

St. Stephen's Secondary School



Style Manual for Documentation of Sources

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Bowmanville, Ontario

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Style Manual for Documentation of Sources

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NOTES

This handbook was prepared using the *MLA and APA Handbooks*, the *Research Success @ Your Library* student guide published by the Toronto District School Board, and the OWL Writing Lab at Purdue University.

"MLA style often provides several options for recording key features of a work. This is because different kinds of research projects call for different emphases in documentation, and MLA style meets these needs precisely. Automated templates lack the power to provide this level of precision in documentation, and thus software programs [Bibme, Citation Machine] that generate entries are not likely to be useful" (*MLA Handbook*).

Sources from subscription databases, such as EBSCO, should be cited from the database as the online tools will not produce the proper entry. In all cases, you should review the rules to make sure that the bibliography produced follows the style manual.

New: **MLA:** The Works Cited entries include the source. Examples: Web. Print. Film. CD. DVD. Titles are *italicized*, not underlined. Although the url is no longer required, this handbook continues to include them.
APA: The date is no longer required on the retrieval statement. Example: Retrieved from <http://www.whatever.com>

Documentation: Rules and Formatting

Format	MLA (Modern Languages Association)	APA (American Psychological Association)
Subject Area	The Arts (Art, Drama, Music) English History Languages	Business Design/Technology Education Geography Mathematics Physical Education Science Social Sciences
Common elements and formatting hints	<ul style="list-style-type: none"> ✓ Use parenthetical citations (parentheses or round brackets like these) to document quotations and ideas from sources. These are placed in the essay/report immediately following your reference. Place your period after the parentheses, if it occurs at the end of a sentence. ✓ The list of all your sources appears at the end of your report/essay. <ul style="list-style-type: none"> ✓ the title of the page is centered, not underlined or bolded, and is in the same font and size as the entries themselves. ✓ arrange in alphabetical order by author's last name. ✓ if there is no author, alphabetize by the title (ignore <i>a, an, the</i>, at the beginning of a title for the purpose of putting it in alphabetical order) ✓ do not number the list or use bullets ✓ all entries are double-spaced ✓ use hanging indent to indent the 2nd or 3rd lines of an entry. [MSWord: home tab, paragraph, indentation, special, choose hanging on the drop down menu. WordPerfect: format - paragraph - hanging indent (for each entry)] 	
Parenthetical Citations ()	<ul style="list-style-type: none"> • Citations include the name of the author(s) and page number. No commas and no abbreviation for page. • If there is no author, use the title • If there is more than one title by the same author, include author and title • Never include the URL (Internet address) • You may eliminate page numbers for Internet sites 	<ul style="list-style-type: none"> • Citations include the name of the author(s) and the year of publication, and the page number(s), if available. The abbreviation "p." for page and "pp." for pages is used before the page number. • If there is no author, use the title of the publication (in italics) or the title of the article (in quotation marks) • Use the abbreviation n.d. (no date) if there is no date available
Reference Page Heading	Works Cited (cite only sources referred to in the text)	References (cite only sources referred to in the text)
<i>Authors</i>	<ul style="list-style-type: none"> • last name, first name in full • two or more entries for the same author are arranged in order alphabetically by title. Use three hyphens, followed by a period (- - -) to list the 2nd + entries • authors first names are spelled out 	<ul style="list-style-type: none"> • last name, initials of first name • two or more entries by the same author are arranged by publication date, from the oldest to the most current title. Repeat the author's name for each entry • author's first names are replaced with initials • The abbreviation "&" replaces "and" between names
<i>Titles</i>	<ul style="list-style-type: none"> • titles of books, periodicals, and websites are <i>italicized</i> • titles of articles are enclosed in quotation marks. • each word of a title is capitalized, except "a", "an", or "the" if they appear in the middle of a title 	<ul style="list-style-type: none"> • titles of books, periodicals, and websites (not URLs) are <i>italicized</i>. • the titles of articles are not enclosed in quotation marks. • for books, articles, and websites, only the first word, proper nouns, and the first word after a colon is capitalized. Periodical titles are capitalized.
<i>Dates</i>	<ul style="list-style-type: none"> • dates are placed at the end of entries. • date is listed as day month year (no comma). Months are abbreviated except for May, June, and July. Example: 7 Nov. 2007 	<ul style="list-style-type: none"> • dates are placed in parentheses immediately after the author's name (or title, if no author). • Begin with the year, followed by a comma and the month and day, if available. Example: (2007, November 7) • Months are not abbreviated.

