



*University of Balamand Libraries
Style Manuals*

QUICK NOTES:

**Modern Language
Association (MLA) Style
Manual**

Adapted from the MLA Handbook for Writers of Research Papers
Seventh Edition, 2009

6th edition: 2011

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I. GENERAL INTRODUCTION

Referencing (or citing sources) is the important process of acknowledging another person's ideas used in constructing one's own essays or assignments, whether quoted directly or otherwise. A research paper without the acknowledgement of sources will be considered as plagiarized. Whether paraphrasing, summarizing or quoting directly from a work, you must credit the source. Every scholarly discipline has a preferred format or style of referencing their publications. According to the policies of the UOB Libraries, the following formats should be used with the respective disciplines:

APA: is used mainly in the social sciences (psychology, sociology, anthropology, education, etc.) and in some of the hard sciences.

MLA: is used mainly in the humanities (art, literature, history)

Notes and references/cited works are ways an author deals with identifying important elements of the work which do not fit strictly within the flow of the text:

1. **Notes** (Footnotes OR Endnotes) are a device to handle information that is extra—explanatory, peripheral, interesting—but not intrinsic to the argument or story.
2. **Cited Works:** deals with the identification of material in the work which is not necessarily of the author's own making.
3. **Annotated Bibliography:** an annotated bibliography, in addition to bibliographic data, provides a concise summary of each source and some assessment of its value or relevance.
4. **Parenthetical Citations** identify the sources briefly within the text so that readers can tie them to more complete information in the reference list / works cited at the end of the paper.

This Manual deals with three components of the MLA Style with samples. The first part touches on how notes are added to the publication (paper, report, thesis...); the second part deals with documenting references: reference list and the third on parenthetical citations of the more common reference formats.

II. USE OF NOTES (FOOTNOTES & ENDNOTES)

Sometimes the author wishes to impart information to the reader that does not fit comfortably into the flow of narrative of the work. The information may be peripheral to the argument being made; it may be explanatory or background material which, if introduced within the text, would interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

This information can be included in the work, but outside the body of the text, by means of notes. Within the text, the author uses an identifier to tell the reader that extra information is available. The identifier directs the reader either to footnotes (notes at the bottom of the page containing the identifier) or to endnotes (notes placed at the end of the chapter, article or book).

Numbering:

Notes should be numbered consecutively (beginning with the number 1) throughout a document (paper, article, chapter, etc.). The numbers correspond with numbers placed in the area of the part of the text they document.

In your text use Arabic numerals typed slightly above the line (superscript like this¹⁵) to signal a note that will be found in a footnote/endnote. Place this superscript numeral at the end of quotations or paraphrases, with the numeral always following immediately without a space after the final word or mark of punctuation (except in the case of dashes, where note numbers precede the punctuation mark).

EXAMPLE:

Robert B. Dove makes the distinction between a Congressional calendar day and a legislative day, noting, "A legislative day is the period of time following an adjournment of the Senate until another adjournment."¹

Takaki writes that "this emerging demographic diversity has raised fundamental questions about America's identity and culture."²

Banning's work shows that small villages often existed for a time only to disappear mysteriously, perhaps because of plagues, invaders, or--most likely--a nomadic way of life.³

In an essay in *Electronic Antiquity*, Richard Diamond explores the issue of blindness in Oedipus Rex:

Thus Sophokles has us ask the question, who is blind? We must answer that Teiresias is physically blind, yet he sees himself and Oidipous' nature. Oidipous is physically sighted, but he is blind to himself, to his own nature.⁴

Symbols:

The following symbols can be used in the order given: asterisk (*), dagger (†), double dagger (‡), section mark (§), parallel mark (||), and paragraph mark or blind P (¶). **EXAMPLE:**

The excerpt comes from *The Count of Monte Cristo** and reveals the difference between that tale and many of the other works of Dumas.†

If more than six notes are to appear, the symbols should be doubled; if there are to be more than twelve notes, the symbols should be trebled. Trebled symbols, however, look clumsy, and it is therefore better to use superior figures throughout.

Placement:

Notes themselves are placed either at the end of the page where the cited information appears (footnotes) or at the end of the paper, chapter, article, or book (endnotes) in a page preceding the Works. They should correspond with superscript numerals/symbols.

Format & Indentation:

Use single spacing within each footnote¹, but use a 1.5 space between footnotes². They should be formatted with a first line indent of 1 cm from the left margin. Distinguish footnotes from the text by using a smaller type size (10) and placing a space bar line beginning at the left margin (sample below).

¹ Authors notes are basically placed here to not interfere with the reader's understanding of the text but may still be useful or interesting for the reader..

² Authors notes.

III. CHANGES IN 2009 EDITION OF MLA GUIDELINES

The majority of MLA guidelines in this new edition are similar to the previous edition, there are some changes. The following is a brief review of some of these changes. Researchers are encouraged to use the updated MLA Manual.

1. Include a medium of publication (Print, Web, Film, DVD, etc.).
2. For Web publications include a URL only when you think a reader would need it in order to find the work cited or if your instructor requires it. *Web does not mean website*. Web means not print! No name and location of library for databases
3. All journal citations use an issue number, regardless of how they are paginated.
4. Use abbreviations for Web publications when there is no publisher (N.p.), no date (n.d.), or no pagination (n.pag.) available.
5. MLA guidelines now call for the inclusion of both volume and issue numbers in listings for journal articles in the list of works cited.
6. The justification is that most items are easily found through a simple web or database search. If there is a possibility that the article or other source material may be difficult to locate through a search, writers should include the URL.
7. Web will be used for
 - + Electronic journals
 - + Scholarly articles available on the Web
 - + Articles available through a library database
 - + Online journals
 - + Ebooks

IV. FORMATTING NOTES OF WORKS CITED LIST

Contains the bibliographic details (information) of the various types of information sources that you used, e.g. books, periodical articles, videos, interviews, etc.

- 1. Placement:** The **works cited** appears at the end of your paper on a new page, following the last page of your paper. For instance, if your paper itself is six and a half pages long, using half of page seven, the cited works should begin on page eight. This page should also be numbered (page 8) just like the rest of your paper.
- 2. Page Title:** Your references should begin on a new page separate from the text of the essay. The title of the page—“**WORKS CITED**”— should be centered and bold.
- 3. Line Spacing:** Entries should be double-spaced with no extra space between entries.
- 4. Indentation:** Entries themselves should be formatted with a hanging indent of 1 cm for each citation: the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented.
- 5. Space:** Use one space after all punctuation.
- 6. Sorting:** The Works Cited is sorted alphabetically according to the surname of the first author, or in the case of no author, by the title of the book or journal article. When two different authors have the **same last names**, alphabetize by first names.

7. Authors & Editors Do not use titles (Dr. Sir, Saint etc.) or degrees (PhD, MA, MS, DDS or honorific titles Pope, Father or Cardinal or D.D. etc.); however, you can include suffixes like “Jr.” or “II”

Single Author	Example
Last name first, followed by first name.	Berndt, Thomas Lewis, Marie-Joe Elizabeth II
Two to Three Authors	Example
List by their last names and first name. Reverse on the first author’s name	1- Cone, John and Sue Foster 2. Roeder, Kevin, Jack Howdeshell and Larry Fulton
More than Three Authors	Example
Cite the first author reversed followed by “et al”	Roeder, K., et al Rivers, Joan, et al

Organization as Author	Explanation
Spell out the name of the institution and end it with a period; do not use abbreviations in institutional authors	1- Institute of Financial Education. 2- American Psychological Association. 3- United Nations.
Unknown Author	Example
Begin the citation with the title (book, article...)	1 Book - <i>Investigations of the Human Mind</i> . 2 Article - Inventing Sincerity, Refashioning Prudence.
Two or More Works by the Same Author	Example
Order them according to the alphabetic order of the title; then use the three-em dash (---) in place of the author's name after the first entry. This three-em dash serves the same purpose as "ditto" marks.	Peterkin, Julia. <i>Black April</i> ---. <i>Scarlet Sister Mary</i> <i>but</i> Comaroff, Jean, and John Comaroff, eds. Comaroff, Jean, and Steve Phillepe.
Editor(s)	Example
When there is an editor instead	Funk, Reed, ed
When there is more than one editor	Funk, R. & Kolln, M., eds.
Famous Authors	Example
If the author is famous and can be identified, use only family name	William Shakespeare → Shakespeare Wolfgang Amadeus Mozart → Mozart

8. Titles:	
Reference material	Example
Whole Sources: the first letter	<i>The Encyclopedia Britannica</i>

of each word is capitalized. The complete title is then <i>italicized</i> .	
Entries: the first letter of each word is capitalized. The title of the entry is placed within quotation marks.	1- “Diabetes” 2- “Cold War”
Books	Example
Whole book: the first letter of each word is capitalized. The complete title is then <i>italicized</i> .	<i>Priorities for Prevention Research</i>
Use a colon (:) between main title and subtitle	1- <i>The Battles of Madagascar: Past and Future</i> 12- <i>Inventing Sincerity, Refashioning Prudence: The Discovery of the Individual in Renaissance Europe</i>
Chapters: the first letter of each word is capitalized and placed within quotation marks; <i>not italicized</i>	“Retrieval Inhibition as an Adaptive Mechanism in Human Memory.” “The Effect of Television Violence on Small Children”
Reports	Example
For the titles and subtitles of reports, the first letter of each word is capitalized. The complete title is then <i>italicized</i> .	<i>Report on the Dissemination of Pollen in South Africa</i>
Periodical (magazines, journals and newspapers)	Explanation
Periodical: For the titles and subtitles, the first letter of each word is capitalized. The complete title is then <i>italicized</i> . Omit articles (a, an, the) in the titles.	1- <i>U.S. News & World Report</i> 2- <i>Management Review</i> 3- <i>Newsweek</i> 4- <i>New Republic</i> NOT <i>The New Republic</i>

Article: the first letter of each word is capitalized. The title of the entry is placed within quotation marks.	The effect of television violence on small children Capitalism: Curse or blessing
Dissertations	Example
Sources: The source of dissertations, the first letter of each word is capitalized. The complete title is then <i>italicized</i> .	<i>International Dissertation Abstracts.</i>
Paper: Only capitalize the first letter of the first word, as well as any other proper noun and <i>not italicized</i>	“The Status of Health Education in California's Public School Districts: A Comparison to State and National Schools”
Title of the source (place) of a dissertation should be written in its abbreviated form	Diss. U. of Balamand
Series	Example
Use a colon (:) between main title and series name, or subtitle and series name. Precede a series name with the abbreviation “Vol.” and the source's number within that series	<i>Pig Latin Versus Pig Dutch: A Contrastive Grammar: Vol. 23. Studies in Comparative Linguistics</i>

9. Publication Date	Example
For books: year only	2004
For articles in monthly journals and magazines, meetings, newsletters	1993
For articles in weekly magazines & newspapers; the month is in the abbreviated form	18 Oct. 1993
For newspaper articles; the month is in the abbreviated	28 Sept. 1994

form	
Work with no date available; when this is used after a period, capitalize the "n"	n.d. N.d.

10. Abbreviation of Months of the Year

January	Jan.	February	Feb.
March	Mar.	April	Apr.
May	May	June	June
July	July	August	Aug.
September	Sept.	October	Oct.
November	Nov.	December	Dec.

