

## EXTENDED ESSAY

Need help finding a source?

Use the Library Databases

Go to the school's website at [andersononline.org](http://andersononline.org)

User name/Password:

Gale: j227901/austin2

EBSCO: austin2/austin2

Facts on File: austin/austin

- Click on the ABOUT US located on the top
- Scroll down to the **Library**
- This page shows the **Anderson Library Homepage**
- Now click on **Research Help**
- Most frequently used databases for this project are **Facts on File, Gale Group, and EBSCO**

○ **To use Gale- Click on the Gale Cengage Learning Icon**

• **User name:** j227901 **Password:** austin2



- *For this project you may should check on the boxes that pertain to your topic, so look through the databases to see which one is most appropriate for your topic*
- Then hit the box that say "Continue"
- Click on **Advanced Search**
- You may email, save in your Google Drive, or print the article
- If you have the **PDF version available** – use it! This will give you exact page numbers for citing.
- With Gale your citation will appear on the bottom of your article! If using the PDF version, copy the Citation within the Citation Tool on the right.

○ **To use EBSCO-**

• **User Name:** austin2 **Password:** austin2



- *For this project can try – EBSCO – then click on the EBSCOhost Web*
- Then use the **ADVANCED SEARCH**
- Be sure to click on the **FULL TEXT**
- Then put a keyword in search box. Add additional keywords to continue to limit your results.
- Look over the results
- If you have the **PDF version available** – use it! This will give you exact page numbers for citing.
- You may email, save in your Google Drive, or print the article. Save the PDF, if available. There is a Citation Tool which when you click on it select MLA. The second line should be indented, but is not indented on EBSCO.

○ **To use Facts on File - Click on the Facts on File partway down the page**

• **User Name:** austin **Password:** austin



- *If you are researching a controversial topic use – Issues and Controversies, Today's Science, or World News Digest – it depends on your topic*
- Then put in keyword in search box
- Look over the results to see if relevant, then click on to read article
- You may email, save, or print the article. There is a Citation at the very bottom, but do not include the url in your citation.

○ **SPIE Digital** is another resource you can use that has science related articles.

- PDF's are available
- Citation Tools are also available



**Be sure to get an Austin Public Library Card – their JSTOR Database is rich in resources**

**If you have taken any Dual Credit classes, you have access to ACC's Databases**

## Plagiarism is NOT Your Friend

**What is it** – *Plagiarism is a form of academic dishonesty in which you use other people's words or ideas (pictures, art, charts, graphs, computations, scientific data, music, etc.) as your own by failing to credit the others at all or by improperly crediting them.* If you use someone else's exact words, you must put quotation marks around them and give the person credit by revealing the source in a citation. Even if you revise, rearrange, or paraphrase the words of others or just use their ideas, you still must cite your sources(s) instead of pretending the words or ideas are your own. Your teachers will instruct you how to properly credit your sources.

**NOTE** - While some plagiarism is obviously intentional and some might be considered unintentional (missing or improper citation due to carelessness, often because of hurrying to do an assignment at the last minute), **both types are still subject to the same penalties.**

### Plagiarism takes a variety of forms...

- Buying or using a paper from a research service or website
- Copying an article from the Web or an online or electronic database
- Copying a paper from a local source (such as other students)
- Turning in a paper someone else wrote for the student
- Cutting and pasting from one or more sources to create a paper
- Passing off borrowed passages or ideas as your own
- Paraphrasing materials without proper documentation
- Quoting less than all the words copied
- Copying material, supplying proper documentation, BUT leaving out quotation marks
- Faking a citation

# RESEARCH PACKET INFORMATION

## Using Modern Language Association (MLA 7) Format

(from Purdue University's Online Writing Lab)

### Your Works Cited List

This list, alphabetized by the first word in each entry (usually the author's last name), should appear at the end of your essay. It provides the information necessary for a reader to locate and be able to read any sources you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in your text.

