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**Modern Language Association (MLA)  
Manual**

**For Theology, Languages, Literature,  
History, Philosophy, and Christian-Muslim  
Studies**

*Adapted from MLA Handbook for Writers of Research Papers, 7th  
ed., 2009. New York: Author.*

# MLA Citation Style

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## MLA Style

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### What is MLA Style?

MLA stands for Modern Language Association; it is a style for documentation widely used in the humanities' disciplines, especially in writing on language and literature as well as history and philosophy. Like any style format, it is proposed to establish and maintain consistency and quality in research for users to consult the resources used.

MLA style features brief in-text citations in the text, referred to an alphabetical list of works cited that appears at the end of the work. *To mention that for every in-text citation there should be a corresponding reference in the "Work Cited" page and vice versa.*

Guidelines for referring to the works of using MLA style are covered in **MLA Handbook for Writers of Research Papers** and the **MLA Style Manual and Guide to Scholarly Publishing** available in UOB library. Both books provide extensive examples, so it is a good idea to consult them if you have a particular reference question.

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### A. In-Text Citations

In MLA style, referring to the works of others in your text is done by using what is known as *parenthetical citation*. This method involves placing relevant source information in parentheses after a quote or a paraphrase. The citation consists of author-page style and shall end with a full-stop right after the parentheses.

- **The basics**

MLA format follows the author-page method of parenthetical citation; therefore, the author's name may appear either in the sentence itself, or in parentheses following the quotation or paraphrase, but the page number(s) should **always** appear in the parentheses, not in the text of your sentence. Example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

*The works cited entry would be:*

Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967. Print.

## 1. Citing a work with a known author

For print sources like books, scholarly journal articles, magazines and newspapers, provide a signal word or phrase (usually the author's last name) and a page number. If you provide the signal word/phrase in the sentence, you do not need to include it again in the parenthetical citation. **Examples:**

Human beings have been described by Kenneth Burke as “symbol-using animals” (3).

Human beings have been described as “symbol-using animals” (Burke 3).

*The works cited entry would be:*

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P, 1966. Print.

## 2. Citing a work listed by title, no author

When a source has no author, use a shortened title of the work in the place of the author's name.

- Place the title in quotation marks if it is a short work (such as an article).
- Italicize the title if it is a longer work (e.g. plays, books, television shows, and entire websites) and provide a page number. **Example:**

We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change ...” (“*Impact of Global Warming*” 6).

*The works cited entry appears as follows:*

“*The Impact of Global Warming in North America.*” Global Warming: Early Signs. 1999. Web. 23 Mar. 2009.

## 3. Citing a work with a corporate author

When a source has a corporate author, use the name of the corporation followed by the page number in the parenthetical citation. Include a long name in the text and use abbreviations where appropriate (e.g., nat'l for national), to avoid interrupting the flow of reading with overly long parenthetical citations. **Example:**

According to a study sponsored by the National Research Council, the population of China around 1990 was increasing by more than fifteen million annually (15).

*The works cited entry would be:*

National Research Council. *China and Global Change: Opportunities for Collaboration*. Washington: Natl' Acad., 1992. National Academies Press. Web. 15 Mar. 2007.

#### 4. Citing part of a work

- Give the relevant page, section, or paragraph number(s) of the part you used.
- If the author is mentioned in the text, give only the reference number in parentheses.
- If the author is not mentioned in the text, add the author's last name before the reference, leaving one space, no punctuation between.
- Add sec. for section and par. for paragraph between parentheses before the reference number.

##### Examples:

The committee on Scholarly Editions provides an annotated bibliography on the theory of textual editing (sec. 4).

Chan claims that "Eagleton has belittled the gains of postmodernism" (par. 41).

#### 5. Citing authors with same last name

In case the work has two authors with the same last name, provide both authors' first initials (and/or even the authors' full name if different authors share initials) in your citation.

