SCHOOL DISTRICT #73
WORKS CITED
AND
CITATION GUIDELINES

The MLA (Modern Language Association) format was accepted as the standard for District #73 schools in 1999. Since then, this Guide has been updated to comply with changes made by MLA. This version was updated October, 2009 to comply with new standards from the *MLA Handbook for Writers of Research Papers* (7th edition) that took effect April, 2009.   For further information, more indepth descriptions, or for general information on writing and referencing, *The Purdue Owl* is an excellent website. Worldbookonline citation builder is an efficient tool to create a citation.

General Rules for Preparing a Works Cited page:

- Collect citation information as you do your research.
  - Every work you use must be listed on your "Works Cited" page.

- Works Cited is a separate page at the end of your assignment.
  - The words, Works Cited, are centred at the top of your page.
  - Continue the page numbers onto the Works Cited page.
  - Use: Times New Roman, Font 12

- First line touches the margin, the second and subsequent lines are indented five spaces (or set the tab to .2 default). Double-space between each line of the reference.

- Copy the punctuation in the examples exactly. Pretend it is a 'fill-in-the-blanks'. Note: 1 space only after the punctuation marks.

- Double space between each reference.

- Entries are arranged alphabetically by the first word in the citation.

- When no author is given, begin with the title.

- *Italics* are used for titles of books, periodicals, films, etc.

- Capitalize each word in the title, except do not capitalize articles, short prepositions, or conjunctions unless it is the first word of the title: Examples: 1. *Gone with the Wind,* 2. *The Art of War,* 3. *There is Nothing Left to Lose.*

- Place of publication: If more than one place is listed, use the first city in the list.

- The abbreviation "p" is not used in front of page numbers

MLA WORKS CITED PRINT FORMAT

BOOKS:

Example #1: Book by one author:

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of

publication. Print.

Havelin, Kate. *Sexual Harassment "This Doesn't Feel Right!"*. Mankato: LifeMaters, 2000. Print.

Example #2: Books by two or three authors:

Lastname, Firstname, and Firstnam Lastname. *Title of Book*. Place of

Publication: Publisher, Year of publication. Print.

Breuilly, Elizabeth, Joanne O'Brien and Marten Palmer. *Religions of the World*. New York:

Facts on File, 1997. Print.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn,

2000. Print.

Example #3: Books by a Corporate Author or Organization:

A corporate author may include a commission, a committee, or a group that does not identify individual members on the title page. List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry.

Name of corporate group. *Title of Book*. Place of Publication: Publisher, Year of

publication. Print.

The Jim Pattison Group. *Guinness World Records 2009*. London: Random, 2009. Print.

Example #4: Books with no author:

No author may mean that a business or company compiled the information in the book and no author is identified.

Canada A Portrait. Ottawa: Statistic Canada, 2009. Print.

ENCYCLOPEDIA:

Example #1: Signed Encyclopedia article:

Lastname, Firstname. "Article Title." *Name of Encyclopedia*. Volume number or edition. Print.

Simon, James E. "Coca." *World Book.* 2009 ed. Print.

Example #2: Unsigned Encyclopedia article:

"Article Title." *Name of Encyclopedia*. Volume number or edition. Print.

"Antibiotics." *Health Matters.* 2002 ed. Print.

MAGAZINE or NEWSPAPER:

Example:

Lastname, Firstname. "Title of Article." *Title of magazine/newspaper* Day Month Year: page

numbers. Medium of publication.

Bluchman, Dana. "A Special Education." *Good Housekeeping* 22 March 2006: 143-8. Print.

PAMPHLET:

Example:

Pamphlet Title. City of publication: Publisher, Date of publication. Medium of publication.

Time to Graduate to an XGA Projector. Calgary: Toshiba, 2005. Print.

VIDEO/DVD:

Example:

Title. Director or Producer. Performer. Production Studio, Date of production. Medium

of production.

Note: Dir. is put before the director's name
Perf. is put before the main actor or performer

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount,

2006. DVD.

PERSONAL INTERVIEW:

Example:

Lastname, Firstname. Personal interview. Date of interview.

Sullivan, Terry. Personal interview. 1 Oct. 2009.

ELECTRONICLY ACCESSED RESOURCES

Digital resources change frequently, therefore, the date the resource was last edited and the date you use the resource (access date) is included in the reference information on your Works Cited page. Dates are organized: day, month, year.

If your teacher requires the URL (web address) put it in angle brackets after the access date. Break URLs only after slashes.

SCHOOL DISTRICT 73 WEB RESOURCES:

Web tools that build citations are readily available and students should be shown how to use them. Worldbook Advanced citation builder is highly recommended. Also, at the bottom of World Book articles there is a Works Cited reference in MLA format that can be copied.

In EBSCO click on the citation file on the right hand side of either the top or bottom of the article page, and select MLA from the citation choices provided.

WORLDBOOK:

EXAMPLE #1: with URL:

Lastname, Firstname. "Title of article." *Web site title*. Title of Encyclopeadia, Date when the

site was updated last. Medium of publication. Access date. URL (if request by teacher)

EXAMPLE #1: no URL:

Lastname, Firstname. "Title of article." *Web site title*. Title of Encyclopeadia, Date when the

site was updated last. Medium of publication. Access date.

