

SCHOOL DISTRICT #73

WORKS CITED AND IN-TEXT CITATIONS GUIDELINES

The Kamloops-Thompson Teacher-Librarians' Association recommends the Modern Language Association style guidelines, 7th Edition (MLA 7), as the standard for District schools. The following information is based on this format and is a guide for students, teachers, and teacher-librarians.

General Rules for Preparing a Bibliography/Works Cited Page:

Collect the information for your works cited page as you do your research. This is often referred to as a "working bibliography". Every resource you use must be listed in your bibliography. The following examples will show you what information to collect and how to "cite your source" correctly.

- The *Works Cited* is done on a separate page at the end of your assignment. If the pages in your report are numbered, continue the numbers onto the *Works Cited* page.
- Entries are arranged alphabetically by the author's last name or by the title if there is no author. Ignore the little words "a", "an", and "the".
- Titles are *italicized* (not underlined) and all important words should be capitalized
- Each entry must include the publication medium. Examples include: Print, Web, DVD, and Television.
- Place of publication: If more than one place is listed, use the city located in Canada or, if none are located here, use the closest geographically to where you are. e.g. Seattle is closer than New York or Hong Kong.
- First line touches the margin, the second and subsequent lines are indented five spaces (the TAB button usually indents 5 spaces automatically). This is called a "hanging indentation."
- Double-space between each line of the reference AND between each reference.
- Leave one (1) space between words or numbers within the reference.
- Copy the examples exactly ('fill-in-the-blanks' with the required information).
- Multi-volume references (like encyclopedias) and periodicals (like journals) require page numbers.
- The **abbreviation** "p" is not used in front of page numbers for bibliography, footnotes, or quotes. Many online sources do not have a date, publisher or pagination. MLA advises, where applicable, to write **n. pag.** for those sources without page numbers, **n.d.** for no date, and **N.p.** if name of the publisher is omitted
- abbreviations should be used for editor (ed.), compiler (comp.), or narrator (narr.) where needed

MLA 7 BIBLIOGRAPHIC FORMAT

PRINT RESOURCES

The following resources are 'static' or 'unchanging' and have four main parts:

- Author
- Title
- Publication information
- Medium (Print.)

**Journals and other periodicals require page numbers. Book citations do not require page numbers, except for references and anthologies as indicated below.

Book with 1 author:

Mumford, Lewis. *The Culture of Cities*. New York: Harcourt, 1938. Print.

Book with 2 or 3 authors:

Francis, R. Douglas, Richard Jones, and Donald B. Smith. *Destinies: Canadian History since Confederation*. Toronto: Harcourt, 2000. Print.

Book with 4 or more authors:

Baldwin, Richard et al. *Economic Geography and Public Policy*. Princeton: Princeton UP, 2003. Print.

Two or more books by the same author:

*Replace the author's name with three hyphens and arrange alphabetically by the book's title:

Postman, Neil. *Amusing Ourselves to Death: Public Discourse in the Age of Show Business*. Philadelphia: Viking Sisters, 1985. Print.

---. *The Disappearance of Childhood*. New York: Vintage, 1994. Print.

Anthology or compilation:

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

Work in an anthology or an essay in a book:

*Essays, poems, and short stories are put in quotes. Works such as novels or plays that were published independently (originally) are usually italicized. Include the date of original publication if available.

Naremore, James. "Hitchcock at the Margins of Noir." *Alfred Hitchcock: Centenary Essays*. Ed. Richard Allen and S. Ishii-Gonzalès. London: BFI, 1999. 263-77. Print.

Yep, Lawrence. *Dragonwings*. 1975. *The Norton Anthology of Children's Literature: the Traditions in English*. Ed. Jack Zipes. New York: W.W. Norton, 2005. 1389-1414. Print.

Article in a reference book or an entry in an encyclopedia:

*If the article/entry is signed, include the author's name; if unsigned, begin with the title of the entry

"Everglades." *Encyclopedia Americana*. 2006 ed. Print.

Perman, Michael. "Black Friday." *The World Book Encyclopedia*. 2011 ed. Vol. 2. Chicago, IL: World Book, 2011. 387. Print.

Article in a journal:

Ferrer, Ada. "Cuba 1898: Rethinking Race, Nation, and Empire." *Radical History Review* 73 (1999): 22-49. Print.

NON-PRINT AND ONLINE RESOURCES

Online resources change frequently therefore they always include the date the information was accessed. Non-print resources vary significantly in format, but generally have four main parts:

- Author/person of responsibility
- Publishing/production information
- Title
- Medium (Web, DVD, Television, etc.)

Films, Videorecordings, and Video Clips:

Commercial Productions (Feature films, Documentaries, etc. in all formats):

Title of work. Director. Main Performers. Original year of production (if applicable). Studio or Distributor, year of current format. Medium or FILE FORMAT.