##### Example:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

#### 6. Citing a work by multiple authors

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation. Examples:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors' state, "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with two authors or more, MLA gives you the option of listing only the first author followed by "et al." (Latin for "and others"), or all authors' last name. **Examples:**

(Brown and Sullivan 42)

(Brown, et al. 38)

(Brown, Sullivan, and Grayson 158)

## 7. Citing multiple works by the same author

When citing more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from other works. Put short titles of books in italics and short titles of articles in quotation marks.

### 7.1 Citing two books by the same author

- Provide the title of the book in upper and lower case followed by the page number between parentheses, right after the quotation used. **Example:**

Murray states that writing is “a process” that “varies with our thinking style” (*Write to Learn* 6). Additionally, Murray argues that the purpose of writing is to “carry ideas and information from the mind of one person into the mind of another” (*A Writer Teaches Writing* 3).

- In case the author's name is not mentioned in the sentence, your citation shall include the author's last name followed by a comma, a shortened title of the work, (in upper and lower case), and when appropriate page or paragraph number in parentheses.

**Example:**

Visual studies, because it is such a new discipline, may be “too easy” (Elkins, *Visual Studies* 63).

### 7.2 Citing two articles by the same author

Indicate the name of the author within the text and provide the article's title (use upper and lower case) in quotation marks followed by the page number between parentheses. **Example:**

Lightenor has argued that computers are not useful tools for small children (“Too Soon” 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year (“Hand-Eye Development” 17).

## 8. Citing a multivolume work

In this case, always include the volume and the page number(s); separate the two with a colon and a space. Use neither the word volume and page nor their abbreviations. ***Example:***

In *War through the Centuries*, Brevard explains the folly of President Johnson's actions in... (12: 47-50)

- However if you wish to refer to an entire volume of a multivolume work, no need to cite pages, provide the author's name followed by the volume number in parentheses using vol. and one space in between; in case you integrate such reference into a sentence, spell out the word volume. ***Examples:***

Between 1945 and 1972, the political-party system in the United States underwent profound changes (Brevard, vol. 12)

"In volume 12, Brevard deals with..."

## 9. Citing multiple sources in one citation

To cite multiple sources in the same parenthetical citation, separate the citations by a semicolon. ***Example:***

... as has been discussed elsewhere (Burke 3; Dewey 21).

## 10. Citing classic works with multiple editions

Page numbers are always required, yet, additional citation information may be necessary in a case where a source has different editions. In such cases, give the page number of the edition used (make sure the edition is listed in your works cited page) followed by a semicolon, and the appropriate abbreviations for volume (vol.), book (bk.), part (pt.), chapter (ch.), section (sec.), or paragraph (par.). ***Examples:***

Marx and Engels described human history as marked by class struggles (79; ch. 1).

Chan claims that "Eagleton has belittled the gains of postmodernism" (22; par. 41).

## 11. Citing common literature

In citing commonly studied verse plays and poems, omit page numbers in parenthetical citation, italicize the work's title, and cite a specific part (chapter, verse, act, scene, and line). Sometimes the editor's or the translator's name is needed, depending on how the entry will show in the works cited page.

### 11.1 Famous literature examples:

“Haste to me know’t, that I, with wings as swift / As medication... / May sweep to my revenge” (Ham. 1.5.35-37).

In “Marching Song,” Nesbit declares, “Our arms and hears are strong for all who suffer wrong...” (line 11)

***The works cited entry would be:***

Shakespeare, William. *Hamlet*. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. Print.

***11.2 Citing a Bible version:***

Ezekiel saw “what seemed to be four living creatures,” each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

- For future references of the same version of the work you are using, list **only** the book, chapter, and verse in the parenthetical citation.

***The works cited entry would be:***

*The New Jerusalem Bible*. Henry Wansbrough, gen. ed. New York: Doubleday, 1985. Print.

## **12. Citing indirect sources**

- An indirect source is a source cited in another source, which you may have to use. In this case, use “qtd. in” (quoted in) to indicate the source you actually consulted.

**Example:**

Ravitch argues that high schools are pressured to act as “social service centers, and they don't do that well” (qtd. in Weisman 259).

