

# Waterloo Catholic District School Board

## STYLE GUIDE

for English Students

MLA (Modern Language Association) Format

### I. CURRENT PRACTICES

§ **ITALICIZE** titles of independently published works such as books, periodicals, films, etc. Underline only when handwriting as a substitute for italics.

**Example:**

Harper Lee makes reference to *The Gray Ghost* by Seckatary Hawkins at the beginning and end of *To Kill a Mockingbird*.

§ **NO URLS:** MLA does not require a URL in website citations; writers are expected to provide the URL **only if the citation alone does not easily lead readers to the source information or if requested by the instructor**. If a URL is necessary it appears after the date of access between angle brackets; break lines only at slashes.

**Examples:**

Frost, Robert. "The Road Not Taken." *PoemHunter*. PoemHunter, 03 Jan. 2004. Web. 6

July. 2013.

Hollander, John. "A Close Look at Robert Frost." *Poets.org*. Academy of American Poets, n.d.

Web. 11 July 2013. <<http://www.poets.org/viewmedia.php/prmMID/15894>>.

§ **PUBLICATION MEDIUM:** Every entry should receive a medium of publication identifier, such as Print, Web, TV or DVD. Any medium other than Web will be listed at the end of the citation; Web will be followed by date of access.

**Examples:**

Lunau, Kate. "It's Time to Leave the Capsule." *Maclean's* 24 June 24 2013: 22-23. Print.

Lunau, Kate. "What's Next for Chris Hadfield—and the Canadian Space Agency."

*Maclean's*, 10 June 2013. Web. 9 July 2013.

§ **WHEN INFORMATION IS NOT GIVEN:** Sometimes information is not available; use the following abbreviations in such circumstances:

§ n.p.: no publisher given

§ n.d. : no date (see John Hollander example above)

§ n. pag. : no pagination (for online journals that appear only online or for databases that do not provide page numbers)

## II. MANUSCRIPT STYLE AND WORKS CITED FORMAT

Academic writing has a traditional look. A readable font should be used (Times, Times New Roman, Arial, Cambria, Bookman) and used throughout the paper.

Normal size is 12-point font.

The entire paper is double-spaced. This rule applies to everything, in every part of the paper (title, text, quotations, Works Cited).

Last name and page number appear in the top right corner on all pages, including the separate Works Cited. Create a space only between last name and page number.

Headings such as the title of paper, Works Cited or Appendix should be centered at top of page.

Margins should be 1 inch (2.5 cm) on all sides of the document.

Do not include a Title Page, unless specifically requested by instructor.

Use italics (instead of underlining) for titles of larger works (books, magazines, films) and quotation marks for titles of shorter works (poems, articles, short stories).

Avoid use of styles (no shadow, outline, etc.) other than italics: use italics throughout your essay for the titles of longer works and foreign words. When absolutely necessary you may use italics to indicate emphasis.

## III. IN-TEXT CITATIONS

When either a direct or an indirect quotation is used in your essay, it is important to acknowledge the original source with **in-text citations**.

**In-text citations** (also known as parenthetical citations or embedded citations) identify the source immediately following the sentence in which the quotation appears. The complete bibliographic information for each reference is listed in the Works Cited at the end of the essay.

### An essay which discusses ONE work:

Usually, the author's name appears early in the text of the essay; if not, however, include it in the first parenthetical reference and thereafter cite the page number of the piece where the quotation appears:

To understand a person, Atticus tells Scout that she needs to learn to “walk in his shoes” (39).

**To note:**

- § quotation mark follows the last word
- § space before the first parenthesis
- § period comes after the second parenthesis.

**Variations:**

- § When quoting **two passages** from the same work, place both page numbers at the end of the sentence, separating them with a comma:

To understand a person, Atticus tells Scout that she needs to learn to “walk in his shoes”; later he advises her “to climb into someone’s skin and walk around in it” (39, 374).

- § When quoting a passage **that is longer than four lines of your typed text**, indent the passage one additional inch (2.5 cm) from the left margin only, double space, and omit quotation marks, except to indicate dialogue (use single quotation marks around dialogue):

I imaged that I bore my chalice safely through a throng of foes. Her name sprang to my lips at moments in strange prayers and praises which I myself did not understand. My eyes were often full of tears (I could not tell why) and at times a flood from my heart seemed to pour itself out into my bosom. (102)

**To note:**

- § the period appears at the end of the quotation, not after the second parenthesis.