Essay Formatting Tips

Please note: Follow your teacher's guidelines if they differ from the following:

General Guidelines:

- **Double space your paper**
 - ✓ WordPerfect: Go to Format, Line, Spacing, Set to "2"
 - ✓ MS Word: on Home Tab - Paragraph - click arrow in corner - select Spacing-Double. Tick the box "don't add space between paragraphs of the same style"
- **Leave a 1 inch margin on all sides**
- **Use a readable 12 pt. font** - Times New Roman, or Arial 11pt. This includes your titles and the title page
- **Create a header that numbers all pages** on the upper right hand corner, including the Bibliography. [Hint: press CTRL-Enter to create a new page for the bibliography]
 - ✓ WordPerfect: Insert- Header/Footer. Type your last name. Go to Format-Page-Insert Page Number. Flush Right the header: Alt F7
 - ✓ MS Word: Insert Tab - Page # (under header/footer box) - Top of page - Plain - Right. Type in your last name in front of the number - add a space - click the X (red box) to close
- **Bibliography/Works Cited:** double space and use **hanging indent** to indent the second line
 - ✓ Word Perfect: Format, Paragraph, Hanging Indent or Ctrl F7 for each entry
 - ✓ MS Word: on Home Tab - Paragraph (click arrow in corner) - select hanging from "special" box
- **Use italics** throughout your essay for highlighting the titles of your sources. Use the same feature in your Works Cited list or References list.
- **Indent each paragraph** 5 spaces by using the Tab key
- Double indent longer quotations of longer than 3 lines (Format- Paragraph- Double Indent)

Smith 1

Acid rain is an environmental issue that affects plant and animal life, lakes and rivers, buildings and structures, and human beings (Anderson 121).

There are many things that ordinary people are doing in their homes and yards and while shopping and travelling, to reduce acid rain emissions

Many people automatically turn off lights and electrical equipment, reduce their driving and select public transportation or carpools . . . and express opinions to elected officials regarding environmental policies. (Ferguson)

TITLE PAGE: (MLA Style)

- Centre the title about 1/3 from the top of the page
- Centre *or* at the right hand side of the bottom of the page:
 - ✓ Your name
 - ✓ Teacher's name
 - ✓ Course code
 - ✓ Hand-in date

ON PAGE 1: (MLA Style)

- Double space the name etc. at the left margin.
- Centre the title

Reducing Acid Rain:
A Success Story

John Smith
Mr. Teacher
ENG1P1
Sept. 30, 2004

Smith 1

John Smith

Mr. Teacher

ENG1P1

Jan. 13, 2009

Reducing Acid Rain: A Success Story

Acid rain is an environmental issue that affects plant and animal life, lakes and rivers, buildings and structures, and human beings (Anderson 121).

MLA Citations: In-text (Parenthetical)

Besides a **Works Cited** list, you must indicate the source of the words, facts, or ideas that you researched. The most practical way to supply this information is to embed the citation in the text in parentheses ().

- ✓ Give the **author's last name** (or the title of the work) **and the page number(s)** in parentheses.
Example: (Atwood 56).
- ✓ Provide the full bibliographic information in your **Works Cited** list

How to Cite:

Example 1: direct quotation from one author (MARGARET LAURENCE)

The author gives us an image of strength and cold, "Above the town, on the hill brow, the stone angel used to stand" (Laurence 3).

Example 2: author is referred to in sentence: omitted words are indicated by spaced periods . . .

Jan 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).

Example 3: the entire paper is based on one literary work:

Margaret Laurence, in *The Stone Angel*, gives us an image of strength and cold, "Above the town, on the hill brow, the stone angel used to stand" (3).

Example 4: two works by the same author are discussed: ADD A BRIEF FORM OF THE TITLE

Grandfather Staunton set up the Castor Foundation to assist temperance movements (Davis, *The Manticore* 45).

Example 5: an article from the Internet, with no author or page numbers. PLACE TITLE IN QUOTATION MARKS.

The principle of Ma'at was the basis for the culture of Ancient Egypt ("Religion in Ancient Egypt").

Example 6: two authors, with page numbers

Student cheating is on the rise; "their cheating techniques are increasingly sophisticated, and many express guilt or remorse only if they are caught (Lathrop and Foss 1).

Example 7: a quotation longer than 40 words or 3 lines:

Indent the quotation one inch or 10 spaces, double-spaced, without adding quotation marks. In this case, do not put a period after the reference.

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

MLA Citations: In-text (Parenthetical) continued

Poetry:

Example 1: less than 3 lines

You can quote up to three lines of poetry by incorporating the quotation within your text. To indicate line breaks, use a slash with a space on each side (/)

He imagines what those buried in the churchyard might have done had they lived: "Some mute inglorious Milton here may rest, / Some Cromwell, guiltless of his country's blood" (Gray 47-48).