- Note that, in most cases, a responsible researcher will attempt to find the original source, rather than citing an indirect source.

## **13. Citing sources from the internet**

It is often preferable to include a source retrieved online within the text, rather than in parenthetical citation; thereafter, and when forming in-text citations for electronic, film, or internet sources, remember that, your citation must correspond to the source in your works cited page. For electronic and internet sources follow these guidelines:

- For in-text citation, include the first item that appears in the works cited entry, which corresponds to that specific citation (e.g. author name, article name, website name, film name).

- Page numbers or paragraph numbers are not needed in this case.
- Unless you must list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like CNN.com or Forbes.com as opposed to writing out http://www.cnn.com or http://www.forbes.com.

**Examples:**

Williams considers the same topic in the context of Italian cinema.

The utilitarianism of the Victorians “attempted to reduce decision-making about human actions to a ‘felicitific calculus’” (Everett).

One online film critic stated that Fitzcarraldo is “...a beautiful and terrifying critique of obsession and colonialism” (Garcia, “Herzog: a Life”).

The Purdue OWL is accessed by millions of users every year. Its “MLA Formatting and Style Guide” is one of the most popular resources (Stolley et al.).

- In the last example, “Stolley et al.” in the parenthetical citation give the reader an author name followed by the abbreviation “et al.,” meaning, “and others”, for the article “MLA Formatting and Style Guide.” *The corresponding works cited entries for the last two examples would be:*

Garcia, Elizabeth. “Herzog: a Life.” Online Film Critics Corner. The Film School of New Hampshire, 2 May 2002. Web. 8 Jan. 2009.

Stolley, Karl, et al. “MLA Formatting and Style Guide.” The OWL at Purdue. 10 May 2006. Purdue University Writing Lab. 12 May 2006.

#### **14. Miscellaneous non-print sources (film, presentation, etc...)**

**Examples:**

Werner Herzog's Fitzcarraldo stars Herzog's long-time film partner, Klaus Kinski. During the shooting of Fitzcarraldo, Herzog and Kinski were often at odds, but their explosive relationship fostered a memorable and influential film.

During the presentation, Jane Yates stated that invention and pre-writing are areas of rhetoric that need more attention.

- In the two above examples, “Herzog” from the first entry and “Yates” from the second lead the reader to the first item each citation’s respective entry in the works cited page:

Herzog, Werner, dir. Fitzcarraldo. Perf. Klaus Kinski. Filmverlag der Autoren, 1982. Film.

Yates, Jane. “Invention in Rhetoric and Composition.” Gaps Addressed: Future Work in Rhetoric and Composition, CCCC, Palmer House Hilton, 2002. Presentation.

## 15. When a citation is not needed

Sometimes writers do not really know how to write parenthetical citations for electronic sources because of the absence of page numbers, but most likely, these sorts of entries do not require any kind of parenthetical citation at all. Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations, or common knowledge.

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## B. Quoting and Paraphrasing

### 1. Direct quotation, author named in sentence

**Example:** Gould and Brown (9) explained that Darwin used the metaphor of the tree of life “to express the other form of interconnectedness-genealogical rather than ecological” (14).

### 2. Direct quotation, author not named in sentence

**Example:** According to some researchers, “Students often had difficulty using e-sources, especially when it was their first time!” (Johnson 99).

- Please note that when a quotation comes at the end of a sentence and has a punctuation mark, this mark is retained within the quotation marks, and a period is added after the closing parentheses. The sentence is not complete until the citation is complete.

### 3. Direct quotation, author unknown

**Example:** According to one website, “MLA format follows the author-page method of in-text citation” (“MLA In-Text Citations”).

## 4. Long quotations

*The basics:*

- Long quotation (more than four lines) should be set apart (that is, not within the text, but in a block quotation )
- Begins on a new line
- Omit quotation marks
- Indent 2.54 cm from left margin
- A colon usually introduces the quotation
- Maintain double spacing
- Finish the quotation with its punctuation followed by the citation.

