RESURRECTION STYLE GUIDE
For English Students
MLA (Modern Language Association) Format 2016

I.   CURRENT PRACTICES—new in the eighth edition (2016) if the MLA Handbook

- **COMMON APPROACH: MLA** has changed the approach to documentation to reflect writers' growing use of digital text; streamlining citation procedures reflect a common set of guidelines for citing all sources. "In the new model, the work's publication format is not considered. Instead of asking, "How do I cite a book [or DVD or Web page]?" the writer creates an entry by consulting the MLA's list of core elements—facts common to most works—which are assembled in a specific order" (The MLA Style Center).

- **THE CORE ELEMENTS** in order with the punctuation that follows:
    1. Author**.**
    2. Title of source**.**
    3. Title of container**,** *
    4. Other contributors
    5. Version**,**
    6. Number**,**
    7. Publisher**,**
    8. Publication date**,**
    9. Location**.**
    *A container is larger source in which the smaller source is placed. For example, *Echoes* is the container of the short story "Araby"; thus, a container can be an anthology, a magazine or periodical, a television series or a Web site.

- **ABRREVIATIONS:** common words like *editor, edited or translator* are no longer abbreviated.

- **AUTHORS:** when a source or container has three or more authors, only the first named author is given in the citation and it is followed by *et al* (Abbreviation of Latin term for "and others").

- **PRINT MATERIAL:** page numbers are preceded with *p.* or *pp.* in the works cited, but NOT in in-text citations.

- **ON-LINE MATERIAL:** give the URL (without http(s)://) for a Web source
    - Do not use angle brackets (<< >>) around the source
    - Date consulted is optional information.

- **PUBLISHERS:** give publishers' names in full, but drop words like "company" (Co.), except when the publisher is an academic press—then give the initial "U" (for University) or UP (for University Press). City of publication is no longer given: however, place *is* named when a publisher is not, as is the case with some books published before 1900.

- **MEDIUM OF PUBLICATION:** this is no longer given (e.g. print, or DVD, or film)

- **MISSING INFORMATION:** if information is not available, you cannot provide it, nor do you acknowledge that it is not given.

II.   MANUSCRIPT STYLE

- Academic writing has a traditional look. A readable font should be used (Times, Times New Roman, Arial, Cambria, Bookman) and used throughout the paper.

- Normal size is 12-point font.

- The entire paper is **double-spaced**. This rule applies to everything, in every part of the paper (title, text, quotations, Works Cited).

- Note that last name and page number appear in the top right corner on all pages, including the separate Works Cited. Create a space between last name and page number.

- Headings such as the title of paper, Works Cited or Appendix should be centered.

- Margins should be 1 inch (2.5 cm) on all sides of the document.

- Do not include a title page, unless specifically requested by instructor.

- Use italics for titles of larger works—containers—(books, magazines, films) and quotation marks for titles of shorter works (poems, articles, short stories).

- *Sic* is a Latin term used to acknowledge that something is deliberately presented as it is in the original text. Italicize [*sic*], and place it in brackets right after the text in question.

- Avoid use of styles (no shadow, outline, etc.) other than italics: use italics throughout your essay for the titles of longer works and foreign words. When absolutely necessary you may use italics to indicate emphasis.

V.   SAMPLE FIRST PAGE

Sally Doe   (student name)   Doe 1

Ms. Dekker   (teacher name)

ENG 4UI-01 (course code)

15 June 2013 (date)

<div align="center">Title of Essay (Use Title Case)</div>

<div align="center">Subtitle (Use Title Case)</div>

    Text of essay begins…

To Note:

- no extra space between title and text of essay (double space like everywhere else).

- titles of essays are NOT underlined, or italicized, or bolded, or enlarged

- Microsoft Word automatically adds an extra space after a return (between paragraphs). Be sure to adjust your settings so that quadruple spaces do not occur in your manuscript.

- indent all paragraphs, including the first paragraph.

III.   IN-TEXT CITATIONS

When either a direct or an indirect quotation is used in your essay, it is important to acknowledge the original source with **in-text citations**.

