

RESURRECTION
Catholic Secondary School

STYLE GUIDE



TABLE OF CONTENTS

1.	STYLE	4
1.1	The style of this guide.....	4
1.2	Punctuation and spelling.....	4
1.3	Informal and formal style.....	4
1.4	Indented and block style paragraphs.....	5
1.5	Typing or writing your paper.....	5
1.6	Margins and spacing	5
1.7	Title and page numbers.....	5
1.8	Figures: Photos, Pictures, Images, Maps, Charts, and Graphs	6
1.8.1	Using pictures to illustrate a point	6
1.8.2	For aesthetics only	7
1.8.3	Graphs, Charts and Maps.....	7
1.9	Tables.....	8
2.	QUOTATIONS.....	10
2.1	Use of quotations	10
2.2	Punctuating quotations.....	10
2.2.1	Prose quotations.....	10
2.2.2	Quotations without parenthetical reference	10
2.2.3	A quotation within a quotation without a parenthetical reference.....	11
2.2.4	A quotation longer than 4 lines.....	11
2.3	Quoting poetry	11
2.3.1	Quoting verse longer than three lines	12
2.3.2	Quoting from unusual poetry sources.....	13
2.4	Ellipsis.....	13
2.4.1	In the middle of a quotation.....	13
2.4.2	At the end of a prose quotation.....	13
2.4.3	At the end of a verse quotation.....	14
2.4.4	To indicate the omission of a complete sentence.....	14
2.4.5	To indicate the omission of a complete line of poetry.....	14
3.	PARENTHETICAL REFERENCES.....	15
3.1	Why use parenthetical references?.....	15
3.2	What is in a parenthetical reference?.....	15
3.3	Parenthetical references for print sources.....	15
3.3.1	If the author's name already used in sentence.....	16
3.3.2	Referencing a source with two, three, or more authors	16
3.3.3	Referencing sources with a corporate author.....	16
3.3.4	Referencing sources with no author.....	17
3.3.5	Referencing one page articles from newspapers, magazines, or encyclopedias... ..	17
3.3.6	Referencing plays and poetry.....	17
3.3.6.1	Abbreviations for Shakespeare's plays.....	18
3.3.7	Referencing the Bible and other religious works.....	19
3.3.7.1	Old and New Testament Abbreviations.....	19
3.4	Referencing non-print sources	21
3.5	Referencing two or more works by the same author	21

3.6	Referencing a quotation that your source has quoted	22
3.7	Parenthetical references for long quotations	22
3.8	Using the ideas from a source for more than one sentence.....	22
4.	WORKS CITED	23
4.1	Guidelines for works cited.....	23
4.1.1	Placement.....	23
4.1.2	Arrangement	23
4.2	How to cite books	23
4.2.1	Book by a single author	24
4.2.2	Book by two or more persons	24
4.2.3	Book by a corporate author.....	24
4.2.4	Anonymous book (no author given)	24
4.2.5	A re-published book.....	24
4.2.6	Book, anthology	25
4.2.7	Work in an anthology.....	25
4.2.8	Article in a reference book (Encyclopedia, dictionary or almanac)	25
4.2.9	Multivolume work - If more than one volume used... ..	25
4.2.10	Multivolume - If only one volume used	26
4.2.11	An introduction, preface, forward or afterward	26
4.2.12	A translation.....	26
4.2.13	Book in a language other than English	26
4.2.14	Two or more items by the same person	26
4.2.15	Book in a series	27
4.2.16	The Bible and documents of other major religions.....	27
4.3	Articles in periodicals, newspapers, magazines, journals.....	27
4.3.1	Newspaper.....	28
4.3.2	Magazine or scholarly journal article	28
4.3.3	Magazine article editorial	28
4.3.4	Articles with no author.....	29
4.3.5	Letter to the editor.....	29
4.3.6	A review	29
4.3.7	Cartoons	29
4.4	Other printed works	29
4.4.1	Pamphlets or brochures.....	29
4.4.2	Government publications	29
4.4.3	Map or chart.....	30
4.5	Online and electronic resources	30
4.5.1	Web sites and web pages	30
4.5.2	Article from a research database (InfoTrac, EBSCO)	31
4.5.3	Email	32
4.6	Audio-visual and media sources	32
4.6.1	Television and radio programs.....	32
4.6.2	Recordings (CDs).....	32
4.6.3	Feature Films	32
4.6.4	Interviews.....	33
4.6.5	Lecture or speech	33

4.7	Annotated works cited	33
4.8	Other examples	33
	WORKS CITED	34
	APPENDIX A: APA Guidelines	38

1. STYLE

1.1 *The style of this guide*

This manual is based on the Modern Language Association's **MLA Handbook for Writers of Research Papers, 7th edition**¹. Students are expected to follow these widely recognized guidelines when writing reports and essays. The style portion of your mark for assignments will be based upon meeting the expectations of writing outlined in this guide. Unless expressly instructed by your teacher, you should not deviate from the style of this handbook.

In some senior courses, your teacher may ask you to follow variations of style that are explained in the final section of this handbook. This appendix will explain different elements of style. Do not use an appendix reference unless instructed to do so.

PLEASE NOTE: ALL EXAMPLES IN THIS DOCUMENT BOLD PRINT –
this is simply to set them apart from the rest of the text.
DO NOT bold your citations in your Works Cited!

1.2 *Punctuation and spelling*

All written forms of communication are to be proofread in order to find and correct errors in spelling and punctuation. The use of a dictionary or spellchecker is expected when editing your work. Questions regarding correct punctuation may be resolved by using this guide or any grammatical text.

Titles of works are punctuated in one of two ways. They are either italicized or enclosed within quotation marks.

Italicize the titles of major works like novels, books, full length plays, feature films, computer software and epic poetry. **NOTE:** Sacred works, such as the Bible or the Koran are not italicized.

Use **quotation marks** for shorter works such as poems, essays, short stories, one-act plays, film shorts, and articles within a book. If the title of an essay refers to a major work, underline it within the quoted essay title (e.g. "Racism in *To Kill a Mockingbird*").

1.3 *Informal and formal style*

Informal style is a personal and reflective form of writing. You may use your own opinions and observations in conjunction with those of others if suitable. Personal pronouns, such as I, may be used.

Formal writing avoids using slang, contractions, and the use of the word I. It is authoritative and may rely on research from secondary sources of information.

Ensure that your teacher has made clear which style you should use for your assignment. For both styles, you should write in the present tense.

¹ The Library @ Rez has a copy of this book for your use. It can be found in the Professional section (PRO 808.027 GIB).

1.4 Indented and block style paragraphs

Write in indented paragraph style. Start each paragraph by indenting ½ an inch (or one tab), as you see in this paragraph. Do not leave extra lines blank following an indented paragraph. The indent at the beginning of your next paragraph will show the reader that you have finished one and are starting another paragraph.

The paragraph below is an example of block style writing which is more appropriate for business correspondence than essay writing.

Do not indent block paragraphs, but begin with the first word against the left hand margin. You will notice that all lines are flush to the left.

To indicate the end of a paragraph leave a blank line.

1.5 Typing or writing your paper

A computer-printed paper is preferable to a hand-written one. In any case, use only one side of each page and double-space. For both, neatness and legibility are a must.

1.6 Margins and spacing

Use 2.5 cm (one inch) margins at top and bottom, in addition to 2.5 cm (one inch) margins on both the right and left sides of the paper. Paragraphs should be indented five spaces (0.2 inches). Each line of a lengthy quotation should be indented ten spaces (0.4 inches) from the left margin.

The entire report, including all text, the works cited, and any charts, should be double-spaced.