**Example:**

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

## 5. Paraphrasing in-text citation

- Even when paraphrasing, you still need to identify the original source. **Examples:**

According to Jones, MLA style is as easy citation format for first-time learners (199).

MLA style is an easy citation format for first-time learners (Jones 199).

MLA uses an author-page format in in-text citations (“MLA In-Text Citations”).

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## C. Works Cited

A good reference contains enough information to lead your reader to the source you used, as concisely as possible. Whenever you have an in-text citation (parenthetical citation), you will need to provide a corresponding citation in your works cited page.

For formatting and typing the works cited page, follow the below instructions:

- **Page:** Begin the list on a new page, and do not forget to continue the pages' numbering of the text.
- **Font:** Use Times New Roman, size 12pt.
- **Title:** Center the title "Works Cited" (without quotation marks) at the top of the page, font size 14 and bold.
- **Line spacing:** Use double space, no extra space between entries.
- Use one space after all punctuations **except** between volume and issue number.
- **Margins:** Use uniform margins of 2.54 cm at the top, bottom, and left. Leave the right margin ragged.
- **Order:** Entries should be arranged in alphabetical order (A-Z) by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Write out the author's last name and the first name of the used work. Use "and" before the last author's name when listing multiple authors of a single work. e.g. Scholes, Robert, and Eric S. Rabkin. Always use a period and a coma when needed after the middle name initial.  

Moschis, George P., Euehun Lee, Anil Mathur, and Jennifer Strautman. *Marketplace Buying Habits of Baby Boomers and Their Parents*. Westport: Quorum Books, 2000. Print.
- **Date:** The publication date always follows the publisher's name.
- **Format:** MLA requires each entry to include the format in which the resource appears—the most common are Print and Web, other possibilities such as Film, CD-ROM, and DVD. The format follows the date and/or pages of the entry separated and ending by a period.
- **Indentation:** The first line of the entry is aligned with the left margin, and all subsequent lines are indented 1/2 inch (1.27 cm) or use tab button to form a "hanging indent".
- **Capitalization:** Capitalize all principle words (e.g. nouns, pronouns, verbs, adjectives, and adverbs) of the title and subtitle of the work, and any proper names that are part of a title, as well as titles of journals.
- **Italics:** Italicize titles of long works (e.g. books, journals, magazines, plays, online database, website, opera, painting, etc...)

- **Quotation marks:** Use quotation marks around the titles of short works, (journal and magazine articles, entry from encyclopedia, essay, or chapter in a book, story, poem page in a website, song, lecture, etc...)
- **Abbreviations:** Use appropriate context as you abbreviate the names of days, months, and other measurements of time; the names of states, provinces, countries, and continents; terms and references words common in scholarship; publishers' names; and the titles of well-known and commonly studied works.
- In resources with more than one author, cite the first author's last name followed by the first name in full, all other authors' names are first name first, last name last.
- **Hyperlink:** Remove any active hyperlink from the list (no blue and no underline).
- **URL:** MLA no longer requires the inclusion of URLs for websites, but some professors might require that you include them. In case of a long URL, break it before major punctuation (/ or -).  
**Example:** <https://www.mla.org/Publications/Bookstore/Nonseries/MLA-Style-Manual-and-Guide-to-Scholarly-Publishing-Third-Edition>
- Sometimes you will not be able to provide all the elements that usually compose a reference; just give what you have.

For online accessed works, two additional pieces of information should be included:

- **Date:** Scholars need to record the publication date followed by the word "Web" and the date of the entry was accessed.
- **URL:** Include URL **only** as supplementary information when it is hard for the reader to locate the source without it or when your instructor requires it, if so, enclose the URL in angle brackets <...> and end it with a period following the date accessed.

The following section provides the most common used kinds of printed and electronic resources.