In-text citations (also known as parenthetical citations) identify the source in which the quotation appears, as briefly and as clearly as possible to direct the reader to the matching entry in the works cited list at the end of the essay, where the more complete bibliographic information for each reference is given. Citations are placed where there is a "natural pause in the text," typically, the end of the sentence (54).

AN ESSAY DISCUSSING *ONE* WORK:

Usually, the author's name appears early in the text of the essay so it is not also given in the citation; if the author's name has not yet been identified, however, include it in the first parenthetical reference and thereafter cite the page number *only* of the piece where the quotation appears:

To understand a person, Atticus tells Scout that she needs to learn to "'walk in his shoes'" (39).

> **To note:**
> - quotation marks are placed around the quoted text
> - single quotation marks indicate quoted dialogue
> - the citation follows the closing quotation mark.
> - space before the first parenthesis
> - period after the second parenthesis

Variations:

- When quoting **two passages** from the same work, place both page numbers at the end of the sentence, separating them with a comma:

To understand a person, Atticus tells Scout that she needs to learn to "'walk in his shoes'"; later he advises her "'to climb into someone's skin and walk around in it'" (39, 374).

- When quoting a passage **that is longer than four lines of your typed text**, indent the passage one additional inch (2.5 cm) from the left margin only, double space, and omit quotation marks, except to indicate dialogue (use single quotation marks around dialogue):

> I imaged that I bore my chalice safely through a throng of foes. Her name sprang to my lips at moments in strange prayers and praises which I myself did not understand. My eyes were often full of tears (I could not tell why) and at times a flood from my heart seemed to pour itself out into my bosom. (102)

> **To note:**
> - the period appears at the end of the quotation, not after the second parenthesis.

- When quoting from an **e-book**, identify the chapter number to locate the quotation, or, if chapter numbers are not provided, identify the chapter title:

In *Broken*, Susan is accused of lying, but, ironically, "For once, she was telling the truth" (ch. 1).

 Or:

In *The Marriage Plot* Madeleine surveys her books observing that, "She'd read each and every

one … frequently underlining passages, but that was no help to her now" (A Madman in Love).

AN ESSAY DISCUSSING *TWO OR MORE* WORKS:
    Include the authors' names in the parenthetical reference:

While Calum is the unlikely hero "whose great heart is left behind," Briony is the unlikely villain

who writes plays so, "everyone [will] adore her" (MacLeod 282; McEwan 11).

> **To note:**
> - no punctuation between author's last name and page number of quotation
> - use a semi-colon to separate the two citations
> - if you use two books by one author, substitute the author's name with the book titles or a shortened version of the title (e.g. *Curious* for *The Curious Incident of the Dog in the Night-time).*

SHAKESPEARE:
    Use Arabic numerals to indicate act, scene, line number; separate each with a period:

"As flies to wanton boys, are we to the gods; / They kill us for their sport" (4.1.44-45).

POETRY:

- Indicate line breaks with a slash to cite **three lines** or **fewer**:

    Pablo Neruda writes, "And it was at that age…Poetry arrived / in search of me. I don't

know, I don't know where / it came from, from winter or a river" (lines 1-3).

- If the excerpt is four or more lines in length, omit the quotation marks and begin new lines indented from the left margin. Use Arabic numerals to identify line numbers. For the first reference, use the word "lines"; for the next references just use the numbers:

> As virtuous men pass mildly away,
>
> And whisper to their souls to go,
>
> Whilst some of their sad friends to say,
>
> "Now his breath goes," and some say, "No." (lines 1-4)

> Our two souls therefore, which are one,
>
> Though I must go, endure not yet
>
> A breach, but an expansion,
>
> Like gold to aery thinness beat. (21-24)

IV.   HOW TO INTEGRATE QUOTATIONS in your own writing

Quotations should flow out of your own sentences. **Do not simply drop the quotation** into your sentence or paragraph. Note the several ways to insert quotations into your sentences.

- A comma often precedes the quotation:

    When they discover who wrote the letters, they write one to Miss Strangeworth to declare, "LOOK OUT AT WHAT USED TO BE YOUR ROSES [*sic*]" (228).