### Basic Rules

- Authors' names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors. If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first. When an author appears both as the sole author of a text and as the first author of a group, list solo-author entries first.
- If no author is given for a particular work, alphabetize by the title of the piece (excluding "The," "A," and "An") and use a shortened version of the title for parenthetical citations.
- The first line of each entry in your list should be flush left. Subsequent lines should be indented one-half inch. This is known as a hanging indent.
- **The entire works cited page should be double-spaced throughout. The entries are NOT numbered.**
- Capitalize each word in the titles of articles, books, etc. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.
- Italicize titles of books, journals, magazines, newspapers, and films. **No more underlining!**
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- **Publication Medium.** Every entry requires a medium of publication marker. Most entries will be listed as Print or Web, but other possibilities include Performance, DVD, or TV. Most of these markers appear at the end of these entries; however, markers for web sources are followed by the date of access.
- Web addresses in entries are NOT underlined or colored (see "Just Say No" at the end of this handout on how to stop this) **URLS are no longer required, unless the information provided doesn't easily lead readers to the source.**
- **New Abbreviations for web addresses.** If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date.

When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation *n. pag.*

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## Basic Forms for Sources in Print

*The MLA Handbook for Writers of Research Papers* provides extensive examples covering a wide variety of potential sources. If your particular case is not covered here, use the basic forms to determine the correct format or consult the *MLA Handbook*.

### Basic Format

The first-give author's name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is:

Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

### Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

### Book with More Than One Author

The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

**NOTE:** If there are more than **three** authors, you may choose to list only the first author followed by the phrase *et al.* (Latin for "and others") in place of the subsequent authors' names, or you may list all the authors in the order in which their names appear on the title page. (Note that there is a period after "al" in "et al." Also note that there is never a period after the "et" in "et al.")

### Book by a Corporate Author or Organization

*American Allergy Association*. *Allergies in Children*. New York: Random, 1998. Print.

### Book with No Author

*Encyclopedia of Indiana*. New York: Somerset, 1993. Print.

### Anthology or Collection (e.g. Collection of Essays)

To cite the entire anthology or collection, list by editor(s) followed by a comma and "ed." or, for multiple editors, "eds" (for edited by). This sort of entry is somewhat rare. If you are citing a particular piece within an anthology or collection (more common), see **A Work in an Anthology, Reference, or Collection below**.

Hill, Charles A., and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah, NJ: Lawrence Erlbaum Associates, 2004. Print.

## A Work in an Anthology, Reference, or Collection

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form is for this sort of citation is as follows:

Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Page range of entry. Medium of Publication.

### An example:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34. Print.

**Note on Cross-referencing:** If you cite more than one essay from the same edited collection, MLA indicates you *may* cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:

Rose, Shirley K., and Irwin Weiser, eds. *The Writing Program Administrator as Researcher*. Portsmouth, NH: Heinemann, 1999. Print.

Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for

Historical Work on WPAs." Rose and Weiser 131-40. Print.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and

Weiser 153-67. Print.

### Poem or Short Story Examples:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

If the specific literary work is part of the an author's own collection (all of the works have the same author), then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. New York: Dover,

1991. 12-19. Print.

## Article in a Reference Book (e.g. Encyclopedias, Dictionaries)

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection but do not include the publisher information. Also, if the reference book is organized alphabetically, as most are, do not list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

## A Multivolume Work

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Lucas, Robert E., Jr. and Thomas J. Sargent, eds. *Rational Expectations and Econometric Practice*. Vol. 1. Minneapolis: U of Minnesota P, 1981. Print.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work. Also, be sure in your in-text citation to provide both the volume number and page number(s). (See Citing Multivolume Works on the In-Text Citations – The Basics page, which you can access by following the appropriate link at the bottom of this page.)

Lucas, Robert E., Jr. and Thomas J. Sargent, eds. *Rational Expectations and Econometric Practice*. 2 vols. Minneapolis: U of Minnesota P, 1981. Print.

If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston S. *The Age of Revolution*. New York: Dodd, 1957. Print.

## Article in a Magazine

Cite by listing the article's author, putting the title of the article in quotations marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages.  
Medium of publication.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.  
Print.

## Article in a Newspaper

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Author(s). "Title of Article." *Title of Periodical (Newspaper)* Day Month Year:  
SectionPageNumber. Print.

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients."  
*Washington Post* 24 May 2007: LZ01. Print.

If the newspaper is a less well-known or local publication, include the city name and state in brackets after the title of the newspaper.

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C.  
Democrats." *Post and Courier* [Charleston, SC] 29 Apr. 2007: A11. Print.

## An Article in a Scholarly Journal

In previous years, MLA required that researchers determine whether or not a scholarly journal employed continuous pagination (page numbers began at page one in the first issue of the years and page numbers took up where they left off in subsequent ones) or non-continuous pagination (page numbers begin at page one in every subsequent issue) in order to determine whether or not to include issue numbers in bibliographic entries. *The MLA Handbook for Writers of Research Papers* 7th edition (2009) eliminates this step. Always provide issue numbers, when available.