- § When quoting from an **e-book**, identify the chapter number to locate the quotation, or, if chapter numbers are not provided, identify the chapter title.

In *Broken* by Daniel Clay, Susan is accused of lying, but, ironically, “For once, she was telling the truth” (ch. 1).

**Or**

In Jeffrey Eugenides *The Marriage Plot* Madeleine surveys her bookshelf on her graduation day and observes that, “She’d read each and every one...frequently underlining passages, but that was no help to her now” (A Madman in Love).

- § When quoting **dialogue**, the quoted dialogue appears within single quotation marks, which are enclosed in double quotation marks:

When Nu speaks her first words after her illness, Tsila tells her, ““Your mouth is lovely”” (261).

**Or**

In “The Prospector’s Trail” by Cathy Jewison, Norman discovers that prospecting for trash has the potential to turn his life around. ““I think I’ve got it,” Norman announce[s]” at the end of the story (31).

**An essay which discusses two or more works:**

Include the authors’ names in the parenthetical reference:

While Calum is the unlikely hero “whose great heart is left behind,” Briony is the unlikely villain who writes plays so, “everyone [will] adore her” (MacLeod 282; McEwan 11).

**To note:**

§ no comma between author’s last name and page number of quotation

§ use a semi-colon to separate the two citations

§ if you were to use two books by one author, substitute the author’s name with the book titles or a shortened version of the title (e.g. *Curious* for *The Curious Incident of the Dog in the Night-time*).

**Poetry:**

When quoting a **Shakespearean play**, use Arabic numerals to indicate act, scene and line number; separate the numbers with a period:

“As flies to wanton boys, are we to the gods; / They kill us for their sport” (4.1.44-45).

When quoting **poetry**, indicate line changes with slashes (see above) to cite **three lines or fewer**. When the excerpt is four or more lines in length, omit the quotation marks and begin new lines at the indented left margin (as it would appear in the text). Use Arabic numerals to identify line numbers. For the first reference, use the word “lines”; for second and subsequent references just use the numbers:

As virtuous men pass mildly away,

And whisper to their souls to go,

Whilst some of their sad friends to say,

“Now his breath goes,” and some say, “No.” (lines 1-4)

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Our two souls therefore, which are one,

Though I must go, endure not yet

A breach, but an expansion,

Like gold to aery thinness beat. (21-24)

#### **IV. WORKS CITED**

A list of works cited is included at the end of your essay. Its purpose is to let the reader locate your sources. Other names for such a listing are Bibliography (literally, “description of books”) and Literature Cited. **Works Cited** is a more precise term because your research may include periodicals, films, and other non-print sources. It is also the preferred title by MLA.

You may wish to use [www.easybib.com](http://www.easybib.com) or MLA Citation Maker to create your Works Cited.

##### **General Rules for a Works Cited:**

- § **The BASIC ORDER of each entry is: Last name, First name. Title. City of publication: Publishing House, year of last edition. Medium.**
- § **REFERENCES are listed on a separate page at the end of the research paper.**
- § **CENTRE the words “Works Cited” one inch (2.5 cm) from the top of page.**
- § **ALPHABETIZE the works cited list by the author’s surname—if no author is identified, alphabetize by the first word of the title (disregard *a, an, the*); do not number entries; the alphabetized surnames create organizational order.**
- § **BEGIN each entry at the left margin—if an entry is longer than one line, use hanging indentation style: indent the second and subsequent lines 5 spaces to continue the citation.**
- § **DOUBLE SPACE each entry; do not leave extra blank lines between entries.**

##### **Books and Novels – One Author**

MacLeod, Alistair. *No Great Mischief*. Toronto: McClelland & Stewart, 1999. Print.

##### **Books – More than One Author**

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

##### **Books – No Author Given**

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

##### **Books – Editor**

Otten, Charlotte F. Ed. *Werewolves in Western Culture*. New York: Syracuse Univ. Press, 1986. Print.

##### **E-Books**

Eugenides, Jeffrey. *The Marriage Plot*. Toronto: Alfred A Knopf, 2011. Kindle file.

##### **Plays**

Shakespeare, William. *King Lear*. Don Mills: Longmans Canada Limited, 1964. Print.

