MLA Style Guide

Innisdale Secondary School

2009

Table of Contents

FORMATTING

1. Title Page
2. Numbering Pages
3. Spacing
4. Margins
5. Tables, Illustrations, and Appendixes
6. Titles of Works
7. Formatting Numbers

BIBLIOGRAPHY / WORKS CITED LIST

1. Definitions of bibliography and works cited list
2. Formatting Rules
3. Sample Entries:

Type of Resource	Bibliography/ Works Cited	In-text Citation
Book by one author	GO TO	GO TO
Book by two or three authors	GO TO	GO TO
Book by more than three authors	GO TO	GO TO
Book with only an editor	GO TO	GO TO
Book with an author and an editor	GO TO	GO TO
Book with no author listed	GO TO	GO TO
Essay, poem, or short story in an anthology (collection of works)	GO TO	GO TO
Book by a corporate author	GO TO	GO TO
Signed article in an encyclopedia or reference book	GO TO	GO TO
Unsigned article in an encyclopedia or reference book	GO TO	GO TO
Pamphlet or brochure	GO TO	GO TO
Government publication	GO TO	GO TO
Magazine article	GO TO	GO TO
Newspaper article	GO TO	GO TO
Television program	GO TO	GO TO
Radio program	GO TO	GO TO
Film	GO TO	GO TO
DVD or VHS recording	GO TO	GO TO
Interview	GO TO	GO TO
Lecture, class lesson, or speech	GO TO	GO TO
Class handout	GO TO	GO TO
Document from a web site	GO TO	GO TO

Video from a web site	GO TO	GO TO
Entire web site	GO TO	GO TO
Online database article	GO TO	GO TO
Online encyclopedia	GO TO	GO TO
Online image (photo, illustration, graph etc.)	GO TO	GO TO
E-mail	GO TO	GO TO

4. Sample bibliography
5. Sample works cited list

KNOWING WHEN TO CITE

1. Understanding when to cite
2. Understanding what is common knowledge

QUOTATIONS – THE BASICS

1. Effective use of quotations in your paper
2. Short prose quotations: spacing, punctuation, and citation placement for prose fewer than four lines
3. Long prose quotations: spacing, punctuation, and citation placement for prose four or more lines
4. Short poetry quotations: spacing, punctuation, and citation placement for poetry fewer than four lines
5. Long poetry quotations: spacing, punctuation, and citation placement for poetry four or more lines
6. Punctuation used for a quotation within a quotation (short)
7. Punctuation used for a quotation within a quotation (long)

WAYS TO INCORPORATE SOURCES WITHIN YOUR PAPER

1. Direct quoting
2. Paraphrasing
3. Summarizing

DIRECT QUOTATIONS – MAKING YOUR QUOTATIONS FIT

1. Omitting material to shorten a longer quotation
2. Changing a capital letter to a small letter
3. Changing the tense of a verb
4. Changing a word to keep the subject consistent
5. Changing a word or phrase to make a sentence clearer

DIRECT QUOTATIONS – SPECIAL

1. Quoting Shakespeare

2. **Special circumstances:**
   More than one work by the same author
   Two or more authors with the same last name
   One author quoted by a different author (indirect quotation)

Title Page

Your paper **does not need a separate title page**. At the top of the first page, flush with the right-hand margin, type your last name and the number 1. Double space. Then, at the left-hand margin, type your name, your instructor's name, the course name, and the date – all on separate double-spaced lines. Then double space again and type your title. Your title should be centred. **Do not use quotation marks, boldface, underlining, or a larger font for your title. Capitalize only the first, last, and main words of the title.**

e.g.

Affleck 1

Mary Ann Affleck

Mr. Ramazinni

ENG2DR

January 12, 2009

A Comparison of Grant Wiggins and Atticus Finch

Grant Wiggins in Ernest Gaines' A Lesson Before Dying and Atticus Finch in Harper Lee's To Kill a Mockingbird have a great deal in common; they both stand up against systematic racism in the American South. …

Numbering Pages

Number all pages, including the first page, appendices, and your works cited list or bibliography. Include your last name before each page number.

Spacing

Both typed and handwritten essays should be double-spaced.

Margins

Margins should be 1" wide at top, bottom, left, and right. Type your page numbers in a header ½" from the top of the page.

Tables, Illustrations, and Appendixes

Place **tables** as close as possible to the parts of the text to which they relate. Label tables "Table 1," "Table 2," etc.. Give each table a caption (title) and capitalize the first, last, and main words of the caption as you would a title. Type your label and your caption on separate lines, both flush with the left-hand margin. Acknowledge the source of the table by giving its full bibliographic entry, *including page number if it is from a print source,* immediately below the table. Double space throughout, using dividing lines as needed.

Table 1

Example of a dividing line

Calorie Count and Calcium Content of Dairy Products

Dairy Product (8 oz serving)	Calories	Calcium (mg)
Non-fat frozen yogurt	200	600
Goat's milk	168	325
1% milk	102	300
Cottage cheese	240	160
Soy milk (Soy Dream)	130	40

Source: Carmichael, Chris. Food for Fitness: Eat Right to Train Right. New York: Berkeley Books, 2004. 141.

See the next page for how to include an illustration in your paper.

When using any other type of illustrative material, including a graph, chart, photo, illustration, or map, label the material "Figure" (usually shortened to "Fig."), number it, and give it a caption (title). Following this, give the full bibliographic entry, *including page number if it is from a print source.*

Fig. 1. Cerberus. from Jenkins, Neil, Sumair Murza and Jason Tang. "Picture Gallery." Classics Unveiled. 2008. MythNET. 9 Jan. 2009 <http://www.classicsunveiled.com/mythnet/html/pics14.html>.

Titles of Works

Longer works, or works published independently as units, should be underlined. Shorter works, or works published within larger works as *part* of a unit, should be "placed in quotation marks." This practice helps to distinguish between the names of characters (e.g.Hamlet), places (e.g. Animal Farm), and things (e.g. the tempest) and the titles of the literary works in which they appear (e.g. Hamlet, Animal Farm, The Tempest).

Follow these guidelines for formatting titles:

Underline these Titles

- books
- plays
- movies
- television shows
- radio programs
- compact disks
- magazines
- newspapers
- pamphlets

Place these Titles in "Quotation Marks"

- short stories
- poems
- essays
- chapters of books
- songs
- magazine articles
- newspaper articles
- title of an article, link, or specific posting on a web resource

Formatting Numbers

If your paper involves infrequent use of numbers, you may spell out numbers written in one or two words (three, fifty-six, twelve hundred, two million*)* and represent numbers that take three or more words to spell in numerals (2 ½ , 137, 5 589).

If your paper involves frequent use of numbers, use numerals for all numbers that precede technical units of measurement (5 centimetres, 250 kilowatts). Also, use numerals for numbers that are presented together and refer to similar things (Attendance on the committee rose from 9 to 25; The accident involved 3 trucks and 116 cars). In all other cases, spell out numbers written in one or two words and use numerals for numbers that take three or more words to spell.

BIBLIOGRAPHY / WORKS CITED LIST

Definitions of Bibliography and Works Cited List

A **bibliography** lists **all sources you consulted when preparing your paper**, both the ones you cite directly and the ones you do not cite within the paper, but which contributed to your overall knowledge of the topic.

A **works cited list** includes **only sources that you cite within your paper.** This includes sources that you quote directly, paraphrase, or summarize.

Make sure that you understand which one – a bibliography *or* a works cited list – your instructor requires you to submit.

Formatting Rules

Centre the word "Bibliography" or the words "Works Cited" on the top line of the page. Double space. Then begin your entries. Entries should be single spaced with a blank line after each entry. Entries should be listed **in alphabetical order** and should **not be numbered**. Works by the same author are listed alphabetically by title. Make your **first line flush with the left margin**, and **indent all additional lines** one inch from the left margin.

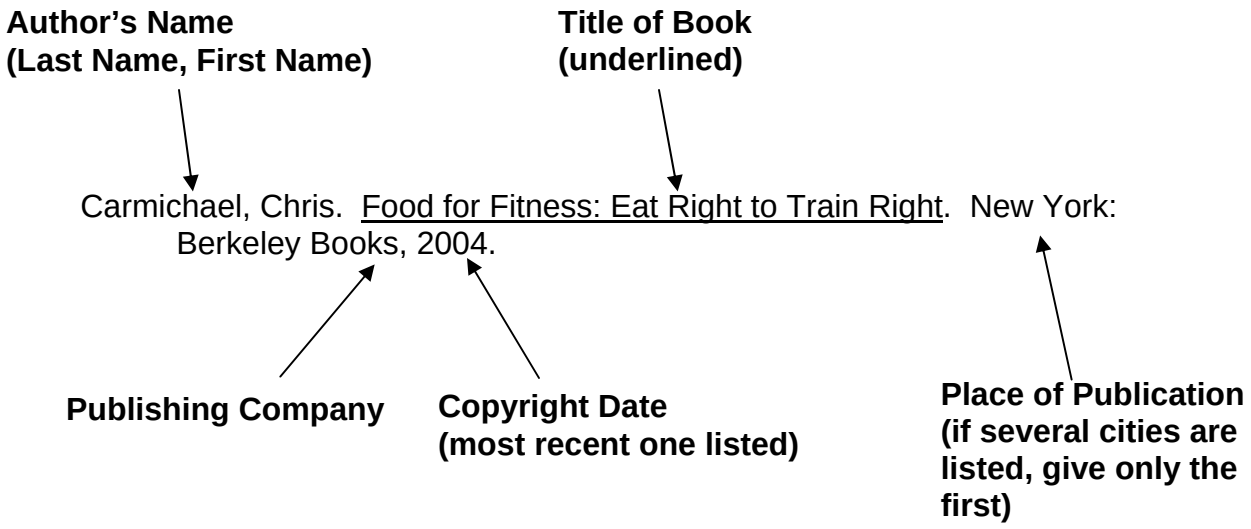
Click here to view a sample bibliography.

Click here to view a sample works cited list.

Sample Entries

On the next several pages you will find examples of how to document a variety of sources in your works cited list (or bibliography) and in an in-text citation. All examples contain clear explanatory notes showing all required elements for the resource.

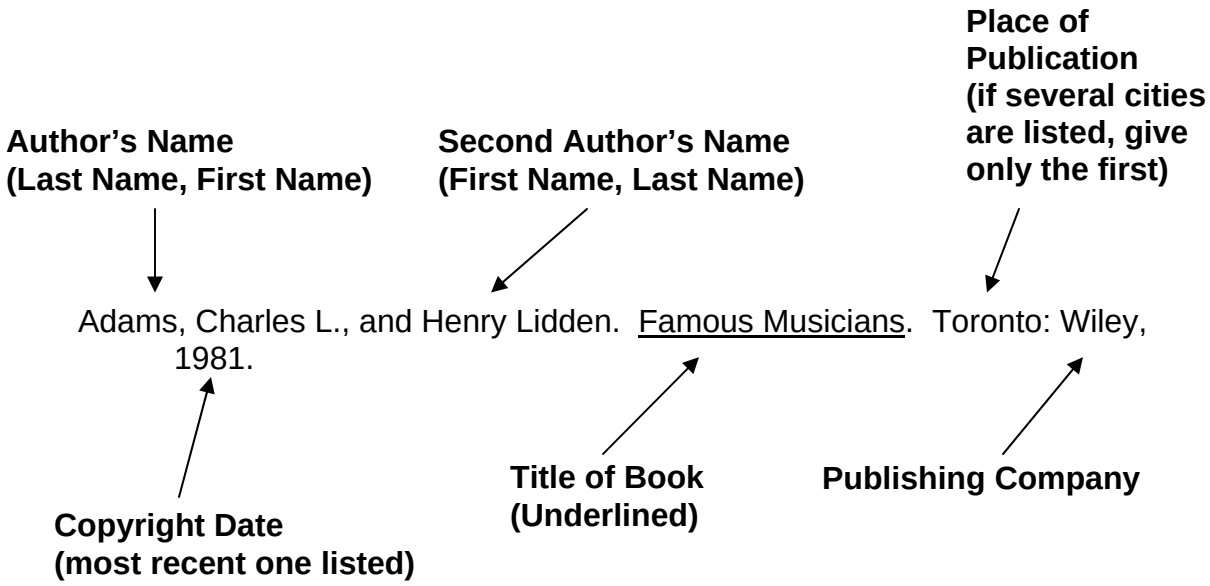
<u>Book by one author</u>:
Works Cited List / Bibliography Format