11. Pagination (page numbering):	Example
One page of any source	25
Chapter in a book	10-45
More than one page and continuous in an article	85-96
Page range whose first number is over 100; do not repeat any numbers that can be easily inferred by the reader, to minimize the length of works cited lists	125-35 (not 125-135) 3200-22 (not 3200-3222)
More than one page and continued on later pages of the same issue	765+
Newspaper articles are cited according to section and page	A2
Work with no page numbering	n.pag.
Electronic documents without page numbers, cite paragraph numbers if given, indicated by the paragraph symbol or the abbreviation par. in the citation	1- sec. 17 2- par. 4

12. Publisher name:

- Cite only the last name of a publisher with the name of one person (e.g. Norton for W. W. Norton) and only the last name of the first listed for a publisher with multiple names (e.g. McGraw for McGraw-Hill); Wiley for John Wiley
- Omit articles, business abbreviations (like Corp. or Inc.), and descriptive words (e.g. Press, Publishers, House)

- Use standard abbreviations when possible (e.g. Assn. or Soc.)
- Use the acronym of the publisher if the company is commonly known by that abbreviation (e.g. MLA, ERIC, GPO)
- Use only U and P when referring to university presses (e.g. Cambridge UP or U of Chicago P, UP of Mississippi)
- If there is not publisher mentioned, use “n.p.”

13. Place of publication: If two or more locations are given, give the location listed first or the publisher's home office.

14. Abbreviations: In MLA, abbreviations should be limited to instances when a) the abbreviation is standard and will not interfere with the reader's understanding and b) if space and repetition can be greatly avoided through abbreviation.

Avoid abbreviations (acronyms) except for long, familiar terms (MMPI).

Explain what an abbreviation means the first time it occurs: Modern Language Association (MLA).

Selected Abbreviations and Exceptions In MLA Citation Format	
Abbreviation	Full Word
anon.	Anonymous
chor.	Choreographer
cond.	conductor, conducted by
dir.	Director
distr.	Distributor
ed.	editor, edition, edited by
e.g.	for example
et al.	and others
ex.	Example
fig.	Figure
i.e.	that is
illus.	illustrator, illustration, illustrated by
Jr.	Junior
n.d.	no date of publication
n.p.	no place of publication; no publisher
n.pag.	no pagination

orch.	orchestra, orchestrated by
par.	paragraph
perf.	Performer
prod.	Producer
Sr.	Senior
supp.	Supplement
trans. Or tr.	translator, translation, translated by
vers.	Version

15. Electronic / Online Sources: URLs are no longer required in citations. Due to the changeable nature of the URLs, MLA recommends that writers only include a web address if the audience is unlikely to find the source otherwise.

REQUIRED: Access date should indicate the date you visited the website; this is important because online information is frequently altered

NOT NECESSARY:

- a. On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active [hypertext link](#). That should be removed from the document.
- b. Full web address (URL) should be the main address or login screen.
- c. If you put the exact address of the article which is usually VERY long, you need to break the address after a slash (/) or a dot (.) after turning off the automatic underlining for Web addresses. **See Computer Skills (Section VI)**
- d. Place the URL between < > followed by a period

16. REMINDER:

- a. For space saving reasons, the citations below are spaced 1.5; MLA requires double spacing of citations.
- b. Check below for the type of source you would like to cite. Note that this list includes only the more common reference formats.
- c. If what you are looking for does not appear below, check the *MLA Handbook for Writers of Research Papers*, Seventh Edition, 2009. Located in the Reference Room (R - 808.027 - G437m6) and 5 copies in the Library of St. John of Damascus Institute of Theology (808.027 - G437m6 - C.1.)

V. REFERENCE LIST FORMATS:

This section contains examples of references in MLA style; they are presented in groups (reference material, books, periodical articles...). Each item includes a basic form template and a sample. When discussing electronic resources, “Retrieved online” means from the WEB.

1. REFERENCE ARTICLE: ENCYCLOPEDIA, DICTIONARY...

1.1 Dictionary: If you are citing a specific definition among several, add the abbreviation *Def.* ("Definition") and the appropriate designation (such as number, letter).

BASIC FORM:

Title of entry. *Title of Dictionary*. Number of edition. Date of Publication. Print.

EXAMPLE:

“Accord.” *Def.5b. The Oxford English Dictionary*. 2nd ed. 1989. Print.

1.2 Entry in a printed Encyclopedia/Reference Book:

BASIC FORM:

Last Name, First Name. “Title of Entry.” *Title of Encyclopedia*. Number of edition.
Date of Publication. Print.

EXAMPLE:

Author:

Binder, Raymond C., et al. “Mathematical Aspects of Physical Theories.”

Encyclopedia Britannica: Macropaedia. 15th ed. 1998. Print.

Bergman, P. G. “Chaucer.” *The World Book*. 3rd ed. 1993. Print.

No Author:

“Sharks.” *Encyclopedia Britannica: Macropaedia*. 15th ed. 1998. Print.

Less familiar reference book:

Nielsen, Jorgen S. “European Culture and Islam.” *Encyclopedia of Islam and the Muslim World*. Ed. Richard C. Martin. New York: Macmillan Reference-Thomson/Gale, 2004. Print.

1.3 Encyclopedia/Reference Entry Retrieved Online:**BASIC FORM:**

Last Name, First Name. "Title of Entry." *Title of Full Work*. Web. Date of Electronic Publication or Last Update. Retrieval date < URL> (if necessary)

EXAMPLE:

"Behaviorism." *The Stanford encyclopedia of philosophy*. 2005. Web. 27 Apr. 2004
<<http://plato.stanford.edu/entries/behaviorism/>>

1.4 Encyclopedia/Reference Entry from a Library Database:**BASIC FORM:**

Last Name, First Name. "Title of Entry." *Title of Full Work*. Editor Name (if given).
Volume Number (if given). Place of publication: Publisher. Date of Publication.
Page Numbers. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Killam, G.D. "Chinua Achebe." *Dictionary of Literary Biography*. Ed. Bernth Lindfors and Reinhard Sander. Vol. 117. Detroit: Gale, 1992. 15-34. *Literature Resource Center*. Web. 25 Sep. 2003.

Jackson, Keith. "Chesapeake Bay." *Encyclopedia Britannica*. 2006 ed. *Encyclopedia Britannica Online*. Web. 14 Sept. 2006.

1.5 Entry in a CD-ROM Encyclopedia/Reference Book:**BASIC FORM:**

Last Name, A. A. "Title of entry." *Title of Full Work*. Version Number. Place of production: Producer, Date of Production. CD-ROM.

If you cannot find some of the information required for a CD-ROM citation — for example, the city and name of the publisher — cite what is available.

EXAMPLE:

"Albatross." *The Oxford English Dictionary*. 2nd ed. Oxford: Oxford UP, 1992.
Vandiver, Frank E. "Civil War, U. S." *1996 Grolier Multimedia Encyclopedia*. Vers. 8.03. Danbury, CT: Grolier, 1995. CD-ROM.

2. BOOKS

2.1 One Author:

BASIC FORM:

Last Name, First Name. *Title of the Book*. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Kaku, Michio. *Hyperspace: An Scientific Odyssey through Parallel Universes, Time Warps, and the Tenth Dimension*. New York: Oxford UP, 1994. Print.

Chase, John A. *Advertising: The Hits and Myths*. New York: Doubleday, 1979. Print.

2.2 Two or Three Authors:

BASIC FORM:

Last Name, First Name and First Name Last Name. *Title of the Book*. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Darling, C.W., R.E. Pepin, and L.B. Gates. *A History of Used Bookstores in Cambridge, England*. Cambridge, England: Cambridge UP, 1987. Print.

2.3 More Than Three Authors:

BASIC FORM:

Last Name, First Name, et al. *Title of the Book*. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Shields, J., et al. *Byzantine Intrigue: The History of English Alley*. Hartford: Merganser P, 2003. Print.

2.4 Corporate authorship:

Spell out the name of the institution and end it with a period; do not use abbreviations.

BASIC FORM:

Full Corporate Name. *Title of the book*. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Institute of Financial Education. *Managing Personal Funds*. Chicago: Midwestern, 1982. Print.

2.5 No author identified:**BASIC FORM:**

Title of the book. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Experimental Psychology. New York: Holt, 1938. Print.

2.6 Edited Book:**BASIC FORM:**

Last Name, First Name, ed. *Title of the Book.* Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Remak, Joachim, ed. *The Nazi Years.* Englewood Cliffs, NJ: Prentice, 1969. Print.

Gibbs, J. T., and L. N. Huang, eds. *Children of Color: Psychological Interventions with Minority Youth.* San Francisco: Jossey-Bass, 1991. Print.

2.7 Specific Editions:**BASIC FORM:**

Last Name, First Name, ed. *Title of the Book.* Number of edition. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

Mitchell, T. R., and J. R. Larson. *People in Organizations: An Introduction to Organizational Behavior.* 3rd ed. New York: McGraw-Hill, 1992. Print.

2.8 Article or Chapter in an Edited Book:**BASIC FORM:**

Last Name, First Name. "Title of the Article." *Title of the Book.* Ed. Name of editor. Place of publication: Publisher, Year of Publication. Page numbers. Print.

EXAMPLE:

Hennessy, Margot C. "Listening to the Secret Mother: Reading J.E. Wideman's Brothers and Keepers." *American Women's Autobiography: Feasts of Memory.* Ed. Margo Culley. Madison, WI: U Wisconsin P, 1992. 302-314. Print.

2.9 Article or Chapter in a Book with No Editor(s)

BASIC FORM:

Last Name, First Name. "Title of the Article." *Title of the Book*. Place of publication:
 Publisher, Year of Publication. Page numbers. Print.

EXAMPLE:

Hennessy, Margot C. "Listening to the Secret Mother: Reading J.E. Wideman's
 Brothers and Keepers." *American Women's Autobiography: Feasts of Memory*.
 Madison, WI: U Wisconsin P, 1992. 302-314. Print.

2.10 Part of a Book: To cite a foreword, introduction, preface, afterword, etc. begin your citation with the name of the person who wrote the foreword (or whatever it is), then the word Foreword (or whatever it is), not underlined or italicized, followed by the title of the work, its author and the other publication information (including the page numbers that include the piece you are citing):

BASIC FORM:

Last Name, First Name of Author of Part. Part. *Title of the Book*. By Author of Book.
 Place of publication: Publisher, Year of Publication. Page numbers. Print.

EXAMPLE:

Pepin, Ronald E. Foreword. *The Saints of Diminished Capacity: Selected Poems, 1972-2000*. By Charles Darling. Hartford: Capital Press, 2003. ii-ix. Print.

2.11 Book in a series:

BASIC FORM:

Last Name, First Name. *Title of the Part*. Page numbers. Place of publication:
 Publisher, Year of Publication. Page Numbers [if section in Series]. Print. Title
 of Series.

EXAMPLE:

Bloom, Harold, ed. *André Malraux*. New York: Chelsea House, 1988. Print. Modern
 Critical Views.

Smith, Erik L. "Fighting to Regain Custody of My Son." *Adoption*. Ed. David M.
 Haugen and Matthew J. Box. Detroit: Greenhaven, 2006. 36-40. Print. Social
 Issues Firsthand.

2.12 Translated works:**BASIC FORM:**

Last Name, First Name. *Title of Book*. Trans. name of translator. Place of publication:
 Publisher, Year of Publication. Print.

EXAMPLE:

Cicero, Marcus Tullius. *De Oratore*. Trans. J. S. Watson. Carbondale: Southern
 Illinois UP, 1986. Print.

2.13 Non-English Material in Latin Script:**BASIC FORM:**

Last Name, First Name. *Title of Book* [English book title]. Place of New Publication:
 Publisher, Year of Publication. Print.

EXAMPLE:

Smith, John. *La Locomotion des Fourmis Rouges* [Movement of Red Ants]. Paris:
 Presses de France, 2005. Print.

2.14 Non-English Material in Non-Latin Script: Book titles, magazine titles, and newspaper titles may appear in Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent (consistent transliteration).

BASIC FORM:

Last Name, First Name. *Transliterated title of book*. [Translated title] Place of
 publication: Publisher, Year of Publication. Print.

EXAMPLE:

Najm, Yusuf. *Al-qissah fi al-adab Al-Arabi al-hadith* [The Novel in Modern Arabic
 Literature]. Beirut: Dar Al-Thaqafah, 1966. Print.