Example 2: more than 3 lines

If you quote more than three lines, you need to set off the quotation using the same formats as with other set-off quotations, including a one-inch left indent. You also need to reproduce the poem's appearance as best you can, which means attention to line indentations:

The best-known line of "Concord Hymn" comes at the end of the first stanza:

By the rude bridge that arched the flood,
Their flag to April's breeze unfurled,
Here once the embattled farmers stood
And fired the shot heard round the world. (Emerson 1-4)

Drama:

When quoting from plays, cite the act, scene, and line numbers for Shakespeare's play and the page number, act and scene (if any) for other plays:

- use the forward slash / to indicate line breaks
- indent each line 10 spaces from the margin for dialogue between two characters and verse longer than 3 lines
- place act, scene, and line numbers in parentheses and separate with periods

Example 1: direct quotation - play by Shakespeare, less than 3 lines

Finally, Antony rises to deliver his famous funeral oration: "Friends, Romans, countrymen, lend me your ears; / I come to bury Caesar, not to praise him. / The evil that men do lives after them; / The good is oft interrèd with their bones" (Shakespeare, *Julius Caesar* 3.2.73-76).

Example: direct quotation - play without line numbers longer than 3 lines - indented

In *Death of a Salesman*, Linda defends Willie Loman by stating:

He's not the finest character that ever lived. But he's a human being, and a terrible thing is happening to him. So attention must be paid. He's not allowed to fall into his grave like an old dog. Attention, attention must finally be paid to such a person. (Miller 56; act 1)

MLA Referencing: Footnotes or Endnotes

(use if directed by your teacher)

This method may be used instead of parenthetical (in brackets) referencing. It is usually limited to using in history, philosophy, and law courses.

Endnotes:

- appear after the text, on a separate page, numbered. [In word processors, key Ctrl-Enter to create a separate page]
- title the page Notes [no italics, bold, or underlining], centered. Double-space the list.
- **after your citation and after the period at the end of a sentence**, a consecutive number is added. These note numbers are in superscript form and raised slightly above the line. In *WordPerfect*: **Insert** Footnote/Endnote. Choose Endnote or Footnote - Create. *MSWord*: References Tab - Footnotes box. Choose Footnote or Endnote. Repeat for every new endnote. See also: Citations and Bibliography for managing your references.
- the first note for a source contains the full bibliographic information of the source, but in a different format from a bibliography entry [author's first name, followed by last name. Pay attention to changes in punctuation]. **Note: you must include the page number(s) of your print references.**

Footnotes: [see also instructions under Endnotes]

- appear at the bottom of each page, beginning four lines below the text.
- a line is inserted between the text and the first note [your software should do this].
- use your word processor to Insert Footnote/Endnote as described above. Choose Insert Footnote. Repeat for every new footnote. The format and numbers will be inserted automatically.

EXAMPLES OF HOW A REFERENCE APPEARS IN BOTH THE BIBLIOGRAPHY (WORKS CITED) AND FOOTNOTE OR ENDNOTE.

[Note the differences in name order, punctuation, publication data between the note and entry]

BIBLIOGRAPHY/ WORKS CITED ENTRY:

Tannen, Deborah. *You Just Don't Understand: Women and Men in Conversation*. New York: Morrow, 1990.

Selected Seventeenth-Century Events." *Romantic Chronology*. Oct. 1996. *U of California, Santa Barbara*. 22 November 2003 <<http://humanitas.ucsb.edu/projects/pack/rom-chrono/chronola.htm>>.

FIRST FOOTNOTE/ENDNOTE:

Author's first name last name, followed by a comma; *the title*; the publication data in parentheses [for books]; and a page reference (no p. for page). There is a period only at the end of the note.

¹Deborah Tannen, *You Just Don't Understand: Women and Men in Conversation* (New York: Morrow, 1990) 52.

²"Selected Seventeenth-Century Events," *Romantic Chronology*, Oct. 1996, *U of California, Santa Barbara*, 22 November 2003 <<http://humanitas.ucsb.edu/projects/pack/rom-chrono/chronola.htm>>.

NOTE FORM FOR SUBSEQUENT REFERENCES:

Once you have given the complete information for a source, you shorten the information when you refer to it again. The author's last name, followed by the page numbers, is usually adequate. Your teacher may instruct you in the use of Latin abbreviations (*ibid.*).

⁴Tannen 64-66.

If there is no author, use a brief form of the title, as in the following example from an Internet site. Your teacher may ask you to include the paragraph number(s) (*par.*) or screen numbers (*screens 2-3*).

⁵"Selected Seventeenth Century." *OR*

⁵"Selected Seventeenth Century" *par.* 43.

If there are two authors with the same last name, use an initial to distinguish the authors:

⁵Tannen, R. 64.