<u>Book by one author</u>:
In-Text Citation Format

(Carmichael 42)

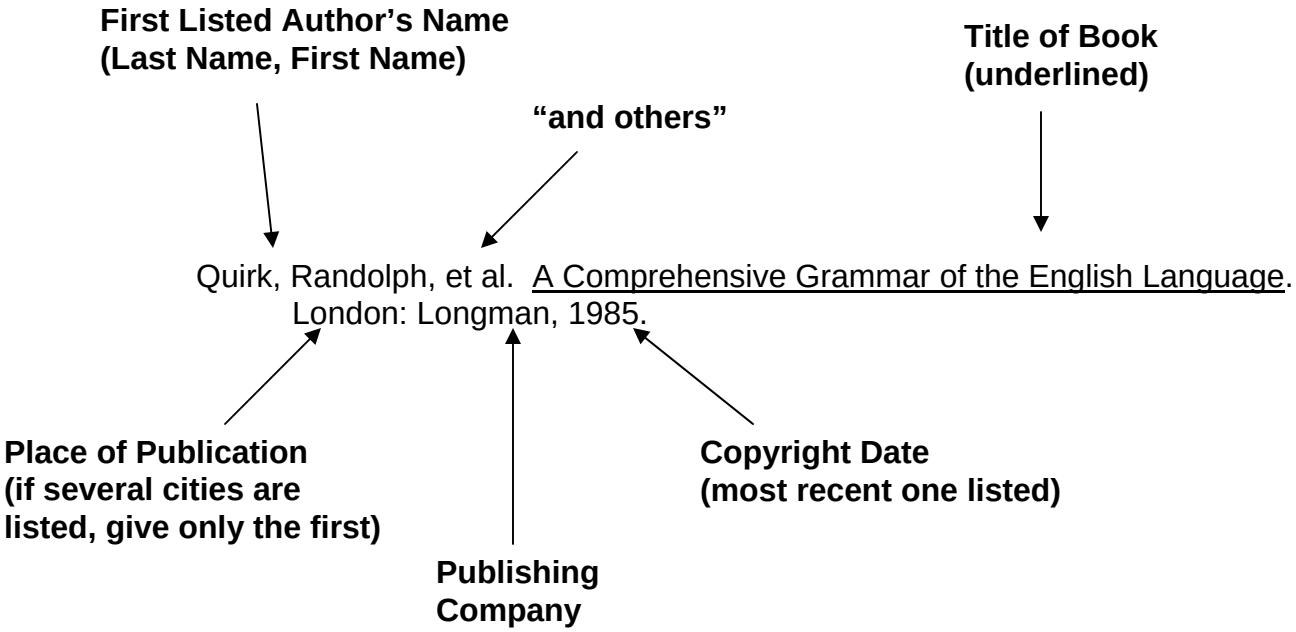
Book by two or three authors:
Works Cited List / Bibliography Format



Book by two or three authors:
In-Text Citation Format

(Adams and Lidden 60)

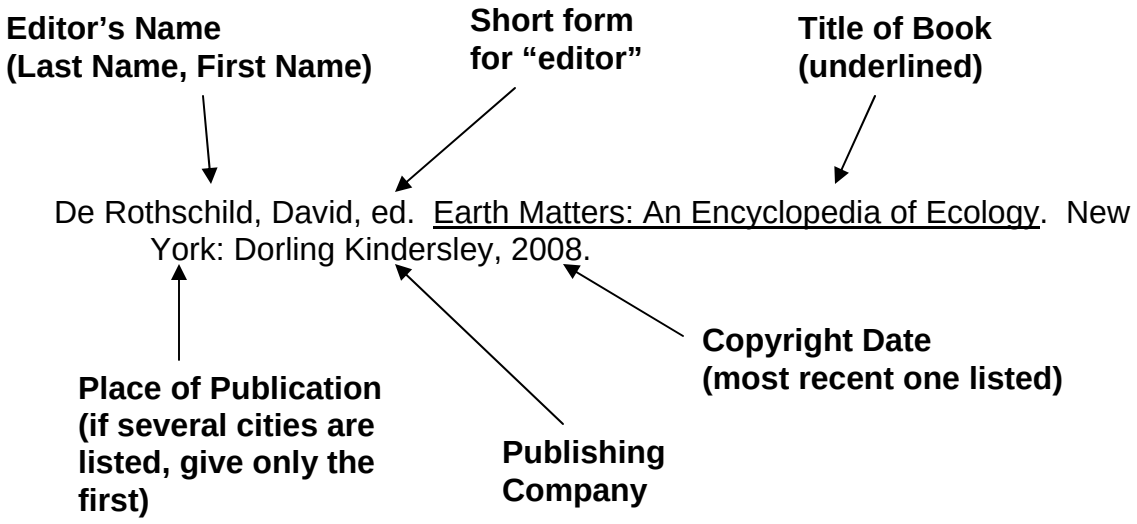
Book by more than three authors:
Works Cited List / Bibliography Format



Book by more than three authors:
In-Text Citation Format

(Quirk et al. 249)

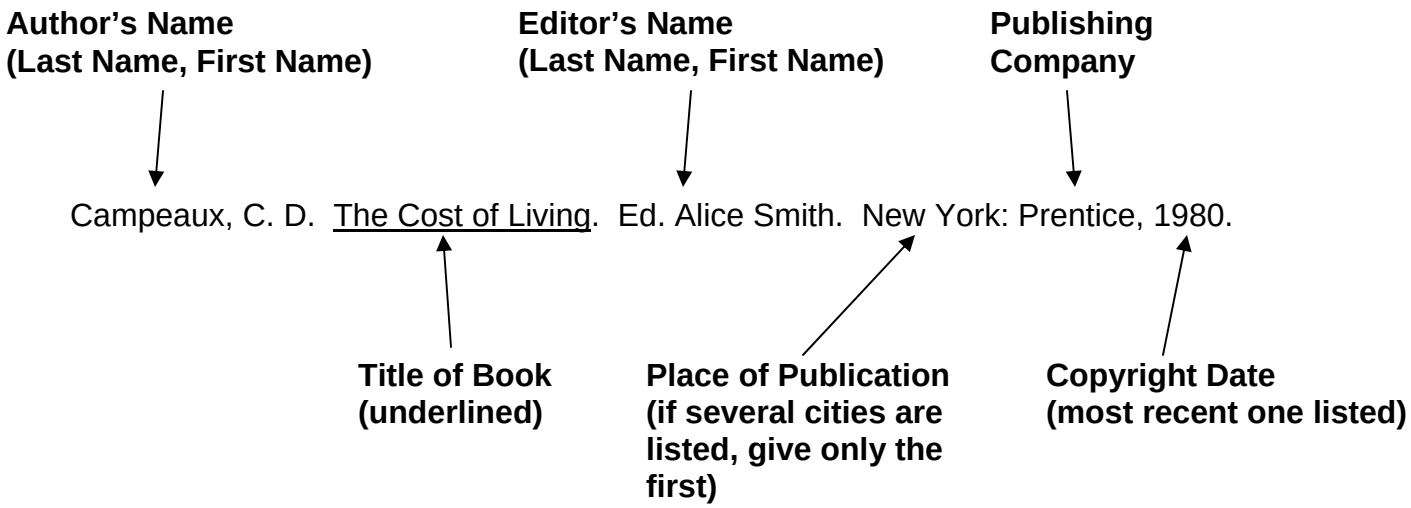
<u>Book with only an editor</u>:
Works Cited List / Bibliography Format



<u>Book with only an editor</u>:
In-Text Citation Format

(De Rothschild 35)

<u>Book with an author and an editor</u>:
Works Cited List / Bibliography Format



<u>Book with an author and an editor</u>:
In-Text Citation Format

(Campeaux 450)

Book with no author listed:
Works Cited List / Bibliography Format

Book with no author listed:
In-Text Citation Format

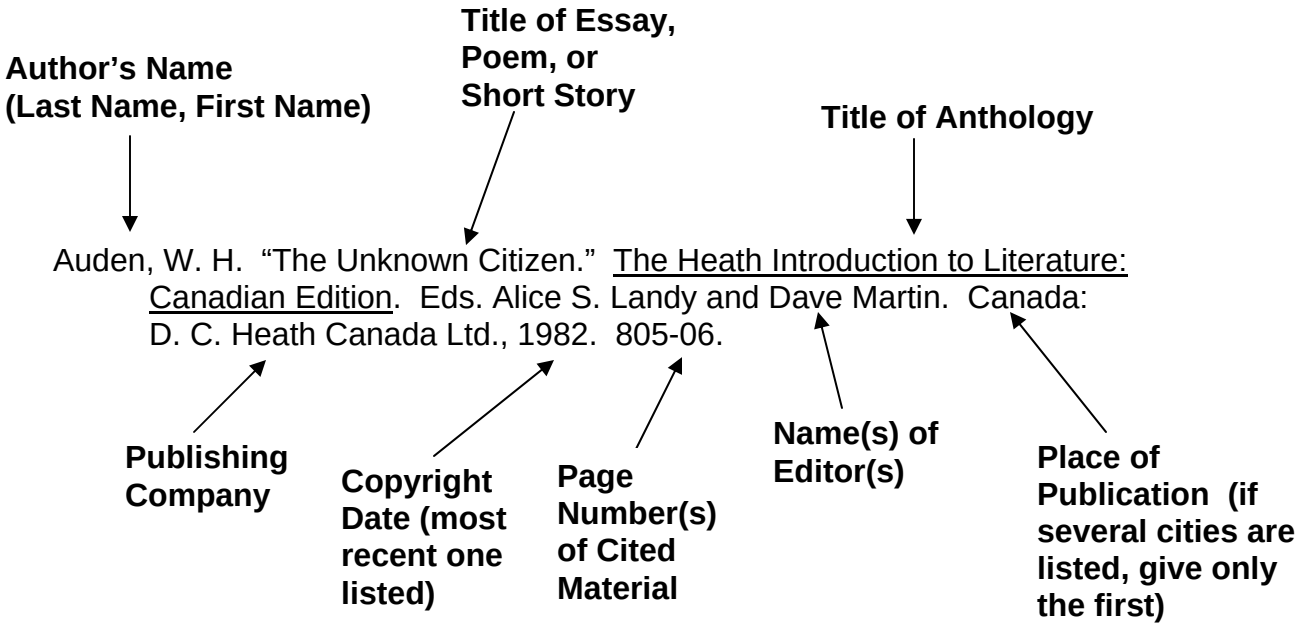
***Note: In your parentheses, include the title, or a shortened version of the title.**

(Guinness World Records 2008)

OR

(Guinness)

<u>Essay, poem, or short story in an anthology</u>: Works Cited List / Bibliography Format

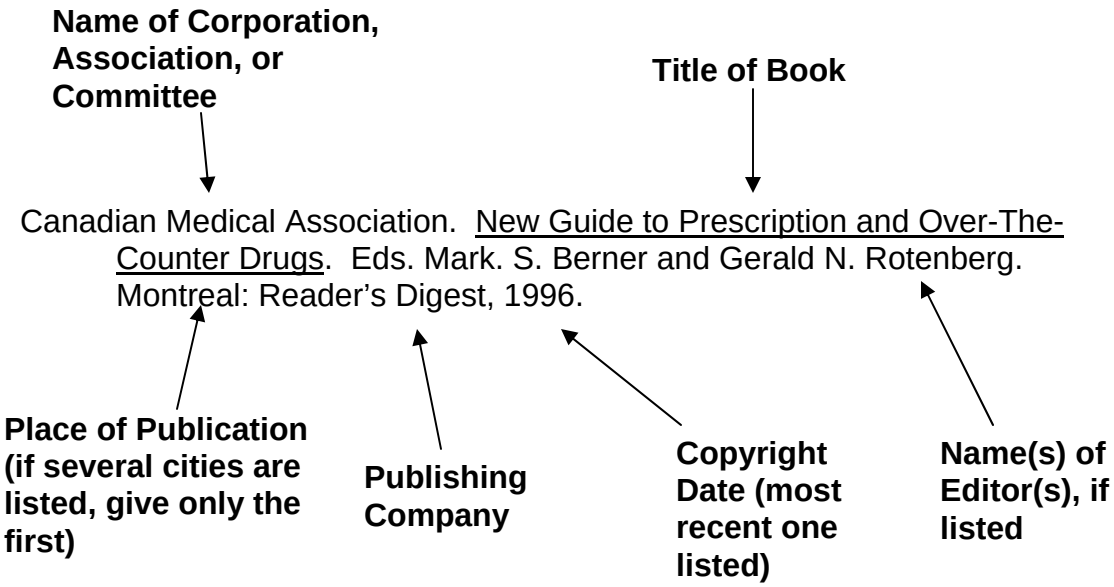


<u>Essay, poem, or short story in an anthology</u>: In-Text Citation Format

***Note: In your parentheses, include the author's name plus the line number(s) if citing poetry OR the author's name plus the page number(s) if citing an essay or short story.**