##### **Short Stories**

Richler, Nancy. “Your Mouth is Lovely.” *Echoes*. Ed. Francine Artichuk, et.al. Don Mills: Oxford University Press, 2002. 244-264. Print.

## Poems

Donne, John. "A Valediction: Forbidding Mourning." *Echoes*. Ed. Francine Artichuk, et.al.

Don Mills: Oxford University Press, 2002. 62-63. Print.

## Essays in an Anthology

Pigott, Catherine. "Chicken Hips." *Imprints*. Ed. Don Salianni, et.al. Toronto: Gage

Educational Publishing Company, 2001. 319-322. Print.

## Encyclopedia or Dictionary Entry

Posner, Rebecca. "Romance Languages." *The New Encyclopedia Britannica: Macropaedia*.

15<sup>th</sup> ed. 1987. Print.

## The Bible and documents of other major religions

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

The Holy Bible, New International Version. Grand Rapids: Zondervan House, 1984. Print.

## Magazine/Journal Article

Wilson, D. W. "On the Notoriously Overrated Powers of Vice in Fiction or How to Fail at

Talking to Pretty Girls." *The New Quarterly* Winter 2013: 60-65. Print.

## Article in a Daily Newspaper

Medley, Mark. "The Rhyme & The Reason." *National Post*. 10 July 2013: A5. Print.

## Book or Film Review

Johnson, Brian D. "Like Woody and Diane, Sort of." Rev. of *Francis Ha*, dir. Noah Baumbach.

*Maclean's* 24 June 2013: 65. Print.

## Film or Video/DVD

*Midnight in Paris*. Dir. Woody Allen. Perf. Owen Wilson, Rachel McAdams. Sony, 2011. DVD.

## Television Program

"Mystery Date." *Mad Men*. AMC. Lionsgate. 08 April 2012. Television.

### § If you viewed the show on DVD:

"Mystery Date." *Mad Men Season 5*. Writ. Matthew Weiner. Dir. Mark Shakman. Lionsgate,

2012. DVD.

### § If you viewed the show on the web:

*Frontline: Lost in Detention*. Dir. Rick Young. WGBH Educational Foundation, 18 Oct. 2011.

*PBS*. Web. 20 October 2011.

## **Internet Sources**

### **§ A Web Page**

Merriman, C. D. "F. Scott Fitzgerald." *The Literature Network*. Jalic, Inc, 2007. Web. 6 Sept. 2011.

### **If your instructor asks for a URL, the citation looks like this:**

Merriman, C. D. "F. Scott Fitzgerald." *The Literature Network*. Jalic, Inc, 2007. Web. 6 Sept. 2011.< <http://www.online-literature.com/fitzgerald/>>

## **Internet Encyclopedia Article**

### **○ An article with an author named:**

Walter, Terry. "Ballet." *Encyclopedia Americana*. Grolier Online, 2009. Web. 25 Aug. 2009.

### **○ An article without an author named:**

"Ernest Hemingway." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2009. Web. 10 July 2009.

### **§ A blog**

Curran, Kevin. "The Newspaper and the Culture of Print in the Early American Republic." Blog. *Textual Studies, 1500-1800*. n. p. 7 Jan. 2008. 14 Jan. 2013.

### **§ Wikipedia**

"F. Scott Fitzgerald." *Wikipedia*. Wikimedia Foundation, 6 Sept. 2011. Web. 10 Sept. 2011.

### **§ A TEDTalk**

Bittman, Mark. "What's Wrong with What We Eat." TEDTalks, Dec. 2007. Web. 18 May 2009.

## **Map or Chart**

Treat maps or charts like a book with no author, but add the appropriate label (Map, Chart).

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

Riendeau, Roger E. *History of Canada*. Chart. Toronto: Hedgerow House, 1986. Print.

## **E-Mail**

Ross, David. "Comedy in Shakespeare's Tragedies." Message to the author. 27 October 2003. E-mail.

### **Personal Interview**

Findley, Timothy. Personal interview, 22 January 1991.

**Online Databases (Knowledge Ontario, INFOTRAC, or EBSCO):** Simply copy and paste the "Source Citation" from the bottom of the research database article.

### **§ Magazine Article**

Bartlett, Stacey. "Gatsby fever surrounds summer film." *The Bookseller* 8 Mar. 2013: 22.

*General OneFile*. Web. 23 Sept. 2013.