## 1. Types and Variations

### 1.1 Periodicals: Articles in Journals, Magazines, and Newspapers

References for periodicals' articles should include the following elements:

- Author (last name, first name);
- Title of article (in quotation marks);

- Title of publication in italics and upper and lower case (i.e., *Journal Of Abnormal Psychology, New York Times*);
- Volume and issue number (for journals only);
- Date of publication of article: year of monthly publications, and exact date of the weekly and daily ones;
- Page numbers of article;
- Format of publication (Print or Web).

If accessed online, add retrieval date (day, month, and year) after the format.

**Basic format:**

Last, first name A, last, first name B, & last, first name C. "Title of article". *Title of Periodical* volume number.issue number (year): page-page. Format of publication.

**Journal article**

Jacoby, William G. "Public Attitudes toward Government Spending." *American Journal of Political Science* 38.2 (1994): 336-361. Print.

**Journal article, one author, accessed online**

Ku, Gillian. "Learning to De-escalate: The Effects of Regret in Escalation of Commitment." *Organizational Behavior and Human Decision Processes* 105.2 (2008): 221-232. Web. 2 March 2016.

**Journal article, two authors, accessed online**

Sanchez, Delida, and Erica King-Toler. "Addressing Disparities: Consultation and Outreach Strategies for University Settings." *Consulting Psychology Journal: Practice and Research* 59.4 (2007): 286-295. Web. 2 March 2016.

**Journal article, more than two authors, accessed online**

Van Vugt, Mark, Robert Hogan, and Robert B. Kaiser. "Leadership, Followership, and Evolution: Some Lessons from the Past." *American Psychologist* 63.3 (2008): 182-196. Web. 2 Jan. 2016.

### **Journal article, more than seven authors, accessed online**

In this case, cite the first author's full name followed by et al.

Terracciano, Antonio, et al. "National Character Does Not Reflect Mean Personality Trait Levels in 49 Cultures." *Science* 310.5745 (2005): 96-100. Web. 2 Mar. 2016.

### **Periodical publication in an online database (article, review, editorial, etc...)**

In this case, follow the basic format of referencing a periodical and add:

- Title of the database (in italics)
- Format of publication (web)
- Date of access (day, month, and year)

#### **Example:**

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

### **Magazine or newspaper article**

- Provide the date: year for monthly publications, and exact date (day, month, and year) for the weekly and daily ones.
- Do not give the volume and issue numbers even if they are listed.

### **Magazine article**

Kulger, Jeffery. "The Science of Romance: Why We Love." *Time* 17 Jan. 2008: 54-60. Print.

### **Magazine article, accessed online**

Nasar, Sylvia, and David Gruber. "Manifold Destiny." *The New Yorker*. 28 August 2006. Web. 2 May 2015.

### **Newspaper article, no author**

"Online Privacy Is Precious. Let's Protect It." *The Observer* 23 May 2010: 28. Print.

- *In case accessed online*

“Online Privacy Is Precious. Let's Protect It.” *The Observer* 23 May 2010: 28. SIRS Knowledge Source. Web. 28 July 2010.

### **Newspaper article, no pages, accessed online**

Forman, Jackson. “Allston Gothic.” *Boston Globe* 12 Aug. 2003: n. pag. Web. 12 June 2006.

### **Abstract as original source, accessed online**

Rosenberg, Jared. “Polygynous Marriage Linked to Higher Child Mortality.” Abstract. *International Perspectives on Sexual & Reproductive Health* 35.2 (2009): 56-57. Academic Search Complete. Web. 4 May 2010.

## **1.2 Books**

References for books should include the following elements:

- Author (last name, first name);
- Title (in italics);
- Edition or volume (if other than 1st);
- Place of publication;
- Publisher;
- Publication date;
- Format of publication (Print or Web).

In case the author and the editor are not available, the title of the book or the chapter will take the first place in the reference.

### **Basic format:**

Author's last, first name. *Book title*. Edition or volume. Place: Publisher. Publication year.  
Print.

### **One author**

Castells, Manuel. *End of Millennium: The Information Age: Economy, Society, and Culture*. Vol. 3. USA: Wiley Blackwell, 2010. Print.