(Auden 3-4)

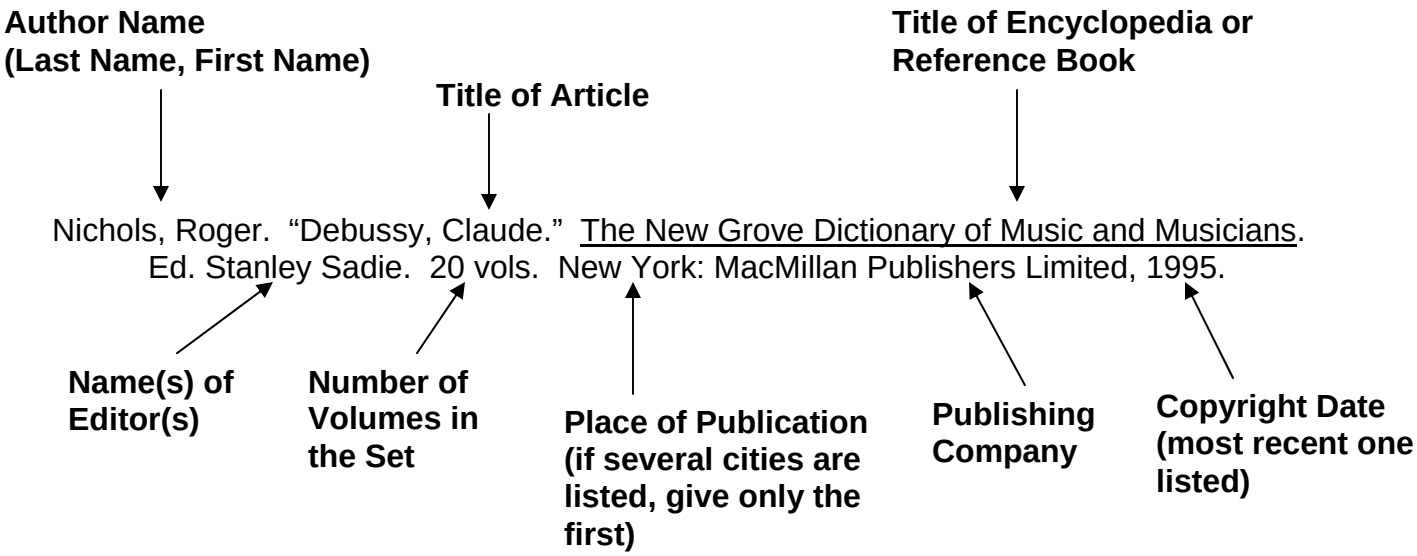
<u>Book by a corporate author</u>:
Works Cited List / Bibliography Format



<u>Book by a corporate author</u>:
In-Text Citation Format

(Canadian Medical Association 470)

Signed article in an encyclopedia or reference book: Works Cited List / Bibliography Format

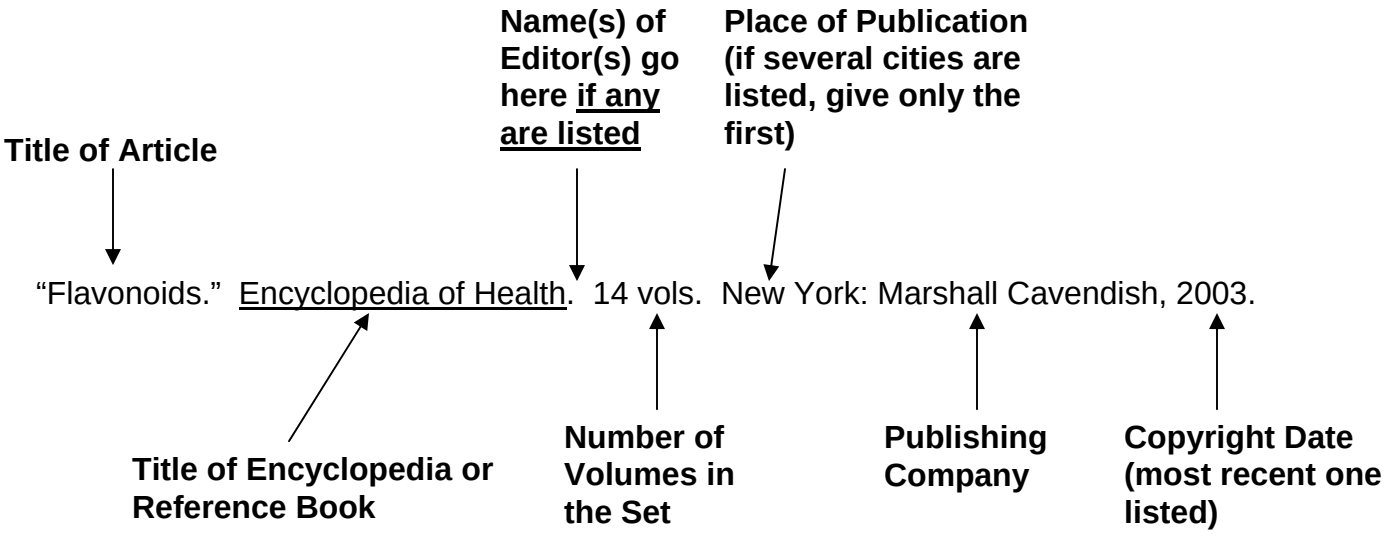


Signed article in an encyclopedia or reference book: In-Text Citation Format

***Note: If encyclopedia articles are arranged alphabetically, then you do not need to include the volume number or page number in your parentheses.**

(Nichols)

Unsigned article in an encyclopedia or reference book: Works Cited List / Bibliography Format



Unsigned article in an encyclopedia or reference book: In-Text Citation Format

("Flavonoids")

Pamphlet or brochure:
Works Cited List / Bibliography Format

Author Name (Last Name, First Name) OR Name of the Corporation or Institution that produced the pamphlet

Title of Pamphlet

Ministry of the Attorney General. You Can Lose a Lot More Than Your Licence Drinking and Driving. Toronto: Ministry of the Attorney General, 1999.

Place of Publication

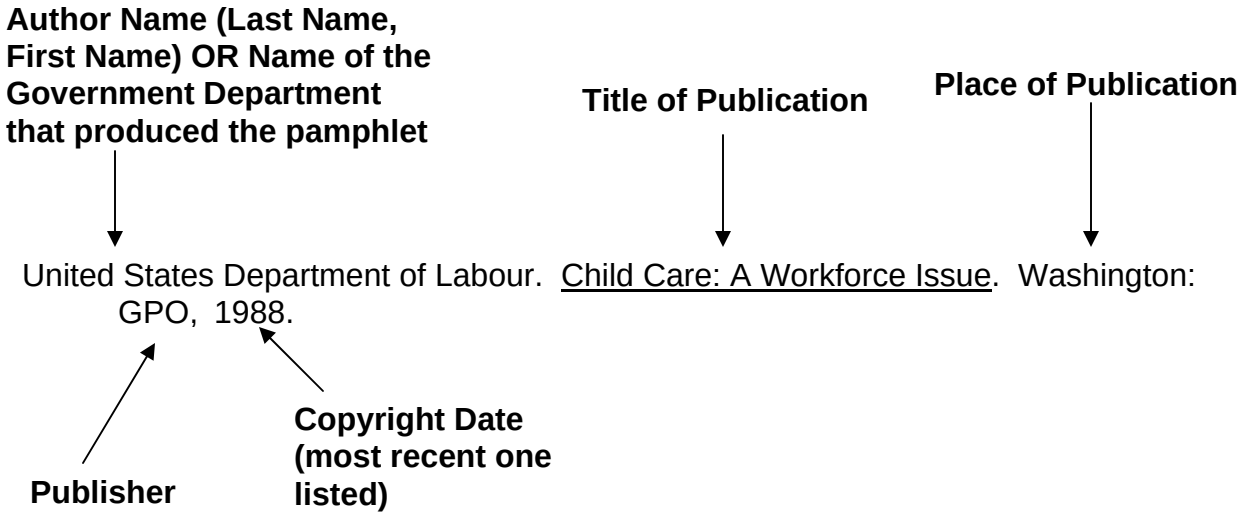
Publishing Company

Copyright Date (most recent one listed)

Pamphlet or brochure:
In-Text Citation Format

(Ministry of the Attorney General)

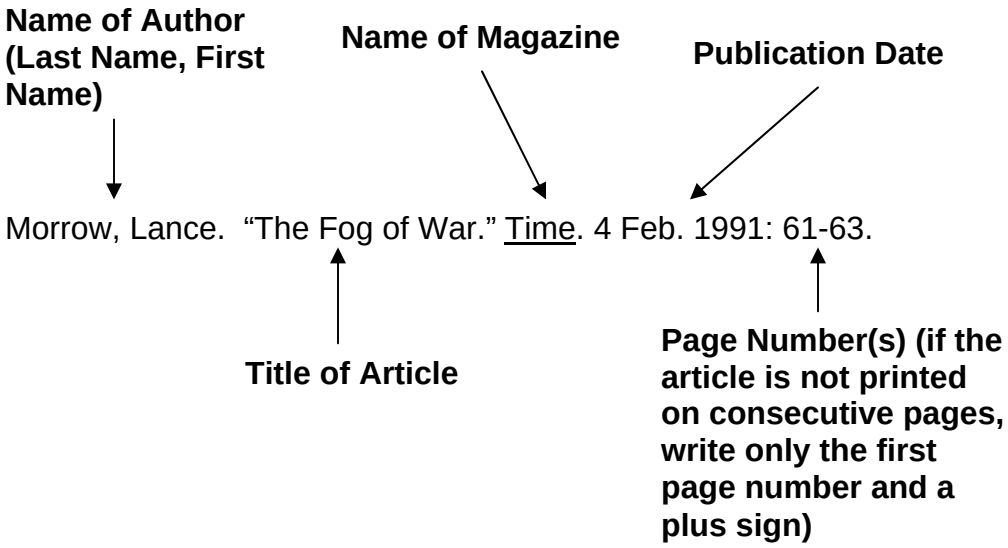
<u>Government publication</u>:
Works Cited List / Bibliography Format



<u>Government publication</u>:
In-Text Citation Format

(United States Department of Labour)

Magazine article:
Works Cited List / Bibliography Format



Magazine article:
In-Text Citation Format

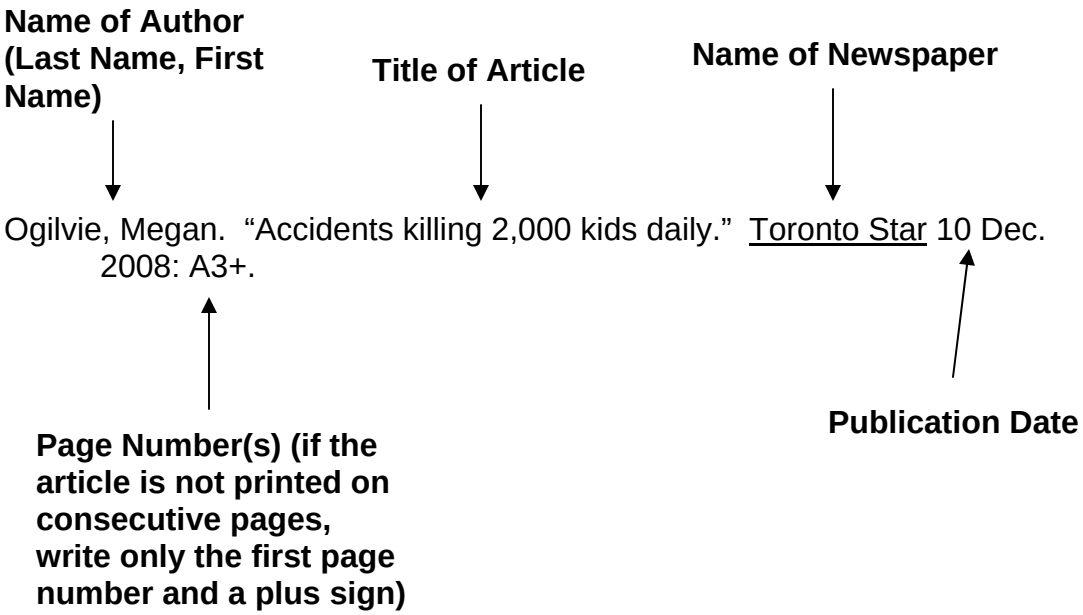
***Note: Your Works Cited List (or Bibliography) may list only the first page number and a plus sign, BUT your in-text citation must give the exact page of the reference. For example…**