1.7 Title and page numbers

Do not use a separate page for the title of your paper. At the top of the first page, at the left margin, type your full name. On the next line, at the margin, put in your teacher's name. Below that, insert the course code. Next line down, put in the date. Note that this introductory information is also double spaced.

Centred on the next line should be the title of your paper. Do not place it in quotations or underline it. Of course, if you use the title of a work in the title of your paper, follow the appropriate rules for that (see section 1.2). You should indicate the topic of your paper in the title; the title of a resource alone should not be the title of the paper. This introductory information should appear only on the first page.

All pages should be numbered on the top right hand corner 1 cm. (one half inch) down from the top of the page. Precede the number with your last name. Insert an extra line after the page number, making it triple spaced before your text begins. Please refer to the following example:

Thomas 1
Sara Thomas
Mr. Ross
ADA10I
15 February 2010
Slapstick Humour in Michael Frayn's <u>Noises Off</u>

1.8 Figures: Photos, Pictures, Images, Maps, Charts, and Graphs

There are two ways that you might use pictures or images within a research paper or presentation – to illustrate a point or for aesthetics (i.e. to “make it look pretty”).

1.8.1 Using pictures to illustrate a point

If you are using a picture to make a point (e.g. in a photo essay; to show before & after photos; etc.) you must cite the photo in the same way that you would any other quotation.

- place the illustration/photo as close to the text to which it refers
- immediately under the image, label it **Fig. 1** (2, 3, etc.) and give it a descriptive title (or use the title it was given in the original source) and enough of the source information to refer back to the works cited.
- cite the *original source* (the book or Web site or article from a research database) for your Works Cited *not the illustration itself*. **If the illustration is from a book, include the original page number** (Web sites and articles reprinted in online resources usually do not have page numbers).

Example:

Libraries look very different now than they did in the 1950s, as illustrated by the photos below.



Fig. 1. 21st century library with computers from “Computers”.



Fig. 2. Library from the 1950s from “The Hayes Presidential Library”.

Libraries in the 21st century are busy public spaces, often fully equipped with computers and Internet access, while a library in the 1950s...

The following citations would then appear in your Works Cited:

“Computers.” *Bloomington Public Library*. n.d. Web. 2 Feb. 2010.

<<http://www.bloomingtonlibrary.org/use/computers/>>.

“The Hayes Presidential Library in 1952.” *Rutherford B. Hayes Presidential Center*. 2005.

Web. 2 Feb. 2010. <<http://www.rbhayes.org/hayes/library/>>.

1.8.2 *For aesthetics only*

If you are just including an image in a PowerPoint presentation or pamphlet to make it “look pretty”, create a separate list of these images. You can simply number the images in small print.

NOTE: Do NOT cite Google Images - that is just the search engine that helps you FIND the images. Cite the web site where the image is located.

LIBRARIES AND YOU



Photo #1

Libraries are great for:

- books and computers
- a place to read
- hanging out with friends

Sample
PowerPoint Slide



Photo #2

List of Images Used

(placed at the end of your document, after the Works Cited)

1. “The Hayes Presidential Library in 1952.” *Rutherford B. Hayes Presidential Center*. 2005.
Web. 2 Feb. 2010. < <http://www.rbhayes.org/hayes/library/>>.
2. “Computers.” *Bloomington Public Library*. n.d. Web. 2 Feb. 2010.
<<http://www.bloomingtonlibrary.org/use/computers/>>.

1.8.3 *Graphs, Charts and Maps*

Treat graphs, charts, and maps the same way you would photos or images within a research paper or presentation – to illustrate a point.

- place the illustration/photo/graph as close to the text to which it refers
- immediately under the image, label it **Fig. 1** (2, 3, etc.) and give it a descriptive title (or use the title it was given in the original source) and enough of the source information to refer back to the works cited.
- cite the *original source* (the book or Web site or article from a research database) for your Works Cited *not the illustration itself*. **If the illustration is from a book, include the original page number** (Web sites and articles reprinted in online resources usually do not have page numbers).

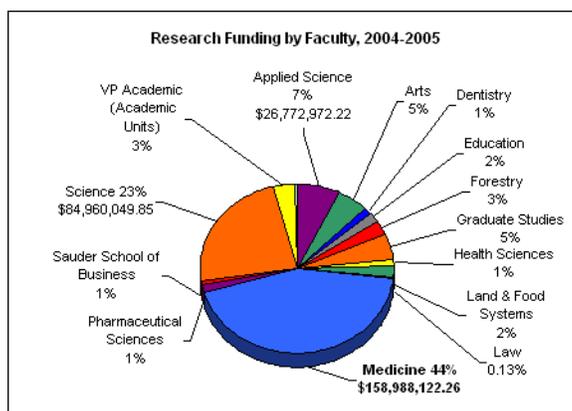
Example:

Fig. 2. Research Funding by Faculty, 2004-2005 from “Research in the Faculty of Medicine”.

Citation:

“Research in The Faculty of Medicine.” *Faculty of Medicine*. 09 Mar. 2007. University of British Columbia. Web. 29 Jan. 2010. <<http://www.med.ubc.ca/research.htm>>.

1.9 Tables

Insert tables into your paper, where appropriate.

- place the table as close as possible to the section of your text to which it refers
- name each table used in the paper consecutively, such as **Table 1**, against the left margin and give it a descriptive title (or use the title it was given in the original source).
- make sure the text of your table is double spaced (unless you are copying a pre-formatted image from a web site – you do not need to re-type it).
- following the last line of your table type **Source** against the left margin, followed by a colon. Then, include the source information, formatted according to MLA citations (see section 4), **with semi-colons separating the information**.
- if you give the FULL source citation, you do not need to include it in your Works Cited unless you use that same source for other quotes or information in your paper.

Example:

Table 7. Average Annual Impact of US Extreme Weather Events

EVENT	COST (\$ BILLIONS)	DEATHS
Hurricanes ¹	\$5.1	20
Tornadoes ¹	\$1.1	50
Floods ¹	\$5.9	80
Droughts ¹	\$6-8	—
Lightning ²	\$1.0	175
Hail ²	\$2.3	—
Winter storms ²	\$1.0	47
Extreme cold ²	—	770
Extreme heat ²	—	384
TOTAL	\$22-24	1526

1 Source: National Oceanic and Atmospheric Administration (NOAA), Economic Statistics, 2002.
2 Source: National Center for Atmospheric Research. Workshop on the Social and Economic Impacts of Weather, 1997.

Source: Preston, Benjamin, “Global Warming and Extreme Weather Events”; *Catastrophe Risk Management*; Spring 2005: 22; *Pew Center on Global Climate Change*; Web; 20 Apr. 2007 <<http://www.pewclimate.org/docUploads/Catastrophic%20Risk%20Management%20Epdf>>; table 1.

NOTE: If this is the ONLY information you used in your paper from this source, and because the full source citation is included above, you would not need to include it in your Works Cited.

2. QUOTATIONS

2.1 Use of quotations

Quotations are effective but as a general rule, only quote material you feel is absolutely necessary. Keep quotes brief. Remember when you are quoting you are acknowledging work which is not your own and giving credit to the work of others.

Quote only those words, phrases, lines or passages that will be of particular interest to your reader. Using too many quotes can indicate that you are not using any of your own thoughts and that you are not a skilled writer.

For instructions on how to reference quotations within your paper, see section 3, “Parenthetical References.”

2.2 Punctuating quotations

A quote should correspond to the original source in spelling, capitalization and punctuation. If any changes are made, make those alterations clear to the reader.

2.2.1 Prose quotations

Prose is the ordinary form of written language without rhythmic or metrical structure, as distinguished from poetry or verse. When including prose quotations of four lines or less in your essay, that require no special emphasis, put them in quotation marks and simply incorporate them into your work.