⁶Tannen, S. 22-23.

If you have two sources by the same author, include author's last name, plus a brief form of the title:

⁶Tannen, *You Just Don't Understand* 67.

⁷Tannen, *Women in Conversation* 22-23.

EXAMPLE

Endnote number in the essay

The sculpture entitled *Family*, given to the college in 1991 and permanently exhibited in the college's Woodland Street lobby, was carved from an enormous cherry tree that grew in the sculptor's back yard.¹⁵ [**note:** insert the number after the period]

Sample Endnote Page

Notes

¹⁵Ronald E. Pepin, *Literature of Satire in the Twelfth Century* (Lewiston: Edwin Mellen Press, 1988) 78.

¹⁶John S. Christie, "Fathers and Virgins: Garcia Marquez's Faulknerian Chronicle of a Death Foretold," *Latin American Literary Review* 13.3 (Fall 1993): 21-29.

¹⁷Pepin 82.

¹⁸Christie 24.

¹⁹Pepin 101-103.

²⁰"Selected Seventeenth-Century Events," *Romantic Chronology*, Oct. 1996, *U of California, Santa Barbara*, 22 November 2003 <<http://humanitas.ucsb.edu/projects/pack/rom-chrono/chronola.htm>>.

²¹"Selected Seventeenth-Century."

MLA: Works Cited List

USE FOR: Art, Drama, Music, English, History, French, Religion, Philosophy

General Rules: See the first page of the handbook for formatting your Works Cited list. Add the medium of publication to your entries: Print. Web. CD. DVD. etc.

Print Sources

BOOKS

Author last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication. Print.

Examples:

One author

Goleman, Daniel. *Emotional Intelligence*. New York: Bantam, 1995. Print.

2 or 3 authors [reverse only the first name, add a comma and give the other names in normal order].

Gilbert, Sandra M. and Teresa Sullivan. *The Norton Anthology of Literature*. New York: Norton, 1985. Print.

More than 3 authors [name the first author and add *et al.* ("and others")].

Hudson, Joe et al. *Justice and the Young Offender in Canada*. Toronto: Wall & Thompson, 1988. Print.

No author given [start with title].

The Doris Kindersley World Reference Atlas. London: Doris Kindersley, 1994. Print.

A part of a book, such as an essay in a collection or anthology

Mazour, Anatole G. "The Rise of the Romanovs." *The 1600's*. Ed. Louise Gerdes. San Diego: Greenhaven Press, 2001. 110-114. Print.

MAGAZINE ARTICLE (For Journals, include Vol. Number after Title) Newspapers: section & page #)

Author(s). "Title of Article." *Title of Source* Day Month Year: Pages. Print.

Magazine article with author given

Morrow, Lance. "The Fog of War." *Time* 4 Feb. 1991: 61-62. Print.

Newspaper article with no author given

"Protesters Greet Chretien in Vancouver." *Toronto Sun* 12 Jan.1998: A11. Print.

ENCYCLOPEDIA

Note: For a well-known encyclopedia it is not necessary to list the publisher or place of publication.

Author. "Article Title." *Name of Encyclopedia*. Date. Print.

Author given (at the end of the article)

Likens, Gene E. "Acid Rain." *The World Book Encyclopedia*. 1998. Print.

No author given

"Amnesty International." *The World Book Encyclopedia*. 2004. Print.

WEB PAGES ON THE INTERNET- Look for all the following information!

WEBSITES AND ARTICLES ON WEBSITES

Author(s) Last name, First name. "Article Title." *Title of overall Web site*. Publisher or sponsor (N.p. for no publisher). Date on the website (n.d. if no date). Publication medium (Web). Date you got the information. <electronic address>.

Examples:

Article on a website with author, title, website name, sponsor, no date listed

Fussell, Paul. "The Trenches: What They Were Really Like." *The Great War*. PBS. n.d. Web. 1 Nov. 2004.
<http://www.pbs.org/greatwar/historian/hist_fussell_03_trenches.html>.

Article on a website, with no author, includes date [start with title in quotation marks]

"Egypt." *Odyssey Online*. Michael C. Carlos Museum of Emory University. 19 Jul. 2004. Web. 1 Nov. 2004.
<<http://carlos.emory.edu/ODYSSEY/EGYPT/homepg.html>>.

Web page with author, publisher and copyright date

Ray, Benjamin. *Salem Witch Trials: Documentary Archive and Transcription Project*. The University of Virginia. 2002. Web. 1 Nov. 2004. <<http://etext.virginia.edu/salem/witchcraft/>>.