(Morrow 61)

OR

(Morrow 62)

Newspaper article:
Works Cited List / Bibliography Format



Newspaper article:
In-Text Citation Format

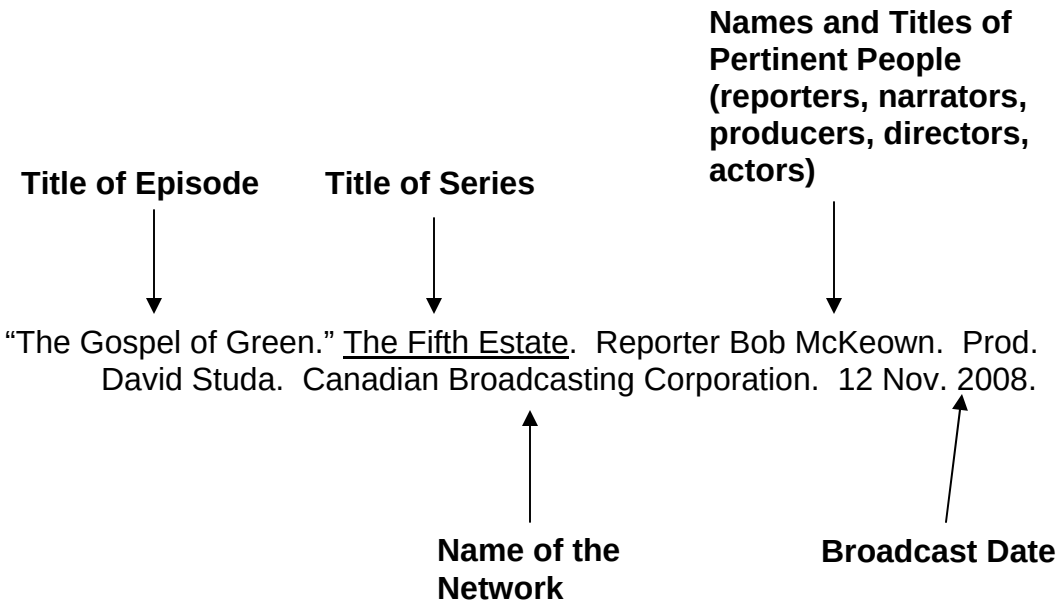
***Note: Your Works Cited List (or Bibliography) may list only the first page number and a plus sign, BUT your in-text citation must give the exact page of the reference. For example…**

(Ogilvie A3)

OR

(Ogilvie A16)

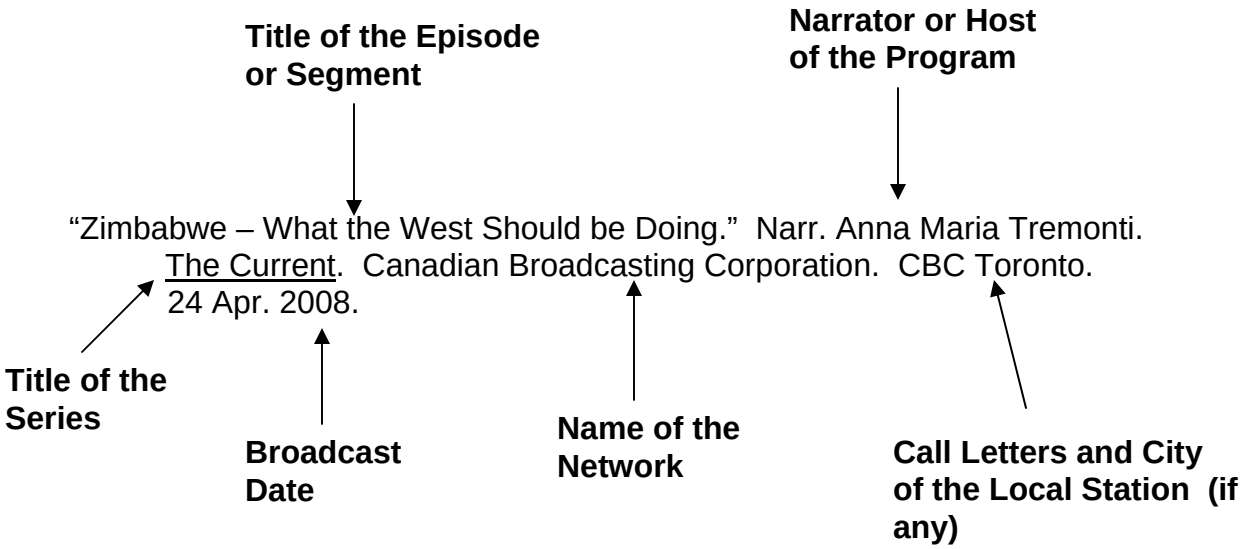
Television program:
Works Cited List / Bibliography Format



Television program:
In-Text Citation Format

("The Gospel of Green")

Radio program:
Works Cited List / Bibliography Format



Radio program:
In-Text Citation Format

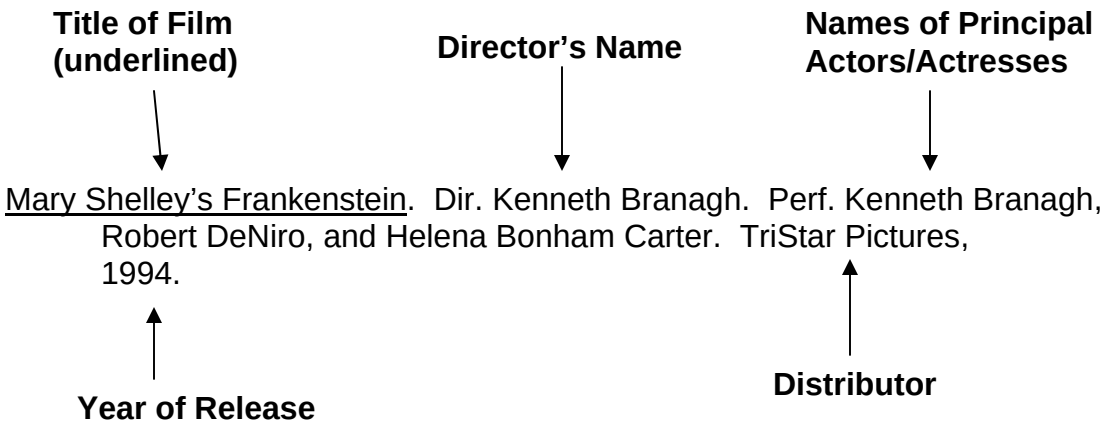
***Note: In your parentheses, include the title, or a shortened version of the title.**

("Zimbabwe – What the West Should be Doing")

OR

("Zimbabwe")

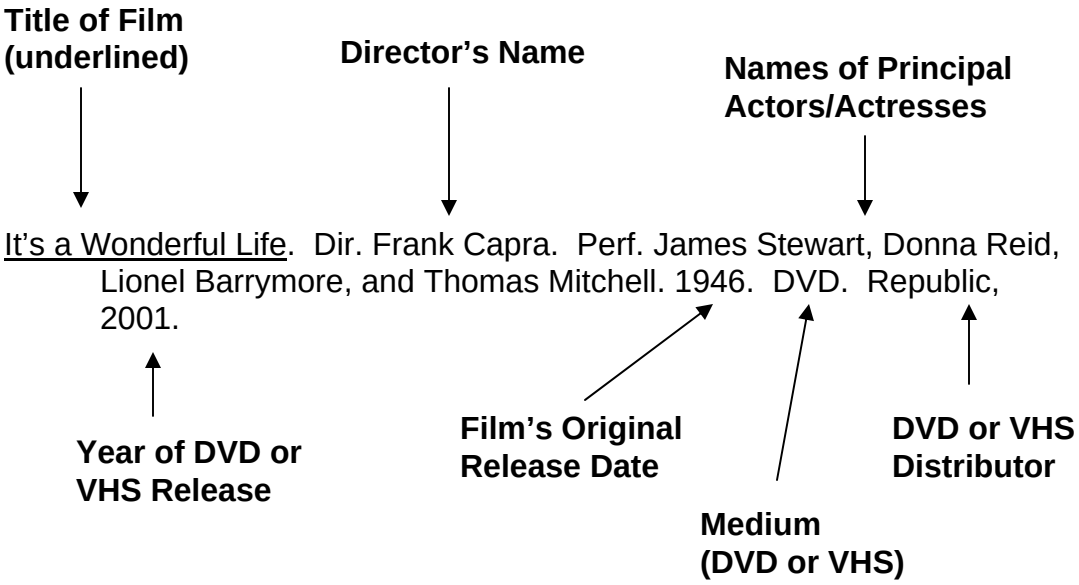
Film:
Works Cited List / Bibliography Format



Film:
In-Text Citation Format

(Mary Shelley's Frankesntein)

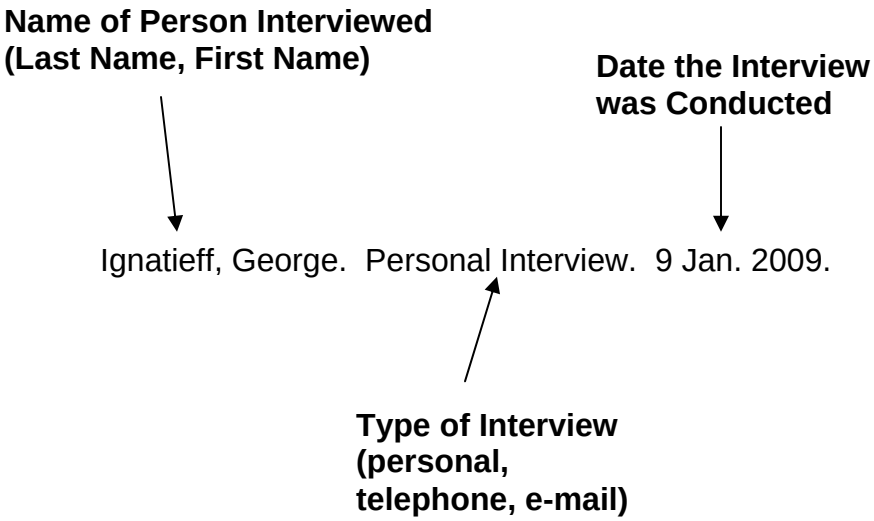
DVD or VHS Recording:
Works Cited List / Bibliography Format



DVD or VHS Recording:
In-Text Citation Format

(It's a Wonderful Life)

