

Documenting Sources within an Oral Presentation Outline

Parenthetical Citations vs. Oral Attributions: In a speech outline, one must provide two *different* kinds of documentation:

A. Parenthetical Citations:

Purpose: To allow a *reader* of the speech outline to trace every piece of information in the speech *directly to a specific source and the date of work cited.*

Audience: Those actually *reading* the speech outline, not those merely listening to the oral presentation.

Format: Parenthetical citations appear inside a pair of parenthesis. They begin with the *first word* in the citation of that particular source *as it appears on the date of work cited.* Usually this is the last name of the author of the article. After the author's name comes the specific page number on which that information appears.** There is no comma between the author's name and the page number(s).

***More than one article by the same author:** If the list of works cited contains more than one article by the same author, then the parenthetical citation needs to include additional information so the reader can tell from *which one* of the author's articles that particular information was taken. This information should be as brief as possible—just enough to help the reader differentiate one source from another by the same author.

****Citing online sources:** Often, online sources do not have page numbers. In such cases, the writer of the speech outline should omit page numbers.

B. Oral Attributions:

Purpose: To lend credibility to the speaker and her *oral* presentation of the speech.

Audience: Those actually *listening* to the speech.

Format: These appear in the actual sentences that the speaker plans to *speak* during her *oral* presentation.

Content: Since listeners do not have a copy of the speech's list of works cited in front of them and since they are unlikely to go in search of those sources, it is not necessary for them to be keyed to the list of works cited. Instead, they should provide information that *listeners* can relate to. Often, an oral attribution will name a particular person and describe his or her credentials. If the source of information was found in a prominent publication, the speaker might name that source because she knows that the audience will respect that source.

Outline

This MLA parenthetical citation tells the reader that the information in part 1, section A, number 1 comes from the article by Jane Smith, which is listed alphabetically in the list of works cited. The author's last name is followed by the page number on which this particular information appears.

Notice that the *oral* attribution will be to the name of the journal, which lends credibility to the speech, rather than to the name of the scientist, whom the readers may not recognize as an authority. Nonetheless, the *parenthetical* citation must be linked to the first word of the entry as it appears in the list of works cited.

This citation tells the reader that the information in part 1, section A, number 2 comes from the book by John Doe that is listed alphabetically in the list of works cited. It is followed by the page number on which that particular information appears. Notice that there is no comma between Doe's name and the page number.

This parenthetical citation suggests that all information in part 1, section B—including numbers 1-4b—comes from the interview with Zorte in the list of works cited. No page number appears in this parenthetical reference because the interview is not published and, thus, has no page numbers. Notice that the oral attribution will provide the listeners with the doctor's credentials to lend credibility to the speech.

This parenthetical citation tells us that the information in part 2, section A, including everything in numbers 1 and 2, comes from the article published by the United States. Notice that we had to add "National Library" to distinguish this source from the other source published by the same author—in this case, a government body—the United States.

The *oral* attribution mentions the institute by name, lending credibility to the source. But the *parenthetical* citation must be keyed to the first words of the entry as it appears in the list of works cited.

Specific Purpose: I want the audience to understand pancreatitis and its effects on the human body.

Main Idea Statement (Thesis): I am going to explain how the pancreas functions, how pancreatitis changes the function of the pancreas, and how the disease affects the human body.

Introduction: (*slide of body placement of organs w/out labels*) How many of you know the location or function of your pancreas? How many of you know what the disease pancreatitis is and what effects it has on your body?

Pancreatitis is a hereditary disease that runs in my family. Both my grandmother and my father died from this deadly disease, and I have also inherited the carrier traits for the disease. I have interviewed internal medicine doctors and doctors specializing in pancreatitis and have conducted extensive research about this disease in order to further understand how it affects the human body. I want to tell you a little bit about the disease pancreatitis so if you or someone you know finds out he or she has pancreatitis, you can help him or her understand this disease. My name is Exceptional Student, and today I am going to explain how the pancreas functions, how pancreatitis changes the function of the pancreas, and how the disease affects the human body.

Body:

I. In order to understand how pancreatitis affects the human body, you have to know how a normal pancreas functions.

A. First I am going to describe the pancreas is and tell you where it is located.

1. According to an article in Science Journal International, the pancreas is a gland-like organ that is 7 inches long and 2 inches wide (Smith 30). (*slide of placement*)
2. The pancreas is located behind the stomach and is connected to the small intestines (Doe 134).

B. In a recent interview, Dr. Zorte, a specialist in internal medicine, explained how a normal pancreas functions (Zorte).

