

Common Signal Verbs

acknowledges	claims	disagrees	observes
admits	comments	disputes	points out
advises	concludes	emphasizes	reasons
agrees	concurs	grants	rejects
argues	confirms	illustrates	reports
asserts	contends	implies	responds
believes	declares	insists	suggests
charges	denies	notes	thinks

MLA and APA have different conventions regarding the tenses of verbs in signal phrases. MLA requires present-tense verbs (*writes*, *asserts*, *notes*) in signal phrases to introduce a work you are quoting, paraphrasing, or summarizing.

In *Poor Richard's Almanack*, Benjamin Franklin notes, "He that cannot obey, cannot command" (739).

If, however, you are referring to the act of writing or saying something rather than simply quoting someone's words, you might not use the present tense. The writer of the following sentence focuses on the year in which the source was written—therefore, the verb is necessarily in the past tense:

Back in 1941, Kenneth Burke wrote that "the ethical values of work are in its application of the competitive equipment to cooperative ends" (316).

If you are following APA style, use the past tense or present-perfect tense to introduce sources composed in the past.

Dowdall, Crawford, and Wechsler (1998) observed that women attending women's colleges are less likely to engage in binge drinking than are women who attend coeducational colleges (p. 713).

APA requires the present tense, however, to discuss the results of an experiment or to explain conclusions that are generally agreed on.

The findings of this study suggest that excessive drinking has serious consequences for college students and their institutions.

The authors of numerous studies agree that smoking and drinking among adolescents are associated with lower academic achievement.