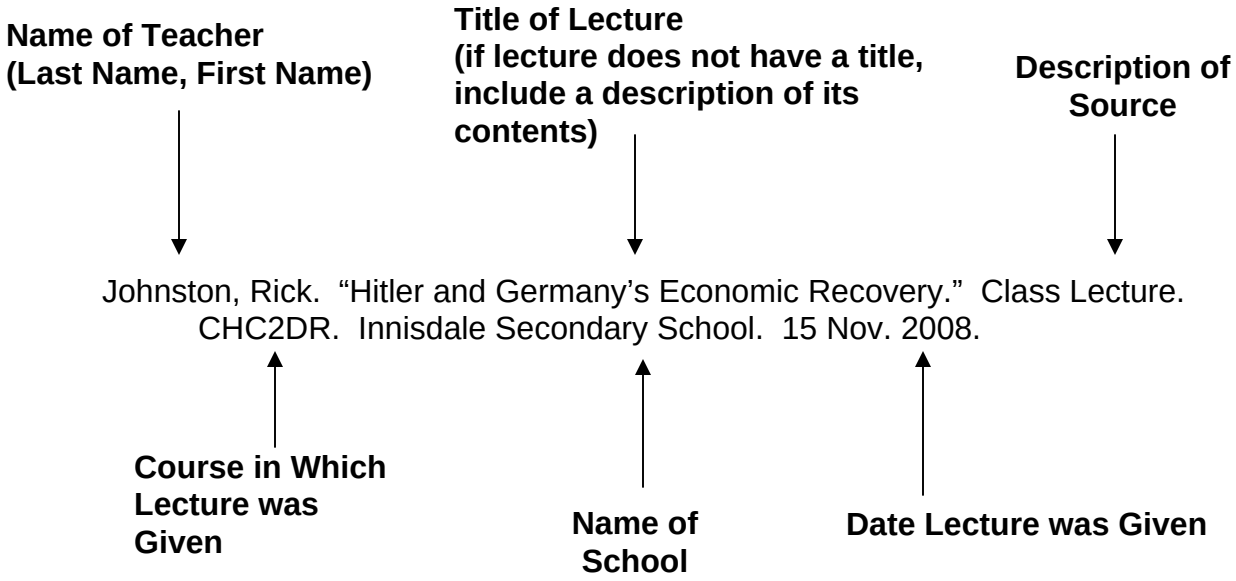
Interview:
Works Cited List / Bibliography Format



Interview:
In-Text Citation Format

(Ignatieff)

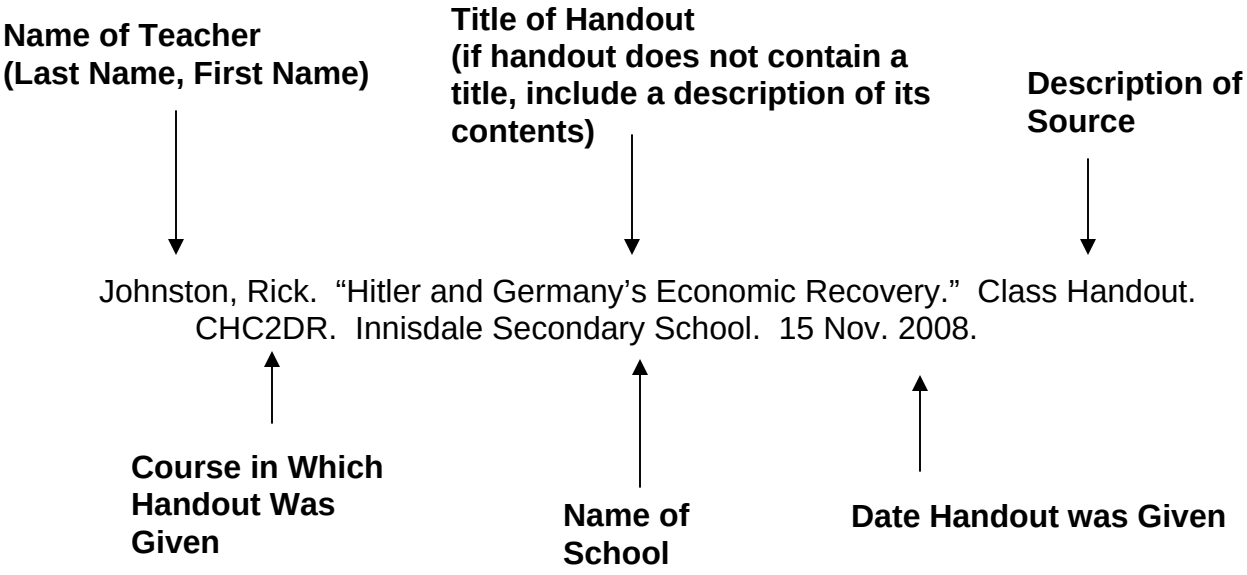
<u>Lecture, Class Lesson, or Speech</u>:
Works Cited List / Bibliography Format



<u>Lecture, Class Lesson, or Speech</u>:
In-Text Citation Format

(Johnston)

Class handout:
Works Cited List / Bibliography Format



Class handout:
In-Text Citation Format

(Johnston)

<u>Web Site</u>:
Works Cited List / Bibliography Format

***Note: Web sites are not as easy to document as print source are. Some web sites do not list an author. Other web sites do not list the date last modified or updated. Here is a list of SEVEN things you can use to document a web site. You will likely find only four, five, or six of these things, but you should include all the information you find, in this order, using the correct punctuation.**

1. **Name of author, editor, or compiler.**
   - **Last name, then first name, followed by a period.**
   - **Followed by "ed." if it is an editor.**

2. **Title of article, specific page, specific posting, or specific link you used.**
   - **Include this if you used only ONE section of the web site.**
   - **Followed by a period.**
   - **Put the title and the period in quotation marks.**

3. **Title of the entire web site.**
   - **Underlined.**
   - **Followed by a period.**
   - **If no title is given, use the name of the web site plus the words "home page."**
   - **Separate a main title from a subtitle by using a colon (:).**

4. **Date posted OR last modified OR last updated.**
   - **Day, Month, Year. For example, 13 Jan. 2009.**
   - **Followed by a period.**
   - **No brackets.**

5. **Name of the organization or institution affiliated with the site.**
   - **Followed by a period.**

6. **The date you accessed the site.**
   - **No brackets.**
   - **Day, Month, Year. For example, 15 Jan. 2009.**
   - **No punctuation after it.**

7. **The URL (web site address).**
   - **Angle brackets < > around it.**
   - **Followed by a period.**
   - **Microsoft Word usually underlines URL's automatically, creating a link. This is fine, but not mandatory.**
   - **If length focuses you to break a URL and continue it on the next line, always break it after a slash (/).**
   - **Cutting and pasting the URL from the address bar into your bibliography will reduce the chance of typos.**

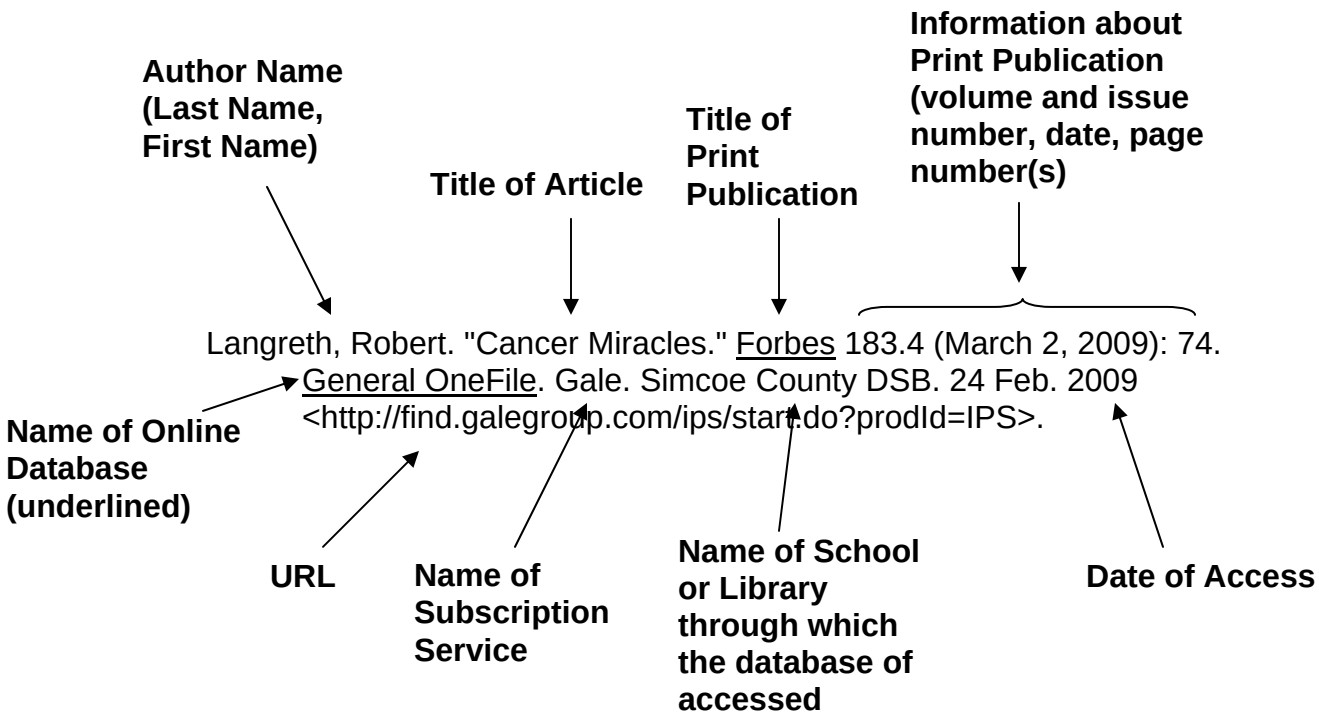
Web Site:

Works Cited List / Bibliography Format	In-Text Citation
Site with all information included and one specific link used: Winter, Mark. "Aluminum." Web Elements. 2008. Web Elements Ltd., UK. 5 Jan. 2009 <http://www.webelements.com/aluminium/>.	(Winter)
Site with no author listed: "Terry Fox." The Terry Fox Foundation home page. The Terry Fox Foundation. 5 Jan. 2009. 2008 <http://www.terryfoxrun.org>.	("Terry Fox")
Entire site used with author listed: Spadaccini, Jim. The Science of Hockey. Exploratorium. 5 Jan. 2009 <http://www.exploratorium.edu/ hockey/>.	(Spadaccini)
Entire site used with no author listed: Fuel Cells – Facts Sheet. www.miniHYDROGEN.com. 5 Jan. 2009 <http://www.minihydrogen.dk/catalog/ documents/materials/ miniHYDROGEN_fuel_Cell_ facts_sheet.pdf>.	(Fuel Cells – Facts Sheet)

Online Database Article:
Works Cited List / Bibliography Format

***Note: To make documentation easier, most online databases contain source citations, written in MLA format.**

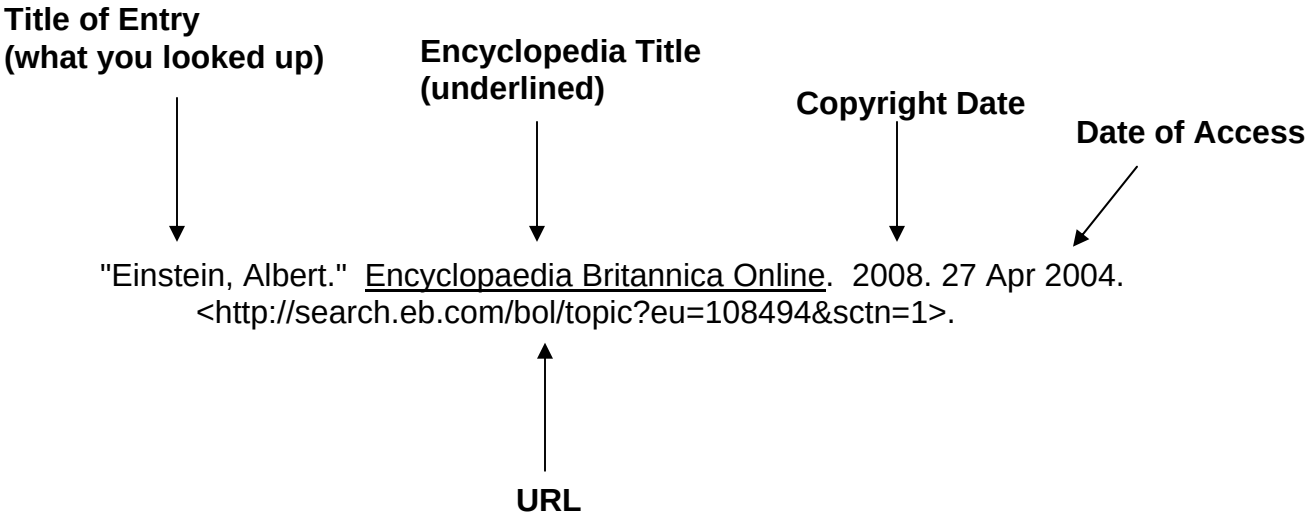
- **Scroll to the end of the article to find the source citation.**
- **Copy and paste the citation into your works cited list (or bibliography). You will probably have to adjust the formatting so that all lines after the first one are indented.**
- **The citation should look like this:**