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages.

Medium of publication.

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.

## Other Print/Book Sources

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Certain book sources are handled in a special way by MLA style.

### The Bible

*The New Jerusalem Bible*. Ed. Susan Jones. New York: Doubleday, 1985. Print.

### A Government Publication

United States. Cong. Senate. Committee on Energy and Natural Resources. *Hearing on the Geopolitics of Oil*. 110th Cong., 1st sess. Washington: GPO, 2007. Print.

### A Pamphlet

Cite the title and publication information for the pamphlet just as you would a book without an author. Pamphlets and promotional materials commonly feature corporate authors (commissions, committees, or other groups that does not provide individual group member names). If the pamphlet you are citing has no author, cite as directed below. If your pamphlet has an author or a corporate author, put the name of the author (last name, first name format) or corporate author in the place where the author name typically appears at the beginning of the entry. (See also Books by a Corporate Author or Organization above.)

*Women's Health: Problems of the Digestive System*. Washington: American College of Obstetricians and Gynecologists, 2006. Print.

## Electronic Sources (Web Publications)

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MLA lists electronic sources as *Web Publications*. Thus, when including the medium of publication for electronic sources, list the medium as *Web*. It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

### Important Note on the Use of URLs in MLA

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

*For instructors or editors that still wish to require the use of URLs*, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web  
Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4  
Nov. 2008. <<http://classics.mit.edu/Aristotle/poetics.html>>.

### Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

## Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site.

Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

Editor, author, or compiler name (if available). *Name of Site*. Version number.

Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 April 2008.

## An Article in a Web Magazine

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access. Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

## An Article in an Online Scholarly Journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

### Article in an Online-only Scholarly Journal

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.

### Article in an Online Scholarly Journal That Also Appears in Print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

## An Article from an Online Database (or Other Electronic Subscription Service)

Cite articles from online databases (e.g. Gale, EBSCO, LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals page, which you can access via its link at the bottom of this page. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

**Note:** Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

## E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom the message was sent, the date the message was sent, and the medium of publication.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000.  
E-mail.

## Other Common Sources

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Several sources have multiple means for citation, especially those that appear in varied formats: films, DVDs, videocassettes; published and unpublished interviews, interviews over email; published and unpublished conference proceedings. The following section groups these sorts of citations as well as others not covered in the print, periodical, and electronic sources sections.

### An Interview

Interviews typically fall into two categories: print or broadcast published and unpublished (personal) interviews, although interviews may also appear in other, similar formats such as in email format or as a Web document.

#### Personal Interview

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

Purdue, Pete. Personal interview. 1 Dec. 2000.

#### Published Interviews (Print or Broadcast)

List the interview by the name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks. Place the title of the larger work in italics. If the interview appears as an independent title, italicize it. Determine the medium of publication (e.g. print, Web, DVD) and fill in the rest of the entry with the information required by that medium. For books, include the author or editor name after the book title.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men*. By Dale Salwak. San Bernardino, CA: Borgo, 1984. Print.

### **Online-only Published Interviews**

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive Web content. Place the name of the Website in italics, give the publisher name (or sponsor), the publication date, the medium of publication (Web), and the date of access. Remember that if no publisher name is given, insert the abbreviation *n.p.*

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*. Skewed & Reviewed, 2009. Web. 15 Mar. 2009.

### **Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)**

Provide the speaker's name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote speech, Guest Lecture). Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Stein, Bob. *Computers and Writing Conference*. Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote address.

### **Films or Movies**

List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the film studio or distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation *perf.* to head the list. List film as the medium of publication. To cite a DVD or other video recording, see "Recorded Films and Movies" below.

*The Usual Suspects*. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Film.

To emphasize specific performers (*perf.*) or directors (*dir.*), begin the citation with the name of the desired performer or director, followed by the appropriate abbreviation.

Lucas, George, dir. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977. Film.

## Recorded Films or Movies

List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation *perf.* to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

*Ed Wood*. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

## Broadcast Television or Radio Program

Begin with the title of the episode in quotation marks. Provide the name of the series or program in italics. Also include the network name, call letters of the station followed by the city, and the date of broadcast. End with the publication medium (e.g. *Television, Radio*). For television episodes on Videocassette or DVD refer to the "Recorded Television Episodes" section below.