- When the quotation flows with your writing, no comma is needed:

    Alfred becomes nervous when Sam Carr spoke in a "soft, confident, quiet way" (8).

- When a complete sentence, or independent clause, introduces the quotation, use a colon:

    It is immediately clear that Belyaev is mean-spirited: "he…was dragging out a long, wearisome romance" with Olga Ivanovna Irnin (16).

- When quoting dialogue, use single quotation marks (' ') around the dialogue:

    Alyosha asks Belyaev, "'Only for goodness' sake, don't tell mother'" (18).

- When dialogue forms only part of a quotation, a single quotation mark signals the end of the dialogue and the double quotation marks signal the end of the quotation:

    That Daisy had a past with Gatsby is clear when Jordon admits she "'know[s] somebody'" named Gatsby from West Egg: "'Gatsby?' demand[s] Daisy. 'What Gatsby?'" (15).

- Adapt the final punctuation to suit your sentence:

    Why did Mrs. Higgins' "quiet composure" change when she was alone with Alfred (10)?

- If the quotation itself includes a question or exclamation mark, include it **within** the quotation marks and end with a period after the parentheses:

    Mrs. Higgins asks her son, "'Why do you stand there stupidly?'" (11).

- Square brackets **[]** are used to insert words or letters (see above) of your own into quoted material to explain a confusing reference or to keep a sentence contextually grammatical:

    While shaving the captain, the barber's "hands [start] trembling" (49).

V.   WORKS CITED

A list of works cited is included at the end of your essay. Its purpose is to let the reader locate your sources. Other names for such a listing are Bibliography (literally, "description of books") and Literature Cited. **Works Cited** is a more precise term because your research may include periodicals, films, and other non-print sources. It is also the title preferred by MLA.

General Rules for a Works Cited:

- **REFERENCES** are listed on a **separate page** at the end of the research.

- **CENTRE the words "Works Cited"** one inch (2.5 cm) from the top of page.

- **ALPHABETIZE** the works cited list by the **author's last name**—if no author is identified, alphabetize by the first word of the title; *do not* number entries; the alphabetized surnames create organizational order.

- **BEGIN** each entry at the **left margin**—if an entry is longer than one line, use **hanging indentation** style: **indent the second and subsequent** lines 5 spaces (1/2"/1.25 cm) to continue the citation.

- **DOUBLE SPACE each entry**; do not leave extra blank lines between entries.

- The **BASIC ORDER** of each entry is: **Last name, First name. "Title".** *Container,* **other contributors, version, number, publisher, date, location.** (Note that not all entries will have this information—skip what isn't relevant.)

To help you prepare the works cited correctly for each entry, the MLA 8th edition, suggests you use their template to fill in the relevant information. An explanation with variations of each element and some examples are provided.

1 Author.
2 Title of source.
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

AUTHOR: Provide the last name first, followed by a comma and either the first name or initials—whatever is given on the text itself.

Fitzgerald, F. Scott.   Or   MacLeod, Alistair.   Or   Rowling, J. K.

Variations:

- **No author given:** begin with the title

  Guidebook for Camping. Harcourt, 1988.

- **Two authors:** provide the initial author listed in the same way (last name, first name) but provide the second author listed in normal order.

  Metcalf, John and Gordon Callaghan

- **Three or more authors:** Provide the initial author listed in reverse order, then add "*et al*".

  Gardner, Janet E., et al.

- **Corporate author:** Sometimes an author is not a person, but an institution or organization.

  Government of Canada   or   United Nations

TITLE OF SOURCE: Provide the title in full as given, but use standard title capitals even if the book cover does not. A title of a full text is *italicized*, while a title of a shorter text within the full text is placed in quotation marks (see below). This applies to all media forms: television series, Web sites, articles, music, art.

MacLeod, Alistair. *No Great Mischief.* McClelland & Stewart, 1999.

TITLE OF CONTAINER: The container is the full text, such as a book, magazine, Web site, or television series. The title of the container is the title that is *italicized*.

Richler, Nancy. "Your Mouth is Lovely." *Echoes,* edited by Francine Artichuk, et.al.