Example:

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

Non-Commercial Productions and Digital Video Clips:

"Segment/Clip title." *Title of work.* Director/Producer/Creator, year. Medium or FILE FORMAT.

Examples:

"Me and Jim." *Videos to Sleep By.* Millennium Studios, 2009. AVI file.

"Johnson family camping trip." Jack Johnson, 2008. MPEG file.

Digital Video or Clips Accessed Online:

"Segment/Clip title." Director/Producer/Creator. *Title of database or Website.* Publication date (if available). Web. Date of access. <URL> (there is no need for file format here)

Example:

"[OFFICIAL] UBC LipDub". UBCLipdub. *You Tube.* 8 April 2011. Web. 27 Aug. 2011. <www.youtube.com/watch?v=De1Vo>

Television:

Writer name. "Segment/Clip title." Director/Producer. *Program.* Network. City, broadcast date. Television.

Example:

Rooney, Andy. "Rooney's Memories of Cronkite." Dir. Phil Heal. *Sixty Minutes.* CBS. Kalamazoo, MI, 13 Sept. 2009. Television.

Audio Recordings and Clips (CD, MP3, WAV, etc.):

****NOTE: if there is no performer identified (e.g. sound effects), the track or clip title should appear first.**

Performer name. "Title of track or clip". *Album/Anthology/Compilation.* Publisher/label, year. Medium or FILE FORMAT.

Examples:

Babarunde, Lea. *Soul Pools.* New York: Motema Music, 2002. CD.

Jones, Norah. "Light as a Feather." *The Fall.* Blue Note Records, 2009. MP3.

Audio Recordings and Clips Accessed Online:

Performer name. "Title of track or clip." *Album/Anthology/Compilation.* Publisher/label, year. *Title of database or Website.* Web. Date of access. <URL> (there is no need for file format here)

Examples:

"Large Door Closing- Sound Effect." *Royalty Free Music, Free Sound Effects.* Web. 05 Jan. 2011.

<www.partnersinrhyme.com/soundfx/door_sounds/door_close-large-door_wav.shtml>.

Wilkinson, Alexa. "Interest of Saving Time." DNK Records, 2007. *Beatpick.com.* Web. 8 Dec. 2011.

<www.beatpick.com/player/index#>.

Internet Website (Non-Periodical):

Last name, First name. "Article or page title if available." *Title of the overall Web site.* Web. Date of access.

****If you cannot find some of this information, include only what is available.**

Example:

Lenander, Johanna. "Make Clothes Not War." *Fashion Net.* 5 February, 2011 <www.fashion.net/news/>

****Note:** It is easier to read if the URL address is kept together within the angled brackets. It may need to be moved so it is all on one line. http:// is no longer considered necessary as most browsers will work without this protocol. To shorten the URL, use a URL shortener like bit.ly or [Google URL Shortener](http://GoogleURLShortener.com). Be sure to include "www" if it is a World Wide Web site. Ask your teacher if you are unsure about including the URL.

Work from an Online Journal (Periodical)

Last name, First name. "Document title if available." *Title of the Journal* volume.issue.series (YEAR): page(s).

Web. Date of access. <URL> ****If you cannot find some of this information, include only what is available.**

Example:

Landa, Rebecca, and Elizabeth Garrett-Mayer. "Development in Infants with Autism Spectrum Disorders: a Prospective Study." *Journal of Child Psychology and Psychiatry* 47.6 (2006): 629-38. Web. 2 March 2011. <www.cclweb/compllitculture_4_1/2002.html>

Digital Image found online (.jpg, gif, etc.):

Title of image. Digital Image. *Hosting Website.* Original source. Web. Date accessed. <URL> (no need for file format)

Example:

Bruce Springsteen. Digital image. *Google Images.* LIFE. Web. 9 Oct. 2009.<images.google.com>

Email:

"Subject line of message." Message to author's name. Access date. E-mail.

Example:

"In-A-Gadda-Da-Vida." Message to Ben Dover. 1 Apr. 2009. E-mail.

Work from a Subscription Service- EBSCOhost, etc.

Last name, first name. "Title of article." *Title of Information Source* volume.issue.series (YEAR): page(s). *Name of subscription service or database.* Web. Date of access. <URL (if required by teacher)>

Example:

Benoit, William. "Doonesbury versus the tobacco institute: The Smoke Starters' Coupon." *Communication Quarterly* 115.3 (2009): 4-7. *EBSCO Academic Search Premier.* Web. 6 Dec. 2011. <web.ebscohost.com/ehost/dbbenoit.htm>

Work from a Reference Database or Online Encyclopedia (World Book, Britannica, etc.)