2.15 Republished Book:**BASIC FORM:**

Last Name, First Name. *Title of Book*. Year of First Publication. Place of New
 Publication: Publisher, Date of New Publication. Print.

EXAMPLE:

Clark, Emily. *Innocence Abroad*. 1931. Westport, Connecticut: Greenwood Press,
 1975. Print.

2.16 Multivolume works:**BASIC FORM:**

Last Name, First Name. *Title of Multivolume Work*. Editor's Name [if there is an editor]. Number of Volumes. Place of New Publication: Publisher, Year of Publication. Print.

EXAMPLE:

Out of Many: A History of the American People. 2 vols. Englewood Cliffs: Prentice, 1994. Print.

Morison, Samuel Eliot, Henry Steele Commager, and William E. Leuchtenburg. *The Growth of the American Republic*. 2 vols. New York: Oxford UP, 1980. Print.

2.17 Anthology or Compilation:**BASIC FORM:**

Last Name, First Name. *Title of Anthology or Compilation*. Place of New Publication: Publisher, Year of Publication. Print.

EXAMPLE:

Abate, Corinne S., ed. *Privacy, Domesticity, and Women in Early Modern England*. Burlington, VT: Ashgate, 2003. Print.

2.18 An Isolated Source Taken from an Anthology or Collection: Poem, Short Story, or Play:**BASIC FORM:**

Last Name, First Name. "Title of Work Within the Collection." *Title of Collection*. Ed. Name of Editor(s). Edition number (if applicable). Place of New Publication: Publisher, Year of Publication. Page Numbers. Print.

EXAMPLE:

Ortiz, Simon. "The Language We Know." *Living Languages: Contexts for Reading and Writing*. Eds. Nancy Buffington, Marvin Diogenes, and Clyde Moneyhun. Upper Saddle River, N.J.: Prentice Hall, 1997. 40-47. Print.

Lazard, Naomi. "In Answer to Your Query." *The Norton Book of Light Verse*. Ed. Russell Baker. New York: Norton, 1986. 52-53. Print.

O'Connor, Flannery. "The Life You Save May be Your Own." *The Realm of Fiction: 74 Short Stories*. Ed. James B. Hall and Elizabeth C. Hall. 3rd ed. New York: McGraw, 1977. 479-88. Print.

2.19 Sacred Texts:

Include the version as part of the title (regardless what title appears on the title page of the book itself). You must provide an English translation of anything you cite in the text. If your source is in a different language, **you must provide a translation** of the sections you cite even if you paraphrase. If translating the text is inappropriate, seek another source. It is essential that the reader be able to verify your citations.

BASIC FORM:

Title. Version. Place of New Publication: Publisher, Year of Publication. Page Numbers. Print.

EXAMPLE:

King James Bible. Nashville: Thomas Nelson, 1983. Print.

The Holy Bible. Revised Standard Version. New York: New American Library, 1962. Print.

Holy Qur'an. Trans. M. H. Shakir. Elmhurst, NY: Tahrike Tarsile Qur'an, n.d. Print.

2.19.1 Bible Commentary in a larger work: For essays in a larger work with an editor (not the author), you have the choice of adding the name of the editor.

BASIC FORM:

Last Name, First Name. "Title of the Article." *Title of the Book*. Ed. Name of editor.

Place of publication: Publisher, Year of Publication. Page numbers. Print.

EXAMPLE:

Without editor:

Weems, Renita J. "Song of Songs." *The New Interpreter's Bible*. Vol. 5. Nashville: Abingdon Press, 1997. 52-89. Print.

With editor:

Weems, Renita J. "Song of Songs." *The New Interpreter's Bible*. Ed. Leander E. Keck. Vol. 5. Nashville: Abingdon Press, 1997. 52-89. Print.

2.19.2 *Church documents*: Document issued by church body or organization.

BASIC FORM:

Last Name, First Name. *Title of the Document*. Place of publication: Publisher, Year of Publication. Print.

EXAMPLE:

John Paul II. *Encyclical Letter, Evangelium Vitae: On the Value and Inviolability of Human Life*. Washington: United States Catholic Conference, 1995. Print.

Catechism of the Catholic Church: Revised in Accordance with the Official Latin Text Promulgated by Pope John Paul II. 2nd ed. [Vatican City]: Libreria Editrice Vaticana, 1997. Print.

Congregation for the Doctrine of the Faith. *Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation*. Washington: United States Catholic Conference, 1989. Print.

Tanner, Norman P., ed. *Decrees of the Ecumenical Councils*. 2 vols. London: Sheed & Ward, 1990. Print.

2.20 Electronic Book from a Library Database:

BASIC FORM:

Last Name, First Name. *Title of Book*. Place of publication: Publisher. Date of Publication. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Norman, Richard. *The Moral Philosophers*. New York: Oxford UP, 1998. *netLibrary*. Web. 14 Aug. 2001.

2.21 Entire Book Retrieved Online:

BASIC FORM:

Last Name, First Name. *Title of Book*. Place of publication: Publisher, Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

Bierce, Ambrose. *Can Such Things Be True?* New York: Johnathan Cape and Harrison Smith, 1993. Web. 28 Sep. 1998.

2.22 Google Books Retrieved Online:

BASIC FORM:

Last Name, First Name. *Title of Book*. Place of publication: Publisher. Date of Publication. *Google Book Search*. Web. Retrieval date.

EXAMPLE:

Schlosser, Eric. *Fast Food Nation: The Dark Side of the All-American Meal*. New York, New York: Houghton Mifflin Harcourt 2001. *Google Book Search*. Web. 26 Jun. 2006.

Whittier, John G. "A Prayer." *The Freedmen's Book*. Ed. L. Maria Child. Boston, 1866. *Google Book Search*. Web. 28 Sep. 1998.

2.23 Digitized Scholarly Collections Online:

BASIC FORM:

Last Name, First Name. "Title of Short Work Within the Scholarly Project." [if citing a particular part] *Title of Scholarly Project*. Name of Editor, if given. Version [if applicable]. Date of Electronic Publication or Last Update. Name of Sponsoring Institution or Organization. Web. Retrieval date.

EXAMPLE:

The Einstein Papers Project. Ed. Robert Schulmann. 18 Feb. 1998. Boston U. Web. 10 Mar. 1998.

Eaton, Seymour. "Sermons on Advertising." *Emergence of Advertising in America*. Seymour Adair Eaton, 1907. Rare Books, Manuscript, and Special Collections Lib., Duke U. Web. 23 Aug. 2001.

3. PERIODICAL ARTICLES: JOURNALS, MAGAZINES AND NEWSPAPERS

For the author of all periodical articles follow the same rules as for books.

3.1 Printed Scholarly or Professional Journal Articles:

Formats for articles in scholarly or professional journal vary according to the way the journal numbers its pages.

3.1.1 Article in a Journal Paginated by Volume:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal Volume*, (Date of Publication): Page Numbers. Print.

EXAMPLE:

Martin, J. "Inventing Sincerity, Refashioning Prudence: The discovery of the Individual in Renaissance Europe." *American Historical Review* 102, (1997): 1309-1342. Print.

*3.1.2 Article in a Journal Paginated by Volume and Issue:*BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Print.

EXAMPLE:

Sawyer, John "Measurement and Prediction, Clinical and Statistical." *Psychological Bulletin* 66.3 (1966): 178-200. Print.

3.2 Non-English Journal Article:BASIC FORM:

Last Name, First Name. "Title of Article." [English article title].*Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Print.

EXAMPLE:

Smith, John. "La Locomotion des Fourmis Rouges." [The Movement of Red Ants]. *Biologie* 105 (2003): 205-15.

3.3 English Translation of Journal Article:BASIC FORM:

Last Name, First Name. "English Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Print.

EXAMPLE:

Smith, John. "Red Ants and Locomotion." *Biologie* 105 (2003): 205-15. Print.

3.4 Journal Article from a Library Database:BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Holton, W. "The Ohio Indians and the Coming of the American Revolution in Virginia." *The Journal of Southern History* 60.2 (1994): 453-478. *JSTOR*. Web. 31 Jul. 2001.

Kowalski, R. M. "Whining, Gripping, and Complaining: Positivity in the Negativity." *Journal of Clinical Psychology* 58 (2002): 1023-1035. *Academic Search Premier Database*. Web. 7 Nov. 2002.

3.5 Internet Article based on a Print Source:BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication). Web. Retrieval date.

EXAMPLE:

Evnine, Simon J. "The Universality of Logic: On the Connection between Rationality and Logical Ability." *Mind* 110.438 (2001). Web. 31 July 2001.

3.6 Article in an Internet-only Journal:BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Electronic Publication or Last Update): Number of Paragraphs. Web. Retrieval date.

EXAMPLE:

Flannagan, Roy. "Reflections on Milton and Ariosto." *Early Modern Literary Studies* 2.3 (1996):16 pars. Web. 22 Feb. 1997.

3.7 Printed Newspaper Article:BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Newspaper* Day Month, and Year of Publication: Page Numbers, continued page numbers [if article is on non-consecutive pages]. Print.

EXAMPLE:

Brody, J. E. "Health Factor in Vegetables Still Elusive." *New York Times* 21 Feb. 1995, natl. ed: A+. Print.

Schwartz, J. "Obesity Affects Economic Status." *The Washington Post* 30 Sep. 1993: A1, A4. Print.

3.8 Newspaper Article from a Library Database:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Cowell, Alan. "Britain Faces Flurry of Illegal Migrants Using Channel Tunnel." *New York Times* 3 Sep. 2001, late ed. *Expanded Academic ASAP*. Web. 19 Oct. 2001.

3.9 Newspaper Article Retrieved Online:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Newspaper* Day Month, and Year of Publication. Web. Retrieval date.

EXAMPLE:

Wright, Steven. "Curriculum 2000 Draws Criticism." *The Chronicle* 25 Jan. 2001. Web. 7 Nov. 2001.

3.10 Printed Magazine Article:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication: Page Numbers. Print.

EXAMPLE:

Lankford, K. (1998, Apr.). "The Trouble with Rules of Thumb." *Kiplinger's Personal Finance Magazine* 9 Jul. 2001: 102-104. Print.

3.11 Magazine Article from a Library Database:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication: Page Numbers. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Gore, Rick. "Pharaohs of the Sun." *National Geographic* Apr. 2001. *Expanded Academic ASAP*. Web. 21 Aug. 2001.

3.12 Magazine Article (ezine) Retrieved Online:**BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication. Web. Retrieval date.

EXAMPLE:

Saletan, William. "The Ethicist's New Clothes." *Slate* 16 August 2001. Web. 17 Aug. 2001.

3.13 Printed Unsigned/Anonymous Magazine Article:**BASIC FORM:**

"Title of Article." *Title of Periodical* Day Month, and Year of Publication: Page Numbers. Print.

EXAMPLE:

"Study Ties Self-Delusion to Successful Marriages." *New York Times* 2 Jan. 1998, late ed.: A11. Print.

3.14 Letter to the Editor:**BASIC FORM:**

Last Name, First Name. Letter. *Title of the Periodical* Day Month, and Year of Publication: Page Numbers. Print.

EXAMPLE:

Safer, Morley. Letter. *New York Times*. 31 Oct. 1993: 84. Print.

3.15 An Editorial:**BASIC FORM:**

Last Name, First Name. "Title of Editorial." Editorial. *Title of the Periodical* Day Month, and Year of Publication: Page Numbers. Print.

EXAMPLE:

Gergen, David. "A Question of Values." Editorial. *US News and World Report* 11 Feb. 2002: 72. Print.

3.16 Printed Book Review:**BASIC FORM:**

Last Name, First Name of the Reviewer. Rev. of *Title of the book*, by Author of the book. *Title of the Periodical in Which the Review is Published* Volume.Issue (Date of Publication): Page Numbers. Print.