ONLINE IMAGES, VIDEO, AND AUDIO CLIPS

Artist if available. "Description or title of image, video, or clip." *Title of website image came from*. Date on the website (n.d. if no date). Publication medium (Web). Date you got the information. <electronic address>.

Image with no artist

"The Shuttle Hubble Awaits Launch." Kennedy Space Centre. *NASA*. USA Gov. 1 Mar. 2002. Web. 28 Jan. 2010. <<http://hubble.nasa.gov/hubble/full/img166.jpg>>.

ONLINE SUBSCRIPTION DATABASE: EBSCOhost or others such as Gale Group, Electric Library

Author last name, first name. "Title of Article in Document." *Title of Periodical* [Volume]#, [Issue]#. Day Month Year of original publication: page #. *Name of Database*. Web. Day Month Year Date of site visit. <url of database>.

NOTE: list only the part of the url that directs you to database. Create the entry from within the database. Do not use Bibme or any other citation tool.

Article with an author from Knowledge Ontario Databases:

Kitfield, James. "In Haiti, A Race Against Despair." *National Journal*. 22 Jan. 2010. *CPI.Q (Canadian Periodicals)*. Web. 28 Jan. 2010. <<http://find.galegroup.com>>.

Article, no author, from Knowledge Ontario Databases:

"10 years of hard work for Haiti." *Globe & Mail*. 26 Jan. 2010: A1. *CPI.Q (Canadian Periodicals)*. Web. 28 Jan. 2010. <<http://find.galegroup.com>>.

MLA WORKS CITED EXAMPLE

Works Cited

Canada. Statistics Canada. *Canada Yearbook 2002*. Ottawa: Minister of Supply and Services, 2001. Print.

"Egypt." *Odyssey Online*. Michael C. Carlos Museum of Emory University. 19 Jul. 2004. Web. 1 Nov. 2004. <<http://carlos.emory.edu/ODYSSEY/EGYPT/homepg.html>>.

Gibbon, John. "Gatsby's Metaphors." *Fitzgerald Revisited*. Ed. Edmund Langley. Vancouver: Pacific Press, 1970. 87-92. Print.

Likens, Gene E. "Acid Rain." *The World Book Encyclopedia*. 2004. Print.

MLA Handbook for Writers of Research Papers. 7th ed. New York: The Modern Language Association of America, 2009. Print.

Reed, Ishmael. Telephone interview. 10 Dec. 2007.

"The Shuttle Hubble Awaits Launch." Kennedy Space Centre. *NASA*. USA Gov. 1 Mar. 2002. Web. 28 Jan. 2010. <<http://hubble.nasa.gov/hubble/full/img166.jpg>>.

"10 years of hard work for Haiti." *Globe & Mail*. 26 Jan. 2010: A1. *CPI.Q (Canadian Periodicals)*. Web. 28 Jan. 2010. <<http://find.galegroup.com>>.

APA Referencing: *Citations in the Essay*

Follow the **author-date-page** method of in-text citation. Use n.d. for no date.

Example 1: direct quotation from one author [PAGE NUMBERS INCLUDED FOR PRINT RESOURCE]

Traditional western medical knowledge is judged using the “randomized controlled clinical trial, which uses large population studies” (Thorne, 2001, p. 28). [omit period at sentence end and place after citation]

Thorne (2001) states that medical knowledge is judged using the “randomized controlled clinical trial, which uses large population studies” (p. 28).

Example 2: direct quotation from two authors: [BOTH AUTHORS ARE LISTED IN EVERY CITATION]

“The main cause of the fall of the Roman Empire was overexpansion of its boundaries” (Alcock & Thornhill, 1993, p. 12). [use ampersand (&) in citation]

Example 3: Two authors referred to in text [USE THE WORD AND]

According to Alcock and Thornhill (1993), “the main cause of the fall of the Roman Empire was overexpansion of its boundaries” (p.12).

Example 4: three to five authors

Cite all the authors the first time [Electronic source, no page numbers]

Wilson, Miller, Jansen and Cohen (1997) concluded . . .
or The typical young offender is . . .emotional abuse (Wilson, Miller, Jansen & Cohen, 1997).

The next time, use only the first surname, followed by et al., meaning “and others”. [may include paragraph number].

The typical young offender is the product of a dysfunctional family characterized by both physical and emotional abuse (Wilson et al., 1997, para.5).

Example 5: more than six authors [LIST FIRST AUTHOR, FOLLOWED BY ET AL., BOTH IN TEXT OR CITATION]

Numerous studies have shown that television violence has negative effects on the behaviour of children (Smith et al., 1996, pp.23-28). *Or*

Smith et al. (1996) demonstrated that television violence has negative effects on the behaviour of children (pp.23-28).