Use a colon before a formally introduced quotation. When a quotation is integrated into the sentence, either no punctuation or a comma is used.

J.D. Salinger, on page 16 of his novel The Catcher in the Rye, sums it up succinctly with:

“I’m the most terrific liar you ever saw in your life.”

Sometimes it is appropriate to quote a few words or a phrase in your sentence.

Michael Carroll suggests “there is something that produces such order and regularity in social life.”

You might decide to split a quotation in order to better suit your particular writing style.

“When an individual dies,” writes Christopher Lampton, “at least the children of that individual will survive to carry on the species.”

2.2.2 Quotations without parenthetical reference

Unless they are included in the original text, like the first example which follows, other punctuation marks go outside the quotation marks.

Letson says, “Think carefully before you begin to speak.”

or

Does Letson suggest that you should “Think carefully before you begin to speak”?

or

Letson really believes that you should “Think carefully before you begin to speak”!

2.2.3 A quotation within a quotation without a parenthetical reference

Use single quotation marks within double quotation marks to indicate a quotation of a quotation. This example is taken from a lecture.

Peter Smith concludes that the Incas “would only have survived in this way: ‘through a dogged determination of spirit.’”

2.2.4 A quotation longer than 4 lines

If a prose quotation is more than four typed lines in your essay, begin a new line, indent the entire quotation one inch (two tabs) from the left margin and continue your double-spacing without adding quotation marks. A colon is used to begin the quotation. A period and two spaces are placed before the parenthetical reference for indented quotations.

Holden provides some background to the reader at the beginning of The Catcher in the

Rye:

If you really want to hear about it, the first thing you'll probably want to know is where I was born, and what my lousy childhood was like, and how my parents were occupied and all before they had me, and all that David Copperfield kind of crap, but I don't feel like getting into it, if you want to know the truth. (Salinger 1)

If you quote two or more paragraphs, indent the first line of each paragraph three additional spaces.

2.3 Quoting poetry

Verse is any poem or piece of poetry. Single lines of verse are put in quotation marks within your text. Use the punctuation that suits the surrounding sentence.

Robert Frost's "The Road Not Taken" begins with the line, "Two roads diverged in a yellow wood."

If you choose to include two or three lines of the poetry, use a slash with a space on each side to separate them.

"Two roads diverged," begins Frost's poem, "in a yellow wood, / And sorry I could not travel both."

When quoting lines of verse which, in your source text, begin in the middle of the line, begin your use of the quote in the middle of the next available line.

Macbeth leaves no doubt as to his feelings in the following passage:

If thou speakest false,

Upon the next tree shalt thou hang alive

Till famine cling thee. If thy speech be sooth,

I care not if thou dost for me as much. (Mac.5.5.38-41)

2.3.1 Quoting verse longer than three lines

When using verse quotations of more than three lines, begin on a new line and indent each line one inch (two tabs) from the left margin. A colon follows the word preceding the quotation. End punctuation and two spaces are placed before the parenthetical reference for indented verse quotations. No quotation marks are needed as you have indented to indicate another source.

Robert Frost's "The Road Not Taken" is a poem that leaves the reader thinking deeply:

I shall be telling this with a sigh

Somewhere ages and ages hence;

Two roads diverged on a wood, and I –

I took the one less travelled by,

And that has made all the difference. (20-25)

2.3.2 *Quoting from unusual poetry sources*

Poetry, by its very nature, is often arranged in a manner pleasing to the poet. It is therefore necessary to reproduce it as accurately and carefully as possible.

Two changes that appear frequently in the poetry of E.E. Cummings are twilight and the moon as evidenced in the following:

Street
 where
 you will come,
 at twi li ght
 s (oon & there's
 a moo
)n (8-16)

When quoting lines of verse which begin on the middle of the line, begin the reproduction in the middle of the next available line.

2.4 *Ellipsis*

At times you may choose to omit words, phrases, sentences or even paragraphs from a quoted passage. They are replaced with an ellipsis. An ellipsis consists of three periods with a space before and after each period. Insert a space before using an ellipsis in the middle of a sentence.

2.4.1 *In the middle of a quotation*

The following example is quoted with an ellipsis in the middle to indicate omitted words. For an ellipsis within a sentence, use three periods with a space before and after each one.

In his book about Robert Frost's poetry, Untermeyer writes, "Frost's philosophy had deepened . . . [and] the mood was somewhat more autobiographical and introspective" (58).

2.4.2 *At the end of a prose quotation*

A quotation with an ellipsis at the end has four periods if there is no parenthetical reference or if the quotation is more than four lines long.

On page 24 of her book, Roy writes, "husbands, fathers and adult brothers of many of the residents of Hastings Park had already departed"

2.4.3 *At the end of a verse quotation*

A quotation with an ellipsis at the end of poetry has three periods if there is a parenthetical reference. The exception to this rule occurs when there is a lengthy verse quotation; in this case use four periods.

Frost expresses emotion beautifully in "Two Look at Two":

Love and forgetting might have carried them

A little further up the mountain side

With might so near, but not much further up

They must have halted soon in any case. . . . (1-4)

2.4.4 *To indicate the omission of a complete sentence*

Following the last complete sentence with end punctuation in your quotation, insert three periods with spaces before and after each one (for a total of 4 periods).

J. L. Granastein writes that:

Interned civilians there were held under guard, their primary struggles being to survive on inadequate rations and in the face of disease. . . . Their material conditions were better than those borne by Canadians in Japan, but confinement sat no better on them (192).

2.4.5 *To indicate the omission of a complete line of poetry*

To indicate the omitted complete line or lines, insert a line of spaced periods approximately the length of a complete line of the quoted poem.

Emotion is expressed beautifully in "Two Look at Two":

Love and forgetting might have carried them

a little further up the mountain side

.....

With barbed-wire binding. They stood facing this. (Frost 1-2, 8)

3. PARENTHETICAL REFERENCES

3.1 Why use parenthetical references?

There are several reasons for the use of parenthetical references. First of all, a reference is needed to indicate to your reader that you have used someone else's words or ideas. Referencing avoids plagiarizing, or using the work of others as your own.

Another reason for parenthetical references is to let your reader know the source of your quotation or idea. Because the parenthetical reference follows the quotation or paraphrasing, it indicates your source immediately to the reader.

For popular sayings, you do not have to indicate the source. Facts which are common knowledge do not have to be credited. An example of common knowledge would be the names of countries involved in a war or the date when an event occurred. Factual knowledge (versus observations/inferences/opinions) which you read about in *more than* two sources does not have to be credited, unless you want to quote that author's words.

3.2 What is in a parenthetical reference?

A parenthetical reference usually includes the last name of the author from the resource you are citing. Also included is a method of indicating to your reader specifically where within the resource this information was found. In most cases, this is a page number.

Both items of information, the last name and page number, are enclosed in parentheses for the reader's information. There are some instances when this information inside the parentheses changes slightly. These are covered in the following sections and can also be located quickly by using the table of contents of this guide.



In general, the information within the parentheses is the beginning of your citation (author's name, beginning of the book/article/web page's title – enough to differentiate it from another sources).



3.3 Parenthetical references for print sources

To credit your source properly, whether using a quotation or just an idea, you must indicate the author's last name and the page number where this information can be found.

The following example is from page 318 of the book Iacocca by Abodaher.

"Employee morale was only one of Iacocca's many worries" (Abodaher 318).

Note that there is a space after the quotation mark and the opening parenthesis. There are no commas inside the parentheses. The period to end the sentence goes after the parentheses. This makes sense as the parenthetical reference goes with the quotation or paraphrasing. Paraphrasing an idea is presented the same way; just change the quotation into your own words and omit the quotation marks.