EXAMPLE:

Salinger, Sharon V. Rev. of *Not All Wives: Women of Colonial Philadelphia*, by Karin Wulf. *The Journal of American History* 88 (2001): 184-185. Print.

3.17 Book Review Retrieved Online:**BASIC FORM:**

Last Name, First Name of the Reviewer. Rev. of *Title of the book*, by Author of the book. *Title of the Periodical in Which the Review is Published*. Date of Electronic Publication or Last Update: Page Numbers. Web. Retrieval date.

EXAMPLE:

Parfit, M. Breathless. Rev. *The Climb: Tragic Ambitions on Everest* by Carl Malone. *New York Times on the Web*. 7 Dec. 1997. Web. 21 Jan. 1999.

3.18 Printed Abstract:**BASIC FORM:**

Last Name, First Name. "Title of Article." Abstract. *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Print.

EXAMPLE:

Smith, John. "New Research on Reference Lists." Abstract. *Journal of Reference Research* 105 (2003): 205-15. Print.

3.19 Abstract from a Library Database:**BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Abstract. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Ollendick, Thomas H., Neville J. King, and Peter Muris. "Fears and Phobias in Children: Phenomenology, Epidemiology, and Aetiology." *Child & Adolescent*

Mental Health 7.3 (2002): 98-106. Abstract. *PsycINFO 1887-Present*. Web. 19 Oct. 2001.

3.20 Abstract Retrieved Online:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Electronic Publication or Last Update): Page Numbers. Abstract. Web. Place. Retrieval date.

EXAMPLE:

Neumann, P. J., et al. "Can We Better Prioritize Resources for Cost-Utility Research?" *Medical Decision Making* 25.4 (2005):429-36. Abstract. Web. 28 Jul. 2005.

3.21 Reprinted or republished article

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Rpt. in Cite original source publication information whether book or periodical. Print.

EXAMPLE:

Hunt, Tim. "The Misreading of Kerouac." *Review of Contemporary Fiction* 3.2 (1983): 29-33. Rpt. in *Contemporary Literary Criticism*. Ed. C. Riley. Vol. 61. Detroit: Gale, 1990. 308-10. Print.

3.22 ERIC Documents (Report available from the Educational Resources Information Center)

BASIC FORM:

Last Name, First Name. *Title of ERIC Document* (Report No. AB-12). City, ST: Sponsoring Entity. Date of Event.: Date of Publication. ERIC Document Reproduction Service No. ED 123 456. Print.

EXAMPLE:

Milgram, Norman A. *The Many Faces of Procrastination: Implications and Recommendations for Counselors*. Paper presented at the Annual International Council of Psychologists Convention. 22-26 Aug. 1987. New York: 1987. ERIC ED 290 103. Print.

3.23 Company Information from a Library Database:

BASIC FORM:

“Company Name Company Profile” *Source*. (Date of Publication): Page Number.

Name of Database. Web. Retrieval date.

EXAMPLE:

“General Motors Corporation Company Profile.” *Datamonitor* (2005): 1-75. *Business Source Premier*. Web. 19 Oct. 2001.

4. DISSERTATIONS

Formats for dissertations depend on whether the dissertation is published or unpublished, and whether or not it is abstracted in Dissertation Abstracts International (DAI).

4.1 Unpublished Doctoral Dissertation or Master’s Thesis:

BASIC FORM:

Last Name, First Name. “Title of Dissertation or Thesis.” Type of Document (Diss. or MA Thesis or MS Thesis). Name of University, Place of University, Year of Submission. Print.

EXAMPLE:

Graban, Tarez Samra. "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods." Diss. U of South Carolina, 2006. Print.

Stolley, Karl. "Toward a Conception of Religion as a Discursive Formation: Implications for Postmodern Composition Theory." MA Thesis. McGill University, Toronto, Canada, 2002. Print.

4.2 Dissertation obtained from Dissertation Abstracts International (DAI):

BASIC FORM:

Last Name, First Name. “Title of Dissertation or Thesis.” *Title of Abstract Collection*, *Volume Number* (Issue Number): Page Numbers (if given). (DAI/UMI Accession number). Print.

EXAMPLE:

Smith, John. "Atoms and Molecules." *Dissertation Abstracts International* 58.2: 487A. (UMI No. 4319248). Print.

4.3 Dissertation abstracted and obtained from a university:BASIC FORM:

Last Name, First Name. "Title of Dissertation or Thesis." (Degree awarded, Name of University, Place of University, Year of Submission). *Title of Abstract Collection, Volume Number* (Issue Number): Page Numbers (if given).

EXAMPLE:

Smith, John. "Atoms and Molecules." (PhD diss., U of Toronto, 2003). *Dissertation Abstracts International* 58.2: 487A. Print.

4.4 Dissertation retrieved from a Library Database:BASIC FORM:

Last Name, First Name. "Title of Dissertation or Thesis." Type of Document (Diss. or Thesis). Name of University, Place of University, Year of Submission. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Embar-Seddon, A. R. "Perceptions of violence in the emergency department." diss. Cornell University, 2000. *ProQuest Dissertations & Theses Database*. Web. 19 Oct. 2001.

4.5 Dissertation or Thesis Retrieved Online:BASIC FORM:

Last Name, First Name. "Title of Dissertation or Thesis." Type of Document (Diss. or Thesis). Name of University, Place of University, Year of Submission. Web. Retrieval date.

EXAMPLE:

Bruckman, A. "MOOSE Crossing: Construction, Community, and Learning in a Networked Virtual World for Kids." Diss. Massachusetts Institute of Technology, Massachusetts. 1997. Web. Retrieved 20 Jan. 2008.

Almeida, D. M. Fathers' Participation in Family Work: Consequences for Fathers' Stress and Father-Child Relations." Thesis. University of Victoria, Victoria, British Columbia, Canada. 1990. Web. Retrieved 20 Jan. 2008.

5. CONFERENCE MATERIAL: Conference proceedings are cited the same way as a book or a book part with the addition of all pertinent conference information.

5.1 Conference Proceedings in a Book/Volume Form:

BASIC FORM:

Last Name, First Name, editor. *Conference Title that Includes Conference Date*. Place of publication: Publisher, Date of Publication. Print.

EXAMPLE:

Chang, Steve S., ed. *Proceedings of the Twenty-Fifth Annual Meeting of the Berkeley Linguistics Society, February 12-15, 1999*. Berkeley: Berkeley Linguistics Soc., 2000. Print.

5.2 Conference Paper:

BASIC FORM:

Last Name, First Name. "Conference Paper Title." *Conference Title that Includes Conference Date and Location*. Ed. Conference Editor(s). Place of publication: Publisher, Date of Publication. Print.

EXAMPLE:

Woods, Randall B. "The Rhetoric of Dissent: J. William Fulbright, Vietnam, and the Crisis of International Liberalism." *Presidential Rhetoric; Critical Reflections on the Cold War Linking Rhetoric and History, 4th Annual Conference, 1988*. Ed. M.J. Medhurst and H.W. Brands. College Station: Texas A&M University Press, 2000. 187-208. Print.

5.3 Paper from a Conference Retrieved Online:

BASIC FORMAT:

Last Name, First Name. "Conference Paper Title." Symposium conducted at Name and location of symposium. Retrieved from website (URL)

EXAMPLE

Bochner, S. "Mentoring in Higher Education: Issues to be Addressed in Developing a Mentoring Program." *The Australian Association for Research in Education Conference, 1995*. 15 Jan. 1995. Web. 21 Feb. 2001.

5.4 Unpublished Paper Presented at a Meeting/Conference:BASIC FORM:

Last Name, First Name. (Author/Presenter) "Title of Paper". Paper presented at Name of Conference, place of presentation, Date of Presentation. Print.

EXAMPLE:

Smith, John. "Atoms and Molecules." Paper presented at the 12th Annual American Chemistry Association Meeting, New York, 2002. Print.

5.5 Presentations in proceedings: are treated like works in a collection:BASIC FORM:

Last Name, First Name. "Title of Presentation". *Name of Conference, Place and Date of Conference*. Editor of Proceedings. Place of publication: Publisher, Date of Publication. Page Numbers. Presentation.

EXAMPLE:

Mann, Humphrey. "Hemingway Reassessed." *The Great American Writers: Proceedings of the Eleventh Annual Research Symposium on Literature, Boston, 21-23 April 1999*. Ed. Tom Hanks. Boston: U of Massachusetts, 1999. 83-99. Presentation.

6. REPORTS: The author is usually an organization or a group author**6.1 Report Available from a Government Printing Office (GPO):**BASIC FORM:

Government. Agency or Department. *Title of Report* (Number Assigned to the Report). By Author (if available). Place of Publication: Government Printing Office, Date of Publication. Print.

EXAMPLE:

England. Department of Environment. Office of Environmental Legislation. *Global Warming and Air Pollution*. By John Adam Smith. London: National Institute of Research, 2005. Print.

United Nations. Dept. of Economic and Social Affairs. Population Division. *Charting the Progress of Populations*. New York: UN, 2000. Print.

6.2 Report from a University:

BASIC FORM:

Last Name, First Name. *Title of Report* (Number Assigned to the Report). By Author (if available). Place of Publication: University and Specific Department
Publishing the Report, Date of Publication. Print.

EXAMPLE:

Iran-Nejad, A., Clore, G.L., & Vondruska, R.J. *Affect: A Functional Perspective* (Tech. Rep. No. 222). Champaign, IL: University of Illinois, Center for the Study of Reading, 2003. Print.

6.3 Report from a Private Organization:

BASIC FORM:

Organization Name. *Title of Report*. Place of Publication: Publisher, Date of Publication. Print.

EXAMPLE:

Greenpeace Canada. *Global Warming and Factory Emissions*. Ottawa: Greenpeace Canada, 2004. Print.

Association of College and Research Libraries. *Annual Report: Academic Librarians: Partners in Higher Education*. Chicago: Association of College and Research Libraries, 1990. Print.

6.4 Report Retrieved Online:

BASIC FORM:

Last Name, First Name. *Title of Report*. Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

Canada. Office of the Auditor General of Canada and the Treasury Board Secretariat. *Modernizing Accountability Practices in the Public Sector*. 6 Jan. 1998. Web. 7 June 2003.

7. UNPUBLISHED MATERIAL:

Give the author, title, description of the material, and year written. Also, give the name and location of any library or institution holding the material if applicable.

EXAMPLE:

Smith, John, Bob Snider, and Diane Hill. *A Study of Physics*. Manuscript description, 2005. Print.

7.1 Unpublished Manuscript not Submitted for Publication:

BASIC FORM:

Last Name, First Name. *Title of Manuscript*. Unpublished manuscript, Date of Manuscript. Print.

EXAMPLE:

Smith, John. *Chemistry Today*. Unpublished manuscript, 2005. Print.

7.2 Unpublished Manuscript with a University Cited:

BASIC FORM:

Last Name, First Name. *Title of Manuscript*. Unpublished manuscript. Name and Place of University, Date of Manuscript. Print.

EXAMPLE:

Smith, John. *Chemistry Today*. Unpublished manuscript, McGill University, 2005. Print.

8. OTHER PRINT RESOURCES

8.1 Brochure:

Format references to brochures in the same way that you would format references to entire books.

BASIC FORM:

Last Name, First Name. *Title of the Brochure*. Place of publication: Publisher, Date of Publication. Print.

EXAMPLE:

Research and Training Center on Independent Living. *Guidelines for Reporting and Writing about People with Disabilities*. Lawrence, KS: Research and Training Center, 1993. Print.

8.2 Handout or Poster given by a Speaker at a Conference:

Indicate whether your source is a poster or a paper.

BASIC FORM:

Last Name, First Name. *Title of the Handout/Poster*. Handout/Poster presented at
Name of Conference, Place of Conference, Date of Conference. Print.