"The Blessing Way." *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

## Recorded Television Episodes (e.g. DVD, Videocassette)

Cite recorded television episodes like films (see above). Begin with the episode name in quotation marks. Follow with the series name in italics. When the title of the collection of recordings is different than the original series (e.g., the show *Friends* is in DVD release under the title *Friends: The Complete Sixth Season*), list the title that would help researchers locate the recording. Give the distributor name followed by the date of distribution. End with the medium of publication (e.g. *DVD, Videocassette, Laser disc*).

Note: The writer may choose to include information about directors, writers, performers, producers between the title and the distributor name. Use appropriate abbreviations for these contributors (e.g. *dir., writ., perf., prod.*).

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. Warner Brothers, 2004. DVD.

## Sound Recordings

List sound recordings in such a way that they can easily be found by readers. Generally, citations begin with the artist name. They might also be listed by composers (*comp.*) or performers (*perf.*). Otherwise, list composer and performer information after the album title.

Use the appropriate abbreviation after the person's name and a comma, when needed. Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recording manufacturer followed by the publication date (or *n.d.*, if date is unknown). List the appropriate medium at the end of the entry (e.g. CD, LP, Audiocassette). For MP3 recordings, see the "Digital Files" section below.

Note: If you know and desire to list the recording date, include this information before the manufacturer name. Use the abbreviation for "recorded" (*Rec.*) and list the recording date (dd mm year format) before the manufacturer name.

Foo Fighters. *In Your Honor*. RCA, 2005. CD.

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. Audiocassette.

Beethoven, Ludwig van. *The 9 Symphonies*. Perf. NBC Symphony Orchestra. Cond.

Arturo Toscanini. RCA, 2003. CD.

### **Digital Files (PDFs, MP3s, JPEGs)**

Determine the type of work to cite (e.g. article, image, sound recording) and cite appropriately. End the entry with the name of the digital format (e.g. PDF, JPEG file, *Microsoft Word* file, MP3). If the work does not follow traditional parameters for citation, give the author's name, the name of the work, the date of creation, and the medium of publication. Use *Digital file* when the medium cannot be determined.

Beethoven, Ludwig van. *Moonlight Sonata*. Crownstar, 2006. MP3.

Smith, George. "Pax Americana: Strife in a Time of Peace." 2005.

*Microsoft Word* file.

Bentley, Phyllis. "Yorkshire and the Novelist." *The Kenyon Review* 30.4 (1968):

509-22. *JSTOR*. PDF file.

Benecio del Toro. Polygram, 1995.

### **Advertisement in nonprint media**

Staples. Advertisement. CBS. 3 Dec. 2000.

# Parenthetical Documentation & Handling Quotations In Your Paper

## Author's Name

MLA format follows the author-page method of citation. This means that the author's last name and the page number(s) from which the quotation is taken must appear in the text, and a complete reference should appear in your works-cited list. The author's name may appear either in the sentence itself or in parentheses following the quotation, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

NOTICE: the word "page" does not appear with the number nor "pg." etc. The page number in parenthesis goes inside the period.

## Examples:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

**For non-print (films, TV series, etc.) or electronic sources**, try to include the name that begins the entry in the Works Cited page. Sometimes you may have to use an indirect quotation, that is, a quotation that you found in another source that was quoting from the original. For such indirect quotations, use "qtd. in" to indicate the source:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even her or his full name if different authors share initials) in your citation. If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the other works by that same person.

## Examples:

### Two authors with the same last name:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

### **Two works by the same author:**

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

### **Short Quotations**

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks and incorporate it into your text. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference in the works-cited list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. 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:**

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

### **Long Quotations**

Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin, and maintain double-spacing. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.)

## **Examples:**

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. (Bronte 78)

In "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child  
the child at the oak desk whose penmanship,  
hard work, style will win her prizes  
becomes the woman with a mission, not to win prizes  
but to change the laws of history. (23)

## **Adding or Omitting Words In Quotations**

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

If you omit a word or words from a quotation, you should indicate the deleted word or word by using ellipsis marks surrounded by brackets. For 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).

Note: If there are ellipsis marks in the quoted author's work, do not put brackets around them; only use brackets around ellipsis marks to distinguish them from ellipsis marks in the quoted author's work.

