

Style Guide for Essays and Research Papers

Includes Bibliographies, In-text Citations
and Quotations

(MLA Style Guidelines)

(adapted from a document created by St. Michael's Catholic High School, September 2011)

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Sample Title Page

The Loss of Innocence in
The Adventures of Huckleberry Finn

by

Kelly Martin

Accelerated English 11

Ms. Smith

Course Code

February 27, 2002

If a title page is not required, you should format the **first page** as follows:

Sample Page One

Smith 1

Pete Smith

Dr. B. Boilermaker

English 101

12 October 2005

Building a Dream: Reasons to Expand

Ross-Aide Stadium

During the 2000 football season, the Purdue Boilermakers won the Big Ten Conference Title, earned their first trip to the Rose Bowl in thirty-four years, and played every game in front of a sold-out crowd. Looking ahead...

In-text Citations, Footnotes and Endnotes

There are three accepted ways to properly reference any sources you quote: **footnotes, endnotes and in-text citation.**

When writing an essay, it is necessary to **cite your sources** (use footnotes, endnotes, or in-text citation) if you use the words or ideas of others. You must cite your sources:

- To avoid **plagiarism**. (Passing off the words and/or ideas of others as your own.)
- To allow the reader of your essay to check the accuracy or fairness of your facts and arguments and check your references.
- If you quote directly or indirectly.

<i>In text citations (most common)</i>	<i>Footnotes</i>	<i>Endnotes</i>
<p>Appear in the text of the essay immediately following the quoted material.</p> <p>Provide the author and page number of the quoted material in brackets immediately following the quoted material. (If you use several books by the same author, include the title of the book in the brackets.)</p> <p>Full bibliographical information appears in the Bibliography or References list, on a separate sheet at the end of the essay.</p> <p>Example</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The government of Canada's grant for old age pensions was established in 1927 (Hockin 74).</p> </div> <p>This item would appear in the Bibliography as:</p> <p>Hockin, T.A. <u>Government in Canada</u>. Toronto: McGraw-Hill Ryerson Limited, 1976.</p>	<p>Are numbered consecutively from beginning to end.</p> <p>Appear at the bottom of the specific page of the quoted material.</p> <p>Are single-spaced within the footnote, and double spaced between each footnote.</p> <p>Are shortened whenever possible. If the same work is cited more than once, after the first complete footnote cite the author and page only.</p> <p>Numbers preceding footnotes must appear slightly above the line (just as they are at the end of the footnoted section of the essay.)</p> <p>Example</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The government of Canada's grant for old age pensions was established in 1927.¹</p> </div> <p>See bottom of page for the footnote.</p>	<p>Follow the same rules as footnotes, but are listed on a separate page at the end of the essay.</p> <p>Numbers preceding endnotes may be in superscript (the same as footnotes) or may be typed on the same line, followed by a period and two spaces.</p> <p>Example</p> <p>The same as footnotes, except the note appears on a separate sheet at the end of the essay, instead of at the bottom of each page.</p>

¹ T.A. Hockin, Government in Canada (Toronto: McGraw-Hill Ryerson Limited, 1976) 74.

Formatting Quotations

Below are some basic guidelines for incorporating quotations into your paper.

Short Quotations

Short quotations (fewer than four typed lines of prose or three lines of verse) in your text, must be enclosed within double quotation marks. If you are using in-text citations, provide the author and specific page citation in the text, (and include a complete reference on the Works Cited page.) 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 quotation. For example:

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)?

Long Quotations

Place quotations longer than four typed lines in a free-standing block of text. **Do not use quotation marks.** Start the quote on a new line, with the entire quote indented one inch from the left margin. Maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark.

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. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Bibliographies *

***(also known as References, or Works Cited)**

Format of a Bibliography

- List entries **alphabetically** by first word of the entry (usually the author's last name.)
- When **no author is given**, use the title for the alphabetic placement. (The title becomes the first entry in the bibliographic citation in the absence of an author.)
- All types of resources appear on **one list**.
- Single space within the entry, but double space between the entries.
- The **first line** of each entry begins at the margin; the second and subsequent lines are indented 5 spaces.

How to do bibliographic entries for:

1. BOOKS

Author(s). Title. Place of publication: Publisher, Date of Publication.

Roberts, J. The Beatles. Minneapolis: Lerner Publications Company, 2002.

Strunk, W., Jr. & White, E.B. The Elements of Style. 3rd.ed. New York: Macmillan, 1979.

2. WEBSITES

Author. (if given) "Article or Web Page Title." Web Site Title. <URL>, Date accessed.

Hamilton, Calvin J. "Views of the Solar System." Views of the Solar System. <<http://www.solarviews.com/eng/homepage.htm>>, Nov. 5, 2004.

3. ENCYCLOPEDIA ARTICLES (PRINT)

Author. (if given) "Title of article." Title of Encyclopedia. Page(s), Volume number.

Hersey, G.L. "Architecture." The World Book Encyclopedia. Pp 606-634, V. 1.

4. ENCYCLOPEDIA ARTICLES (ON-LINE)

“Title of article.” Title of encyclopedia. <URL> Date accessed.