Example 6: electronic source with no author, no date, and no page numbers [CITE THE FIRST FEW WORDS OF THE TITLE IN QUOTATION MARKS. USE n.d. to indicate no date]

In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Example 7: direct quotations longer than 40 words:

Indent the block 5 spaces from the left margin [same as paragraph position]. The parenthetical citation comes after the closing punctuation mark. Do not use quotation marks.

NOTE: In this example the author and the year of publication are referred to in the text.

Jones's 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199) [period at end of sentence, not after citation]

APA Style- References List

Courses: Business, Technology, Math, Phys. Ed., Sciences, Soc. Sciences (Geography)

Print Sources

BOOK

Author (s). (Publication date). Title of Book. City and State (Province) of Publication: Publisher.

Example: one author [CAPITALIZE ONLY FIRST WORD OF TITLE]

Goleman, D. (1995). *Emotional intelligence*. New York: Bantam. [MAY OMIT STATE/PROVINCE FOR WELL-KNOWN CITIES]

Example: two to six authors [USE INITIALS FOR AUTHORS, & FOR "AND"]

Kirton, C. A., Talotta, D., & Zwolski, K. (2001). *Handbook of HIV/AIDS nursing*. St. Louis, MO: Mosby.

Example: more than six authors [USE ET AL. FOR "AND OTHERS"]

Hudson, J., et al. (1988). *Justice and the young offender in Canada*. Toronto: Wall & Thompson.

Example: no author given [MOVE TITLE TO AUTHOR POSITION, IGNORING "THE" IN ALPHABETIC LIST, FOLLOWED BY DATE]

The Dorling Kindersley world reference atlas. (1994). London: Dorling Kindersley.

Example: edited book

Gibbs, J.T., & Huang, L.N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey Bass.

Example: article or chapter in an edited book, two editors

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H.L. Roediger and F.I.M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

MAGAZINE, NEWSPAPER OR JOURNAL

Author(s). (Publication date). Title. Periodical Title, Volume (issue number), page numbers.

Example: journal article with author given

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

ENCYCLOPEDIA

Author(s). (Publication date). Title. In Encyclopedia title (Vol. #, pp. #). City of Publication: Publisher.

[IN *WORLD BOOK*, THE AUTHOR'S NAME IS LOCATED AT END OF ARTICLE. IN *BRITANNICA*, LOCATE AUTHOR'S INITIALS & LOCATE AUTHOR IN *PROPAEDIA: GUIDE TO BRITANNICA*]

Example: with author

Usselman, M. C. (2004). Chemistry. In *The World Book encyclopedia* (Vol. 3, pp. 398-407). Chicago: World Book.

APA References ELECTRONIC SOURCES

NEW the date is no longer required in the retrieval statement.

General Form: Online periodical or article on a database:

Author, A. A., Author, B. B., & Author, C. C. (Year, Month, Day). Title of article. *Title of Periodical (or database)*, Vol. number (issue number). Page numbers. Retrieved from web address

Online document or entire website:

Author, A. A. (Date on website). Title of article. *Title of website*. Retrieved from web address

SECTION OF A WEB PAGE WITH DATE, GOVERNMENT as Corporate Author

Canada. Fisheries and Oceans Canada. (2005, March 18). Sustainable aquaculture. *Fisheries and aquaculture management*. Retrieved from http://www.dfo-mpo.gc.ca/aquaculture/aquaculture_e.htm

ENTIRE WEBSITE, NO AUTHOR, NO DATE [move title to author position]

Tsunamis and earthquakes. (n.d.). *U. S. Geological Survey*. Retrieved from <http://walrus.wr.usgs.gov/tsunami/>

ONLINE SUBSCRIPTION DATABASE

Author, A. A., (Year, Month, Day of periodical). Title of Article. *Title of Periodical, Volume Number (Issue Number)*, page numbers. Retrieved from Database name. [url is not required]

Bullen, E. (2006, December). A sporting chance: class in Markus Zusak's *The Messenger* and Fighting Ruben Wolfe. *Papers: Explorations into Children's Literature*, 16(2), 46. Retrieved from Literature Resource Center via Gale.

Kondro, W. (2009, December 8). Quebec College of Physicians issues qualified endorsement of euthanasia in exceptional circumstances. *CMAJ: Canadian Medical Association Journal*, 181(12), E294. Retrieved from MasterFILE Premier database.

A plan for Haiti. (2010, January 23). *Economist*, 394(8666), 13. Retrieved from Canadian Points of View Reference Centre database.

References

Anderson, L. (1996). *Acid rain*. New York: Gloucester Press.

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Hudson, J., et al. (1988). *Justice and the young offender in Canada*. Toronto: Wall & Thompson.