### **Citing sources in the text**

In MLA style, references to sources are placed in the text of the paper in order to briefly identify sources for readers and enable them to locate the source of the cited information in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

- Give only the information needed to identify a source. Usually the author's last name and a page reference are all that is needed.
- Place the parenthetical reference as near as possible to the material being documented, and where a pause would naturally occur, preferably at the end of a sentence.
- Parenthetical material should complement, not repeat, information that is given in your text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
- Electronic and online sources are cited just like print resources in references cited in the text. If an online source lacks numbering, omit numbers from the parenthetical references. If a source includes fixed page numbers or section numbering, such as numbering of paragraphs (pars.), cite the relevant numbers.

## Basic Information about Parenthetical Documentation

(See the teacher about unusual cases.)

***In your work, the author of a source is always mentioned either in your text or in the parenthetical citation--unless no author is provided.***

### **Author's name mentioned in text**

Use the author's name in a single sentence to introduce the material. Then, cite the page number(s) in parentheses.

Example:

Pope was clear to point out that, although many of his ideas were idealistic, Rousseau held ambivalent feelings toward women (138).

### **Author's name not mentioned in text**

When you do not include the author's name in the text, place the author's last name in the parenthetical citation before the page number(s). There is no punctuation between the author's name and the page number(s).

Example:

During World War I, British and American women could, for the first time, earn first-class pay for first-class work (Gilbert 236-7).

### **More than one work by the same author(s)**

If you use more than one work from a single author, when you refer to either of the sources, give the author's last name, an abbreviated title of the work, and the relevant page number(s). A comma separates the author's last name and the title; however, there is no punctuation between the title and the page number(s).

Example:

When calculating the number of homeless animals in the United States, the author comically stated that "Maybe man would not overrun the planet, but his pet poodles and Siamese cats might" (Westin, *Pethood* 6). She then further stated that there are 50 million homeless animals in the country (Westin, "Planning" 10).

Note: If you mention the author's last name in the sentence, you do not need to include the author's last name in parentheses.

**Two authors with the same last name**

If you use sources by authors with the same last name, always include the author's first and last name in the sentence or in the parenthetical citation.

Example:

Children will learn to write if they are given the freedom to choose their own subjects,

Allison Faye argues, citing the city school council study of the early 1970s (42-43).

However, Robert Faye believes that children will learn how to write regardless of their school subjects (102-103).

**Two or three authors in a single source**

If a source is written by two or three authors, place all of the authors' last names in the single sentence or in the parenthetical citation.

Example:

Richards, Jones, and Moore maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (185).

or

The authors maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (Richards, Jones, and Moore 185).

**Four or more authors in a single source**

If a source is written by four or more authors, use the first author's last name followed by "et al." either in the single sentence or in the parenthetical citation. You can also name all of the authors in the single sentence or in the parenthetical citation.

Example:

Chazon et al. argued that ethnic groups are culturally based social organizations in which members have multiple identities (105-6).

or

The authors argued that ethnic groups are culturally based social organizations in which members have multiple identities (Chazon, Riley, Jacobs, and Rutherford 105-6).

### **No author identified in a source**

If you use a source, which does not supply an author's name, substitute, by using the title or form an abbreviated title, for the author's name in the sentence or in the parenthetical citation. In the citation, do not forget to include the page number(s). Be sure to italicize the title if the source is a book, and if the source is an article, place quotation marks around the title.

Example:

Goddess religions are thought to have originated sometime between 25,000 and 7,000 BCE (*When God Was a Woman* 25).

### **REMINDERS**

--Make parenthetical citations brief and accurate.

--To avoid long parenthetical citations, place reference information, such as the author's name, in your sentence when possible.

--Place a citation as close to the relevant material as possible without disrupting the sentence.

--Use one citation at the end of a long section of material that comes from one source and the same pages(s)--do not cite at the end of each sentence in this case.

--Parenthetical citations always go outside quotation marks and before a punctuation mark, such as a comma or period, except in the case of long (4+ typed lines) quotes (see the MLA format pages for explanation).

--Place the parenthetical citations in your essay as you write. Do not wait until the essay is finished.

### **Examples:**

#### **Author's name in text**

Dover has expressed this concern (118).

#### **Author's name in reference**

This concern has been expressed (Dover 118-119).

#### **Multiple authors of a work**

This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23).