****There are two types of online encyclopedias: those published as online editions OR digitized print versions.**

Published as an online edition: (URL's are not required for online versions)

Last name, first name. "Title of article." *Title of online encyclopedia version.* Publication, year. Web. Date of access.

Example:

Johnston, N. Paul. "Poultry." *World Book Advanced.* World Book, 2011. Web. 6 Dec. 2011.

Digitized Print version found online:

Last name, first name. "Title of article or section." *Encyclopedia title.* City published: Publisher, year. Pages. *Website where the source is hosted.* Web. Date accessed. <URL>.

Example:

McGhee, Karen, and George McKay. "Insects." *Encyclopedia of Animals.* Washington, D.C.: National Geographic Society, 2007. 170-71. *Google books.* Web. 2 July 2010. <books.google.ca/=encyclopedia+of+animals=insects>

PARENTHETICAL REFERENCES (IN-TEXT CITATIONS)

In MLA 7, in-text citations are called *parenthetical references*. Parenthetical references allow one to acknowledge a source from within the text of a paper by identifying exactly where in the source specific information was found. Readers can follow up by referring to the entire reference in the *Works Cited* at the end of the paper. Parenthetical references generally use the author's last name followed by the page number referenced in the work. The reference is placed in parentheses usually at the end of the sentence before the period.

A parenthetical reference appears in brackets immediately after a quotation or derived idea. Parenthetical references generally consist of:

- **Author's last name**
- **page number only (Do not use "p" for page or commas in basic references)**

Example:

The migration of wealth from the middle to the upper class is inevitable in a capitalist society (Brumsky 225).

If the author's name is mentioned in the narrative, only the page number should be in the parentheses

Example:

McCain (456) identified that...

If there is no identified author, use a few words of the title (no more than necessary to identify the source)

Example:

("Creation theories" 127)

Citing more than one work by the same author, use a comma and include the title or a portion thereof

Example:

(Darwin, *Origin of the Species* 301)

Corporate authors or a group of authors, use the full name or a shortened version of the group

Example:

(Canadian Librarian Association 115) or (CLA 115)

Two or three authors, use the last names as they appear in the resource separated by commas

Example:

(Harold, Balzac, and Guinn 77)

More than three authors, use the first name as it appears in the resource, followed by et al.

Example:

(Jones, et al. 624)

If the resources contain more than one author with the same last name, use the author's first initial

Example:

(J. Smith 23)

(B. Smith 17)

*** if the initial is also the same, use the full first name**

Example:

(Curtis Thomas 213)

(Cherise Thomas 97)

QUOTATIONS

Exact (word for word) quotations from published authorities are used to support your key points and strengthen your arguments. Quotations are composed of single words, phrases, or complete sentences. All quotations must be documented in parenthetical references.

Short Quotations:

Short quotations are enclosed in quotation marks and set within the sentence or paragraph.

Example:

The power of propaganda and censorship has a many-layered impact on a populace and we must never forget that, "censorship is never over for those who have experienced it. It is a brand on the imagination that affects the individual who has suffered it, forever" (Chomsky 224).

Punctuation in Short Quotations

Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

Examples:

- It has been asserted that red grapes are "far tastier than green" (Hafeli 166), though others disagree.
- According to Hafeli's extensive study, red grapes are "far tastier than green" (166).
- Is it possible that red grapes are "far tastier than green?" (Hafeli 166).
- Hafeli concludes, "Of all the fruits that I have eaten / That's about all I remember" (142-143).

****Note: The complete information about this source would be in your Works Cited and would look like this:**
Hafeli, Gregg. *Things That Teens Don't Care About*. 2nd ed. Kamloops, B.C.: NorKam Press, 2011. Print.

Long Quotations:

Longer quotations are set in blocks. They are single-spaced and indented ten (10) spaces on both left and right margins. Do not use quotation marks- the reader knows that it is a quotation by its placement and the reference in brackets at the end of the quotation. Start the quotation on a new line and maintain double-spacing if the essay is already double-spaced. *Unlike short quotations, your parenthetical citation should come after the closing punctuation mark.* ****When quoting poetry verse, maintain original line breaks.**

Example 1 (one author):

One of the most inspirational quotes in civil rights history was made the evening before one of the most remembered assassinations of the modern era,

I just want to do God's will. And he's allowed me to go to the mountain. And I've looked over, and I've seen the promised land! I may not get there with you, but I want you to know tonight that we as a people will get to the promised land. (King 342)

Example 2 (Verse):

The idea of God as light was particularly common in the contemporary literature of the early and mid-17th Century. Some well known authors of the era expressed this belief as a popular interpretation of specific passages from the book of Genesis:

Hail holy Light, offspring of Heav'n first-born,
Or of th' Eternal Coeternal beam
May I express thee unblam'd? since God is Light,
And never but in unapproached Light
Dwelt from Eternity, dwelt then in thee,
Bright effluence of bright essence increate. (Milton III. 1-6)

Omitting or Adding Words in Quotations:

If you add your own words to a quotation, brackets should be placed around the words to indicate that they have been added to the original text. If you omit one or more words from a quotation, you should identify where the deleted word or words would have been by using *ellipsis* marks. Ellipsis marks are three periods (...) on their own with one space prior and one after.