### **Two authors**

Frank, Robert H., and Ben Bernanke. *Principles of Microeconomics*. 3rd ed. Boston, MA:

McGraw-Hill/Irwin. 2007. Print.

### **Corporate author, author as publisher**

National Research Council (U.S.). Committee on Environmental Impacts of Wind-Energy Projects. *Environmental Impacts of Wind-Energy Projects*. Washington, DC: Natl. Acad., 2007. Print.

### **Edited book**

Peterson, Nancy J., ed. *Toni Morrison: Critical and Theoretical Approaches*. Baltimore: Johns Hopkins UP, 1997. Print.

#### ➤ **Essay or chapter in edited books**

References to an essay or chapter in an edited book should include the following elements:

- Essay or chapter author(s);
- Essay or chapter title and subtitle;
- Book title;
- Book editor(s);
- Place of publication;
- Name of the publisher;
- Publication year;
- Page numbers;
- Format of publication.

### **Chapter in an edited book**

Levi, Antonia. "The Americanization of Anime and Manga: Negotiating Popular Culture." *Cinema Anime: Critical Engagements with Japanese Animation*. Ed. Steven T. Brown. New York: Palgrave Macmillan, 2006. 43-63. Print.

### **E-Book**

In case the book was accessed online, follow the basic format of referencing a printed book and add **the date of online publication (day month year). Website/Database Publisher/Sponsor. Web. Retrieval date (day month year).**

Milton, Michael. *Head First Data Analysis*. Sebastopol, CA: O'Reilly Media, 28 July 2009. *Safari Books Online*. Web. 5 Aug. 2009.

### **1.3 Reference Works (Encyclopedias, Dictionaries, etc...)**

References for encyclopedias should include the following elements:

- Last name, first name;
- Title of work;
- Ed. Editor's name(s);
- City of publication. Publisher. Year;
- Page range of entry;
- Format of publication.

For sources accessed online, include the retrieval date after the title as the entry may change over time. In case the author is not available, the entry of the title will take the place of the author.

#### **Basic format:**

Last, First M. "Entry Title." *Work Title*. Ed. Editor's Name(s). City: Publisher. Publication year. Page range of entry. Format.

#### **Entry in a reference book**

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth: Heinemann, 2000. 24-34. Print.

#### **Multivolume work, with/without editor, volume or edition**

Jamieson, Neil L. "Vietnamese." *Encyclopedia of Modern Asia*. Ed. David Levinson and Karen Christenson. Vol. 6. New York: Scribner's, 2002. Print.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

#### **Entry in a reference work, no author, editor, edition, volume**

"Relativity." *Psychological Terms and Meanings*. Ed. Bruce Schulyer. 2nd ed. Vol. 35. London: Bookies, 2005. 235-238. Print.

## Entry from an online encyclopedia

“Cronstedtite.” *The Oxford English Dictionary*. 1989. *OED Online*. Web. 6 Nov. 2009.

## Entry in Wikis (Wikipedia)

Kindly note that Wikis are not recommended in academic research, yet we provided a sample.

### Example:

“Plagiarism.” *Wikipedia: The Free Encyclopedia*. Wikimedia Foundation, Inc. 22 July 2004.

Web. 10 Aug. 2004.

## 1.4 Private Institution/Government Publication

References for this category should include the following elements: **author(s) if known, title of document, place of publication, name of publisher, publication year, and format**. Use all needed referencing information, which usually appears on the title page.

### Document from a private institution (University)

Holmes, Prue. *The Intercultural Communication Experiences of Ethnic Chinese Students in a Western Tertiary Institution: Implications for Education Providers*. Department of Management Communication, University of Waikato, 2000. Print.

### Government publication, accessed online

United States. Congress. *The 2008 Joint Economic Report: Report of the Joint Economic Committee, Congress of the United States, on the 2008 Economic Report of the President, Together With Minority Views*. 111th Cong., 1st sess. Report 111-1. Washington: GPO, 2009. GPO. U.S. Government Printing Office. Web. 28 July 2009.