Lee Iacocca had many obstacles to overcome at Chrysler, including low spirit in the workers (Abodaher 318).

If you read only one source for your paper, then you do not have to list the author's name in the parentheses; merely list the page number.

3.3.1 *If the author's name already used in sentence*

When you introduce your quotation or paraphrasing, you may choose to give the author's name within the same sentence. In this case, it is not necessary to repeat the author's name in the parentheses, just indicate the page number as in the examples below.

Spielvogel states that prior to "the Nazi seizure of power in 1933 the Catholic Church had been a major opponent of Nazism" (111).

Spielvogel outlines the support that the Catholic Church provided after the Nazi Party seized power, but also points out the Church's opposition to them before the Nazis became the governing party (111).

3.3.2 *Referencing a source with two, three, or more authors*

For two authors, indicate both their last names in the parentheses separated by the word **and**.

(Logan and Ford 197).

For three authors, place a comma after the first and second authors' names prior to placing the word **and** before the name of the third author.

(Abrams, Donaldson, and Lewalski 232).

For more than three authors, list the first author's last name with the words **et al.** ("and others") immediately following.

(Adams et al. 334).

3.3.3 *Referencing sources with a corporate author*

If your source was written by an organization or corporation, you may cite it in the same way as for an author. In most cases, the name of the group is so long that it would be more appropriate for you to incorporate it into the sentence, eliminating the need for placing it within the parentheses, like the example below.

The Canadian Conference of Catholic Bishops refers to "God's great dream, a dream to gather everyone together in love" (3).

3.3.4 Referencing sources with no author

For an anonymous source, indicate where you found your information by using part of the title instead of a last name. Use an abbreviation of the title, but use a word or words from the beginning of the title. This helps the reader find it easily in your works cited list.

An example for a work entitled *Health Guidelines* might include the word Health as a shortened version of the title.

(Health 20).

Remember, titles of non-fiction books, novels and plays are underlined; articles from newspapers, magazines, and encyclopedias are placed in quotations.

("Fishing" 322).

3.3.5 Referencing one page articles from newspapers, magazines, or encyclopedias

If your source is only one page long, you may omit the reference to the page number and include only the author's last name. Remember, if it is an anonymous article with no author listed, cite the title or an abbreviation of it instead. Do not underline it, but place it in quotations. Don't forget that article titles are placed in quotation marks to indicate that they are from a source with another title, like *The Record* or *Encyclopedia Americana*. Below are examples from one page sources like an encyclopedia with an author, without an author, and from an anonymous newspaper article.

(Donaldson).

("Prohibition").

("Unemployment").

3.3.6 Referencing plays and poetry

For verse plays and poetry, do not include a page reference after the name of the author; instead, indicate the appropriate segment of the work. You do not have to use abbreviations for act, scene, or line in this instance. You should show the division by inserting a period between each number. Unless specifically instructed by your teacher, use arabic numerals only.

The following example is from a play by Snideley and occurs in Act I, Scene IV, and line 43 of the text.

"Rats, foiled again" (Snideley 1.4.43).

If the quotation is more than one line of verse long, then place a dash in the parenthetical reference, with no spaces before or after it, between line numbers.

For Shakespeare's plays, do not indicate the author, but instead use the abbreviation for the title, the act, scene, and line numbers as in this example.

“Take thou some new infection to thy eye / And the rank poison of the old will die”

(Rom. 1.2.50-51).

3.3.6.1 *Abbreviations for Shakespeare's plays*

All's Well That Ends Well	AWW
Antony and Cleopatra	Ant.
As You Like It	AYL
The Comedy of Errors	Err.
Coriolanus	Cor.
Cymbeline	Cym.
First folio ed. (1632)	F1
Hamlet	Ham.
Henry IV, Part 1	1H4
Henry IV, Part 2	1H4
Henry V	H5
Henry VI, Part 1	1H6
Henry VI, Part 2	2H6
Henry VI, Part 3	3H6
Henry VIII	H8
Julius Caesar	JC
King John	Jn.
King Lear	Lr.
A Lover's Complaint	LC
Love's Labour's Lost	LLL
Macbeth	Mac.
Measure for Measure	MM
Merchant of Venice	MV
The Merry Wives of Windsor	Wiv.
A Midsummer Night's Dream	MND
Much Ado about Nothing	Ado
Othello	Oth.
The Passionate Pilgrim	PP
Pericles	Per.
The Phoenix and the Turtle	PhT.
Quarto ed.	Q
The Rape of Lucrece	Luc.
Richard II	R2
Richard III	R3
Romeo and Juliet	Rom.
Second folio ed. (1632)	F2
Sonnets	Son.

The Taming of the Shrew	Shr.
The Tempest	Tmp.
Timon of Athens	Tim.
Titus Andronicus	Tit.
Troilus and Cressida	Tro.
Twelfth Night	TN
The Two Gentlemen of Verona	TGV
The Two Noble Kinsmen	TNK
Venus and Adonis	Ven.
The Winter's Tale	WT

3.3.7 Referencing the Bible and other religious works

When referring to the Bible or other major religious works in your text, capitalize the name but do not underline.

The story in Genesis says that Adam and Eve ate the fruit. The Koran contains no such characters.

For referencing from the Bible, you should use the following abbreviations. Omit entirely the name of the Bible and instead include the division to which you are referring. The following example is from John, Chapter 12, verses 37-38.

“Though they had been present when he gave so many signs, they did not believe him; this was to fulfil the words of the prophet Isaiah” (John 12.37-38).

3.3.7.1 Old and New Testament Abbreviations

Old Testament (OT)

Genesis	Gen.
Exodus	Exod.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Deut.
Joshua	Josh.
Judge	Judg.
Ruth	Ruth
1 Samuel	1 Sam.
2 Samuel	2 Sam.
1 Kings	1 Kings
2 Kings	2 Kings
1 Chronicles	1 Chron.

2 Chronicles	2 Chron.
Ezra	Ezra
Nehemiah	Neh.
Esther	Esth.
Job	Job
Psalms	Ps.
Proverbs	Prov.
Ecclesiastes	Eccles.
Song of Solomon	Son Sol.
(also Canticles)	(also Cant.)
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hos.
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.
Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

New Testament (NT)

Matthew	Matt.
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom.
1 Corinthians	1 Cor.
2 Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.
1 Thessalonians	1 Thess.
2 Thessalonians	2 Thess.
1 Timothy	1 Tim.
2 Timothy	2 Tim.

Titus	Tit.
Philemon	Philem.
Hebrews	Heb.
James	Jas.
1 Peter	1 Pet.
2 Peter	2 Pet.
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelations (also Apoc.)	Rev. (also Apocalypse)

3.4 Referencing non-print sources

When using an idea or quotation from sources like a Web site, an interview, computer program, song, or film, it is often easier to introduce where the information came from by referring to it in your sentence. You may also choose to refer to it in a parenthetical reference by title only. Because non-print sources are unnumbered, there will be no page number to include in parentheses.

The first example needs no parenthetical reference as you have stated the source (Lecture) in the sentence and there is no page number to a lecture.

In a lecture, Dr. David Suzuki warned the public “that this earth must be cherished.”

The next example refers to an article, written by Lacy Perry, found on a Web site.

According to the *How Stuff Works* Web site, a snake’s skin “is covered with scales made of keratin -- the same substance as human fingernails” (Perry).

The following example uses the film title in parentheses to credit the source.

Lines from famous movies are often misquoted by the public. One such example is "Play it Sam" which is often misquoted as, “Play it again, Sam.” (Casablanca).

