

MLA Style Guide



Innisdale Secondary School

2012

Table of Contents

FORMATTING

Title Page	4
Numbering Pages	4
Spacing	5
Margins	5
Tables, Illustrations, and Appendixes	5
Titles of Works	7
Formatting Numbers	7

BIBLIOGRAPHY / WORKS CITED LIST

Definitions of Bibliography and Works Cited List	8
Formatting Rules	8

SAMPLE ENTRIES

Book by one author	9
Book by two or three authors	10
Book by more than three authors	11
Book with only an editor	12
Book with an author and an editor	13
Book with no author listed	14
Essay, poem, or short story in an anthology (collection of works)	15
Book by a corporate author	16
Signed article in an encyclopedia or reference book	17
Unsigned article in an encyclopedia or reference book	18
Pamphlet or brochure	19
Government publication	20
Magazine article	21
Newspaper article	22
Television program	23

<u>Radio program</u>	24
<u>Film</u>	25
<u>Sound recording</u>	26
<u>Sound recording – Classical Composition</u>	27
<u>Personal interview</u>	28
<u>Lecture, class lesson, or speech</u>	29
<u>Class handout</u>	30
<u>Document from a web site OR entire web site</u>	31
<u>Online database article</u>	33
<u>Online encyclopedia</u>	34
<u>Online image (painting, photograph, or sculpture)</u>	35
<u>Online video</u>	36
<u>E-mail</u>	37
<u>SAMPLE BIBLIOGRAPHY</u>	38
<u>SAMPLE WORKS CITED LIST</u>	39
KNOWING WHEN TO CITE	
<u>Understanding When to Cite Information</u>	40
<u>Understanding What is Common Knowledge</u>	40
QUOTATIONS – THE BASICS	
<u>Effective Use of Quotations in Your Paper</u>	40
<u>Short Prose Quotations: Spacing, Punctuation, and Citation Placement for Prose Fewer than Four Lines</u>	41
<u>Long Prose Quotations: Spacing, Punctuation, and Citation Placement for Prose Four or More Lines</u>	42
<u>Short Poetry Quotations: Spacing, Punctuation, and Citation Placement for Poetry Fewer than Four Lines</u>	44
<u>Long Poetry Quotations: Spacing, Punctuation, and Citation Placement for Poetry Four or More Lines</u>	45
<u>Punctuation Used for a Quotation Within a Quotation (Short)</u>	47
<u>Punctuation Used for a Quotation Within a Quotation (Long)</u>	48

WAYS TO INCORPORATE SOURCES WITHIN YOUR PAPER

Direct quoting	49
Paraphrasing	49
Summarizing	49

DIRECT QUOTATIONS – MAKING YOUR QUOTATIONS FIT

Omitting material to shorten a longer quotation	51
Changing a capital letter to a small letter	51
Changing the tense of a verb	52
Changing a word to keep the subject consistent	52
Changing a word or phrase to make a sentence clearer	53

DIRECT QUOTATIONS - SPECIAL

Quoting Shakespeare	54
Quoting more than one work by the same author	58
Quoting two or more authors with the same last name	58
One author quoted by a different author (indirect quotation)	59



Title Page

Your paper **does not need a separate title page**. Begin by setting up a header with your last name and page number (see below for instructions). Then, at the left-hand margin, type your name, your instructor's name, the course code, and the date – all on separate double-spaced lines. Then double space again and type your title. Your title should be centred. If your title is long enough to require two lines, then double space these lines. **Do not use quotation marks, boldface, underlining, or a larger font for your title. Capitalize only the first, last, and main words of the title.**

e.g.

A diagram illustrating the layout of a title page. The page is enclosed in a rectangular border. At the top right, the text "Affleck 1" is positioned. A vertical double-headed arrow to its left indicates a margin of 1/2 inch. Below this, the name "Mary Ann Affleck" is centered. A vertical double-headed arrow to its left indicates a margin of 1 inch. Below the name, the text "Mr. Ramazinni" is left-aligned, with a horizontal double-headed arrow to its left indicating a margin of 1 inch. Below that is "ENG2DR", followed by "January 12, 2012". The title "A Comparison of Grant Wiggins and Atticus Finch" is centered. A blue bracket on the left indicates an indentation of 1/2 inch. The title is followed by two lines of text: "Grant Wiggins in Ernest Gaines' *A Lesson Before Dying* and" and "Atticus Finch in Harper Lee's *To Kill a Mockingbird* have a great deal". A horizontal double-headed arrow to the right of the second line indicates a margin of 1 inch. The text continues on the next line: "In common; they both stand up against systematic racism in the" and "American South. ...".