## 1.5 Conference Paper and Proceedings

Proceedings of meetings may be published in book or periodical form; for referencing use the same format as a book or as a journal article and add related information about the work.

### Paper presented in a conference/meeting

Gibson, Claire C. “Impact of the Larger Social Context on the Distance Learner.” *One World Many Voices: Quality in Open and Distance Learning*. International Council for

*Distance Education, Oct. 1995, U of Illinois.* Chicago: Milton Keynes, 1995. 279-282. Print.

### **Conference, accessed online**

Campbell, Carol. "Quality Assessment in Distance Education." *Annual Conference on Distance Teaching and Learning.* U of Wisconsin-Madison, 2002. 507-10. Web. 22 Mar. 2004. <<https://dtlconference.wisc.edu/>>

## **1.6 Doctoral Dissertations and Master's Theses**

References for dissertations and theses should include the following elements: **author, title of work (between quotations), descriptive label (Diss., MA thesis, MS thesis), name of institution, year, format.**

### **Dissertation/Thesis, unpublished**

Kelly, Mary. "Factors Predicting Hospital Readmission of Normal Newborns." Diss. U of Michigan, 2001. Print.

### **Dissertation/Thesis, published, accessed from the web**

Young, Robert Fredrick. "Crossing boundaries in urban ecology: Pathways to sustainable cities." Diss. ProQuest Dissertations and Theses, 2007. Web. 13 Aug. 2009.

## **1.7 Translation /Compilation**

- Treat the work as its type indicates using the basic format.
- Add (Trans.) and translator's name after the title of the work.
- If it is a compilation, put a comma after the author's name and add (Comp.) right after.

### **A translated work**

Homer. *The Odyssey.* Trans. Robert Fagles. New York: Viking, 1996. Print.

### **A non-English book**

Bessiere, Jean, ed. *Mythologies de L'écriture: Champs Critiques.* Paris: PUF, 1990. Print.

- Provide any extra information between square brackets [...] if necessary for clarification reasons.

Poche, Emanuel. Prazske Palace. Praha [Prague]: Odeon, 1977. Print.

### **An Anthology or a Compilation**

Davis, Anita Price, comp. *North Carolina during the Great Depression: A Documentary Portrait of a Decade*. Jefferson: McFarland, 2003. Print.

## **1.8 An Introduction, a Preface, a Foreword, or an Afterword**

- Follow the basic format of the work.
- Add (Introduction, Preface, etc...) before the title.
- Add (By) before the author or editor's name of the part consulted after the title and the period.

Hamill, Pete. Introduction. *The Brooklyn Reader: Thirty Writers Celebrate America's Favorite Borough*. Ed. Andrea Wyatt Sexton and Alice Leccese Powers. New York : Harmony Books, 1994. xi-xiv. Print.

Marsalis, Wynton. Foreword. *Beyond Category: The Life and Genius of Duke Ellington*. By John Edward Hasse. New York: Simon, 1993. 13-14. Print.

## **1.9 Other Common Sources**

### **Television or radio broadcast**

- Title of episode or segment (in quotation marks);
- Title of program (in italics);
- Title of series (if appropriate. No quotes or underline);
- Producer, Director, Performers, Writer (if applicable);
- Name of the network;
- Local affiliate and the city;
- Date of broadcast.

*Woody Allen: A Documentary*. American Masters. Dir. and prod., Robert Weide. PBS. WNET, Channel 13. 10 Feb. 2012.

“Torture.” Narr. Scott Pelley. *Sixty Minutes*. CBS. WCBS, New York. 30 March 2008.

### **A sound recording**

- Name of performer (individual or group);
- Title of the song (in quotation marks);
- Name of composer (if different from performer);
- Title of recording (album);
- Manufacturer (label);
- Year issued (n.d. If unknown);
- Publication year;
- Medium (cd, Audiocassette).

#### **Example:**

Liliuokalani. “Aloha Oe.” The Galliard String Quartet. Songs of Liliuokalani. Wa Nui Records, 1995. CD.