3.5 Referencing two or more works by the same author

If your paper makes reference to two or more works by the same author, you must slightly change your parenthetical reference style. After the name of the author, insert a comma, and then add an underlined abbreviation of the title of the resource. After that, add the page number as usual. The following examples are from The Stone Angel and The Fire Dwellers.

(Laurence, *Stone* 22).

(Laurence, *Fire* 105).

3.6 Referencing a quotation that your source has quoted

An indirect quotation must be referenced slightly differently, as you are using a quotation that your source has quoted. To indicate this to your reader, insert at the start of your parenthetical reference, qtd. in. The example below is from a book written by Sosnoski, but the part we want to quote is actually from Gayle Greene that Sosnoski also used in the book. In the beginning of your sentence, indicate who originally said those words.

As Gayle Greene has pointed out, a “male perspective assumed to be universal has dominated fields of knowledge” and has thus influenced many school curriculums (qtd. in Sosnoski 40).

3.7 Parenthetical references for long quotations

The author's last name and page number are also used in the parenthetical reference after an indented quotation. The differences are that the end punctuation follows the quotation and you insert two spaces before beginning your parenthetical reference.

Set off long quotations of four or more lines by indenting ten (10) spaces. Do not use quotation marks around the indented material. Place the parenthetical citation after the final period of the quotation, not inside the period. (Lester and Lester 108)

3.8 Using the ideas from a source for more than one sentence

Properly introduce your segment of borrowed ideas or words by indicating the author within your sentence that first uses the source's ideas. After the segment of borrowed material, use a parenthetical reference to cite from where the information was obtained.

Also note that if, within one paragraph, you quote a few times from the same page of the same source, with no other references intervening, you may just give one parenthetical reference at the end of all the quotations.

The Ministry of Education states that “education in music is also education in values.” As music is also part of the culture of teenagers with varied backgrounds, it also is an excellent vehicle for the study of culture and cultural influences. This obviously can have many positive effects. One of these is that through “this exploration students can develop their abilities to respond to others and empathize with them” (Ministry of Education 8).

4. WORKS CITED

4.1 Guidelines for works cited

Any material you borrow from another source, be it a fact, opinion or quote, must be acknowledged as work that is not your own. This list of all sources used appears at the end of your paper. Works Cited is an appropriate title because research papers rely not only on books and articles, but on other sources such as television programs, lectures and other unconventional sources. It is a good idea to compile a list as you conduct your research; it serves as a reminder of works you want to mention as well as a guideline of necessary information to include in your parenthetical references.

4.1.1 Placement

Your Works Cited list appears on a new page, numbered, at the end of your paper. If your paper ends on page 13, your Works Cited begins on page 14. Continue using the margins and spacing indicated in section 1.6. Sample works cited are provided at the end of this guide.

4.1.2 Arrangement

Alphabetize entries according to the author's last name using the letter by letter system. If no author is listed, alphabetize using the first word in the title other than, A, An or The. *The World Book Encyclopedia* would be listed under W. Sources are listed alphabetically to make it easier for your reader to locate publication information for works referred to in the text.

4.2 How to cite books

Entries on a list of Works Cited follow a formula containing these divisions: author, title, and publication information. Each division is followed by a period and two spaces.

The following is the norm for arranging information when citing books. The sections with a * must be included; the others are used only when appropriate:

1. * Author's name [if there is an author]
2. Title of a part of the book [if you use a work from an anthology]
3. * Title of the book
4. Name of the editor, translator or compiler [if applicable]
5. Edition used [where applicable, you may use the number or the year]
6. Number(s), if volume(s) used [where applicable]
7. Name of the series [where applicable]
8. * Place of publication, name of publisher, and date of publication

NOTE: If the book is published by an imprint – a subdivision of larger publisher, state the imprint and follow it by a hyphen and the name of the publisher
e.g. Vintage-Random [see second example in section 4.2.1]
9. Page number [use only when referencing a complete work like a story, play, or poem found within a collection of works]
10. * Print. [this indicates the type of source – *new in MLA 7*]
11. Supplementary bibliographic information and annotation [include at direction of teacher]

Note: If you are missing information, give as much of the information as you know, but use square brackets to indicate that the information did not come from the source (e.g. [2004]); if you do not know the information, treat it as follows:

Author – see section 4.2.4

No Place of Publication – use **n.p.**

No Publisher Given – use **n.p.**

No publication date – use **n.d.**

No page numbers given – use **n. pag.**

4.2.1 Book by a single author

Hartman, William K. *A Traveler's Guide to Mars: The Mysterious Landscapes of the Red Planet*. New York: Workman, 2003. Print.

4.2.2 Book by two or more persons

If you are citing a book that has two or three authors, they should each be listed.

Nunes, Julia and Scott Simmie. *Beyond Crazy: Journeys Through Mental Illness*. Toronto: McClelland & Stewart, 2002. Print.

If more than three authors are credited, cite the first author followed by **et al.**

Madsen, David A. et al. *Engineering Drawing and Design*. Albany, NY: Delmar, 2004. Print.

4.2.3 Book by a corporate author

Vancouver Public Library. *Great Canadian Books of the Century*. Vancouver: Douglas & McIntyre, 1999. Print

4.2.4 Anonymous book (no author given)

***Guidebook for Camping*. Toronto: Harcourt, 1988. Print.**

4.2.5 A re-published book

If you are citing a book that has been republished (e.g. a book that was originally published in hardcover but reissued in paperback), give the original publication date, followed by a period, before the publication information for the book you have used.

Herzog, Arthur. *Heat*. 1977. New York: Author's Choice Press, 2003.

4.2.6 *Book, anthology*

An anthology is a collection of works (e.g. essay, short story, poem) that have been edited or compiled into a single book by one or more person(s). The short-form **ed.** follows the editor's name (**eds.** if there are multiple editors). If you are using the whole anthology, include it in your Works Cited as follows:

Fisher, Jerilyn and Ellen S. Silber, eds. *Women in Literature: Reading through the Lens of Gender*. Connecticut: Greenwood Press, 2003. Print.

4.2.7 *Work in an anthology*

If you are only using certain items within an anthology, only include those items in your Works Cited. The use of a title of a piece of work taken from an anthology appears in quotations after the author. Place a period after the title and inside the quotation marks. Also include the page number(s) where the work can be found within the anthology.

Kelly, Ernece B. "Paths to Liberation in Alice Walker's *The Color Purple* (1982)." *Women in Literature: Reading through the Lens of Gender*. Ed. Jerilyn Fisher and Ellen S. Silber. Connecticut: Greenwood Press, 2003. 75-78. Print.

4.2.8 *Article in a reference book (Encyclopedia, dictionary or almanac)*

If the reference book is quite well-known (e.g. Encyclopedia Britannica, Catholic Encyclopedia), you do not need to give the full publication information for the work. List only the edition (if stated) and the year it was published. If there are multiple volumes, state in which volume you found the article.

"Activism." *Pollution A-Z*. Ed. Richard M. Stapelton. Vol. 1. New York: Macmillan Reference USA-Thompson Gale, 2004. Print.

4.2.9 *Multivolume work - If more than one volume used...*

If you have used two or more volumes in a multivolume work, cite the total number of volumes in the work between the title and publication information.

Skutsch, Carl and James R. Lewis, eds. *The Human Rights Encyclopedia*. 2 vols. Armonk, NY: M.E. Sharpe, 2001. Print.

4.2.10 *Multivolume - If only one volume used*

If you only use one volume, but multiple articles (without authors specified) from within that volume, give the publication information for that volume and state the number of the volume following the title.