### **§ Journal Article**

Bialo, Caralyn. "Popular performance, the broadside ballad, and Ophelia's madness." *Studies in*

*English Literature, 1500-1900* 53.2 (2013): 293+. *General OneFile*. Web. 23 Sept. 2013.

### **§ Reference Works (Books/Subject Encyclopedias)**

"A Narrow Fellow in the Grass." *Poetry for Students*. Ed. Elizabeth Thomason. Vol. 11. Detroit:

Gale Group, 2001. 126-140. *Gale Virtual Reference Library*. Web. 23 Sept. 2013.

### **Artwork**

#### **§ If you viewed the artwork in person:**

Vermeer, Johannes. *Girl with a Pearl Earring*. n.d. Oil on canvas. Mauritshuis, The Hague.

#### **§ If you viewed the artwork in a book:**

Vermeer, Johannes. *Girl with a Pearl Earring*. n.d. Mauritshuis, The Hague. *Vermeer and the*

*Delft School*. By Walter Liedtke with Michiel C. Plomp and Alex Ruger. New York: The

Metropolitan Museum of Art, 2001. 405. Print.

#### **§ If you viewed the artwork on the web:**

Da Vinci, Leonardo. *Mona Lisa*. 1519. Louvre, Paris. *Masterpieces of the Louvre*. Web. 29 July

2009.

**For additional references see: the **RCSS Style Guide** on the library web site**

or [http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch08\\_s1-0001.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0001.html)

or <https://owl.english.purdue.edu/owl/section/2/11/>



## V. SAMPLE TITLE PAG

Doe 1

Student's Name

Teacher's Name

Course Code (ENG 4UI)

Date (DD/Month/YYYY as in 15 June 2013)

Title of Essay (Use Title Case)

Subtitle (Use Title Case)

Text of essay begins...

### **To Note:**

- § no extra space between title and text of essay (double space like everywhere else).
- § titles of essays are not underlined
- § do not quadruple space between paragraphs (double space like everywhere else)
- § indent all paragraphs, including the first paragraph
- § write your essay in the active voice and present tense whenever possible.

## VI. HOW TO INTEGRATE QUOTATIONS

Quotations should flow out of your own sentences. **Do not simply drop the quotation** into your sentence or paragraph. Note the several ways to insert quotations into your sentences.

§ A comma often precedes the quotation:

When the townspeople discover who wrote the letters, someone writes one to Miss

Strangeworth to declare, "LOOK OUT AT WHAT USED TO BE YOUR ROSES" (228).

§ When the quotation flows with your writing, no comma is needed:

Alfred becomes nervous when Sam Carr spoke in a "soft, confident, quiet way" (8).

§ When a complete sentence, or independent clause, introduces the quotation, use a colon:

It is immediately clear that Belyaev is mean-spirited: “he...was dragging out a long, wearisome romance” with Olga Ivanovna Irnin (16).

When quoting dialogue, use single quotation marks ( ‘ ’ ) around the dialogue:

Alyosha asks Belyaev, “‘Only for goodness’ sake, don’t tell mother’” (18).

When dialogue forms only part of a quotation, a single quotation mark signals the end of the dialogue and the double quotation marks signal the end of the quotation:

That Daisy had a past with Gatsby is clear when Jordon admits she “‘know[s] somebody’” named Gatsby from West Egg: “‘Gatsby?’ demand[s] Daisy. ‘What Gatsby?’” (15).

§ Adapt the final punctuation to suit your sentence:

Why did Mrs. Higgins’ “quiet composure” change when she was alone with Alfred (10)?

§ If the quotation itself includes a question or exclamation mark, include it **within** the quotation marks and end with a period after the parentheses:

Mrs. Higgins asks her son, “‘Why do you stand there stupidly?’” (11).

§ The final punctuation is placed after the parentheses when citing. It does not matter where in the sentence the quoted words are; thus, when your own words extend beyond the quoted words, the page number still is placed at end of the sentence. In addition, if two quotations are included in a single sentence, both page numbers appear at the end and are separated with a comma.

Gatsby tells Nick that he is “‘the son of some wealthy people,’” but gossipers claim he obtained his money as a “‘bootlegger’” while they enjoy Gatsby’s hospitality (69, 65).

§ Square brackets [ ] are used to insert words or letters (see above) of your own into quoted material to explain a confusing reference or to keep a sentence contextually grammatical:

While shaving the captain, the barber’s “hands [start] trembling” (49).