Example 1 (adding words)

Jim Morgan, in his study of behavioral disorders in chickens, stated: "chickens [in severe mental distress] cluck a great deal, as opposed to pecking at things" (78).

Example 2 (omitting words)

In his report on the nervous habits of various water fowl, Delville Zingdweebie states that "anyone with half a brain knows this stuff ... and in my experience, almost nobody cares about twitchy ducks" (143).

FOOTNOTES AND ENDNOTES:

MLA 7 does not recommend using footnotes or endnotes in essays, as they can be distracting from the text. MLA style does, however, allow you to use endnotes or footnotes for *bibliographic notes*, which refer to other publications your readers may consult. For detailed information on this, refer to Purdue University's *Online Writing Lab* MLA 7 guide page at <http://owl.english.purdue.edu/owl/resource/747/04/> .

GLOSSARY

Author: the person chiefly responsible for the creation of a work (book, article, web site, etc.).

Authority: a person or organization with expert knowledge of a subject.

Bibliography/Works Cited: a list of sources of information consulted in the preparation of a report, essay, project, presentation, etc.

Citation: 1. A word for word quotation of someone's work used to support an argument or position.
2. Identification of the source of a quotation or derived idea (i.e. documentation of sources).

Copyright Date: date the work was published. When more than one date appears, use the most recent date.

Corporate Author: a group (companies, governments, or organizations) that is responsible for the creation of a work.

Edition: works that are revised and republished with new or updated information. e.g., 2nd edition, revised edition.

Editor: person who prepares material for publication, but is not the author.

Endnotes: citations that are collected at the end of an essay. In MLA 7 style, these are generally *bibliographic notes* that point out other references that the reader might want to consult to supplement or extend what is written in your essay.

Et al.: If you have a work with more than three authors, you may use this Latin phrase (which means “and others”) rather than list all authors’ names (e.g. Smith, Fred, et al. *How to write Bibliographies*. Toronto: Houghton Mifflin, 2002. Print.) **Always include the first author.

Footnote: citation at the bottom of the page where the quotation, statistic, table, etc., appears. In MLA 7 style, these are not recommended, but may be used as *bibliographic notes* (see **Endnotes** above).

Format: 1. the arrangement of the Works Cited, citations, essay, etc. on the page.
2. how information is presented, e.g., Print, Web, DVD, etc..

ibid: Use this only when asked to by your teacher or professor. Used in footnotes or endnotes, it refers to the repeated use of a source.

Publisher: a person or company which produces and markets books, magazines, newspapers, web content, or various other media.

Producer: a person or company creating visual or audio works, (videos, songs, etc.).

Quotation: words repeated exactly.

Reference: something that identifies a source of information.

Source: the origin of the information (the place where you find the information).

Style: the way in which information is written, spoken, or presented.

Works Cited

- "Citation Guide « EasyBib." *EasyBib*. ImagineEasy Solutions, 2011. Web. 08 Dec. 2011.
<content.easybib.com/students/citation-guide/>.
- Hannis, Marilyn. *School District #73 Bibliography and Citation Guidelines*. 2008 Ed. School District No.73 (Kamloops-Thompson), 2008. Print.
- "MLA Citation Style · Library "How To" Guides." *Concordia Libraries*. Concordia University, 20 Oct. 2009. Web. 16 Dec. 2011. <library.concordia.ca/help/howto/mla.php>.
- "The MLA Handbook for Writers of Research Papers and the MLA Style Manual and Guide to Scholarly Publishing." *Modern Language Association (MLA): Format, Bibliography, Style, Convention*. MLA. Web. 06 Dec. 2011. <www.mla.org/style_faq1>.
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- Morris, Christopher, ed. *The Lincoln Writing Dictionary*. School ed. Orlando: Harcourt Brace Jovanovich, 1989. Print.
- Paikeday, Thomas M., ed. *The Penguin Canadian Dictionary*. Markham, ON: Penguin Books Canada, 1990. Print.
- Russell, Tony, et al. "MLA Formatting and Style Guide." *Purdue University Online Writing Lab (OWL)*. Purdue University, 16 Nov. 2011. Web. 08 Dec. 2011. <owl.english.purdue.edu/owl/resource/747>.
- Scholastic Inc. *Scholastic Children's Dictionary*. Rev. ed. New York: Scholastic, 1996. Print.