Online Database Article:
In-Text Citation

(Glassman)

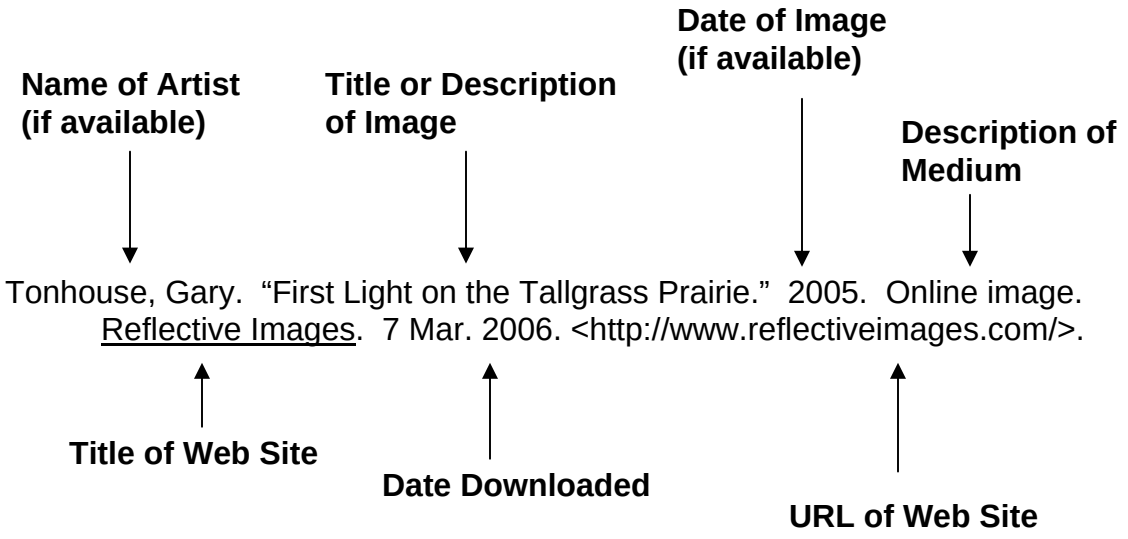
Online Encyclopedia:
Works Cited List / Bibliography Format



Online Encyclopedia:
In-Text Citation Format

(“Einstein, Albert”)

Online Image:
Works Cited List / Bibliography Format



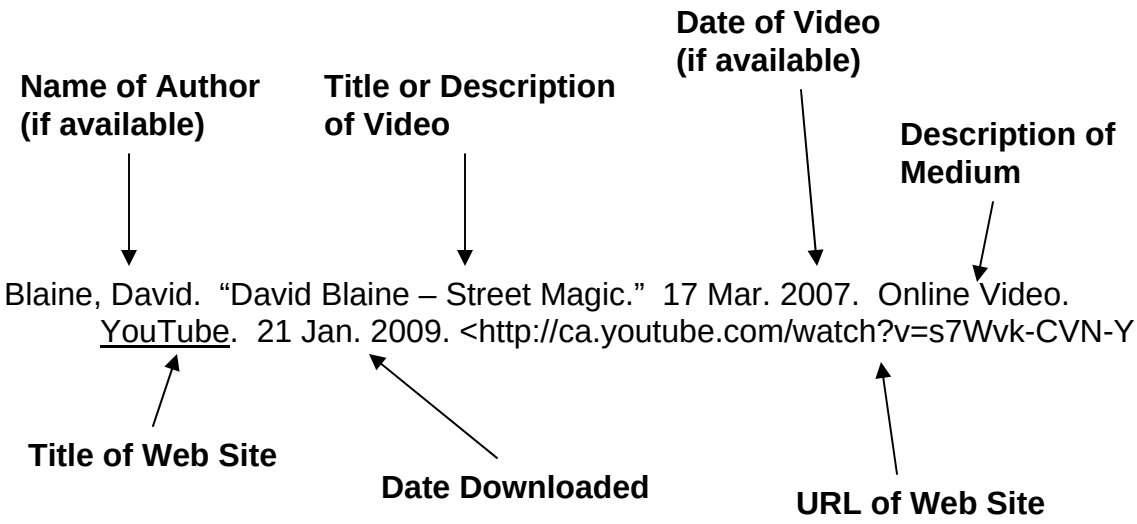
Online Image:
In-Text Citation Format

- At the point in your paper where you want your reader to look at the image, include this note:

(Refer to Fig. 1)

- Directly underneath the image, include the full citation. See page 3 in this guide for an example.

Online Video:
Works Cited List / Bibliography Format



Online Video:
In-Text Citation Format

***Note: If you give a presentation that includes a video, and you accompany your presentation with a handout that refers to the video, then your in-text citation should include whatever comes FIRST in your works cited list entry. This may be the author, or it may be the title or description of the video. For example,**

(Blaine)

<u>E-mail</u>:
Works Cited List / Bibliography Format

Name of Sender
(Last Name, First Name)

Title of E-mail Message (if any)
(taken from the subject line)

Lewis, Jean. "Re: Adoptee support in Simcoe County." E-mail to Jason Smith. 12 Jan. 2009.

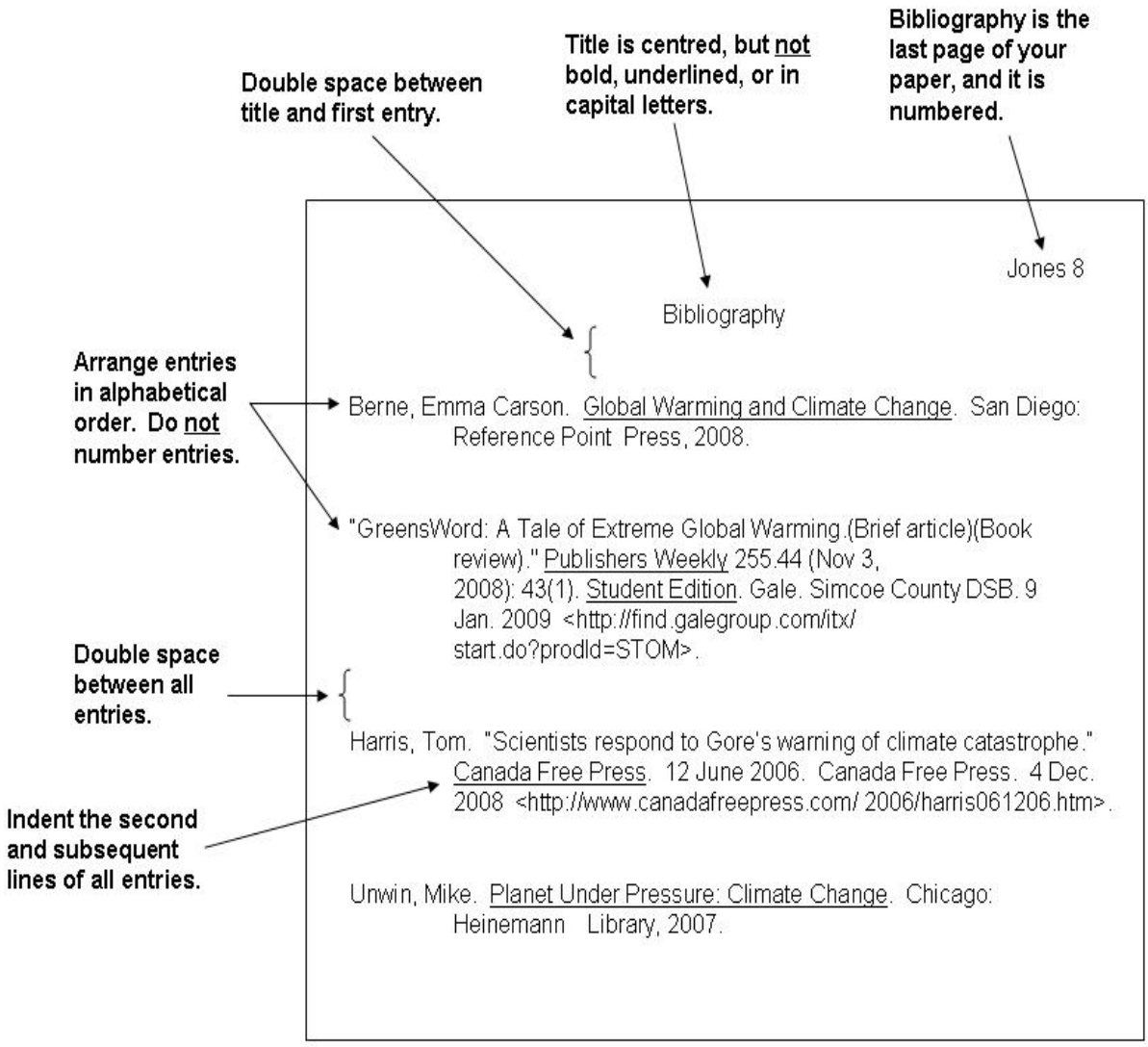
Date of the Message

Description of the Message
(includes recipient's name)

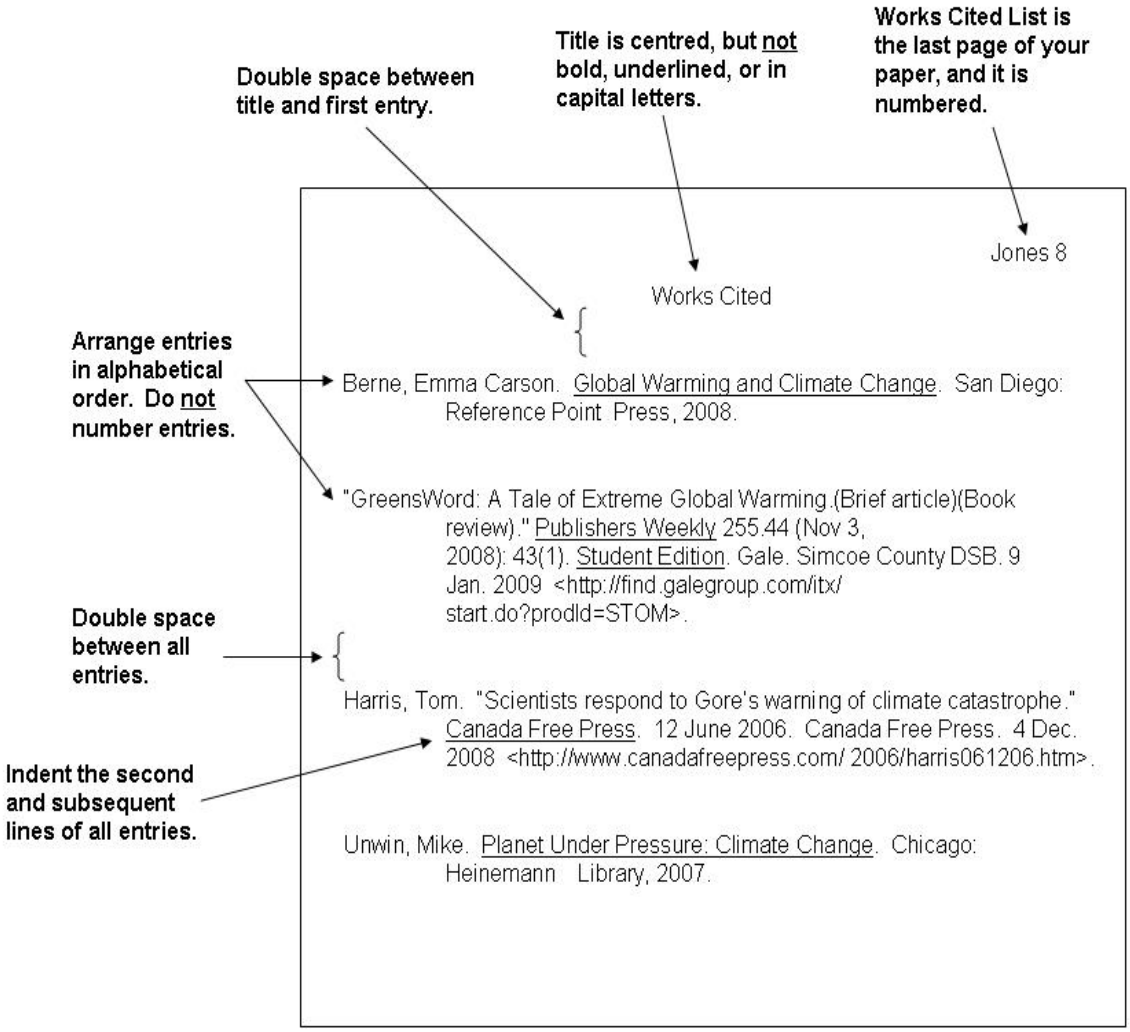
<u>E-Mail</u>:
In-Text Citation Format

(Lewis)

Sample Bibliography



Sample Works Cited List



KNOWING WHEN TO CITE

Understanding When to Cite Information

Cite (give credit to the original author/source) in the following situations:

- When copying exact words (quotations) from a source.
- When using other people's ideas from a source, even if they are stated in your own words.
- When using information gained from an interview.
- When using **any** original or creative work produced by someone else (e.g. chart, graph, map, photo, illustration, song, lecture).
- When using information that is not common knowledge.