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A plan for Haiti. (2010, January 23). *Economist*, 394(8666), 13. Retrieved from Canadian Points of View Reference Centre via EBSCO.

Tsunamis and earthquakes. (n.d.). *U. S. Geological Survey*. Retrieved from <http://walrus.wr.usgs.gov/tsunami/>

Usselman, M. C. (2004). Chemistry. In *The World Book encyclopedia* (Vol. 3, pp. 398-407). Chicago: World Book, Inc.

Miscellaneous Print and NonPrint Sources

Television or Radio Program

Record the following information where applicable:

1. Title of the episode or segment.
2. Producer or broadcaster
3. Title of the program.
4. Title of the series, if any.
5. Call letters and city of the local station (if any).
6. Broadcast date.
7. Broadcast medium.

MLA Format - Single Episode of a Television Series.

“The Phantom of Corleone.” Narr. Steve Kroft. *Sixty Minutes*. CBS. WCBS, New York, 10 Dec. 2006.

Television.

APA Format - A Television Broadcast

Important, I. M. (Producer). (1990, November 1). *The Nightly News Hour*. [Television Broadcast]. New York:

Central Broadcasting Service.

Motion Picture or Video Recording

MLA Format

Like Water for Chocolate [*Como agua para chocolate*]. Screenplay by Laura Esquivel. Dir. Alfonso

Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993. Film.

APA Format

Smith, J.D. (Producer), and & Smithee, A.F. (Director). (2001). *Really Big Disaster Movie* [Motion Picture].

United States: Paramount Pictures.

Sound Recording

MLA Format

U2. *All That You Can't Leave Behind*. Interscope, 2000. CD.

APA Format: includes songwriter, title of song, recording artist, title of album.

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pic Music Limited.

Pamphlet or Brochure

MLA Format - treat as a book

APA Format

Correctional Services Canada. (2000). *Parole eligibility* [Pamphlet]. Ottawa: Solicitor General.

Interview:

Interviews may be recorded or published in print or electronically, broadcast on radio or television, or conducted by the researcher (in person or by telephone or email).

MLA Format

Blanchett, Cate. “In Character with: Cate Blanchett.” *Notes on a Scandal*. Dir. Richard Eyre. Fox Searchlight, 2006. DVD.

Pei, I.M. Personal Interview. 22 July 2000.

APA Format

Nesbitt, L. (President, Hamilton Chamber of Commerce). (1998, January 30). Personal Interview.

Documenting Religious Materials

MLA Style

The Bible

Works Cited Page : MLA Format (not required in References list for APA Style)

Bible Version. Editor (if available). City of publication: Publisher, date. Publication medium. [online information, if used from the Internet].

The New Jerusalem Bible. Susan Jones, gen. ed. New York: Doubleday, 1985. Print.

MLA Format - In Text Citation

Note: the first reference includes the version you used and establishes it as the version you are using. Second and subsequent references list only book, chapter, verse(s). See the approved abbreviations for Bible books on the reverse side.

Ezekiel saw “what seemed to be four living creatures, each . . . an eagle” (*New Jerusalem Bible*, Ezek. 1.5-10).

“If I speak in the tongues of mortals and of angels, but do not have love, I am a noisy gong or a clanging cymbal” (I. Cor. 13.1).

The Catholic Catechism

Works Cited Page:

Title. City of publication, publisher, date. Medium of publication [online information, if used from the Internet].

Catechism of the Catholic Church. Ottawa: Canadian Conference of Catholic Bishops, 1992. Print.

Citations:

Title [in brief, if the only entry with the word “Catechism”] section number [not page number]

“We believe that God needs no pre-existent thing or any help in order to create, nor is creation any sort of necessary emanation for the divine substance” (*Catechism* 296).

According to the *Catechism of the Catholic Church*, the Eucharist contains “the whole spiritual good of the Church, namely Christ himself, our Pasch” (1324). **[the title is referred to in the sentence and does not need to be repeated in the citation]**

Papal Encyclicals

Works Cited Page:

Author [Pope’s name]. Encyclical + Latin title. Date of encyclical. [online information].

John Paul II. Encyclical *Evangelium vitae*. 25 Mar. 1995. *Vatican Library*. Web. 1 Dec. 2005.

<http://www.vatican.va/edocs/ENG0141/_INDEX.HTM>

Citations:

Author [Pope’s name]. Add title if you are quoting more than one encyclical by the same author.

“The Gospel of God's love for man, the Gospel of the dignity of the person and the Gospel of life are a single and indivisible Gospel” (John Paul II *Evangelium vitae*).

Quotations Longer Than Three Lines

If you use a quotation that is longer than three lines and spoken by one character, you may omit the character's name in the quotation, if you make reference to the name in the preceding sentence.