EXAMPLE:

Mooney, K. S., and Tim Berndt. *Conceptions of Positive and Negative Features in Romantic Relationships and Cross-Sex Friendships*. Poster presented at the biennial meeting of the Society for Research in Child Development, Tampa, FL., 2003. Print.

8.3 Poster Session:**BASIC FORM:**

Last Name, First Name. *Title of the Poster Session*. Poster session presented at
organization, place of presentation, Date of Conference. Print.

EXAMPLE:

Goff, B.F. and David Goodrich. *Integrated Observations of Semi-Arid Land-Surface-Atmosphere Interactions*. Poster session presented at a special symposium of the American Meteorological Society, San Diego, CA., 1998. Print.

8.4 Pamphlets:**BASIC FORM:**

Last Name, First Name. [if given]. *Title of Pamphlet*. City of Publisher: Publisher,
Date of publication (use n.d. if no date is available). Medium of publication
consulted.

EXAMPLE:

Helping Your Child through Early Adolescence. Washington: US Dept. of Education,
2008. Print.

8.5 Lecture Notes:**BASIC FORM:**

Last Name, First Name of Lecturer. Course Number and Title. Name of University,
Place. Date of Lecture. Lecture.

EXAMPLE:

Stengos, T. ECON*4640 Applied Econometrics. University of Guelph. 23 Nov. 2003.
Lecture.

8.6 Class Handout:BASIC FORM:

Last Name, First Name of Lecturer. *Course Number and Title Course Notes*. Place:
Name of University, Place. Date of Lecture. Descriptive label [Address,
Lecture, Reading, Handout...]

EXAMPLE:

Stengos, T. *ECON*4640 Applied Econometrics Course Notes*. Guelph, ON:
University of Guelph, 28 Mar. 2003. Handout.

8.7 Surveys:BASIC FORM:

Last Name, First Name of Person(s) who conducted the survey. *Accurate Description
of Group Surveyed and Topic of Survey*. City: Location, Date of survey.
Medium of publication.

EXAMPLE:

Wilcox, Kenton. *Survey of 100 Undergraduates Concerning Use of E-Books in
Reading for Pleasure*. Maryville, MO: J. W. Jones Student Union, Northwest
Missouri State University, 15-20 Mar. 2009. Unpublished Survey.

8.8 Published Interviews:*8.8.1 in Journal:*BASIC FORM:

Last Name, First Name of Interviewee. Interview. *Title of Periodical* Volume.Issue
(Date of Publication): Page Numbers. Print.

EXAMPLE:

Bush, George. Interview. *The New Republic* (May 1984): 67-74. Print.

8.8.2 in Book:

BASIC FORM:

Last Name, First Name of Interviewee. "Title of the Article." *Title of the Book*. By First Name and Last Name of Interviewer. Place of publication: Publisher, Year of Publication. Print.

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men*. By Dale Salwak. San Bernardino, CA: Borgo, 1984. Print.

8.9 Letter to the Author:

BASIC FORM:

Last Name, First Name of Sender. Letter to the author. Date Written. Print.

EXAMPLE:

Evans, Lorene. Letter to the author. 16 Nov. 1995. Print.

8.10 Musical composition, published score:

BASIC FORM:

Last Name, First Name of Composer. *Title of Full Work*. Place of publication: Publisher. Date of Publication. Print.

EXAMPLE:

Beethoven, Ludwig van. *Symphony no. 4 in B-flat major, op. 60*. Mineola, NY: Dover, 2001. Print.

8.11 Citations taken from a Secondary Source:

BASIC FORM:

Enter the **secondary source** in the bibliography according to the format: book, article, webpage...

EXAMPLE:

1. Interested in Segni and Salviati commentary (Primary source)
2. Found this paper in B. Weinberg book (Secondary source):

Weinberg, Bernard. *A History of Literacy Criticism in the Italian Renaissance*. 2 vols. Chicago: U of Chicago P, 1961. Print.

9. ELECTRONIC RESOURCES

9.1 Digital File: independent from the Web (i.e., files independently created, scanned, or e-mailed to you): PDF file, Microsoft Word file, JPEG file, MP3 file and XML file (all saved on your computer). These items you cite according to the type of work: book, photograph, sound recording... and follow relevant guidelines by adding the type of file at the end of the citation.

EXAMPLE:

Book: PDF file

Miller, James W. *Farm Ponds for Water, Fish and Livelihoods*. Rome: FAO, 2009.

PDF file.

Photograph: JPEG file

Delano, Jack. *At the Vermont State Fair*. 1941. Lib. Of Cong., Washington. JPEG file.

Sound Recording: MP3 file

Hudson, Jennifer, perf. "And I Am Telling You I'm Not Going." Sony BMG, 2006.

MP3 file.

Radio Broadcast: MP3 file

Koppel, Ted, narr. "Dreams of Free Tibet Will Go Unrealized." *All Things*

Considered. NPR. KHPR 88.1, Honolulu. 11 Apr. 2008. MP3 file.

9.2 Websites: The URL of the web site is optional. Provide the URL if the site is difficult to find, or if the instructor requires it. Write the URL at the end of the entry, enclosed in angle brackets. If the URL must be divided between lines, break it after a slash.

9.2.1 Entire Website:

BASIC FORM:

Last Name, First Name. "Title of the Page." *Title of the Overall Website*. Version or

Edition [if available]. Date of Electronic Publication or Last Update. Web.

Retrieval date.

EXAMPLE:

"Sea Turtle Restoration Project." *Sea Turtle Restoration Project*. 2006. Web. 5 Aug.

2006.

9.2.2 Section from a Website:

BASIC FORM:

Last Name, First Name. "Title of the Page." *Title of the Overall Website*. Version or Edition [if available]. Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

"Hawaii Drunk Driving Statistics." *Alcohol Alert*. KeRo, 2009. Web. 17 Mar. 2009.

Altonn, Helen. "Marine Team Sounds Alarm for Reefs." *StarBulletin.com*. Star Bulletin, 29 Aug. 2008. Web. 17 June 2009.

Lehrman, Lewis E. *Lincoln at Peoria*. Lincoln Institute, n.d. Web. 17 June 2009.

9.2.3 No author identified, no date, not connected to a journal:

BASIC FORM:

Title of Page. Web. Retrieval date < URL >.

EXAMPLE:

MyWebHealthCenter Phobias. Web. 18 Oct. 2002 <<http://phobias.mywebhealthcenter.com>>.

9.3 Document available on a University Program/Departmental site:

BASIC FORM:

Last Name, First Name. *Title of Page*. Date of Electronic Publication or Last Update. Department Name. University Name, Place. Web. Retrieval date.

EXAMPLE:

Research Strategy: A Tutorial. 5 Jan. 2001. Cornell University Library. Web. 18 Sep. 2003.

Liu, Alan. *The Voice of the Shuttle: Minority Studies Page*. 30 Oct. 1999. English Department, U of California, Santa Barbara. Web. 11 Nov. 1999.

9.4 Document created by a Private Organization: no page numbers, no date:

BASIC FORM:

Organization Name. *Title of page*. Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

Social Phobia/Social Anxiety Association. *Fact Sheet*. 1996-2002. Web. 18 Oct. 2002

9.5. Personal or Professional Sites:BASIC FORM:

Last Name, First Name. *Title of Page*. Date of Electronic Publication or Last Update.

Web. Retrieval date < URL>.

EXAMPLE:

Watson, Chad J. *Home page*. 27 Jan. 1998. Web. 10 Mar. 1998 <<http://cc.usu.edu/~slypx/index.html>>.

The Nature Conservancy. *New York's Tug Hill Plateau*. N.d. Web. 2 July 2002.

9.6 Web page, Government Author:BASIC FORM:

Country. Government Agency. Government Department. "Article Title." Name of

Editor. Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

United States. Library of Congress. Federal Research Division. "Afghanistan: Country Study." Ed. Peter R. Blood. 1997. Web. 13 Nov. 2003.

9.7 Email Message:BASIC FORM:

Last Name, First Name of Sender. "Subject of Email." Date of Message. Media of

Delivery. [Email or ListServe].

EXAMPLE:

Clinton, William. "Budget Preparation Meeting." 10 March 1996. Email.

9.8 ListServe or NewsGroup:BASIC FORM:

Last Name, First Name of Sender. "Subject of Email." Name of ListServe or

NewsGroup. Date of Message. Retrieval date. Media of Delivery. [ListServe or

Newsgroup].

EXAMPLE:

Robertson, Samuel. "Re: Lebanese Cuisine Books." American Dialect Society's ADS-L. 24 June 2001. 24 Jan. 2006. ListServe.

9.9 Blog Posting:BASIC FORM:

Last Name, First Name. "Title of the Posting. *Title of Page*. Source, Date of Electronic Publication or Last Update. Web. Retrieval date.

EXAMPLE:

Kristoff, Nicholas. "How To Get Out in the Woods (and Survive the Bears!)". *Nicholas D. Kristoff: On the Ground*. New York Times, 9 August 2009. Web. 27 August 2009.

9.10 Video Retrieved Online:BASIC FORM:

"Segment Title." Director/Creator (if available). *Title of database or Website*. Year of publication. Web. Date of access.

EXAMPLE:

"The L-Team." Williams College Libraries. *YouTube*. 2007. Web. 27 Aug. 2009.

10. NON-PRINT SOURCES**10.1 Interviews:***10.1.1 Interview Conducted by Researcher:*BASIC FORM:

Name of Person Interviewed. Kind of Interview (e.g., Personal interview or Telephone interview). Date.

EXAMPLE:

Brown, Jane. Personal interview. 18 Nov. 2006.

Smith, John. Telephone interview. 12 Aug. 2006.

Whiting, Jennifer. E-mail interview. 2-10 Dec. 2005.

10.1.2 Broadcast Interview:

BASIC FORM:

Name of Person Interviewed. Interviewer's name. *Title of Program*. Name of the Network. Call Numbers of Network, City of the Local Station: Broadcast Date. Medium of publication [Radio, TV, DVD...].

EXAMPLE:

Hubbard, Dean. Interview by George Payton. *About the Town*. ABC News. KNIM, Maryville, MO: 11 Nov. 2002. Radio.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. DVD.

Morrison, Toni. Interview. *McNeil/Lehrer News Hour*. KERA, Dallas. 21 Mar. 1987. Television.

10.1.3 Online-only Published Interviews

BASIC FORM:

Name of Person Interviewed. Interviewer's name. *Title of Program*. Name of the Publisher. Publication Date. Web. Retrieval date.

EXAMPLE:

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*. *Skewed & Reviewed*, 2009. Web. 15 Mar. 2009.

10.2 Television Broadcast:

BASIC FORM:

"Title of Episode" (if available). *Title of Program*. First Name and Family Name of important contributors [Narrator, Director...]. Television Service or Network. Day Month and Year of Broadcast. Television.

EXAMPLE:

Chemistry Today. Narr. John Smith. Dir. Susan Jones. Canada Science Network, 5 Mar. 2003.

"The Graying of Hawaii." *Insights on PBS Hawaii*. Prod. Mark Delorme and Audrey Kubota. PBS. KHET, Honolulu, 18 June 2009. Television.

"A Vow of Silence." *Forensic Files*. Narr. Peter Thomas. Prod. Stephanie Kovac. TruTV. 14 June 2009. Television.

10.3 Videorecording, DVD or Film:

BASIC FORM:

Title of Video. Director's Name. (and/or other Responsible Person(s)) Distributor,
Year. Medium of publication [Videocassette, DVD, Film...].

EXAMPLE:

Mardi Gras: Made in China. Dir. David Redmon. Carnivalesque Films, 2008. DVD.
Picasso. Commentary by Waldemar Januszczak. Dir. Didier Baussy. Home Vision,
1985. Videocassette.

The Shining. Dir. Stanley Kubrick. Perf. Jack Nicholson, Shelley Duvall. Warner
Bros., 1980. Videocassette.