Understanding What is Common Knowledge

You do not need to cite (give credit to the original author/source) in the following situations:

- You find the information undocumented in at least three sources.
- One can easily find the information using basic, introductory reference sources such as an encyclopedia, dictionary, or atlas.
- Most people in your audience accept it as a fact.

*Note: It is always good to check with your teacher about what he or she expects to be cited. If you are not sure about a piece of information, then cite it to ensure that you do not appear to be plagiarizing.

QUOTATIONS – THE BASICS

Effective Use of Quotations in Your Paper

Do not simply parachute quotations into your paper. Too many quotations can make the development of your own ideas choppy and insufficient. Quotations that are improperly used, or not used at all, can detract from your argument instead of add to it. Consider including quotations if one or more of the following conditions holds true:

- The language of the passage is so elegant and powerful that you cannot convey the ideas as effectively in your own words.
- The quote appeals to an authority on your topic to support your argument.
- You will go on to analyze the quotation (especially in essays about literature).
- You wish to accurately present someone else's argument in order to challenge, or disagree with, it.

Short Prose Quotations: Spacing, Punctuation, and Citation Placement for Prose Fewer than Four Lines

A short quotation has **fewer than four** typewritten lines. Follow these rules for proper formatting:

- Use quotation marks around the quotation.
- Place your citation in parentheses (brackets) at the end of the quotation.
- In the parentheses, write whatever comes FIRST in your bibliographic entry. This allows your reader to locate the source quickly in your works cited list if he/she wants to see the full entry.
- Keep the formatting consistent with your works cited list. This means that you place quotation marks around an article title and you underline a book title. See the sample in-text citation entries on pages 9 to 36 of this guide for more examples.
- Place the period after the parentheses.

Here are some examples of how to include short quotations in an essay.

The quotation blends in smoothly with the rest of the essay

Harriet Tubman played a key role in the Underground Railroad, "perhaps the most dramatic protest action against slavery in United States history" (History and Geography of the Underground Railroad).

Title of entire web site is underlined to match the formatting used in the works cited list

Period comes AFTER the parentheses

Here is an example of how to include a paraphrase in an essay.

There are no quotation marks because this sentence is a paraphrase

Harriet Jacobs writes in her memoirs of being confined to a cramped shed with a trap door, through which her uncle would pass her food (Coddon 69-70).

Author's LAST name and the page numbers that contain the paraphrased information

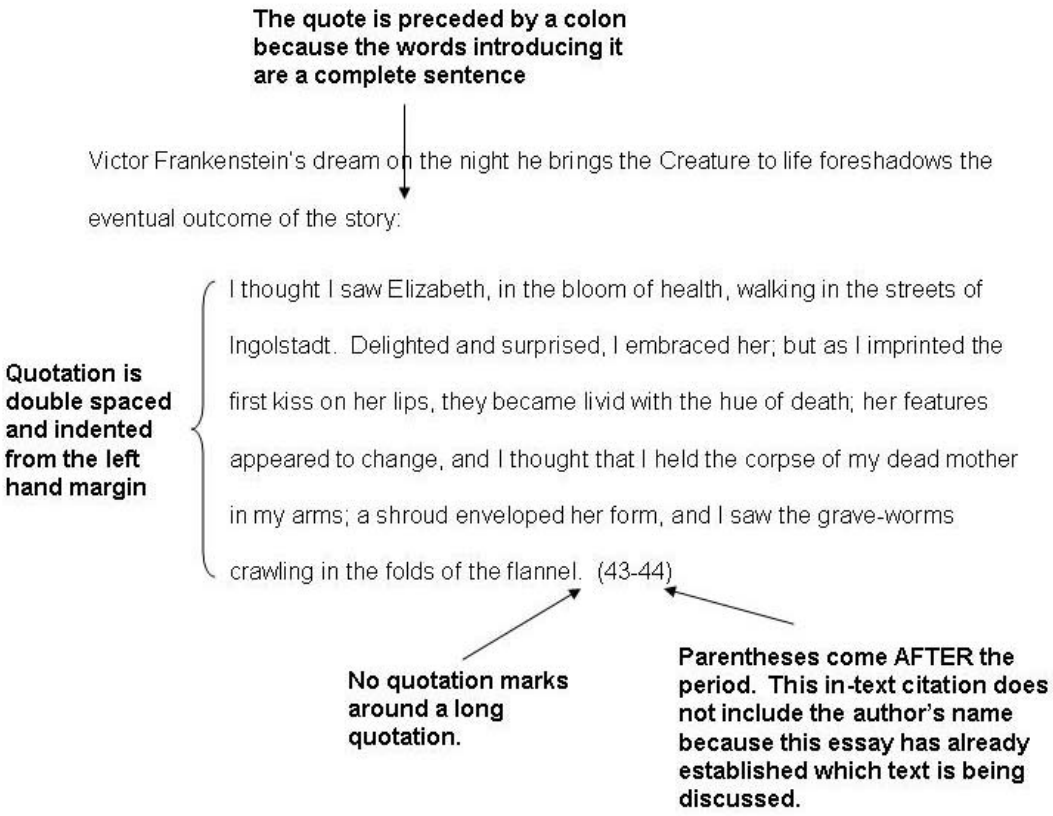
Period comes AFTER the parentheses

Long Prose Quotations: Spacing, Punctuation, and Citation Placement for Prose Four or More Lines

A long quotation has **four or more** typewritten lines. Follow these rules for proper formatting:

- Place a comma or colon before your quotation. Choose the punctuation that ensures proper sentence structure.
  - Use a comma if the words introducing your quotation are not a complete sentence (e.g. *Victor Frankenstein expresses his distress by saying,).*
  - Use a colon if the words introducing your quotation are a complete sentence (e.g. *Victor Frankenstein is growing more distressed:).*
- Begin a new line.
- Indent the quotation one inch from the left margin and continue indenting all the way down the left margin. (Long quotations are indented only down the left margin.)
- Double space the quotation, and do not add any blank lines above or below it.
- Do not use quotation marks. They are not needed when a quotation has already been set off from the text by indenting. Use quotation marks only if you are quoting dialogue that is enclosed in quotation marks in the original source.
- Unlike with short quotations, place the period (or whatever end punctuation the source uses) before the parentheses.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).

Here is an example of how to include a long quotation in an essay.



Short Poetry Quotations: Spacing, Punctuation, and Citation Placement for Poetry Fewer than Four Lines

When you are quoting poetry, a short quotation has **one, two, or three** lines. Follow these rules for proper formatting:

- Place your quotation in quotation marks.
- If your quote includes two or three lines of poetry, use a slash (/) to separate them. Keep all punctuation exactly the same as it appears in the original source.
- Place your citation in parentheses (brackets) at the end of the quotation.
- The citation must contain the line number(s) where the quotation appears in the poem.
- Often, it is clear which poem you are quoting. For example,
  - Your essay examines only one poem, or
  - You have already mentioned the poem's author or title in the lead-up to your quotation.

  In this case, you do not need the author's name or poem title in your citation – you need only the line numbers.
- Place the period after the parentheses.

Here is an example of how to include a short quotation of poetry in your essay:

The quotation is preceded by a full sentence, so a colon or a period may be used.

Wordsworth's narrator feels rich after looking at the field full of daffodils: "I gazed,

and gazed, but little thought / What wealth the show to me had brought:" (17-18).

Use a slash to indicate line breaks (where the original poem begins a new line).

When quoting full lines of poetry, keep all punctuation and other formatting, like capital letters, true to the original text

The in-text citation states the LINE NUMBERS of the quotation. It does not include the author's name because the author's name is already in the sentence.

Long Poetry Quotations: Spacing, Punctuation, and Citation Placement for Poetry Four or More Lines

When you are quoting poetry, a long quotation has **four or more** lines. Follow these rules for proper formatting:

- Place a comma or colon before your quotation. Choose the punctuation that ensures proper sentence structure.
  - Use a comma if the words introducing your quotation are not a complete sentence (e.g. *Wordsworth's narrator expresses his distress by saying,).*
  - Use a colon if the words introducing your quotation are a complete sentence (e.g. *Wordsworth's narrator is growing more distressed:).*
- Begin a new line.
- Indent the quotation one inch from the left margin and continue indenting all the way down the left margin. (Long quotations are indented only down the left margin.)
- Double space the quotation, and do not add any blank lines above or below it.
- Do not use quotation marks. They are not needed when a quotation has already been set off from the text by indenting.
- Keep the formatting, spacing, and line breaks exactly as they appear in the original. If your quote begins midway through a line, then position your partial line where it appears in the original. Do not shift it to the left margin.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).

On the following page is an example of how to include a long poetry quotation in your paper.

Here is an example of how to include a long quotation of poetry in your essay:

The quote is preceded by a colon because the words introducing it are a complete sentence

Wordsworth's narrator employs hyperboles when he describes the vast number of daffodils that he encounters on his lonely walk:

Quotation is double spaced and indented from the left hand margin

Continuous as the stars that shine

And twinkle on the Milky Way,

They stretch'd in never-ending line

Along the margin of a bay:

Ten thousand saw I at a glance,

Tossing their heads in sprightly dance. (7-12)

No quotation marks around a long quotation.

The in-text citation states the LINE NUMBERS of the quotation. It does not include the author's name because the author's name is already in the sentence. There is NO period after the parentheses.

Punctuation Used for a Quotation within a Quotation – Short Quotes

If your entire quotation is **fewer than four** typewritten lines, then follow these rules for proper formatting:

- Use **double quotation marks** around the entire quotation.
- Use **single quotation marks** around quotations within those quotations.

Here is an example of how to format a quotation within a quotation (short quote).

ORIGINAL SOURCE:
She stood still in the doorway, smiling a little at them, rubbing the nails of one hand with the thumb and forefinger of the other. And her eyes traveled from one face to another. "They left all the weak ones here," she said finally.

SOURCE QUOTED IN AN ESSAY:

When Curley is away, his wife visits the labourers specifically to degrade and provoke them.

"She stood still in the doorway, smiling a little at them, rubbing the nails of one hand with the thumb and forefinger of the other. And her eyes traveled from one face to another. 'They left all the weak ones here,' she said finally" (Steinbeck 77).

Place double quotation marks around the entire quote.

Place single quotation marks around the quote within a quote.

Punctuation Used for a Quotation within a Quotation – Long Quotes

If your entire quotation is **four or more** typewritten lines, then follow these rules for proper formatting:

- Reproduce the text **exactly as it appears in the original source**, using double quotation marks around dialogue and beginning a new, indented line for each new speaker.

When Victor Frankenstein returns to Geneva, his father is troubled by Victor's grief and tries to open up a dialogue:

Use no quotation marks around the entire quote; use double quotation marks around the dialogue.

> Soon after my arrival, my father spoke of my immediate marriage with Elizabeth. I remained silent.
>
> "Have you, then, some other attachment?"
>
> "None on earth. I love Elizabeth, and look forward to our union with delight. Let the day therefore be fixed; and on it I will consecrate myself, in life or death, to the happiness of my cousin." (Shelley 177)

At this point, Victor might have ended his engagement with Elizabeth. But instead, he decides to fix a date and thus make a firm commitment to his fiancée. Unknown to Victor, this date becomes his ultimatum for satisfying the Creature's demands.