Numbering Pages

Number all pages, including the first page, appendices, and your works cited list or bibliography. Include your last name before each page number. Follow these instructions when typing in Microsoft Word 2010:

- On the Insert tab, click on the **Page Number** icon, **Top of Page**, and **Plain Number 3**.
- At this point, you will have a page number in the upper right corner of the page.
- Type your last name and one space before the page number.
- Double click below the blue dotted line.
- Your pages are now numbered in sequence with your last name on each page.



Spacing

Both typed and handwritten essays should be double-spaced.

Margins

Margins should be 1 inch wide at top, bottom, left, and right. Type your page numbers in a header one-half inch from the top of the page.

Indent the first line of each paragraph **one-half inch** from the left margin. Indent long quotations **one inch** from the left margin. (For an example, see page 43.)

Tables, Illustrations, and Appendixes

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

Table 1

Example of a
dividing line

Calorie Count and Calcium Content of Dairy Products



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

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

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



When using any other type of illustrative material, including a graph, chart, photo, illustration, or map, label the material “Figure” (usually shortened to “Fig.”), number it, and give it a caption (title). Following this, give the full bibliographic entry, *including page number if it is from a print source*. Your bibliographic entry is single-spaced, although the rest of your paper is double-spaced.

Here is an example of how to include an illustration in your paper:

The Greek underworld was ruled by Hades and his Queen Persephone. Its gates were guarded by a three headed dog named Cerberus (see fig. 1).

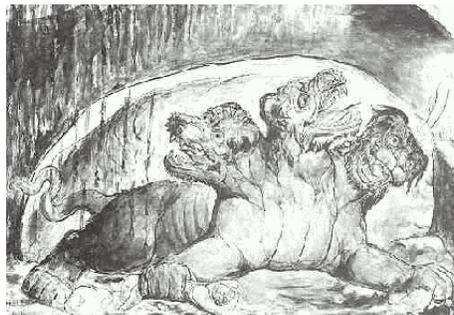


Fig. 1. *Cerberus*. from Jenkins, Neil, Sumair Murza and Jason Tang. “Picture Gallery.” *Classics Unveiled*. MythNET, 2008. Web. 9 Jan. 2012. <<http://www.classicsunveiled.com/mythnet/html/pics14.html>>.

Cerberus allowed all spirits to enter but none to leave. On one’s arrival in Hades, one had to face the three judges as well for sentencing.



Titles of Works

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

Follow these guidelines for formatting titles:

Italicize these Titles

- web sites
- books
- plays
- movies
- television shows
- radio programs
- compact disks
- magazines
- journals
- newspapers
- pamphlets
- dance performances
- paintings, sculptures, or photographs

Place these Titles in “Quotation Marks”

- short stories
- poems
- essays in books
- chapters of books
- encyclopedia articles
- songs
- magazine articles
- journal articles
- newspaper articles
- lectures
- titles of articles, links, or specific postings on web sites

Formatting Numbers

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

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



BIBLIOGRAPHY / WORKS CITED LIST

Definitions of Bibliography and Works Cited List

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

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

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

Formatting Rules

- Your bibliography or works cited page is the last page of your paper. Include your last name and the page number in a header to stay consistent with the rest of your paper.
- Label the page Bibliography or Works Cited. Do not use italics, underlining, or all capitals for your label.
- **Double space** all citations. Do not leave additional blank lines between citations.
- List entries in **alphabetical order**. Do not number your entries.
- Works by the same author are listed alphabetically by title.
- Make your **first line flush with the left margin**, and **indent all additional lines** one-half inch from the left margin.

NEW Rules from MLA 7th Edition Handbook:

- For every entry, you must state the medium of publication (e.g. Web, Print, DVD, Lecture).
- MLA guidelines no longer require students to provide URLs for Web entries. However, if your teacher requires URLs, then include them in angle brackets at the end of each entry.

Turn to page 38 to view a sample bibliography.

