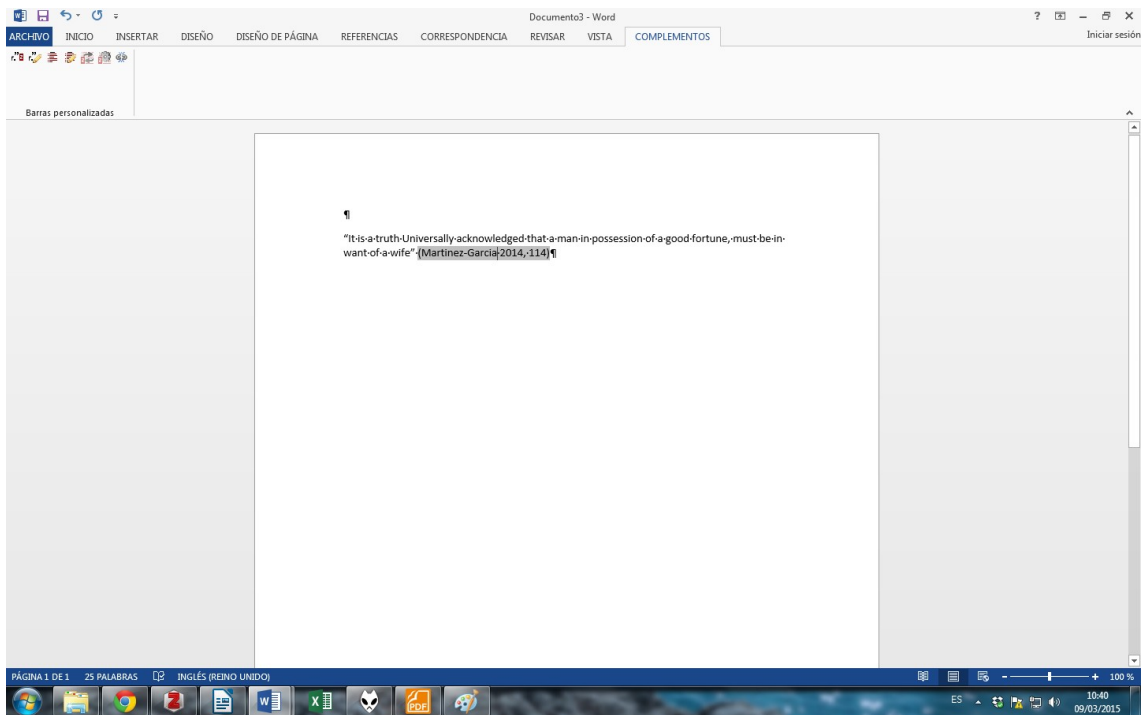




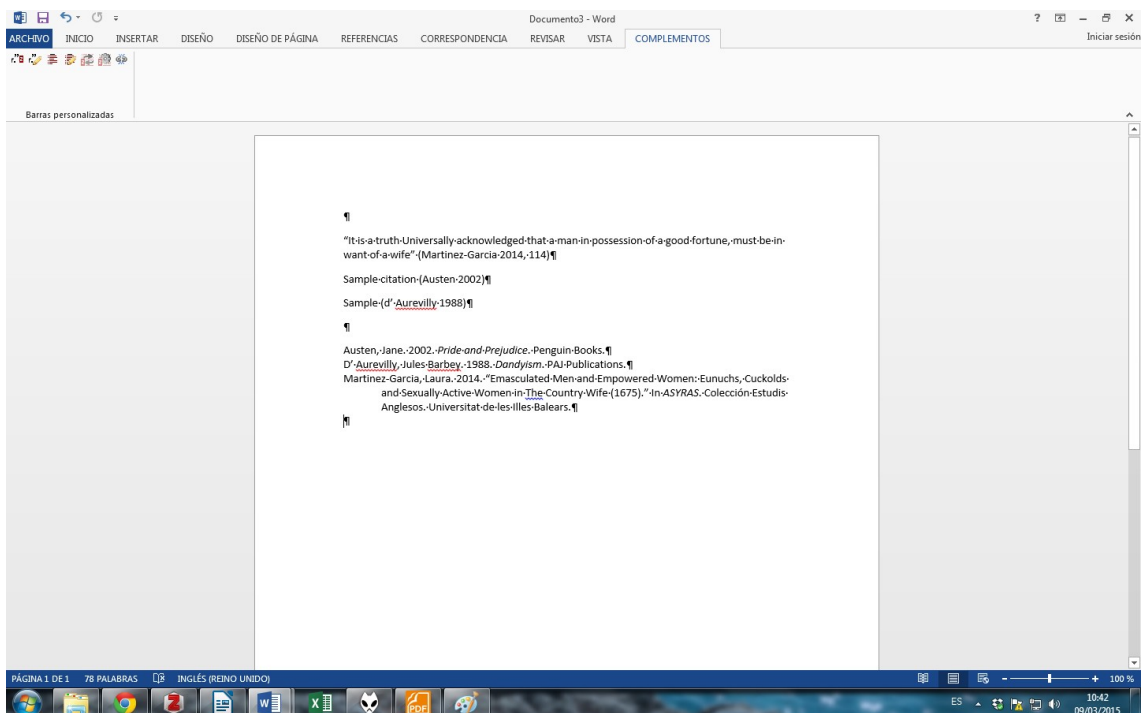
Once you have chosen, click on the reference to add the page number or to omit the name of the author if you have mentioned it before.



Press enter and you will see that the citation has been added.



Repeat the process with all quotations and then, at the end, go back to the “COMPLEMENTOS” tab or to the top of the page where all the ZOTERO buttons are located. Click on the third to add the bibliography, based on the style chosen and including all the resources mentioned in the citations.



At any point in the process you can change the style you are using for your citations and bibliography. Go to the “COMPLEMENTOS” tab or to the top of the page where you can see all the ZOTERO icons and click on the fifth, a new pop-up will show up and you will be able to choose another citation style. The program will automatically change the citations and the bibliography for you.