Pendergast, Sara and Tom Pendergast, eds. *Bowling, Beatniks, and Bell-Bottoms: Pop*

***Culture of 20th Century America*. Vol. 4. Detroit: UXL-Thompson Gale, 2002. Print.**

4.2.11 *An introduction, preface, forward or afterward*

If you are using an introduction, preface, forward, or afterward, cite the author, followed by a period, followed by the name of the part used. If the author of the part (e.g. the introduction) is different from the work as a whole, cite the author after the word **By** (for an author) or **Ed.** (for an editor). At the end of the citation, give the page numbers of the part (e.g. the introduction).

Anderson, Marjorie. Introduction. *Dropped Threads: What We Aren't Told*. Eds. Carol

Shields and Marjorie Anderson. Toronto: Vintage-Random, 2001. vii-x. Print.

4.2.12 *A translation*

Credit the original author, followed by the English title, followed by the translator's name and the publication information for the translated work.

Esquivel, Laura. *Like Water for Chocolate: A Novel in Monthly Installments, with Recipes,*

***Romances, and Home Remedies*. 1989. Trans. Carol Christensen and Thomas**

Christensen. New York: Anchor-Doubleday, 1992. Print.

4.2.13 *Book in a language other than English*

Treat this entry like any other book, with the capitalization appropriate for that language.

Sonier, Glenda Lynn. *Une aventure aztèque*. Lèvis, Québec: Les Éditions Jaye, 1997.

Print.

4.2.14 *Two or more items by the same person*

Provide the name in the first entry only. For subsequent entries, type three hyphens and a period, skip two spaces and give the title. If the person named served as a translator or editor, place a comma after the three hyphens, skip a space and write the appropriate abbreviation (ed., or trans.,) before continuing with the title. If the person served as translator for two or more of the works listed consecutively, the abbreviation trans. must be repeated with each entry.

Atwood, Margaret. *Negotiating with the Dead: A Writer on Writing*. 2002. N.p.: Anchor Canada-Random House, 2003. Print.

---, ed. *The New Oxford Book of Canadian Verse in English*. Toronto: Oxford University Press, 1983. Print.

---. *The Robber Bride*. 1993. Toronto: Seal-Doubleday, 1999. Print.

4.2.15 *Book in a series*

The name of the series follows the medium of publication (e.g. Print) and is not italicized. If the series is numbered (often not), include the series number directly after the series title.

Wagner, Heather Lehr. *Iraq*. Philadelphia: Chelsea House, 2003. Print. Creation of the Modern Middle East.

4.2.16 *The Bible and documents of other major religions*

Treat these as books with no author. Refer to the version or edition, followed by the publisher and the date (if there is one). Do not italicize the title.

Bible. King James Version. New York: World Publishing Company.

New American Bible. New York: Catholic Book Publishing Co., 1970, 1986.

Jerusalem Bible. Garden City: Doubleday and Co., Inc., 1966.

4.3 *Articles in periodicals, newspapers, magazines, journals*

Periodicals are publications appearing at fixed intervals. They include: newspapers, magazines, scholarly journals. Like an entry for a book, there are three main divisions: author, title and publication information. If you are using a scholarly journal include: journal title, volume number, year of publication and pages used from the article cited. The following information is normally required:

1. Author's name
2. Title of article
3. Name of periodical
4. Series number or name
5. Volume number [for a scholarly journal]
6. Date of publication [in "day, month, year" format]

7. Page number(s) [of entire article; if the page numbers are not consecutive (e.g. 3, 4, 7, 12) simply list the first page followed by a + (e.g. 3+)]
8. Medium of publication. (e.g. Print)

Author. "Title of Article." *Periodical name* Date: page numbers.

NOTE: There is no punctuation immediately following the title of the newspaper or magazine. A colon follows the year. The letter p is not used for page numbers.

4.3.1 Newspaper

D'Amato, Luisa. "School May Fail Inspection." *Record*. 26 Aug. 2004: A1. Print.

NOTE: Do not use articles, such as "The, An, A" when citing a publication (e.g. The Record)

4.3.2 Magazine or scholarly journal article

If you are using a scholarly journal, they usually continue their page numbering throughout the year. It is therefore, unnecessary to indicate the issue number or month of the journal, just the volume number. If they do not continue their page numbering, you must indicate the issue number, by placing a period followed by the issue number, after the volume number. Do not use abbreviations (such as v. or i.).

Scholarly journal, continuous pagination:

Braun, Linda. "What's in a Game?" *Voice of Youth Advocates* 27(2004): 189. Print.

Scholarly journal, each issue paged separately:

Derry, Margaret. "Cattle Scourge." *Beaver* 81.4(2001): 34-36. Print.

Magazine article:

Levi, Michael. "Nuclear Bunker Buster Bombs." *Scientific American* Aug. 2004: 66-73.

Print.

4.3.3 Magazine article editorial

When citing an editorial, include Editorial after the article title.

Wilson-Smith, Anthony. "Still Fighting Old Wars." Editorial. *Maclean's* 30 Aug. 2004.

Print.

4.3.4 *Articles with no author*

“Canucks Iron Out the Kinks” *Record*. 26 Aug. 2004: D1. Print.

4.3.5 *Letter to the editor*

When citing a letter to the editor, include Letter after the name of the author.

Reid, Jennifer. Letter. *Rolling Stone* 19 Aug. 2004: 22. Print.

4.3.6 *A review*

When citing a review of another source, give the reviewer’s name and the title of the review (if there is one), followed by **Rev. of** and the title of the original work being reviewed, followed by the author of the original work (**title by author**). Conclude with the publication information of the source where the review was printed.

Hanson, Jamie S. Rev. of *Sister Slam and the Poetic Motormouth Road Trip* by Linda

Oatman High. *Voice of Youth Advocates* 27 (2004): 216. Print.

4.3.7 *Cartoons*

To cite a cartoon, state the cartoonist's name, the title of the cartoon in quotation marks (if given), the word **cartoon** or **Comic strip** neither underlined nor enclosed in quotation marks, and conclude with the usual bibliographic information.

Schultz, Charles M. “Peanuts.” Comic strip. *Windsor Star* 27 Aug 2004: D9. Print.

4.4 *Other printed works*

4.4.1 *Pamphlets or brochures*

Treat a pamphlet or brochure as a book. Give as much information as you can, including the author of the pamphlet, if available.

Family and Children’s Services. Kitchener: Family and Children’s Services of the Waterloo

Region, n.d. Print.

4.4.2 *Government publications*

Government publications often do not name an author so the general rule is to identify the country, followed by a period, then the agency followed by a period. *Title of Report*. Place: Publisher, date. Print.

Canada. Statistics Canada, Environment Accounts and Statistics Division, System of National Accounts. *Human activity and the environment : annual statistics, 2007 and 2008*. Ottawa: Minister of Industry, 2008. Print.

4.4.3 Map or chart

Treat maps or charts like an anonymous book (see section 4.2.4), but add the appropriate label (**Map, Chart**).

***The World*. Map. Washington: National Geographic Society, 2003. Print.**

4.5 Online and electronic resources

There is a wide variety of online and electronic sources from the Internet to Email. There are also prescribed formats for each which can become very technical. The various potential sources do, however, share certain characteristics in common for identification of sources. If the following sources do not specifically match yours, use good judgement based on the models to indicate your source.

Be sure to keep printed copies of all the online material you cite in your Works Cited (or, to save paper, on the school computers you can print a page to a pdf file!). Sometimes your teacher will not be able to link to the online sites where you obtained your information, and will need your printed, original information to validate your citations.

4.5.1 Web sites and web pages

When citing information from a Web site, include the following information (if available).

