All statements must be **attributed** to the source – that is, you must tell the reader **who said** the information. Direct quotations and paraphrases must all be attributed. Attribution is particularly essential is a statement is **questionable** or **controversial**.

Attribution Guidelines:

1. Make it clear who is speaking (particularly if more than one person is quoted). Use name or title.
2. Avoid referring to the reporter. (The use of phrases such as “when asked” is necessary.)
3. Break up a long quote by putting the attribution in the middle.
4. Acceptable attribution verbs (in order of how commonly it is used:

* **Said** – places emphasis on **what** was said **not how** it was said.
* **Stated** – used when officials give a formal statement.
* **Replied** – used when a spokesperson answers questions (during a press conference, etc.)
* **Added** – used when a person give additional information.
* **Asked** – needed only if the person poses a rhetorical question.

Practice: Fix the sentences by following the attribution guidelines from above.

1. Aileen Schwartz commented, “National Honor Society looks good on a college application.”
2. When asked by this reporter, Sheila Smith noted that not everyone who attended the basketball game was aware of the controversial call.
3. Seven people were caught skipping class. Each was charged with truancy.
4. Franco Pirelli and John Chan were particularly upset about the rule change. “It’s not fair that even seniors will have to get permits. We’ve never needed them before.”
5. “No one remembers now, but this cafeteria used to be painted bright pink. Since so many students claimed they had trouble digesting their lunch, it was finally decided to change the colour to beige,” said Lucia Gomez, head of the Food Services Division since 1985.
6. Ms. Legault whispered with a wink, “Wouldn’t it be great if we had donuts during class?”
7. “Yeah,” he muttered. Then, when reporters pressed him, he mumbled, “Yeah. Yeah. Yeah!”