1. The pancreas produces digestive enzymes that help to break down fats, proteins, and carbohydrates in food in order to take the nutrients out of your food to nourish your body
2. The enzymes that the pancreas produces are then secreted from the pancreas through the small intestines and then into the stomach.
3. When the enzymes get into the stomach, they become active and begin to break down fats, proteins, and carbohydrates to provide your body with nutrition.
4. The pancreas also produces the hormones insulin and glucagon, which work together to control the body's sugar levels.
 - a. The insulin lowers the blood sugar level.
 - b. The glucagons slowly increases the blood sugar level if it falls too low.

Transition: Now that you know how a normal pancreas functions. I can explain how a diseased pancreas functions.

II. Pancreatitis is a rare disease that has harsh effects on the pancreas along with the human body.

A. According to the National Library of Medicine, pancreatitis is the inflammation and digestion of the pancreas (United States, National Library). (*slide of diseased pancreas*)

1. When a pancreas is infected with pancreatitis, the digestive enzymes that the pancreas produces become active inside the pancreas instead of leaving the pancreas. The enzymes then begin to digest the pancreas. (*show slide*)
2. The digestive enzymes also spread to other organs in the body, slowly digesting the organs until the body shuts down.

This citation lets the reader know that the information in part 2, section B of this outline comes from the Web site published by the United States, which is listed alphabetically in the list of works cited. Notice that in addition to saying "United States," we must also say "National Institute" to distinguish which of the two articles by the United States we are using here since there are two in the list of works cited.

The assumption here is that everything in section B comes from this source. If parts 1, 2, and 3 in section B had come from different sources, parenthetical citations would have followed each numbered piece of information.

The speaker lends credibility to the information by mentioning the National Institute, but the parenthetical citation must be keyed to the first words of the entry as it appears in the list of works cited.

- B. According to the National Institute of Diabetes and Digestive Diseases, pancreatitis has 3 important side effects (United States, National Institute).
1. The pancreas does not produce insulin or glucagon, so the blood levels cannot be controlled, a situation that eventually leads to diabetes.
 2. The pancreas can no longer properly digest food in order to get the nutrition the body needs to survive, so the body can shut down because of lack of nutrition.
 3. The active digestive enzymes that the diseased pancreas produces digest the body's organs starting with the pancreas, and the body slowly starts to shut down because the organs cannot do their jobs.

Conclusion: I hope that now you know how a pancreas functions, how a pancreas infected with pancreatitis functions, and how it can harshly affect the human body. Pancreatitis is hard to detect in the early stages and does not yet have a cure. Now if someone you know acquires this deadly disease, you can help him or her understand its ill effects.

(PAGE BREAK HERE—The list of works cited should appear on a *separate page*).

Note: For additional information about **handling parenthetical citations** and **formatting the list of works cited**, please see Joseph Gibaldi's MLA Handbook for Writers of Research Papers 6th Edition, sections 5.1 through 5.5 (pp. 142-146) and the sample first page and works cited page of a research paper on pp. 320-321.

Exceptional Student
Advanced Public Speaking
Technical Presentation
November 12, 2005

Works Cited

- Doe, John. *Human Anatomy and the Development of Cures for Diseases Prevalent in the Twentieth Century*. Chicago: U of Illinois P, 2000.
- Smith, Jane. "Pancreatitis and Its Effects on the Human Body." *Science Journal International* 23.2 (1999): 23-38.
- United States. National Institute of Diabetes and Digestive Diseases. Pancreatitis and Other Digestive Diseases. June 2003. 5 Nov. 2004. <<http://digestive.niddk.gov/index.htm>>.
- . National Library of Medicine. Pancreas. By Albert Einstein. Oct. 2003. 3 Nov. 2004 <<http://nlm.nih.gov.htm>>.
- Zorte, Dr. Carol. Personal interview. 24 Oct. 2003.

Three hyphens followed by a period tells the reader that the author of this source is the same as the author for the source immediately preceding it—in this case, the United States.

MLA Documentation Style

For a complete guide to the MLA style of documenting sources, please see Joseph Gibaldi's MLA Handbook for Writers of Research Papers (6th ed., Chicago: MLA, 2003), which is available in the ready reference section of Edens Library. Although less comprehensive, the Harbrace Handbook (14th ed., Fort Worth: Harcourt, 2001) also provides a section on MLA documentation style. Some of the examples below are from Gibaldi or are modified versions of his examples. For very helpful online information about how to document nearly any kind of source in MLA style, go to <http://www.dianahacker.com/resdoc/humanities/list.html>.

Print Sources

For information about print sources not listed here, please see MLA sections 5.6 through 5.8 (pp. 147-207).