Macbeth. Dir. Roman Polanski. Perf. Jon Finch, Francesca Annis, and Nicholas
Selby. 1971. Columbia, 2002. DVD.

10.4 PowerPoint Presentation Slides:

BASIC FORM:

Last Name, First Name of Lecturer. "Title of Presentation." Course Number and Title.
Name of University, Place. Date of Lecture.

EXAMPLE:

Smith, A. B. (2003, March 4). "Abnormal Behaviors." PSY 235* Introduction to
Psychology. Purdue University. 4 Mar. 2003.

11. IMAGES

11.1 Image reproduced in a printed source:

11.1.1: Titled Image

BASIC FORM:

Family Name, First Name of Artist (if available). *Title of the Image*. Year of image.
Medium of publication [Photograph, Painting, ...]. Sponsor or Owner, Location.
Title of Complete Collection. By First Name and Last Name of Author of the
printed source. Place of publication: Publisher, Date of Publication. Page
number. Print.

EXAMPLE:

Rousseau, Henri. *The Ship in the Storm*. 1896. Painting. Musee de l'Orangerie, Paris.
Henri Rousseau: Jungles in Paris. By Claire Fresches, et al. Washington:
National Gallery of Art, 2006. 232. Print.

11.1.2: Untitled Image: Do not italicize the descriptive title or place it in quotes, and capitalize only the first word and any proper nouns.

BASIC FORM:

Family Name, First Name of Artist (if available). Description of image. Year of image. Sponsor or Owner, Location. *Title of Complete Collection*. By First Name and Last Name of Author of the printed source. Place of publication: Publisher, Date of Publication. Page number. Print. Medium of publication

EXAMPLE:

Muybridge, Eadweard. Photograph of a horse running. 1887. National Gallery, London. *Eadweard Muybridge: The Father of the Motion Picture*. By Gordon Hendricks. New York: Grossman, 1975. 202. Print.

11.2 Image reproduced in a Database:

10.2.1: Titled Image

BASIC FORM:

Family Name, First Name of Artist (if available). *Title of the Image*. Year of image. Medium of publication [Photograph, Painting, ...]. Sponsor or Owner, Location. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Rousseau, Henri. *The Ship in the Storm*. 1896. Painting. Musee de l'Orangerie, Paris. *Grove Art Online*. Web. 22 Nov. 2006.

11.2.2: Untitled Image

BASIC FORM:

Family Name, First Name of Artist (if available). Description of image. Year of image. Sponsor or Owner, Location. *Name of Database*. Web. Retrieval date.

EXAMPLE:

Muybridge, Eadweard. Photograph of a horse running. 1887. National Gallery, London. *Grove Art Online*. Web. 30 Oct. 2006.

11.3 Image Retrieved Online:**BASIC FORM:**

Family Name, First Name of Artist (if available). *Title of the Image*. Year of image.
 Medium of publication [Photograph, Painting, ...]. Sponsor or Owner, Location.
Title of Larger Site. Web. Retrieval date.

EXAMPLE:

Netter, Frank. *Heart*. 2005. University of the Sciences in Philadelphia. *BioArt of Frank H. Netter, M.D., Exhibit*. Web. 10 Mar. 2008.

Rousseau, Henri. *The Ship in the Storm*. 1896. Painting. Musee de l'Orangerie, Paris.
 Web. 8 Aug. 2006.

11.4 Images With No Author, No Title, No Date Retrieved Online:**BASIC FORM:**

Title of the Image. Year of image. Sponsor or Owner, Location. *Title of Larger Site*.
 Web. Retrieval date. <Complete URL>.

EXAMPLE:

Untitled Chest X-ray. n.d. Science Photo Library. *Heart Failure Matters*. Web. 5 Mar. 2008. <<http://www.heartfailurematters.org/EN/UnderstandingHeartFailure/Pages/174.aspx>>.

11.5 Work of art, photographed, in a book:**BASIC FORM:**

Family Name, First Name of Artist (if available). *Title of the Image*. Year of image.
 Sponsor or Owner, Location. *Title of Complete Collection*. By First Name and Last Name of Author of the printed source. Place of publication: Publisher, Date of Publication. Page number [or slide number]. Print.

EXAMPLE:

Cassatt, Mary. *Mother and Child*. 1890. Wichita Art Museum, Wichita. *American Painting: 1560-1913*. By John Pearce. New York: McGraw, 1964. Slide 22.

VI. PARENTHETICAL (IN-TEXT) CITATIONS:

When using MLA format, follow the author-page method of in-text citation. This means that the author's last name and page number(s) for the source should appear in the text, E.g., (Jones 45), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

Format of the parenthetical citations

1. Position:

1.1 Short quotations

1.1.1 Indirect Quotation (when the meaning but not the exact words are used without quotation marks with Parenthetical Citation)

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue 25).

1.1.2 Indirect Quotation with Author as Part of the Text

LaRue (25) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

1.1.3 Direct Quotation (when the exact words are used within quotation marks) with Parenthetical Citation)

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould and Brown 14).

1.1.4 Direct Quotation with Author as Part of the Text

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).

1.2 Long Quotations:

- A long quotation is of more than 40 word should be placed in a free-standing block of typewritten lines.
- Start the quotation on a new line, indented 2cm on the left and the right margins.

- Maintain double-spacing throughout.
- The parenthetical citation should come after the closing punctuation mark.
- No quotation marks are placed around a long quote.

EXAMPLE:

David Copperfield during his school years becomes identified and defined by James Steerforth:

There was an old door in this playground, on which the boys had a custom of carving their names. In my dread of the end of the vacation and their coming back, I could not read a boy's name, without inquiring in what tone and with what emphasis he would read, "Take care of him. He bites." There was one boy - a certain J. Steerforth, who I conceived, would read it in a rather strong voice, and afterwards pull my hair. (Dickens 45)

2. Punctuation: Question mark / exclamation mark

When a quotation comes at the end of a sentence and is itself a question or an exclamation, that punctuation is retained within the quotation marks, and a period is still added after the closing parentheses.

EXAMPLE:

Some questions should be answered, "How do you get the service you want, exactly the way you want it!" (Brucker 76).

3. Language:

Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

EXAMPLE:

Symthe (58) found that positioning influences ventilation. In **his** study of 20 ICU patients, **he** used two methods to. . . . However, **his** findings did not support the work of Karcher (96) and Atley (82) **who** used much larger samples to demonstrate that ...

4. Format:

One Work By One Author	Explanation
Walker (145) compared reaction times	Author's name appears in text
In a recent study of reaction times (Walker 145)	Author's name does not appear in text
One Work By Two Authors	Explanation
Wegener and Petty (94) compared	Authors' names appear in text
(Wegener and Petty 94)	Authors' names do not appear in text
One Work By Three Authors	Explanation
Baudino, Ury and Wainscott also highlight the importance of the issue (102).	Authors' names appear in text
This is an important issue highlighted by additional authors (Baudino, Ury, and Wainscott 102).	Authors' names do not appear in text
One Work By More than Three Authors	Explanation
Apparently, Mardis and others agree entirely with this point (7).	Authors' names appear in text
Apparently, other authors agree entirely with this point (Mardis et al. 7).	Authors' names do not appear in text
Groups As Authors In Text	Explanation

(National Institute of Mental Health 230)	Use as first text citation in text The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are spelled out in citations.
(University of Pittsburgh 58)	Written out in all text citations The name of the following author should also be written out in full in References : University of Pittsburgh. (58).
Authors With The Same Surname In Text	Explanation
A study (K. Lee 291) found..... Whereas findings (H. Lee 106) proved that...	When there are authors with the same last name, differentiate between them by adding their first initials:
Two or more works by the same author	Explanation
(Mead, <i>Coming of Age</i> 32) (Mead, <i>Culture</i> 55)	Add the title or abbreviated title after the author's name:
Two Or More Works Within The Same Parentheses	Explanation
However, African American scholars have normally suggested just the opposite (Brown 15-16; Turner 80-87).	Cite both names as you normally would in the parentheses. Simply separate them with a semicolon.
Religious text	Explanation
The Bible tells us that if someone is hungry, "give him food to eat" (Prov. 25.21). (al-Baqarah 2.177.4)	When referring to biblical passages in your paper, just cite chapter and verse. Do not cite the page number. A period — not a colon — separates the chapter and verse. Abbreviated form of the book (Section IV No. 6 Common abbreviations for books of the Bible: MLA Style pp. 51-541)

Multivolume Works	Explanation
<p>In <i>War throughout the Centuries</i> Brevard explains the folly of President Johnson's actions in ... (12: 47-50).</p>	<p>Cite both the volume and the page number for multivolume print works; separate the two with a colon and a space.</p>
When You Are Citing a Literary Work	Explanation: Often necessary to include books, numbers, chapter numbers, verses, lines, acts, scenes, or other appropriate section types.
<p>In <i>A Tale of Two Cities</i>, Dickens describes the aptly named Stryver, who “had a pushing way of ...” (110; bk. 2, ch. 4).</p>	<p>Citing Short stories</p>
<p>By taking on such an “unladylike” project as the, Iago says, “is merely a lust of the blood and a permission of the will” (<i>Othello</i> 1.3.326).</p>	<p>Citing Plays</p>
<p>“The world is too much with us; late and soon/Getting and spending, we lay waste our powers” (lines 1-2).</p>	<p>Citing Poems</p>
When You Are Citing an Entire Work	Explanation
<p>In his article "Allston Gothic," local historian Forman Jackson demonstrates ... OR A recent newspaper article ...forgotten by its residents</p>	<p>Include information in the text of your paper that will allow the reader to locate the source in your works cited list. If it is not possible to include this information in the text, follow the sentence where the citation needs to be made with an in-text citation containing only the name of the author.</p>

(Jackson).	
No Author	Explanation
(Merriam-Webster's 24) and ("New Drug" 66).	Use when no author assigned
Article: The study, "Nuclear weapons testing," (56) indicated on free care ("Study Finds," 89)	If no author is given, cite the first few words of the title in quotation marks (for article or chapter titles) or in italics (for book titles). Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report
Book: The statistics in <i>Vietnam War statistics</i> (569) show..... The number of Vietnamese who were killed (<i>Vietnam War statistics</i> , 35)....	
Text with no page numbers	Explanation
Concepts of the old schools (<i>Color Adjustment</i>) proved that ...	For a source with no page numbers such as a web site or video, use the creator's name alone, or when there is no author, cite by the title
Multi-volume set	Explanation
(Green 1: 112-14)	Cite the volume number and the page number separated by a colon and a space
Specific Parts Of A Source In Text	Explanation
(Cheek and Buss, par. 3) (Shimamura sec. 4)	For paragraphs use the abbreviations "par." or "pars." And for sections of a work, write down the word section or the abbreviation "sec."

5. When you are citing a work discussed in a secondary sources:

Enter the **primary source** in the in-text-citation, but secondary source in reference list.

EXAMPLE:

If Seindenberg and McClelland's work is cited in Coltheart et al. and you did not read the original cited work (i.e. Seindenberg and McClelland), list the Coltheart et al. reference in the Cited Works.

In-text Citation:

EXAMPLE:

Seindenberg and McClelland's study (qtd. Coltheart, Curtis, Atkins, and Haller, 57).....

While in the Cited Works list, there would be a bibliographic entry for Coltheart, Curtis, Atkins, & Haller but not for Seindenberg and McClelland:

EXAMPLE:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. Models of Reading Aloud: Dual-Route and Parallel-Distributed-Processing Approaches. *Psychological Review* 100.4 (1993): 589-608. Print.