1. Name of the author/editor of the site
2. Title of the Web page (in quotations) and web site (italicize)
3. Name of any sponsoring organization or institution (if nothing is available, use N.p.)
4. Date published or last updated (if nothing is available, use n.d.)
5. Medium of publication (Web.)
6. Date you accessed the site (“day month year” format)
7. URL

Author’s name. “Title of the article”. *Title of the overall Web site*. Organization Name. Date published. Web. Date accessed. <URL>.

Hubert, Jennifer. *Reading Rants! Out of the Ordinary Teen Booklists*. N.p. 2010. Web. 28 Jan. 2010. <<http://www.readingrants.org>>.

Perry, Lacy. “How Snakes Work.” *How Stuff Works*. HSW Media Network. 2004. Web. 26 Aug. 2004 <<http://www.howstuffworks.com/snake.htm>>.

If the URL of the specific page is too long, simply list the URL of the site's search page or the path you followed (Path: name of link clicked; name of link clicked; etc.).

4.5.2 Article from a research database (InfoTrac, EBSCO)

Most of the time, research databases will give you the source citation, so you just need to copy and paste it into your Works Cited!

If you do need to create the citation, in general, create the citation as if it were the equivalent print source (e.g. journal article, reference book, etc. – see sections 4.2 and 4.3 above), followed by the following:

1. *Title of the database* (italicized)
2. Medium of publication (Web.)
3. Date of access (day month year – e.g. 02 Jan. 2010)
4. URL (just the beginning, so we know if the database is from InfoTrac, or EBSCO, etc.)

NOTE: Although the *Teen Health and Wellness* resource functions as a database (well-referenced, refereed, etc.), it is technically a web site and should be referenced that way. Luckily, they create the citations for you!

Newspaper/magazine article:

Castaldo, Joe et al. "The Power of Being Green." *Canadian Business*. 17 Mar. 2008: 61-66.

***Canadian Points of View Reference Centre*. Web. 28 Jan. 2010.**

<<http://search.ebscohost.com>>

Scholarly journal article:

Young, Anita, et al. "Empowering students: using data to transform a bullying prevention and intervention program." *Professional School Counseling* 12.6 (2009): 413+. *Academic*

***OneFile*. Web. 29 Jan. 2010. <<http://find.galegroup.com/gtx/start.do?prodId=AONE>>**

Article originally from a book (reference, viewpoints, book)

"Xenophobia." *International Encyclopedia of the Social Sciences*. Ed. William Darity,

Jr. Vol. 9. 2nd ed. Detroit: Macmillan Reference USA, 2008. *Global Issues in Context*.

Web. 28 Jan. 2010. <<http://find.galegroup.com/gic/start.do?prodId=GIC>>.

4.5.3 *Email*

Author of email message. "Subject line of message." **Message to recipient's name (or to the author)**. Date of the email. Email.

Ross, David. "Comedy in Shakespeare's Tragedies." Message to the author. 2 Feb. 2010.

Email.

4.6 *Audio-visual and media sources*

4.6.1 *Television and radio programs*

Information for a television or radio program usually appears in the following order: the title of the episode, in quotation marks; title of the program, italicized; the network (ABC); the local station and the city (CFTO, Toronto); the date of the broadcast; medium of reception (e.g. radio, television). Where appropriate, , precedes the title of the program.

"My Coffee with Niles." *Frasier*. NBC, WBEN, Buffalo. 19 May 1994. Television.

4.6.2 *Recordings (CDs)*

In the entry for a commercially available recording, the first person cited depends on the desired emphasis, whether it be performer, composer or conductor. List the title of the song in quotations (if you're only using one song/track), the title of the recording, the artist (if not already cited), the manufacturer, year of issue, medium (e.g. CD, Audiocassette, L.P.).

Linkin Park. "By Myself." *Hybrid Theory*. Warner Bros., 2000. CD.

4.6.3 *Feature Films*

A film entry begins with the title, italicized, and includes the director, the distributor, the year of release, and the medium (e.g. DVD, Videocassette). You might wish to include other information such as the writer, performers and producer, all of which follow the title. Physical description of the film is optional and may follow the date.

***Lord of the Rings: The Fellowship of the Ring*. Dir. Peter Jackson. Perf. Ian McKellan,**

Elijah Wood, Orlando Bloom, Viggo Mortensen, Liv Tyler, and Cate Blanchett. New

Line Cinema., 2001. DVD.

***Malcolm X: A Search for Identity*. A&E, 1995. Videocassette.**

4.6.4 Interviews

If you are citing a published interview (e.g. broadcast on television or radio; published in print format), include: name of person interviewed. “Title of Interview” OR just the word Interview if no title is given. Publication Information (e.g. *Web site title/Television program/magazine title*. Publisher.) Date of publication. Medium of publication (e.g. Print. Television. Radio. DVD. Web). Note: if the interview is published on the Web, include the date you accessed the interview after the medium of publication, followed by the URL).

Wickenheiser, Hayley. “Hayley Wickenheiser: alongside the guys.” *CBC Archives*. CBC, 21

Dec. 2003. Web. 2 Feb. 2009. < <http://archives.cbc.ca/sports/olympics/clips/17357/>>

In citing a personally conducted interview, give the name of the person you interviewed, the kind of interview, be it personal or telephone, and the date.

Ross, David. Telephone interview. 19 Jan. 2010.

4.6.5 Lecture or speech

Cite the speaker's name, the title of the lecture in quotation marks, the meeting and sponsoring organization (if applicable), the location, the date, and the form of delivery (e.g. Lecture, Address, or Keynote Speech, Reading) . If there is no title, the word Lecture, Address, Reading or Keynote Speech may be used.

McKechnie, Lynne. “Booktalking Young Adult Literature.” University of Western

Ontario, London. 25 May 2001. Lecture.

4.7 Annotated works cited

An annotated works cited list contains descriptive or evaluative comments on sources used in your paper. Your teachers should indicate whether they require a Works Cited or an Annotated Works Cited. Note how the annotation follows *directly* after the citation – you do not need to start a new line.

Smithson, Scott. *Molecular Peculiarities*. New York: Dryden, 1991. Print. An in-depth study of six common molecular anomalies, with data provided by top researchers.

4.8 Other examples



If you have other types of resources, not found in this Style Guide, refer to the MLA Handbook for Writers of Research Papers, 7th edition – which is available in the library (PRO 808.027 MLA) – or ask your librarian. Another great resource is Purdue University’s Online Writing Lab (OWL) – which gives detailed explanations of citing and referencing: <http://owl.english.purdue.edu/owl> (click on Research and Citation).



This Works Cited includes all of the examples listed in this Style Guide – to give you a sense of what a completed Works Cited would look like. Notice how the entries are NOT bolded!

WORKS CITED

“Activism.” *Pollution A-Z*. Ed. Richard M. Stapelton. Vol. 1. New York: Macmillan Reference USA-Thompson Gale, 2004. Print.

Anderson, Marjorie. Introduction. *Dropped Threads: What We Aren't Told*. Eds. Carol Shields and Marjorie Anderson. Toronto: Vintage-Random, 2001. vii-x. Print.

Atwood, Margaret. *Negotiating with the Dead: A Writer on Writing*. 2002. N.p.: Anchor Canada-Random House, 2003. Print.

---, ed. *The New Oxford Book of Canadian Verse in English*. Toronto: Oxford University Press, 1983. Print.

---. *The Robber Bride*. 1993. Toronto: Seal-Doubleday, 1999. Print.

Bible. King James Version. New York: World Publishing Company.

Braun, Linda. “What’s in a Game?” *Voice of Youth Advocates* 27(2004): 189. Print.

Canada. Statistics Canada, Environment Accounts and Statistics Division, System of National Accounts. *Human activity and the environment : annual statistics, 2007 and 2008*. Ottawa: Minister of Industry, 2008. Print.