Ford, John K. "Killer Whale." *World Book Student*. World Book, 2009. Web. 26 Oct. 2009.

NOTE: In Worldbook Student, look under Research Tools and click on "Citation Builder". In Worldbook Advanced, look under Create and Share and click on "Citation Builder". Choose MLA format.
Use these tools to build your citation, then highlight and copy/paste the citation into your Works Cited page.

EBSCO:

EXAMPLE:

Lastname, Firstname. "Title of article." *Web site title*. Title of Encyclopeadia, Date when the

site was updated last: Volume or issue number. Name of Reference Database. EBSCO.

Medium of publication. Access date. URL (if request by teacher).

Chris, Lintott "Rocket launch to search for water on the Moon." *Times, The (United*

Kingdom) (2009): 73. *Canadian Reference Centre*. EBSCO. Web. 27 Oct. 2009.

NOTE: In EBSCO, <u>click on the "Cite this article"</u> in the middle of the options at the top of your article, and choose the MLA citation from the list presented.

GENERAL WEB FORMAT:

EXAMPLE:

Lastname, Firstname of editor, author, or compiler (if available). "Article Name." *Name of Site*.

Name of organization, sponsor or publisher of the site. Date of last update. Medium of

publication. Access date (date you used the site). URL (if request by teacher).

Cohen, Elizabeth. "Five Ways to Avoid Germs While Travelling." *CNN.com*. CNN. 27 Nov. 2008.

Web. 28 Nov. 2008.

PODCAST:

EXAMPLE:

Lastname, Firstname of author, interviewer, creator. "Title of Podcast". *Podcast Series Title*.

Publication day, month, year. Website series title. Web. Access date (date you used the site).

URL.

Christianson, Lisa . "Full Metal Podcast 2". *CBC Radio Special Edition Podcast*. 9 Jan. 2009.

CBC Radio 3. Web. 1 Nov. 2009. <http://radio3.cbc.ca/>.

BLOG:

EXAMPLE:

Lastname, Firstname of blog author. "Blog entry title". *Title of blog*. Publisher or sponsor of the

site. Date of EntryWeb. URL (if request by teacher).

Stock, PJ. "Hockey's back, my void has been filled ." *Hockey Night Highlights*. CBCSports.ca,

16 Oct. 2009. Web. 26 Oct. 2009. <http://www.cbc.ca/sports/hockey/

hockeynightincanada/highlights/pjstock/2009/10/hockeys_back_my_void_has_been.html>

E-MAIL:

EXAMPLE:

Lastname, Firstname of person who sent the email. "Subject line of message". Date of

message. e-mail

Lishman, Bill. "Flying with the geese". Oct. 6, 2009. E-mail.

WRITING PAPERS

Assignments often include reference that need to be linked to the Works Cited page. This section will tell you how to properly imbed those quotations into your writing, add/omit words, and do footnotes or endnotes. MLA formatting requires papers to be written in 12 font and double spaced. Times New Roman has been the standard but Arial is becoming more prominent as a font choice. Check with your teacher if they require something different.

QUOTATIONS WITH REFERENCES

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. You must state the source of your quotation in the form of a ***reference.*** The source of each reference must appear on your Works Cited page.

A *reference* appears in brackets immediately after a quotation. A *reference* consists of:
- Link to the Works Cited page (e.g. author name, article name, website name, film name).
- Page number only if from a print source.

SHORT QUOTATIONS:

Short quotations are enclosed in quotation marks and set within the sentence or paragraph. To link the quotation to the Works Cited page, the word in parenthesis must be the first word that appears on the left-hand margin of an entry in the Works Cited.

EXAMPLE:

The treadmill is now considered a piece of exercise equipment but in early Asia it was used as "a method of control or punishment". (Locke, 22)

- (Locke, 22) connects to the entry on your Works Cited page that begins with Locke.
- Your Works Cited would look like this:

Locke, Ian. *The Wheel and How it Changed the World.* New York: Facts on File. 1995. Print.

LONG QUOTATIONS:

Longer quotations are set in blocks that are indented ten (10) spaces from the left margins. The reader knows that it is a quotation by its placement and the reference in brackets at the end of the quotation. Do not use quotation marks.

EXAMPLE:

The wheel remains a simple tool, but the mechanisms that use the wheel have become

more complex over the centuries. Both the English and French made great strides in developing

the steam engine in the 1600s, but it was the work of two Englishmen that had the greatest impact

on our lives today. In 1768, James Watt tried to perfect the early beam drive models.

> His initial experiment failed and as a result his rights in the work were considered
>
> worthless and passed to a Birmingham metal worker called Matthew Boulton.
>
> After ten years work, paid for by Boulton, Watt devised a new principle for the
>
> steam engine in 1781. Watt devised a rotary system to replace the beam drive. The
>
> invention marked the beginning of the steam age. (Locke, 1995, 30)

Adding Words In Quotations:

If you add a word or words in a quotation, put brackets around the words to indicate that they are not part of the original text.