6. Common abbreviations for books of the Bible: MLA Style

Old Testament (OT)

Abbreviation:	Book:
Gen.	Genesis
Exod.	Exodus
Lev.	Leviticus
Num.	Numbers
Deut.	Deuteronomy
Josh.	Joshua
Judg.	Judges
Ruth	Ruth
1 Sam.	1 Samuel

2 Sam.	2 Samuel
1 Kings	1 Kings
2 Kings	2 Kings
1 Chron.	1 Chronicles
2 Chron.	2 Chronicles
Ezra	Ezra
Neh.	Nehemiah
Esth.	Esther
Job	Job
Ps.	Psalms
Prov.	Proverbs
Eccles.	Ecclesiastes
Song of Sol. (also Cant. Or Cant. Of Cant)	Song of Solomon (also Canticles)
Isa.	Isaiah
Jer.	Jeremiah
Lam.	Lamentations
Ezek.	Ezekiel
Dan.	Daniel
Hos.	Hosea
Joel	Joel
Amos	Amos
Obad.	Obadiah
Jon.	Jonah
Mic.	Micah
Nah.	Nahum
Hab.	Habakkuk
Zeph.	Zephaniah

Hag.	Haggai
Zech.	Zechariah
Mal.	Malachi

Selected Apocryphal and Deuterocanonical Works

Abbreviation:	Book:
1 Esd.	1 Esdras
2 Esd.	2 Esdras
Tob.	Tobit
Jth.	Judith
Esth. (Apocr.)	Esther (Apocrypha)
Wisd. of Sol. (Also Wisd.)	Wisdom of Solomon (also Wisdom)
Ecclus. (also Sir.)	Ecclesiasticus (also Sirach)
Bar.	Baruch
Sg. of 3 Childr.	Song of the Three Children
Sus.	Susanna
Bel and Dr.	Bel and the Dragon
Pr. of Man.	Prayer of the Manasseh
1 Macc.	1 Maccabees
2 Macc.	2 Maccabees

New Testament (NT)

Abbreviation:	Book:
Matt.	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom.	Romans

1 Cor.	1 Corinthians
2 Cor.	2 Corinthians
Gal.	Galatians
Eph.	Ephesians
Phil.	Philippians
Col.	Colossians
1 Thess.	1 Thessalonians
2 Thess.	2 Thessalonians
1 Tim.	1 Timothy
2 Tim.	2 Timothy
Tit.	Titus
Philem.	Philemon
Heb.	Hebrews
Jas.	James
1 Pet.	1 Peter
2 Pet.	2 Peter
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Rev. (also Apoc.)	Revelation (also Apocalypse)

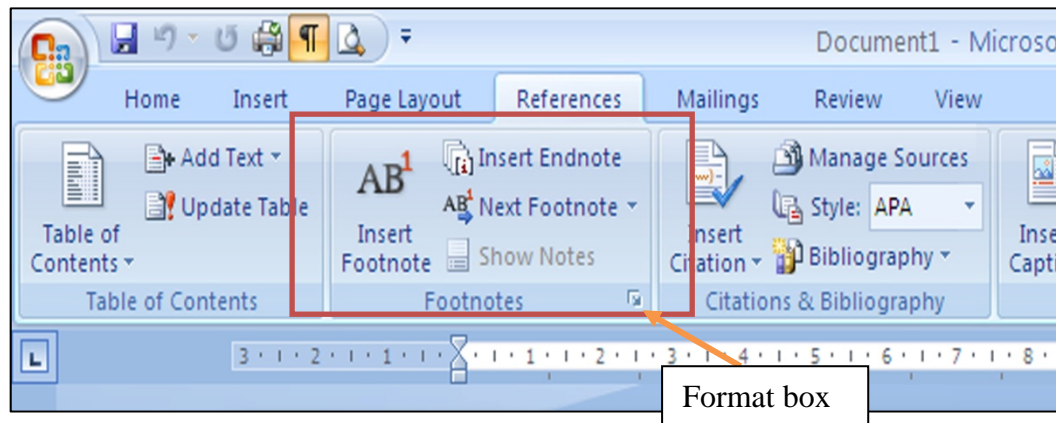
Selected Apocryphal Works

Abbreviation:	Book:
G. Thom.	Gospel of Thomas
G. Heb.	Gospel of the Hebrews
G. Pet.	Gospel of Peter

VII. Computer Skills With MS WORD

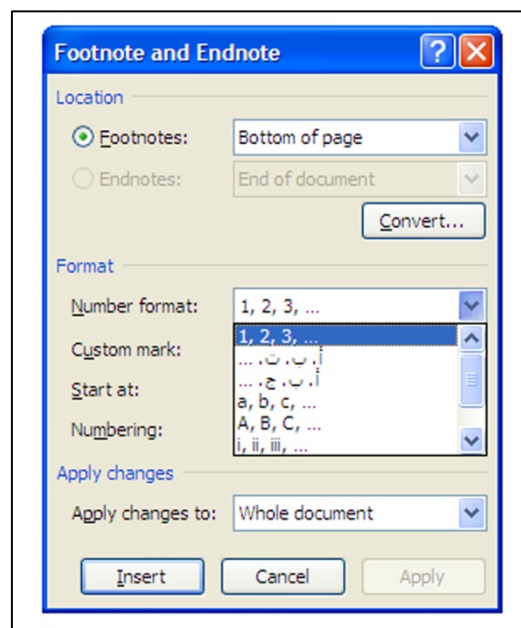
1. To Insert notes

1. Go to the Reference menu



2. Under the Footnotes option click Insert Footnote/Endnote. By default, Word places footnotes at the end of each page and endnotes at the end of the document.

3. You can change the number or symbol format In the **Number format** box, click the arrow of the Format Box you want.



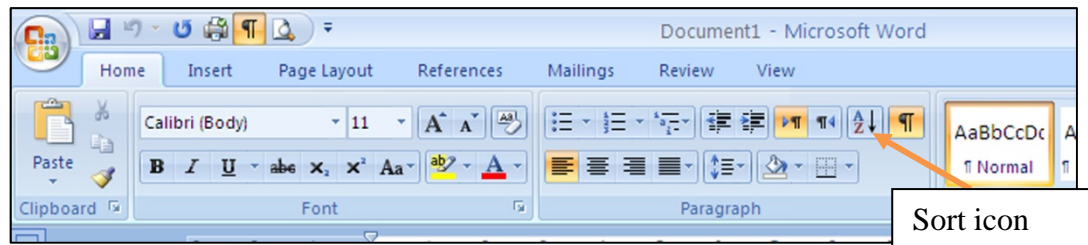
4. Type the note text.

5. Scroll to your place in the document and continue typing.

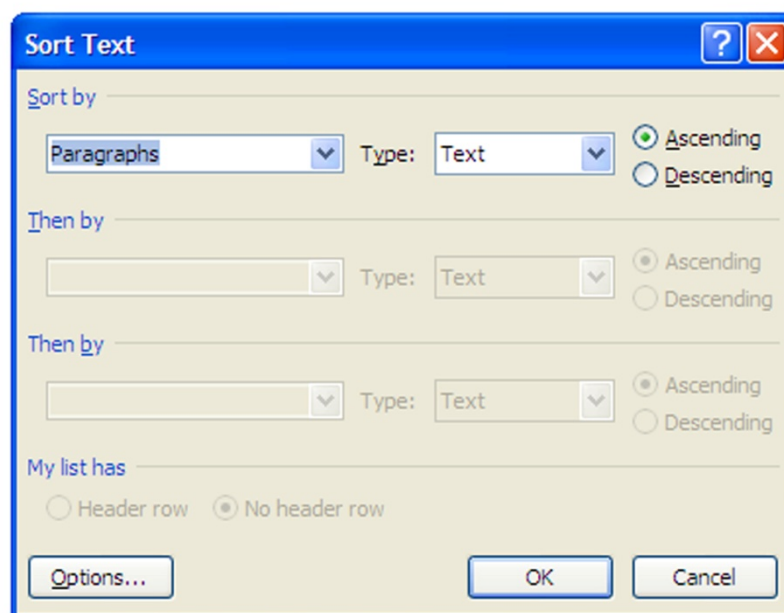
As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word rennumbers the footnote and endnote reference marks.

2. To sort by name

1. Highlight the part you wish to sort.
2. Go to the Format menu and click Sort icon.



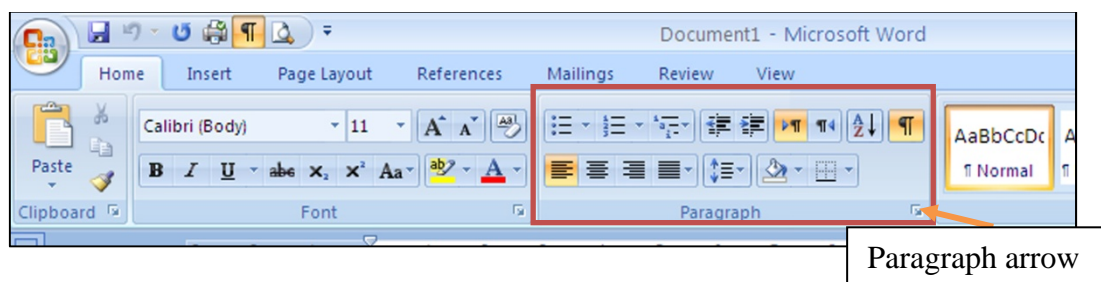
3. Choose "Sort by:" Paragraph (1st box) Text (2nd box) and Ascending.



4. Click OK in the Sort window.

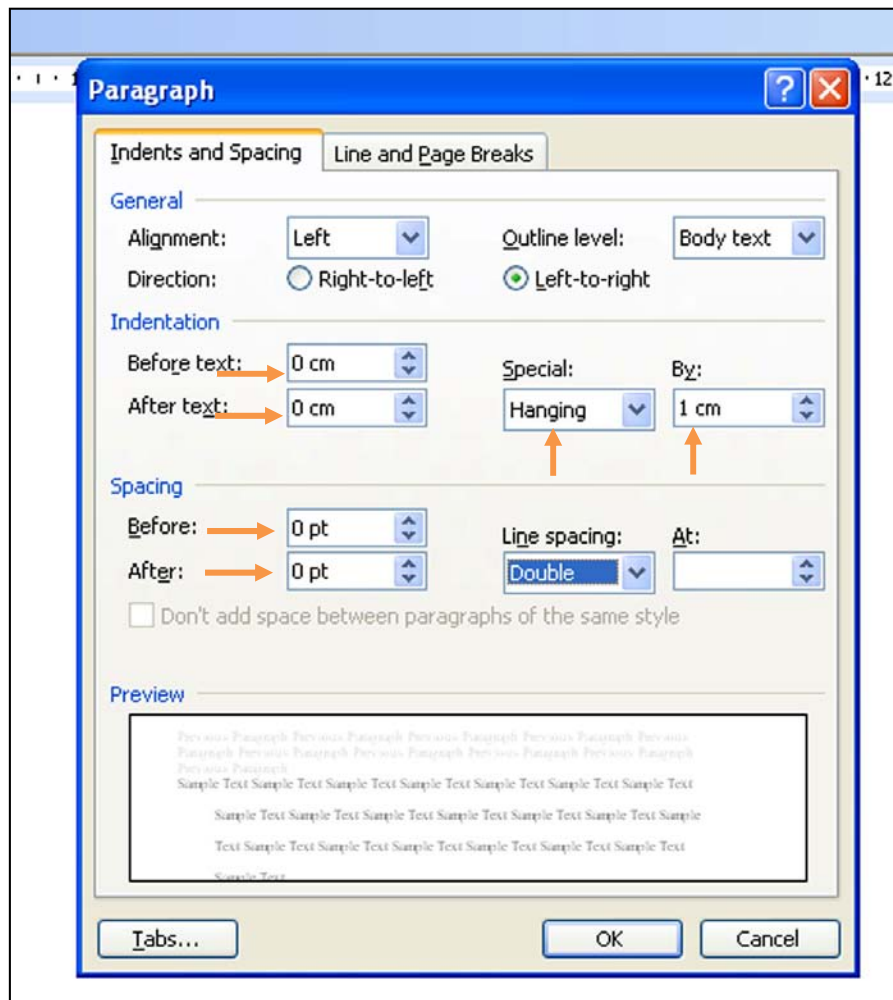
3. To create a hanging indent and to format the Reference List page

1. Highlight the citations you wish to indent.
2. Go to the Format menu and click on the Paragraph arrow.



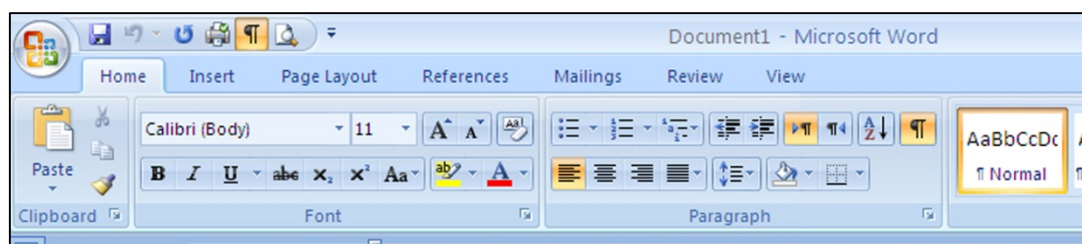
3. Under "Indentation", there is "Special", choose "Hanging" and type: 1 cm.