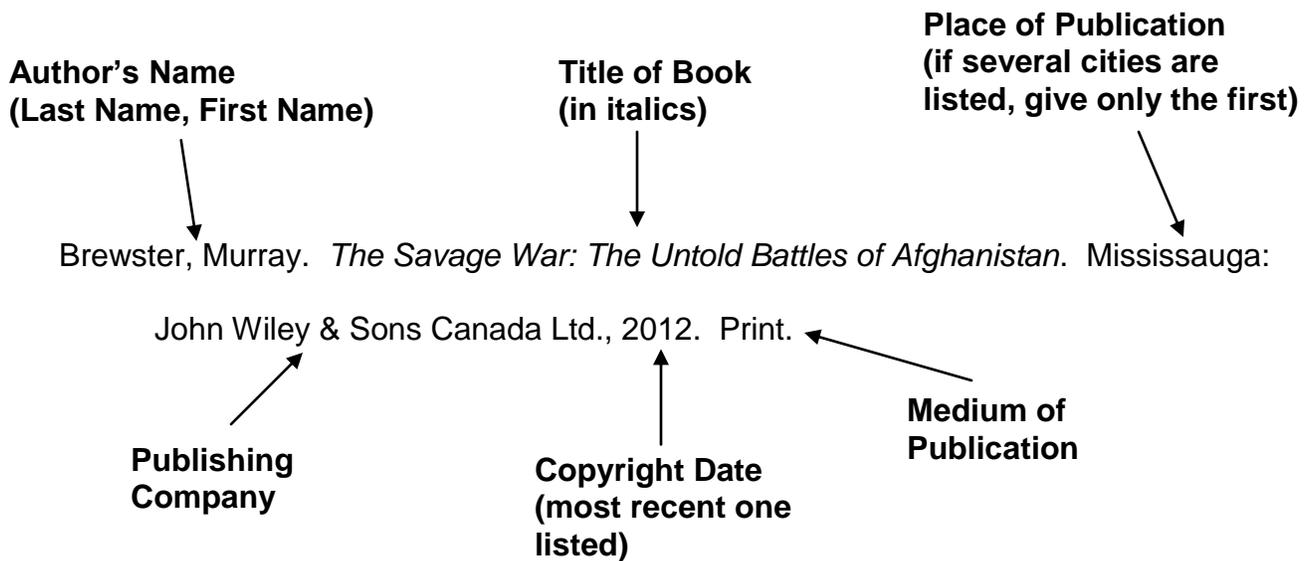
Turn to page 39 to view a sample works cited list.