Oxford UP, 2002, pp. 244-264.

"Mystery Date." *Mad Men,* created by Matthew Weiner, performance by Jon Hamm,

season 5, episode 4, AMC. Lionsgate, 2012.

OTHER CONTRIBUTORS: other people involved in the source might also be credited with a description of their contribution. Common descriptions include: edited by, directed by, adapted by, illustrated by, performance by. (See examples given above.)

VERSIONS: some sources have alternate versions
▪ *The Bible* could be the Authorized King James Version

> *The Bible.* Authorized King James Version. Oxford UP, 1998.
> *The Holy Bible*. New International Version. Zondervan, 1984.
> *The Bible*. New Jerusalem Bible. Darton, Longman and Todd, 1985.

▪ a film might be distinguished as a "director's cut"

> Stone, Oliver, director. *JFK*. 1991. Performance by Kevin Costner, director's cut,
>
> Warner Bros., 2001.

NUMBERS: some sources are part of a numbered sequence such as academic journals or television shows. When sources are part of a sequence, the number is given.
▪ a periodical might be given as: "vol 35, no. 3" or another identifier, such as a season

> Wilson, D. W. "On the Notoriously Overrated Powers of Vice in Fiction or How to Fail
>
> at Talking to Pretty Girls." *The New Quarterly* Winter 2013, pp. 60-65.

▪ a television show might be given as: "season 5, episode 4" (see above in "Title of Container")

PUBLISHER: this is the organization which produces the source, like McClelland & Stewart.
▪ In books, the publisher is named on the title page and/or copyright page.

> MacLeod, Alistair. *No Great Mischief.* McClelland & Stewart, 1999.

▪ For films or television series, identify the primary organization involved.

> Allen, Woody, director. *Midnight in Paris*. Sony Pictures Classics, 2011.

▪ Web sites might be published by museums, libraries or universities; this information is usually found on the home page.

> Merriman, C. D. "F. Scott Fitzgerald." *The Literature Network.* Jalic, 2007. www.online-
>
> literature.com/fitzgerald/.

PUBLICATION DATE: there often is more than one date associated with a source. Use the one most relevant to your research.
▪ give the date of publication for the *edition* which you read. Although *To Kill a Mockingbird* was originally published in 1960, school *editions* have later dates. Ignore *reprint* dates.

> Lee, Harper. *To Kill a Mockingbird.* HarperCollins, 2006.

- if you read something online that also appeared in print, give the date of the online version

  Bergen, David. "Never Too Late." *The Walrus.* 4 Aug. 2016, thewalrus.ca/never-too-late/.

(the print version is entered like this:

  Bergen, David. "Never Too Late." *The Walrus.* July/Aug. 2016, pp. 55-60)

- if you watch a television show on a DVD set, provide the publication date of the DVD set

  "Mystery Date." *Mad Men Season 5,* created by Matthew Weiner, performance by Jon Hamm, episode 4, Lionsgate, 2012 disc 2.

- give dates of periodicals (journals, magazines or newspapers) as stated on the front cover

  Medley, Mark. "The Rhyme & The Reason." *National Post.* 10 July 2013: A5.

LOCATION: when sources are part of a "container", the location of the text must be given.
- provide page numbers for print

  Pigott, Catherine. "Chicken Hips." *Imprints,* edited by Don Saliani, et.al. Gage Educational Publishing Company, 2001, pp. 319-322.

- provide the URL (Web address) for Web sources; however, note that URLs often change, so if a source has a DOI (digital object identifier) give that instead

  Chan, Evans. "Postmodernism and Hong Kong Cinema" *Postmodern Culture*, vol. 10, no. 3, May 2000. *Project Muse,* doi:10.1353/pmc.2000.0021.

- a television show watched on a DVD set is located by the disc number (see above in "Publication Date").

For additional references and explanations, see:
  the MLA Style Center at style.mla.org/works-cited-a-quick-guide-book/
  or the updated **RCSS Style Guide** on the library web site
  or owl.english.purdue.edu: go to the MLA style guide at the online writing lab