Book
MLA
5.6.1-19

Doe, John. Human Anatomy and the Development of Cures for Diseases Prevalent in the Twentieth Century. Chicago: U of Illinois P, 2000.

Last name of author, first name. Title of book. City of publication: Publisher, year of publication.

Journal
Article
MLA
5.7.1-4

Smith, Jane. "Pancreatitis and Its Effects on the Human Body." Science Journal International 23.2 (1999): 23-38.

Last name of author, first name. "Title of Article." Title of Journal volume number: issue number (year): inclusive pages of the article.

Personal
Interview
MLA
5.8.7

Zorte, Dr. Carol. Personal interview. 24 Oct. 2003.

Last name of interviewee, first name. Personal interview. Date of interview [day, month, year].

Newspaper
Article
MLA 5.7.5

Jeromack, Paul. "This Once, a David of the Art World Does Goliath a Favor." New York Times 13 July 2002, late ed.: B7+.

Last name of author, first name. "Name of article." Name of newspaper Date article appeared [day, month, year], edition: page number [the + means it was continued on a subsequent page or pages].

Note: MLA writes, "To cite an English-language newspaper, give the name as it appears on the masthead, but omit any introductory articles (*New York Times*, not *The New York Times*). If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets, not underlined, after the name: "*Star-Ledger* [Newark]" (185).

Pamphlet or
Brochure
MLA
5.6.20

Washington, D.C., Chamber of Commerce. Washington, D.C. New York: Trip Builder, 2000.

Author [often an institution and not an individual]. Name of pamphlet or brochure. City of publication: publisher, year of publication.

Note: Treat a pamphlet or brochure as you would treat a book. That is, if you know the author's name, that information would come first, but when you do not know the author, begin with the title. Usually, however, an author is not listed for a pamphlet or brochure or the author is an institution rather than an individual.

Electronic Sources

For information about electronic sources not listed here, please see MLA sections 5.9 (pp. 207-235).

Entire
Internet Site
MLA 5.9.1-2

Encyclopedia Britannica Online. 2002. Encyclopedia Britannica. 15 May 2004 <<http://www.Britannica.com/>>.

The Cinderella Project. Ed. Michael N. Salda. Dec. 1997. De Grummond Children's Lit. Research Collection, U of Southern Mississippi. 15 May 2004 <<http://www-dept.usm.edu/~engdept/cinderella/cinderella.html>>.

Title of the site. Name of the editor, if given. Year of publication or most recent update. Name of institution or organization sponsoring site (usually appears at the bottom of the site's homepage). Date of access (the date YOU hit the page, in day, month, year order). The URL of the cite, in angle brackets.

Note: When a URL is too long to fit on one line, break ONLY after slashes. Never add a hyphen to indicate a break.

Work from a Library
Subscription Service
(such as InfoTrac and
EBSCO)
MLA 5.9.7a

Youakim, Sami. "Work-Related Asthma." American Family Physician 64 (2001): 1839-52. Health Reference Center. InfoTrac. Columbia College Drake Edens Lib. 12 Jan. 2004 <<http://www.galegroup.com/>>.

"Cooling Trend in Antarctica." Futurist May 2002: 15. Academic Search Premier. EBSCO. Columbia College Drake Edens Lib. 22 May 2004 <<http://www.epnet.com/>>.

Author's last name, first name. Title of article. Name of journal. Publication volume, date, page numbers.* Name of the database used. If known, the name of the service. Name of the library or library system (with a city, a state abbreviation, or both if useful). Date of access (day, month, year). URL.

Note: MLA writes, “For information that originally appeared in print, begin with standard facts about the print publication, omitting data not given by the online service. If possible, conclude with the URL of the specific document or, if the URL is impractically long and complicated, the URL of the site’s search page.

*The publication information two examples above differ because the first is a scholarly publication, requiring a volume number, while the second is a popular magazine, requiring only the month and year of publication.

Online
Government
Publications
MLA 5.9.3c

United States. National Institute of Diabetes and Digestive Diseases.
Pancreatitis and Other Digestive Diseases. June 2003. 5 Nov. 2004.
<<http://digestive.niddk.gov/index.htm>>.

---. National Library of Medicine. Pancreas. By Albert Einstein. Oct. 2003. 3
Nov. 2004 <<http://nlm.nih.gov/pancreas.htm>>.

Government body. Name of governmental agency. Subdivision of agency [if applicable]. Title of Online Publication. By author’s first name, last name [if supplied]. Date of publication. Date the site was accessed [day, month, year]. <URL>.