EXAMPLE:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell

urban legends] make a point of learning every rumor or tale" (78).

Omitting Words In Quotations:

If you omit a word or words from a quotation, you indicate the deleted word or words by using ellipsis marks, which are three periods (. . .) preceded and followed by a space.

EXAMPLE:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

CITING QUOTATIONS
FOOTNOTES and ENDNOTES

In this method, each quotation is followed by a number in superscript. The information about the quotation appears at the bottom of the page as a *footnote* or at the end of your report as an *endnote*. Most word processing programs produce footnotes/endnotes – look under the 'insert' button. Each note is numbered consecutively (1,2,3, etc.) throughout the report. These numbers link to the bottom (foot) of the page, or the last page of your report (end). Beside the number, write brief information that links the footnote to the full citation that appears in your Works Cited Sometimes, a very brief explanation of your reference is also written.

EXAMPLE:

After the pact with Poland, Hitler's "next move was to try to weaken Austria"[1] In 1934 Hitler made his first attempt to break France's encirclement of Germany. "In January the German Government signed a non-aggression pact with Poland".[2] The fuhrer now turned to the process of arming Germans and re-claiming areas lost in World War I.

Soon after Hitler took power, he began to build up Germany's armed forces in violation of the Treaty of Versailles. In 1936, Hitler sent troops into Rhineland, a region of Germany along the Rhine River.[3]

Both of these acts were breaches of the Treaty of Versailles.

Look at the bottom of this page: Your word processing program should draw a line and list the numbers at the bottom of the page. If your word processing program does not do footnotes then leave 4 spaces between the footnotes and the last line of your text. Single space footnotes.

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[1]   Howarth, <u>The World Since 1900</u> p.161
[2]   Howarth, p.162
[3]   Stokesbury, "World War II", <u>The World Book</u> p.468

QUOTATIONS WITH ENDNOTES

The only difference between endnotes and footnotes is where they are placed in your paper. Endnotes are on a separate page at the end of your report before the Works Cited page. The source of each Endnote must appear in your Works Cited.

SPECIAL CASES FOR FOOTNOTES AND ENDNOTES

- The first time you quote a source, cite it like number 1 and 3 in the Footnote Example.
- If you quote the same source again, do it like number 2 in the Footnote Example.

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: 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 another's work used to support an argument or position.
      2. Identification of the source of a quotation (documentation)

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

Endnote: citations that are collected at the end of an essay.

Footnote: citation at the bottom of the page on which the quotation, statistic, table, etc., appears.

Format. 1. the arrangement of the bibliography, citations, essay, etc. on the page.
      2. how information is presented, e.g., book, CD ROM, lnternet, etc..

ibid: Do not use this term. It refers to a repeated use of a source in a footnote or endnote.

Publisher: a person or company which produces books, magazines, newspapers, media

Producer: a person or company creating visual works, eg. videos, CD-ROMS, 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 - 1999

Gibaldi, Joseph. <u>MLA Handbook for Writers of Research Papers</u>. 4th ed. New York: Modern

    Languages Association of America, 1995.

Humanities Department and the Arthur C. Banks, Jr. Library, Capital Community-Technical –

    College. "A Guide for Writing Research Papers based on Modern Language Association

    (MLA) Documentation." <u>Arthur C. Banks, Jr. Library</u>. 5 Dec 1996. <http:lll

    55.43.225.30/mia.htm>

"MLA Style". <u>Modern Language Ass</u>ociation. March 22, 1999 <<u>http://www.mla.org/</u>>

Morris, Christopher, ed. <u>The Lincoln Writing Dictionary</u>. School ed. Orlando: Harcourt Brace

    Jovanovich, 1989.

Paikeday, Thomas M., ed. <u>The Penguin Canadian Dictionary.</u> Markham, ON: Penguin Books

    Canada, 1990.

Scholastic Inc. <u>Scholastic Children's Dictionary</u>. Rev. ed. New York: Scholastic, 1996.

ADDITIONAL WORKS CITED - 2005

"Citations." <u>World Book Poster Q7073 R09/04</u>. World Book Inc. Chicago. 2004.

"Guide to Writing Research Papers – Citing Sources." <u>Webster.comnet</u>. 2 June, 2005.

    <webster.commnet.edu/mla/online.shtml>

Hacker, Diana. "Humanities: Documenting Sources." <u>Research and Documentation Online</u>.

    Saint George's Community College. June 3, 2005. <www.dianahacker.com/resdoc/

    index.html>

Owl online Writing Lab. <u>Purdue University online writing lab.</u> 7 June, 05.

    <http://owl.english.purdue.edu/handouts/research/r_mla.html#Works-Cited>

"Using Modern Language Association (MLA) Format." <u>Purdue University online writing lab</u>.

    3 June, 2005. <owl.english.purdue.edu/handouts/research/r_mla.html#Print>

ADDITIONAL WORKS CITED - 2009

"Citation Builder." *World Book Advanced*. World Book, 2009. Web. 26 - 30 Oct. 2009.

<http://www.worldbookonline.com/advanced/citation?id=1&x=25&y=8>.

Purdue OWL. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab,

23 September, 2009. 19-26 October, 2009.