#### **Two works cited**

(Burns 54, Thomas 327)

#### **Multivolume works**

References to volumes  
and pages

(Wilson 2:1-18)

References to an entire  
volume

(Henderson, vol. 3)

In text reference to an entire volume

In volume 3, Henderson  
suggests

**Corporate authors**

(United Nations,  
Economic Commission  
for Africa 51-52)

**Works with no author**

When a work has no author, use the work's title  
or a shortened version of the title when citing it  
in text. (If abbreviating a title, omit initial articles  
and begin with the word by which it is  
alphabetized in the Works Cited list.):

as stated by the  
presidential commission  
(Report 4).

**Online source with numbered paragraphs**

(Fox, pars. 4-5)

## Knowing Which Sources to Acknowledge

### Materials That Don't Require Acknowledgment

Beginning researchers often ask, "Do I have to cite *everything*?" This is a good question because not every piece of information in a research paper must be cited. Figuring out what to cite and what not to cite can sometimes be difficult, even for experienced researchers. Generally, if you are unsure, include a citation. It's always better to have an unnecessary citation in your paper than to omit one that is necessary.

Here are some general guidelines for materials that usually don't require acknowledgment in research projects:

- **Common knowledge.** It's often easy to spot pieces of common knowledge. The sky is blue, the United States has fifty states, the 1996 presidential candidates were Bill Clinton and Bob Dole-these are all pieces of information that appear in various sources, but because they are known to just about everyone, they are not ideas that must be cited. However, sometimes recognizing common knowledge becomes trickier because common knowledge for one person may not be common knowledge for another. For example, it is common knowledge among educators that Paolo Freire came up with an idea he called "the banking concept of education." Someone writing for an audience of educators could probably use this phrase without citing it, because the reference to Freire is clear. However, if this writer were addressing a more general academic audience, she should include the citation, or she might give the impression that the idea is her own. Note that identifying your audience is the key to recognizing common knowledge. If you know what audience you are writing to, you will have a clearer idea of what your readers would consider common knowledge. As always, if you are unsure, be more conservative rather than less. Include the citation, and then ask your teacher or another resource if the citation seems necessary.
- **Fact.** Uncontested pieces of information that can be found in many different sources-particularly reference sources such as encyclopedias-do not require acknowledgment. Andrea Lunsford gives an example in *The St. Martin's Handbook* of one such fact: that most of the Pearl Harbor military base, except oil tanks and submarines, was destroyed on December 7, 1941, by Japanese bombers. She adds an example of information on the same topic that *does* require citation: "a source that argued that the failure to destroy the submarines meant that Japan was destined to lose the subsequent war with the United States" (394). The distinction Lunsford makes here is between fact-something commonly accepted as true-and opinion-something that is arguable.
- **Your own ideas.** This kind of information can be difficult to recognize, especially during the research process, when you are reading and absorbing so many others' ideas. A good way to capture your own ideas is to write a draft *before* you begin researching. Anne Herrington and Charles Moran, who are professors at the University of Massachusetts-Amherst, call this sort of draft an "instant draft." It can serve as a helpful record of your own knowledge and opinions at the start of a project as well as a way to get started writing early. See the section "Taking Notes and Putting Information in Your Own Words" for more details on how to write an instant draft.
- **Your own field research.** Knowledge that you create by conducting a field study such as a survey, interview, or observation is considered your own work. This sort of information does not need to be cited. However, another kind of ethics guides the field researcher. You should be clear about how you collected the information.

In addition, you should be scrupulous about protecting your participants' autonomy (be sure to quote them accurately, and ask for their feedback when possible) and privacy (use pseudonyms, and omit identifying information).

### **Materials That Require Acknowledgment**

Commonly consulted sources for research projects include books, articles from journals or newspapers, and Web sites. Keep in mind that some of your sources may be somewhat unusual, such as information from an Internet multiuser domain (MUD), an interview you conduct yourself, or the instruction manual for a model ship kit. *Everything* that you draw from another source, unless it falls into one of the categories described above (common knowledge, fact, your own ideas, and your own field research), must be cited.

Your citations should appear in two places: first, in the body of your paper, and second, in a list at the end of the paper. The style of citation your teacher has asked you to use will affect the formatting of these citations. For example, in Modern Language Association (MLA) style, your in-text citations should include the author's last name and the page number where the information can be found. Complete bibliographic information for each source will appear in a section titled "Works Cited." You can think of citations as a kind of map for your reader. An in-text citation guides the reader to the "Works Cited" section so that she can see where a particular idea came from. The "Works Cited" section gives precise directions on how to find the source itself. You can find detailed information on citation styles in a handbook.