WAYS TO INCORPORATE SOURCES WITHIN YOUR PAPER

1. DIRECT QUOTING
   - Copy the exact wording of the original source.
   - Place your quotation in quotation marks and cite the source.

2. PARAPHRASING
   - Put a section from a source into your own words.
   - Paraphrases are often shorter than the original selection.
   - You do not need quotation marks around the information, but you do need to cite the source.

3. SUMMARIZING
   - Putting the "main ideas" from a source into your own words.
   - Summaries are much shorter than the original selection.
   - You do not need quotation marks around the information, but you do need to cite the source.

Here is an example of the clearest way to cite the source of a multi-sentence summary (web site with no author):

SOURCE:

"Health Effects of Air Pollution." Health Canada. 16 May 2006. Health Canada. 3 Mar. 2009 <http://www.hc-sc.gc.ca/ewh-semt/air/out-ext/effe/health_effects-effets_sante-eng.php>.

EXAMPLE:

Acknowledge the source at the beginning of the summary.

Health Canada reports to Canadians on research linking air pollution to respiratory ailments. This research contends that although air pollution is not a proven cause of many illnesses, it exacerbates existing illnesses. Air pollution can worsen a person's cold, bronchitis, pneumonia, and asthma. Emphysema, lung cancer, and coronary artery disease (blocked arteries) are also aggravated by air pollution ("Health Effects of Air Pollution").

Cite the first thing listed in the works cited list, allowing the reader to look up the source quickly. This also clearly indicates the end of the summarized material.

Here is another example of the clearest way to cite the source of a multi-sentence summary (essay in a book – one author):

SOURCE:

Schwartz, Joel. "Reports Exaggerating Air Pollution Risks Needlessly Create Pressure for More Regulation." Pollution: Current Controversies. Ed. Debra A. Miller. Detroit: Thomson Gale, 2007. 144-149.

EXAMPLE:

Acknowledge the source at the beginning of the summary.

Joel Schwartz, a senior fellow in the Environment Program at the United States' Reason Public Policy Institute, claims that air pollution risks have been exaggerated. Polls show that Americans believe the ozone layer is depleting faster than it actually is. Furthermore, between 1981 and 2000, levels of carbon monoxide, sulphur dioxide, and particulate matter in the air dropped significantly. Stringent government emission regulations have resulted in more efficient vehicles and lower corporate pollution rates, a trend that will continue (Schwartz 144-146).

Cite the first thing listed in the works cited list, and include the page number(s) of the summarized material. Here, repeating the author's name clearly indicates the end of the summarized material.

DIRECT QUOTATIONS – MAKE YOUR QUOTATIONS FIT

Quote accurately. Whenever possible, reproduce quotes exactly, including spelling, capitalization, and punctuation. Sometimes, however, you must change a quotation's wording to make it fit the syntax of your sentence. Here are the rules:

1. Omitting material to shorten a longer quotation.

- Use ellipses (three periods) to show where something has been taken out.
- Place the ellipses inside square brackets [ ].
- If you omit material at the end of a sentence, then keep the end punctuation of the sentence outside the square brackets.
- Make sure that you do not change the meaning of the passage.

SOURCE: "You are rich, respected, admired, beloved; you are happy, as once I was. You are a man to be missed" (Poe 499).

EXAMPLE: "You are rich, respected, admired, beloved; […]. You are a man to be missed" (Poe 499).

Ellipses show where you have omitted part of the quotation. Square brackets separate the ellipses from the period that ends the sentence.

2. Changing a capital letter to a small letter.

SOURCE: "The Endangered Species Act was based on hard science, and continues to encourage science around the world" (Kahn 57).

The upper case "T" has been changed to a lower case "t" because the word "the" is no longer the first word in a sentence.

EXAMPLE: Although it is not perfect, "[t]he Endangered Species Act was based on science, and continues to encourage science around the world" (Kahn 57).

3. Changing the tense of a verb.

SOURCE: "Ralph wept for the end of innocence, the darkness of man's heart, and the fall through the air of the true, wise friend called Piggy" (Golding 223).

The past tense verb "wept" has been changed to the present tense verb "weeps" to stay consistent with the rest of the sentence.

EXAMPLE: Once the boys are rescued, "Ralph [weeps] for the end of innocence, the darkness of man's heart, and the fall through the air of the true, wise friend called Piggy" (Golding 223).

4. Changing a word to keep the subject consistent.

SOURCE: "My job involves not only fighting fires, but responding to car accidents and conducting school visits as well" (Sneddon).

The word "my" from the original interview has been changed to "his" in order to keep the entire sentence in third person.

EXAMPLE: In an interview, volunteer firefighter Gary Sneddon explains that "[his] job involves not only fighting fires, but responding to car accidents and conducting school visits as well."

There is no citation for this quotation because the source (Gary Sneddon) is already named in the sentence.

5. Changing a word or phrase to make a sentence clearer.

SOURCE: "This, of course, must have been an ocular deception, assisted by the uncertain light" (Hawthorne 143).

These words are added to clarify what the pronoun "this" refers to.

EXAMPLE: "This [the traveler's wriggling staff], of course, must have been an ocular deception, assisted by the uncertain light" (Hawthorne 143).

DIRECT QUOTATIONS – SPECIAL

Quoting from Shakespeare

Quoting from Shakespeare, and many other plays, poses a special problem. Plays often contain **BOTH poetry AND prose**. Before you begin formatting a quotation that is longer than one line, check how the quotation is written. Telling the difference between poetry and prose is easy.

POETRY: The first letter of each line is capitalized, and lines do not run to the end of the page. Here is an example from Twelfth Night:

> If music be the food of love, play;
> Give me excess of it, that, surfeiting,
> The appetite may sicken, and so die.
> That strain again! It had a dying fall.
> (1.1.1-4)

PROSE: The first letter of each sentence is capitalized, and lines run to the end of the page (like an ordinary paragraph). Here is an example from Twelfth Night:

> She did show favour to the youth in your sight only to exasperate you, to awake your dormouse valour, to put fire in your heart, and brimstone in your liver. You should then have accosted her; and with some excellent jests, fire-new from the mint, you should have banged the youth into dumbness. (3.2.18-23)

Here are the rules for quoting **one to three lines of poetry** from a Shakespearean play.

- Assuming that your paper already makes clear which play you are discussing, you do not need to include the play's title or author in your parenthetical reference.
- Place quotation marks around the words taken directly from the text.
- If your quote includes two or three lines of poetry, **use a slash (/)** to separate them. Keep all punctuation exactly the same as it appears in the original source.
- Place your citation in parentheses (brackets) at the end of the quotation.
- In your parentheses, write the **act, scene, and line number(s) of the quoted material**. Use Arabic numerals and separate them with periods. For example, Act 2, Scene 4, lines 25-27 would look like this: (2. 4. 25-27)
- **Never, NEVER state a page reference** when quoting Shakespeare.

Here is an example of how to quote one to three lines of poetry from Shakespeare:

Romeo immediately forgets his infatuation with Rosaline the moment he sees Juliet; he rhapsodizes, "Did my heart love till now? Forswear it, sight! / For I ne'er saw true beauty till this night" (1. 5. 52-53).

Alternatively, you could include some or all of your citation information in your introduction to the quote instead of in parentheses after the quote.

In Act 1, Scene 5 Romeo immediately forgets his infatuation with Rosaline the moment he sees Juliet; he rhapsodizes, "Did my heart love till now? Forswear it, sight! / For I ne'er saw true beauty till this night" (52-53).

Here are the rules for quoting **four or more lines** of poetry from a Shakespearean play:

- Assuming that your paper already makes clear which play you are discussing, you do not need to include the play's title or author in your parenthetical reference.
- Place a comma or colon before your quotation. Choose the punctuation that ensures proper sentence structure.
    - Use a comma if the words introducing your quotation are <u>not</u> a complete sentence (e.g. *Wordsworth's narrator expresses his distress by saying,)*.
    - Use a colon if the words introducing your quotation <u>are</u> a complete sentence (e.g. *Wordsworth's narrator is growing more distressed:)*.
- Begin a new line.
- Indent the quotation one inch from the left margin and continue indenting all the way down the left margin. (Long quotations are <u>indented only down the left margin</u>.)
- <u>Double space</u> the quotation, and do not add any blank lines above or below it.
- <u>Do not use quotation marks</u>. They are not needed when a quotation has already been set off from the text by indenting.
- Do not include the speaker's name unless you are quoting a dialogue (conversation between two or more speakers). Your introduction to the quotation should make it clear who is speaking.
- Keep the formatting, spacing, and line breaks <u>exactly as they appear in the original</u>. If your quote begins midway through a line, then position your partial line where it appears in the original. Do not shift it to the left margin.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).
- In your parentheses, write the **act, scene, and line number(s) of the quoted material**. Use Arabic numerals and separate them with periods. For example, Act 2, Scene 4, lines 25-27 would look like this: (2. 4. 25-27)
- **Never, NEVER state a page reference** when quoting Shakespeare.

Here is an example of how to quote four or more lines of poetry from a Shakespearean play:

Juliet sounds an ominous note when she confesses her hesitations to Romeo:

> Although I joy in thee,
>
> I have no joy in his contract tonight:
>
> It is too rash, too unadvis'd, too sudden;
>
> Too like lightning […] (2. 2. 116-119)

Here are the rules for quoting **prose** from a Shakespearean play:

- Follow all rules for quoting prose (see pages 40 to 42 in this guide).
- In your in-text citation (in the parentheses), write the **act, scene, and line number(s) of the quoted material**. Use Arabic numerals and separate them with periods. For example, Act 2, Scene 4, lines 25-27 would look like this: (2. 4. 25-27)
- **Never, NEVER state a page reference** when quoting Shakespeare.

Here is an example of how to quote fewer than four lines of prose from a Shakespearean play:

Sir Andrew feels that he can not compete with the youthful Cesario, whom Olivia clearly adores. Sir Toby deceives Sir Andrew by insisting, "She did show favour to the youth in your sight only to exasperate you" (3. 2. 18).

Here is an example of how to quote four or more lines of prose from a Shakespearean play:

Sir Andrew feels that he can not compete with the youthful Cesario, whom Olivia clearly adores. Sir Toby seizes this opportunity to stir in his friend a false, and ultimately humiliating sense of courage:

> She did show favour to the youth in your sight only to exasperate you, to awake your dormouse valour, to put fire in your heart, and brimstone in your liver. You should then have accosted her; and with some excellent jests, fire-new from the mint, you should have banged the youth into dumbness. (3.2.18-23)

Special Circumstances

More than one work by the same author

When citing two or more works by the same author, list the works in alphabetical order by title. Give the author's name in the first entry only. For subsequent entries, replace the author's name with three hyphens followed by a period. If the person edited one of the subsequent entries, then replace his/her name with three hyphens followed by a comma and (ed), then a period. Here is an example:

Frye, Northrop. Fools of Time: Studies in Shakespearean Tragedy. Toronto: University of Toronto Press, 1967.

---. Northrop Frye on Shakespeare. Markham: Fitzhenry & Whiteside, 1986.

---, ed. Sound and Poetry. New York: Columbia University Press, 1957.

In-Text Citation

In your citation, include the author's last name followed by a comma and the title (or a shortened version of it) and the relevant page number.

(Frye, Fools of Time 25)

*Note: You can cut down on the number of words in your parentheses by including the author's name and/or the title in your sentence instead of in the parentheses.

Two or more authors with the same last name

Using sources by authors with the same last name presents no problem for your bibliography or works cited list. However, if your list contains two or more authors with the same last name, then in-text citation references must include the author's first initial.

(M. Jones 228)

One author quoted by a different author (indirect quotation)

If what you quote or paraphrase is itself a quotation, then two authors must be given credit: the author whose words are being quoted and the author of the source from which you took the quotation.

Here is an example of the best way to cite an indirect quotation in your essay:

In your sentence, name the person who actually said the quote

Terry Boothe calls Martin Luther King's 1957 pilgrimage to the Lincoln Memorial a "turning point in King's life" (qtd. In Levinski 56).

Cite the source in which you read the quote. Your citation should consist of whatever comes FIRST in your works cited list entry (author's name or title)