Sample Entries

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



Book by one author:
Works Cited List / Bibliography Format

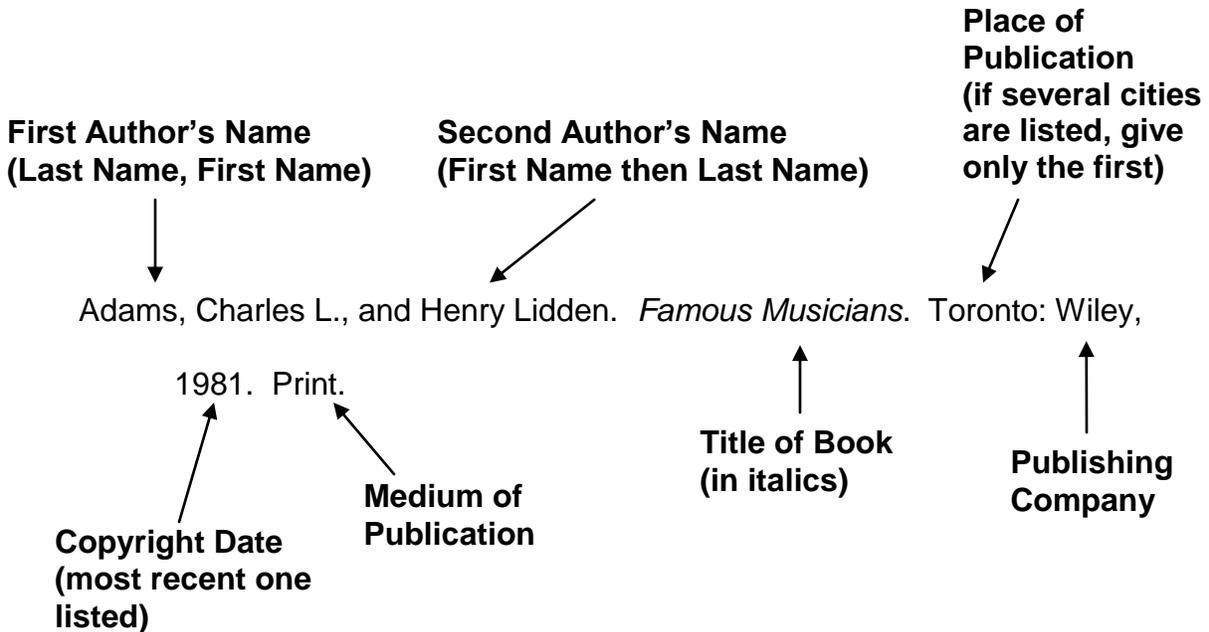


Book by one author:
In-Text Citation Format

(Brewster 42)



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

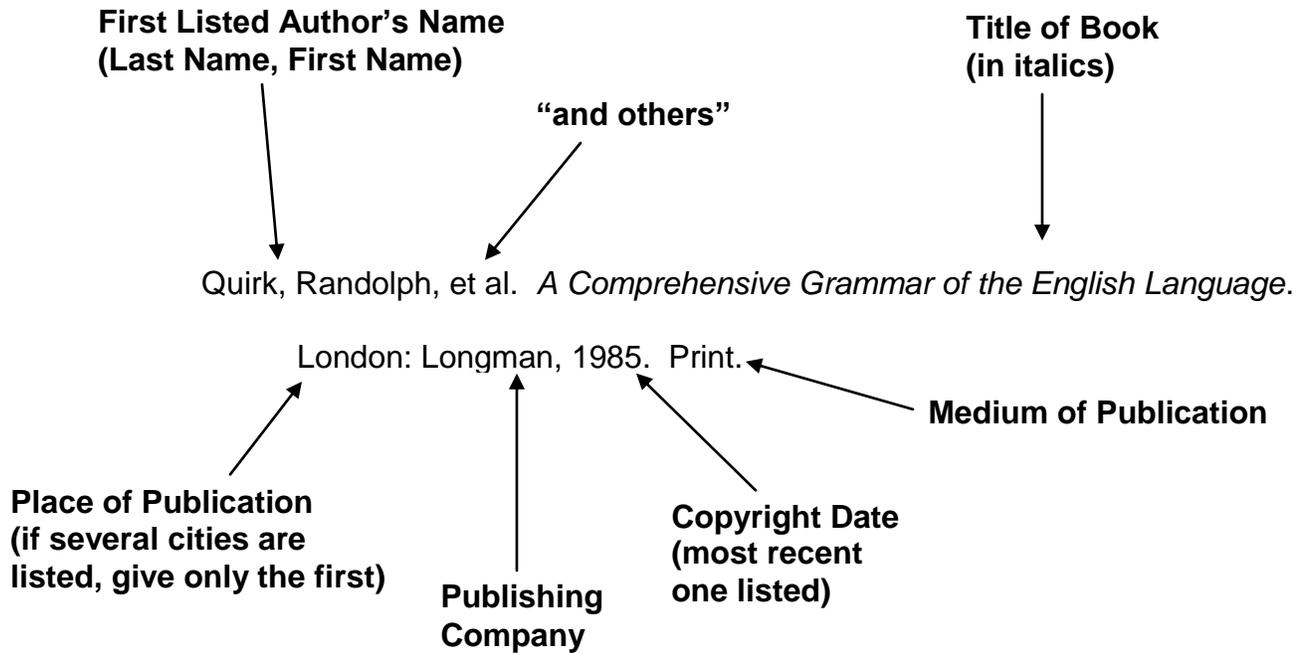


Book by two or three authors:
In-Text Citation Format

(Adams and Lidden 60)