The following list is not exhaustive, but suggestive. New kinds of information are always emerging: For instance, one of my students recently asked me how to cite the information she found on the label of an aspirin bottle! Generally speaking, however, here are guidelines for which materials require acknowledgment in academic writing:

- Another person's words. Direct quotations must always be cited.
- Another person's ideas. Even if you rephrase someone else's idea by paraphrasing or summarizing it, it must be cited. Citations for paraphrases and summaries look just like citations for quotations, except that there are no quotation marks involved.
- Judgments, opinions, and arguments. Arguable information, such as the idea about the effect of the Pearl Harbor bombing discussed in the section "Fact," must be cited. Any time you offer an idea from another source that could be argued, acknowledge that it is this individual's point of view. Note that you should do this even if you thought of the idea, *then* encountered it through your research. You can indicate in your writing that you came to the idea independently of the other author, but you cannot omit mention of the other author.
- Visual information. If you use a chart, graph, or picture from another source-or if you use the information from that chart, graph, or picture-acknowledge the source.
- Information that can be attributed to a company or organization rather than a single person. This is often the case with Web pages, which tend not to list individual authors. In this case, the organization that sponsored the publication should be listed as the author. If an author is unknown, as in an anonymous manuscript, your citation should indicate that. Depending upon the citation style you are using, you may begin such a citation with "Anonymous" instead of the author's name, or you may cite only the title of the source. Again, consult a handbook for specific guidelines when using specific citation styles.

- Information gathered from class lectures or from another aural source. If you heard it rather than saw it, you must still cite it. There are various ways to cite information you've heard, including as a lecture, as a personal communication, or as an interview.
- Opinions offered by readers. Usually, as you work on a research project, you'll get feedback from others-your teacher, classmates, and friends. This kind of information should be acknowledged, too. For example, suppose that you are working on a paper about Wiccan traditions and a classmate offers you his opinion that Wiccan traditions will be as common as Christianity in another two hundred years. Cite his idea by quoting or paraphrasing him.
- General help offered by readers. Sometimes the feedback you receive from a reader will affect the shape of your essay, but not its content. For instance, your classmate might offer the suggestion that you include a personal anecdote to add more interest to your introduction. In this case, the best way to acknowledge your classmate's contribution is in a note of thanks appended to the paper. Such "Acknowledgments" notes generally appear at the end of academic papers, or in a footnote added to the title or first paragraph. Look at a refereed journal in your discipline and you'll see examples of less-formal.

## Works Cited

This list, alphabetized by the first word in each entry (usually the author's last name), should appear at the end of your essay. It provides the information necessary for a reader to locate and be able to read any sources you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in your text.

### Basic Rules

- Works Cited is centered 1 inch from the top of the page.
- Double space and begin your entries in alphabetical order.
- Double space throughout the entire document.
- Authors' names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors. If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first. When an author appears both as the sole author of a text and as the first author of a group, list solo-author entries first.
- If no author is given for a particular work, alphabetize by the title of the piece (excluding "The," "A," and "An") and use a shortened version of the title for parenthetical citations.
- The first line of each entry in your list should be flush left. Subsequent lines should be indented five spaces. This is known as a hanging indent.
- The entries are NOT numbered.
- Capitalize each word in the titles of articles, books, etc. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.
- Underline or italicize titles of books, journals, magazines, newspapers, and films.
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- Web addresses in entries are NOT underlined or colored (see below to stop this). Remember MLA does not require the URL in the Works Cited, but your teacher may or may not.

### *To stop Microsoft Word from coloring and underlining web URLs. . .*

In its relentless drive to be "helpful," Microsoft Word defaults to settings that automatically color and underline and make "hot" any internet URL (such as <http://www.mta.link75.org>) that's typed in. To put a stop to this behavior, go to Tools and select AutoCorrect...

In the resulting dialog box, select the "AutoFormat as You Type" tab and de-select "Internet and network paths with hyperlinks."

If you've already typed some links, and they are already hot, you can still remove that formatting. Highlight the offending text, and go to Insert Hyperlink... Ctrl+K In the resulting dialog box, click Remove Link.

**The following is an example of a works cited page. On it you must list every source that you cited in the paper. Since you have been instructed to use at least five sources of at least four specific types, you will have five or more entries on this page. Notice that the entries are alphabetized and double-spaced throughout.**

**EXAMPLE OF A WORK  
CITED PAGE:**

Works Cited

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