Example: (Note that the act and scenes are identified in the text)

Othello again displays his calm and control when he speaks to the political authorities and to Desdemona's father in:

Most potent, grave, and reverend signiors,
My very noble and approv'd good masters:
that I have ta'en away this old man's daughter,
It is most true; true I have married her; (1.3.78-81)

Abbreviations for Titles of Shakespeare Plays

When included in parenthetical references, the titles of the books of the Bible and famous literary works are often abbreviated.

The following abbreviations may be used in quoting Shakespearean plays, particularly when comparing two or more plays.

Examples: (Ham. 2.1.5-10) (Aw. 3.1.26) (1KH4 2.1.35-40)

Note: Follow instructions provided by your teacher as to using abbreviations or the full title.

Ado. = Much Ado About Nothing	Lucr. = Rape of Lucrece	Mac. = Macbeth
Aw. = All's Well that Ends Well	Meas. = Measure for Measure	
Ant. = Antony and Cleopatra	Mer. = Merchant of Venice	
Ayl. = As You Like It	MND. = Midsummer Night's Dream	
Cor. = Coriolanus	Oth. = Othello	
Cym. = Cymbeline	Per. = Pericles	
Gent. = Two Gentlemen of Verona	R2. = Richard II	R3. = Richard III
1KH4. = 1 Henry IV	Rom. = Romeo and Juliet	
2KH4. = 2 Henry IV	Shr. = Taming of the Shrew	
1KH6. = 1 Henry VI	Tim. = Timon of Athens	
2KH6. = 2 Henry VI	Tit. = Titus Andronicus	
3KH6. = 3 Henry VI	Temp. = The Tempest	
H8. = Henry VIII	Troil. = Troilus and Cressida	
Ham. = Hamlet	Ven. = Venus and Adonis	
KJ. = King John	Wint. = Winter's Tale	
LLL. = Love's Labours Lost	Wiv. = Merry Wives of Windsor	
Lr. = King Lear		

Annotated Bibliographies

WHAT IS AN ANNOTATED BIBLIOGRAPHY?

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph: the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited. They expose the author's point of view, clarity of writing, and authority on the subject

THE PROCESS

An annotated bibliography should be concise: a short but useful analysis, and informed library research.

1. First, locate and record citations to books, periodicals, and documents that may contain useful information and ideas on your topic. Briefly examine and review the actual items. Then choose those works that provide a variety of perspectives on your topic.
2. Cite the book, article, or document using the appropriate style.
3. Write a concise annotation that summarizes the central theme and scope of the book or article. Include one or more sentences that (a) evaluate the authority or background of the author, (b) comment on the intended audience, (c) compare or contrast this work with another you have cited, or (d) explain how this work contributes to your topic.

Sample Annotated Bibliography in MLA Style

Follow instructions for different formats: book, encyclopedia, electronic sources, etc.

Baugh, Albert C., ed. *A Literary History of England*. 2nd ed. New York: Appleton, 1967. Print.

A comprehensive and scholarly history of the literature of England. Arranged by period and genre, with numerous footnotes indicating standard editions and an extensive bibliographical supplement listing, by chapter and page, the most important books and articles in which the reader may pursue further the writings of authors discussed.

Boyce, Charles. *Shakespeare A to Z: The Essential Reference to His Plays, His Poems, His Life and Times, and More*. New York: Facts on File, 1990. Print.

A useful handbook including nearly 3,000 entries on all facets of Shakespeare's life. For each play there is an act-by-act, scene-by-scene synopsis, a commentary, and the theatrical history of the play. There are also entries for individual characters both historical and fictional, major character types, major Shakespeare scholars and performers, and the people who influenced Shakespeare. A suggested reading section and an appendix list entries by broad categories.

ANNOTATED BIBLIOGRAPHY: CONTENT ANALYSIS

1. Examine the body of the source.

- Read the preface to determine the author's intentions for the book.
- Scan the table of contents and the index to get a broad overview of the material it covers.
- Note whether bibliographies are included.
- Read the chapters that specifically address your topic.

2. Intended Audience

- What type of audience is the author addressing?
- Is the publication aimed at a specialized or a general audience?
- Is this source too elementary, too technical, too advanced, or just right for your needs?

3. Objective Reasoning

- Is the information covered fact, opinion, or propaganda?
- Does the information appear to be valid and well-researched, or is it questionable and unsupported by evidence?
- Are the ideas and arguments advanced more or less in line with other works you have read on the same topic?
- Is the author's point of view objective and impartial? Is the language free of emotion-arousing words and bias?

4. Coverage

- Does the work update other sources, substantiate other materials you have read, or add new information?
- Is the material primary or secondary in nature?