“Austen, Jane.” Infoplease Encyclopedia.
<<http://www.infoplease.com/encyclopedia/>> November 3,
2004.

5. E-BOOKS (ELECTRONIC BOOKS)

Author. *Title.* Place of publication: Publisher, Date. Name of electronic database.
Name of subscriber to the database. Date accessed. <URL>.

Thornton, Chris. *Truth from Trash: How Learning Makes Sense.* Toronto : Citypress,
2000. NetLibrary. North Grenville Public Library. 11/30/06
<www.netlibrary.com >

6. ARTICLES from MAGAZINES, NEWSPAPERS, or OTHER PERIODICALS (PRINT)

Author. (if given) “Title of Article.” Title of publication. Date: Page(s).

Tencer, Daniel. “Youth Must Keep Learning to Age 18: McGuinty.” Ottawa Citizen.
Nov. 4, 2004: B1.

7. PERIODICAL DATABASES ACCESSED ON THE INTERNET (EBSCO)

Author. “Title of article.” Name of publication. Date: Page(s). *Name of Database.*
Producer of database. Subscriber to database, date accessed. <URL>

Chesshyre, Tom. “Going for the Guilt-Free Option.” Geographical. Jan. 2006: p. 67-70.
Canadian Reference Centre. EBSCO. CDSBEO, May 4, 2006.
<<http://search.epnet.com> >

Sample Bibliography

Alston, Robin. "The Battle for Canada." Canadian Journal of Political Science. Sept. 10, 1995: 10 p.

Canada. Dept. of External Affairs. Free Trade. 3rd. ed. Ottawa: Supply and Services, 1984.

Chanel for Men. Advertisement. GQ. April 1993. p. 125.

Chesshyre, Tom. "Going for the Guilt-Free Option." Geographical. Jan. 2006: p. 67-70. *Canadian ReferenceCentre*. EBSCO. CDSBEO, May 4, 2006. < <http://search.epnet.com> >

Davies, D. et al. A Guide to the Study of Soil Ecology. Scarborough: Prentice Hall, 1973.

Davis, Dolores. Lecture. St. Michael Catholic High School. Kemptville, April 28, 2005.

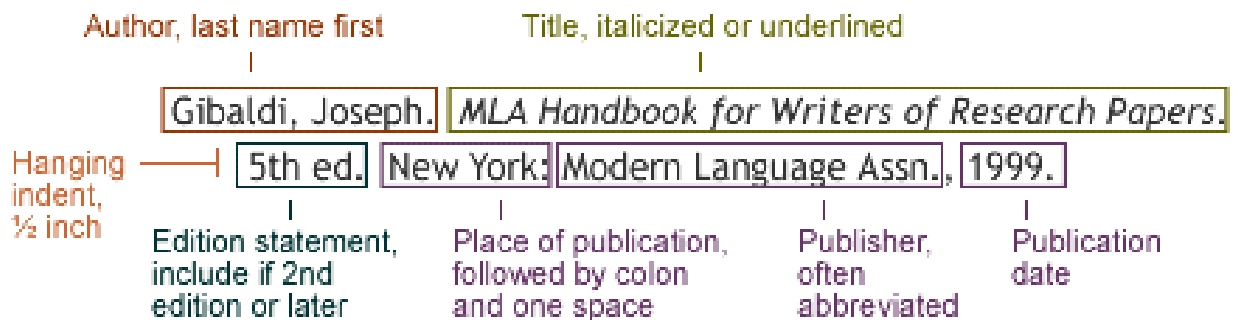
It's a Wonderful Life. Dir. Frank Capra. With James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

The Bible, a New Translation. Trans. James Moffatt. New York: Harper and Row, 1954.

Tremblay v. Tremblay. (1987). 54 Alberta Court of Queen's Bench. (2d). 283 (Alta. L.R.).

Waterson, Bill. Calvin and Hobbs. [Cartoon]. Ottawa Citizen. September 8, 1999. p. 24.

When doing a bibliographic citation, follow this example. Think of it as putting together a puzzle. If a piece of the "puzzle" is missing, such as the author, leave it out and go on to the next piece. Thus, the citation will appear in your list in alphabetical order by the title.



References

- “Citation Styles.” Bedford/St. Martin’s.
<<http://www.bedfordstmartins.com/online/citex.html>,> May 1, 2008.
- Delaney, Robert. “MLA Citation Style.” Long Island University.
<<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm> >, May 1, 2008.
- Everhart, Nancy. How To Write a Term Paper. New York: Franklin Watts, 1994.
- Gibaldi, Joseph, & Achtert, Walter S. MLA Handbook for Writers of Research Papers.
New York: The Modern Language Association of America, 1988.
- “MLA Formatting and Style Guide.” The Owl at Purdue.
<<http://owl.english.purdue.edu/owl/resource/557/01/>>, May 1, 2008.
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Further Resources

How to Write a Term Paper by Nancy Everhart

MLA Handbook for Writers of Research Papers by Joseph Gibaldi & Walter S. Achtert

Web Sites

<http://www.bedfordstmartins.com/online/citex.html>

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

<http://extend.unb.ca/wss/mlatext.htm>