### **A film or a video recording**

*Frankenstein*. Dir. James Whale. Perfs. Boris Karloff, Colin Clive, Mae Clark. 1931. DVD. Universal Pictures, 2006.

### **A performance**

Culkin, Kieran, perf. *Suburbia*. By Eric Bogosian. Second Stage Theatre, New York. 16 Sept. 2006.

*Heartbreak House*. By George Bernard Shaw. Dir. Robin Lefevre. Perf. Philip Bosco and Swoosie Kurtz. Roundabout Theatre Company. Amer. Airlines Theatre, New York. 1 Oct. 2006. Performance.

### **A work of visual art**

- Artist's last, first name. If not available simply begin your citation with the title;
- title of work (in italics). If there is no title, provide a brief description of the item, enclosed in square brackets;
- date of composition (if unknown, use n.d.);

- medium of composition (Lithograph, Bronze, Oil on canvas, Graphite on paper, Photograph);
- name of the museum or other institution that houses the work. If the work is in a private collection, use “Collection of. . . .” If the collector is unknown, or prefers to remain anonymous, use Private Collection;
- provide the name of the city where the institution or collection is located, if applicable. If the collector is anonymous, do not include a city name.

Sargent, John Singer. *The Daughters of Edward Darley Boit*. 1882. Oil on canvas. Museum of Fine Arts, Boston.

## A map or a chart

### **Basic format:**

- In general, treat a map or a chart like an article or book, but add the appropriate descriptive label after the title (Map, Chart).

### **Example:**

*Michigan*. Map. Chicago: Rand, 2000. Print.

*Japanese Fundamentals*. Chart. Hauppauge: Barron, 1992. Print.

"Verb Tenses." Chart. *The OWL at Purdue*. Purdue U Online Writing Lab, 2001. Web. 31 May 2009.

## A lecture or a speech

- Speaker's name;
- title of the lecture (in quotation marks);
- the organization sponsoring the lecture;
- the location;
- the date;
- and a label such as *lecture* or *address*.

Livesey, Margot. Harvard Book Store, Cambridge. 12 Nov. 2007. Reading. Wellbery, David E. "On a Sentence of Franz Kafka." Franke Inst. for the Humanities. Gleacher Center, Chicago. 1 Feb. 2006. Lecture.

## Appendix A: Works Cited Example

### Works Cited

“Cronstedtite.” The Oxford English Dictionary. 1989. OED Online. Web. 6 Nov. 2009.

“Ideology.” The American Heritage Dictionary. 3rd ed. 1997. Print.

Campbell, Carol. “Quality Assessment in Distance Education.” *Annual Conference on Distance Teaching and Learning*. U of Wisconsin-Madison, 2002. 507-10. Web. 22 Mar. 2004. <<https://dtlconference.wisc.edu/>>

Davis, Anita Price, comp. *North Carolina during the Great Depression: A Documentary Portrait of a Decade*. Jefferson: McFarland, 2003. Print.

Holmes, Prue. *The Intercultural Communication Experiences of Ethnic Chinese Students in a Western Tertiary Institution: Implications for Education Providers*. Department of Management Communication, University of Waikato, 2000. Print.

Kelly, Mary. “Factors Predicting Hospital Readmission of Normal Newborns.” Diss. U of Michigan, 2001. Print.

Levi, Antonia. “The Americanization of Anime and Manga: Negotiating Popular Culture.” *Cinema Anime: Critical Engagements with Japanese Animation*. Ed. Steven T. Brown. New York: Palgrave Macmillan, 2006. 43-63. Print.

Livesey, Margot. Harvard Book Store, Cambridge. 12 Nov. 2007. Reading. Wellbery, David E. “On a Sentence of Franz Kafka.” Franke Inst. for the Humanities. Gleacher Center, Chicago. 1 Feb. 2006. Lecture.

Milton, Michael. *Head First Data Analysis*. Sebastopol, CA: O’Reilly Media, 28 July 2009. Safari Books Online. Web. 5 Aug. 2009.

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