Important Terms to Know

1. **Annotated bibliography**: a list of sources found during research and a short summary (usually 1-2 paragraphs) for each source that explains why it is relevant to your research.

2. **APA**: American Psychological Association; an accepted method of providing documentation for borrowed source information.

3. **Bibliography**: a complete or selective list of works compiled upon some common principle, such as authorship, subject, place of publication, or printer.

4. **Block quote**: a long quote that exceeds 4 lines for MLA or 40 words for APA. Refer to the MLA or APA handout for assistance with creating block quotes.

5. **Body paragraphs**: the main part of an essay. These paragraphs support the topic of the essay and move from one idea to another. Body paragraphs are everything except the introduction and conclusion.

6. **Comma splice**: two separate sentences joined together only by a comma. The two sentences should be separated and stand alone.

7. **Conclusion**: the final paragraph(s) in an essay that should reflect the main points the writer covered in the essay and end with a final thought that should leave an impression on the reader.

8. **Direct quote**: using the exact words of someone else. Direct quotations should be in quotation marks (i.e., “…”).

9. **Hanging indent**: used on Works Cited or References page. When the reference information for a source is more than one line, the second and subsequent lines are indented one tab or 5 spaces.

10. **Hook**: a sentence or short narration at the beginning of an essay that attracts attention or serves as enticement to read more.
11. **In-text citation:** use for direct or indirect quotations; the detailed source information, such as author and page number, is in parenthesis directly *after* the borrowed information and *before* the period.

12. **Introduction:** the beginning paragraph(s) of an essay that sets up the argument or main points the author will make in the essay.

13. **MLA:** Modern Language Association; an accepted method of providing documentation for borrowed source information.

14. **Outline:** part of the pre-writing process and helps organize ideas. Outlines can be formal or informal, depending on the writing assignment.

15. **Paraphrase:** to take someone else’s words and rearrange or shorten them without changing the information or repeat the words verbatim.

16. **Parenthesis:** is punctuation and can be either or both of the following: ( ). In academic writing, source information – author’s last name, publication year (for APA), and page numbers – is included inside a set of parentheses.

17. **Parenthetical citation:** found inside the parentheses and provides documentation about where you found your information.

18. **Plagiarism:** the use of another’s original words or ideas as though they were your own. Many people consider plagiarism to be stealing or theft, which is a punishable crime. Ask your instructor if you are unsure how to properly give credit to borrowed information.

19. **Pre-writing:** the process of gathering information and organizing ideas in preparation for writing. This can be brainstorming, conducting research, outlining, and so on.

20. **Proofread/Edit/Revise:** happens after the first draft and can be an individual or peer-based process. Correction of errors in grammar, punctuation, spelling or organization of ideas should occur during this process.

21. **Primary source:** includes historical documents (diaries, letters, or speeches); literary works (novels, short stories, or poems); autobiographies; original reports; eyewitness accounts; personal interviews, observations, or correspondence.
22. **Quotation marks**: refer to punctuation and is indicated by the following sign: “ ”. In academic writing, the words inside quotation marks indicate the information is borrowed and word-for-word the same as the author’s original writing.

23. **References (page/list)**: the last page of an APA essay. It is a list of detailed publication information broken down by individual sources. The purpose of a Reference is to provide enough information for your instructor to go back and retrieve the same information in the same way as you. Failing to provide a Reference list is plagiarism.

24. **Scholarly peer-reviewed**: also known as “refereeing” and indicates the information is trustworthy and accurately reports research and developments in a particular academic or professional field. It is the process each author undergoes after writing the final draft. Their final works are subject to the scrutiny of other experts in their respective fields to make sure their findings are sound and are acceptable in existing conversations, debates, or related research. The Journals’ editors have accepted only articles that have been evaluated and approved by other authorities in the field.

25. **Secondary source**: report, commentary, or evaluation of primary source data.

   Secondary sources usually offer an in-depth look at a specific concept or topic from the primary source. Instructors often require secondary sources to be scholarly peer-reviewed.

26. **Thesis (statement/sentence)**: the most instructive sentence in an essay. Usually included in the introduction part of the essay, the thesis serves as a guide for the essay, letting the reader know what he/she will gain by reading the whole text. The thesis can also serve as a forecasting sentence that outlines the organization of a piece of writing.

27. **Topic sentence**: usually the first sentence of each paragraph. This sentence is general and serves to introduce the focused topic or subject for each respective paragraph. Details and examples are typically after the topic sentence.

28. **Works Cited (page)**: the last page of a MLA essay. It is a list of detailed publication information broken down by individual sources. The purpose of a Works Cited page is to provide enough information for your instructor to go back and retrieve the same information in the same way as you. Failing to provide a Works Cited list is plagiarism.