“Canucks Iron Out the Kinks” *Record*. 26 Aug. 2004: D1. Print.

Castaldo, Joe et al. “The Power of Being Green.” *Canadian Business*. 17 Mar. 2008: 61-66.

Canadian Points of View Reference Centre. Web. 28 Jan. 2010.

<<http://search.ebscohost.com>>

“Computers.” *Bloomington Public Library*. n.d. Web. 2 Feb. 2010

<<http://www.bloomingtonlibrary.org/use/computers/>>.

D’Amato, Luisa. “School May Fail Inspection.” *Record*. 26 Aug. 2004: A1. Print.

Derry, Margaret. “Cattle Scourge.” *Beaver* 81.4(2001): 34-36. Print.

- Emsley, John. *Nature's Building Blocks: An A-Z Guide to the Elements*. Oxford: Oxford University Press, 2003. Print.
- Esquivel, Laura. *Like Water for Chocolate: A Novel in Monthly Installments, with Recipes, Romances, and Home Remedies*. 1989. Trans. Carol Christensen and Thomas Christensen. New York: Anchor-Doubleday, 1992. Print.
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APPENDIX A: APA Guidelines

USE THE INFORMATION FROM THIS SECTION ONLY UPON THE SPECIFIC INSTRUCTIONS OF YOUR TEACHER.

A.1 Style

The writing style used for the social sciences and other sciences is not the style that the rest of this guide uses. The major difference is that in the MLA style of the rest of this guide, you write in the present tense. The sentences below will illustrate the differences, beginning with an MLA example and then following with two examples based on the APA, American Psychological Association, guidelines (present tense (MLA), present perfect tense, past tense):

The study shows a significant increase in cancer rates over the course of the trials.

The study had shown a significant increase in cancer rates over the course of the trials.

The study showed a significant increase in cancer rates over the course of the trials.

In the APA style you may also use sub-headings in the body of your paper. These should be against the left margin and underlined.

A.2 Parenthetical references

There are major changes in the scientific method of crediting a source. Since scientific research is ongoing and often includes new discoveries or breakthroughs, it is important for the reader to know what year the material, to which you are referring, was published. Therefore, the year is also included in the parentheses.

Another change in this style is the structure of the parenthetical reference. Name the author, year of publication, and page on which the information was found. Use commas after each category; use the abbreviations p. for page and pp. for pages.

(Asimov, 1953, p.30).

(Randall, 1993, pp. 42-45).

A.3 Title page

In APA style, you use a separate piece of paper for the title page. Assign a title to your paper. Create a one word short form for the title. Put that word in the top right hand corner of the page; immediately below it, put in the page number 1. Both these items will be included in the same place on all pages of your paper. On the rest of the title page, include the title and below it your name. Below your name, indicate the course or your teacher. Towards the bottom of the page, write the words **Running Head:** and after it, insert the one word abbreviation for your paper.

A.4 Works cited

Unless specifically instructed by your teacher to do otherwise, use the works cited format from section 4 of the guide.

Only the most common types of sources are listed here. For a more complete guide to APA Style, please see *Cite right: a quick guide to citation styles--MLA, APA, Chicago, the sciences, professions, and more* by Charles Lipson (808.027 LIB) in the Library @ Rez.

Another great resource is Purdue University's Online Writing Lab (OWL) – which gives detailed explanations of citing and referencing: <http://owl.english.purdue.edu/owl> (click on Research and Citation).

A.4.1 How to cite books

A.4.1.1 Book with an author

When citing a book, use the following format: Author last name, first initial. (year). *Book Title*. City: Publisher. (Note: APA only uses initials for authors first names, not their full name as with MLA).

Nunes, J. & Simmie, S. (2002). *Beyond Crazy: Journeys Through Mental Illness*. Toronto: McClelland & Stewart.

The parenthetical reference for a quote taken from page 82 of this example would be:

(Nunes & Simmie, 2002, p.82)

A.4.1.2 Article from a Reference Book

When citing an article from a reference book, like an encyclopedia, use the following format: Article author (if given) last name, first initial. (year). Article title. In Editor of reference book, *book title* (edition, volume, page numbers). City: Publisher. [Note: if there is no author, start with the article title, followed by the publication year.]

Activism. (2004). In Stapleton, R. (Ed.), *Pollution A-Z* (1st ed., Vol. 1, pp. 7-20). New York: Macmillan Reference USA-Thompson Gale.

The parenthetical reference for information taken from pages 9-10 of this example would be:

(Activism, 2004, pp. 9-10)

A.4.2 How to cite information from an Online Database

Much of your research for an academic paper should come from a research database. For the most part, these databases will generate citations for you in APA format (be sure to select APA, since the default is MLA).

A.4.2.1 Reference/Book/Viewpoint

Note that the format is identical to that of an article from a print reference book, with the “Retrieved from” information added onto the end of the citation.

**Xenophobia. (2008). In W. D. Jr. (Ed.), *International Encyclopedia of the Social Sciences*, Vol. 9 (2nd ed., pp. 158-161). Detroit: Macmillan Reference USA. Retrieved January 28, 2010, from Global Issues In Context via Gale:
<http://find.galegroup.com/gic/start.do?prodId=GIC>**

The parenthetical reference for information taken from this example would be:

(Xenophobia, 2008, p. 159)

Note: there ARE page numbers shown on this article, so you can reference them

A.4.2.2 Magazine or Newspaper article

Note that, unlike MLA, all authors (up to 7) are listed in the citation and the last author is preceded by an ampersand (&). The article title is in sentence-case (which means only the first word or proper nouns in the title is capitalized).

**Castaldo, J., McKeon, L., Gray, J., Wesley, C., & McClearn, M., (2008, March 17). “The power of being green.” *Canadian Business*, pp. 61-66. Retrieved January 28, 2010, from Canadian Points of View Reference Centre via EBSCO:
<http://search.ebscohost.com>**

The parenthetical reference for information taken from this example would be:

(Castaldo, McKeon, Gray, Wesley, & McClearn, 2008)

Note: for 3-5 authors, list them in the **first** parenthetical reference; after that, use

(Castaldo et al., 2008).

A.4.2.3 Scholarly Journal article

With a scholarly journal, where it lists volume and issue number (versus a magazine, which lists month and/or date), include volume, issue – with no “vol.” or “i.” immediately following the journal name.

Young, A., Hardy, V., Hamilton, C., Biernesser, K., Sun, L.-L. , & Niebergall, S. (August 2009). Empowering students: using data to transform a bullying prevention and intervention program. *Professional School Counseling*, 12, 6. p.413(8).

Retrieved January 29, 2010, from Academic OneFile via Gale:

<http://find.galegroup.com/gtx/start.do?prodId=AONE&userGroupName=kitc87542rpa>

The parenthetical reference for information taken from this example would be:

(Young, et al., 2009)

Note: For 6 or more authors, use the et al. formatting.

A.4.3. Web sites & Web pages

When citing information from a Web site, include the following information (if available): Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved date from name of Web site (if *Title of document* is an article from within a site) <http://Web address>

If no date is available for the web page, use n.d.

Hubert, J. (2010). *Reading Rants! Out of the Ordinary Teen Booklists*. Retrieved January 28, 2010 from <http://www.readingrants.org>

Note: because the whole web site (Reading Rants) is being referenced, you do not need to repeat the web site title.

Perry, L. (2004, August 20). *How Snakes Work*. Retrieved January 24, 2010 from How Stuff Works website: <http://www.howstuffworks.com/snake.htm>

Note: because a single article (How Snakes Work) is being used from a whole web site, the title of the web site (How Stuff Works) must be included in the Retrieved from information.