4. Click OK.

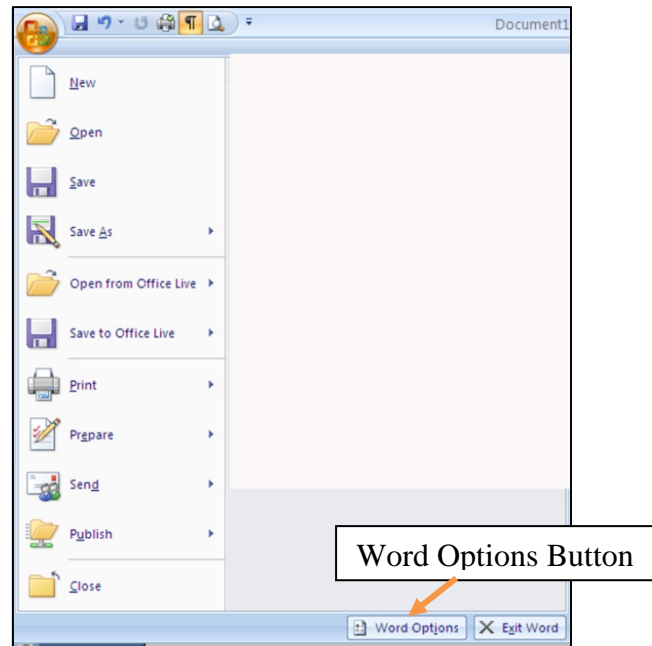


4. To turn off automatic underlining for Web addresses

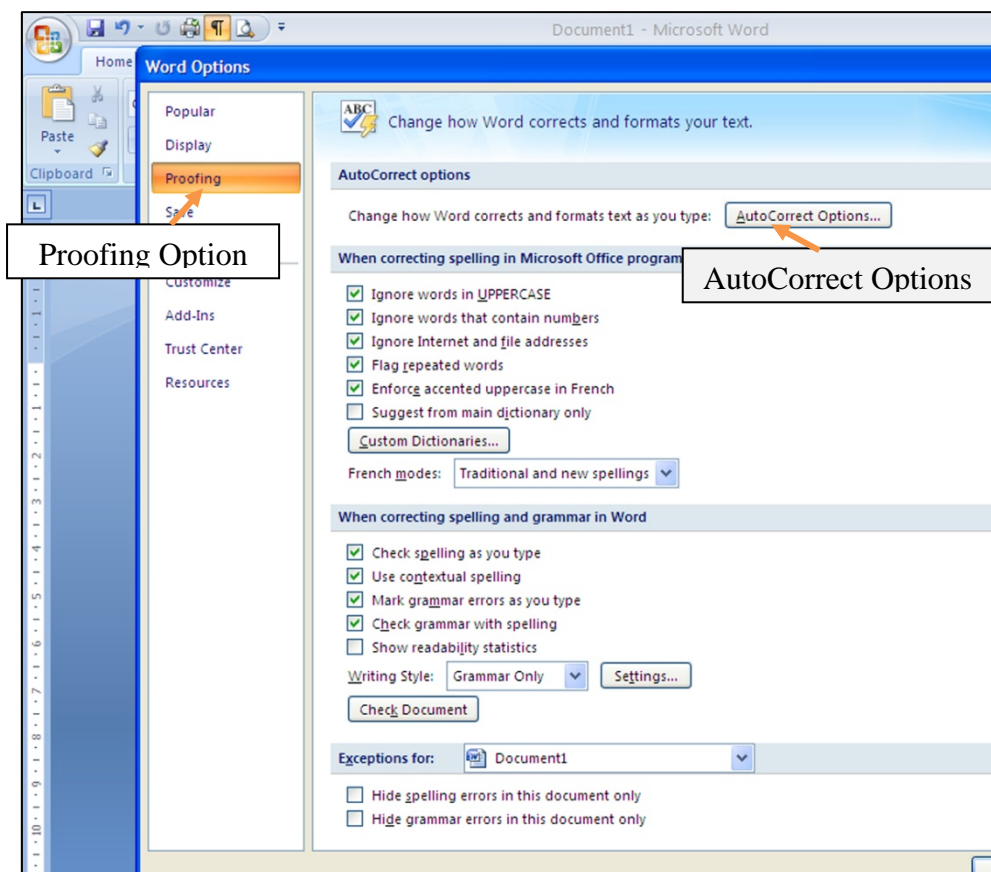
1. Click the **Microsoft Office Button** 



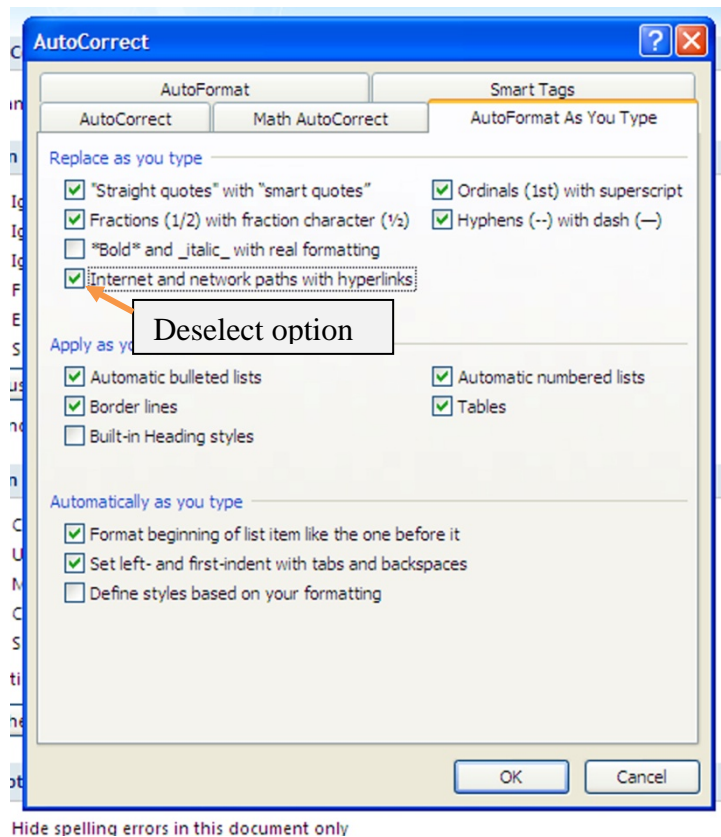
2. Then click **Word Options**.



3. Click **Proofing** and then click **AutoCorrect Options**.



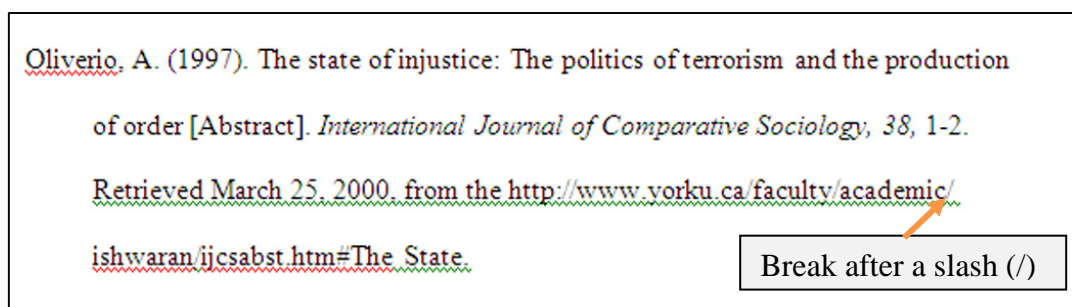
4. Click the **AutoFormat As You Type** tab.



5. Deselect the Internet and network paths with hyperlinks box (click in the box to remove the check mark)
6. Click OK on all the open boxes.

5. To break the URL address

1. Turn off automatic underlining for Web addresses first (notes of VI.4)
2. Position the cursor after a slash (/) or a dot (.)



3. Click the space bar to place a space

VIII. SAMPLE LAYOUT: MLA "Works Cited"

WORKS CITED

Font: 12; Alignment: Right; Line Spacing: Double

Font: 14 Bold; Alignment: Centered

- Olympic Movement and the End of the Cold War. *World Affairs*, 157.2 (Fall 1994): 92-97. *History Resource Center*. Web. 26 Sep. 2003.
- Bierbauer, Charles and Samprit Chatterjee. "New Lamps for Old: An Exploratory Analysis of Running Times in Olympic Games." *Applied Statistics* 31.1 (1982): 14-22. JSTOR. Web. 24 Oct. 2003.
- . "Munich Remembered: 1972 Attack Led to Increased Security." *CNN* 27 Jul. 1996. Web. 12 Jan. 2004 <http://www.cnn.com/US/9607/27/munich_remembered/>.
- Condron, Bob. "Olympic Games." *Encyclopedia Americana*. 1992. Print.
- Corman, Richard. *I am Proud: The Athletes of Special Olympics*. UK: Barnes & Noble, 2003. Print.
- Greenberg, David. *The Olympics: A History from 776 BC to AD 1988*. London: Guinness, 1988. Print.
- Guttman, Alan. *The Olympics: A History of the Modern Games*. 2nd ed. Chicago: U of Illinois P, 2002. Print.
- International Olympic Committee. *Munich 1972: Games of the XX Olympiad*. Web. 24 Jan. 2004.
- Manheim, J. B. "Rites of Passage: The 1988 Seoul Olympics as Public Diplomacy." *The Western Political Quarterly*, 43.2 (Jun. 1990): 279-295. JSTOR. Web. 24 Oct. 2003.
- Olympic Games History*. 2002. Nov. 16, 2005 <<http://www.aroundgreece.com/olympics.html>>.

Two or more books by the same author

Sort: Alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article

**Indentation: Special: Hanging: 1cm
Line spacing: Double**

“Olympics '96.” *Runner's World*, 30
Database. Web. 23 Sep. 2003.

No Author: Begin with Title;
Remove quotation marks when
 sorting then restore

c ASAP

Olympics Results. n.d. Web. Oct. 24, 2003 <<http://www.ex.ac.uk/cimt/data/olympics/olymindx.htm>>.

Reeve, S. “The German Way with Terror.” *Spectator*, 290.9084 (Sept. 14, 2002): 24-25. *Expanded Academic ASAP Database*. Web. 23 Sep. 2003.

Shepard, A.C. *The Olympic Games*. 1999. Web. Nov. 16, 2003 <<http://www.hol.gr/greece/olympic.htm>>.

If **URL** is included, the hyperlink
 and the automatic underlining should
 be turned off to then break for
 continuation on current line.