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

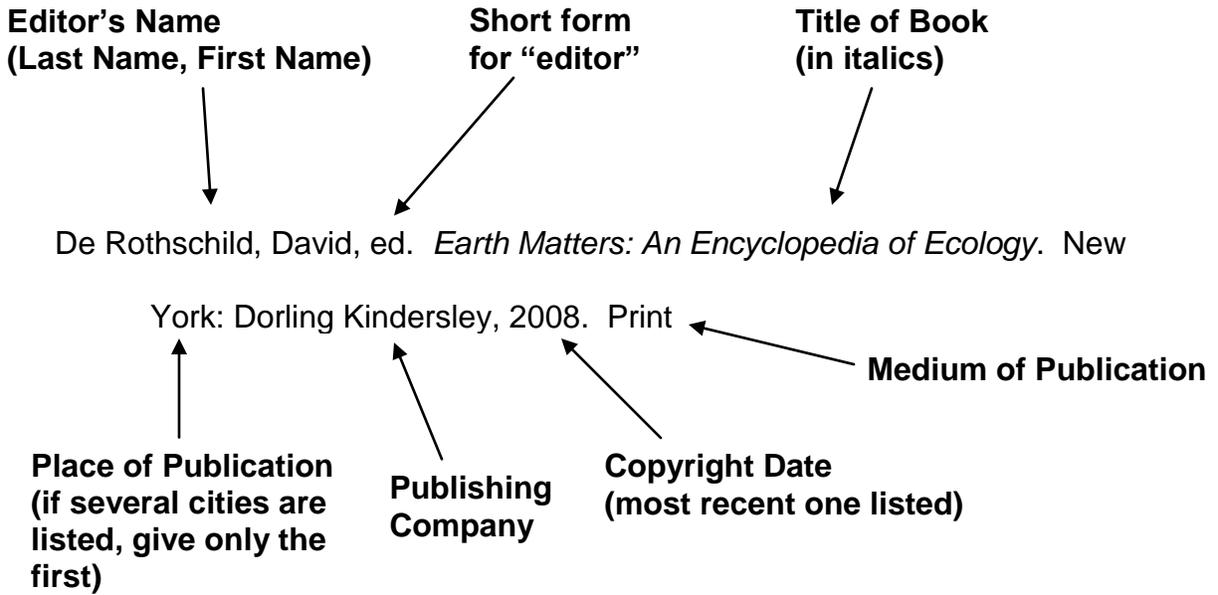


Book by more than three authors:
In-Text Citation Format

(Quirk et al. 249)



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

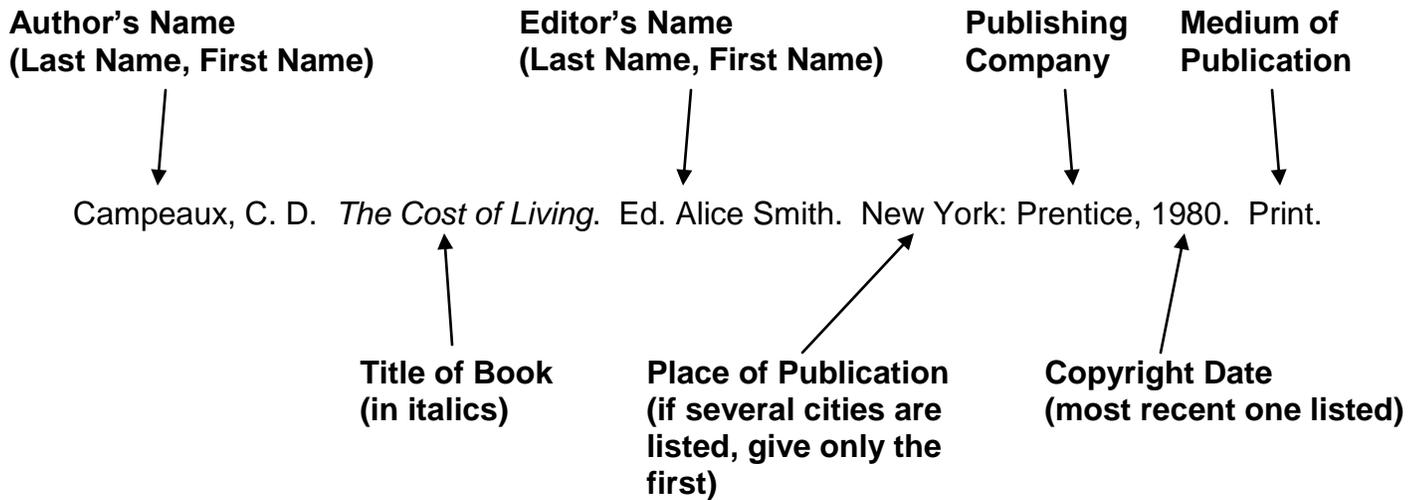


Book with only an editor:
In-Text Citation Format

(De Rothschild 35)



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

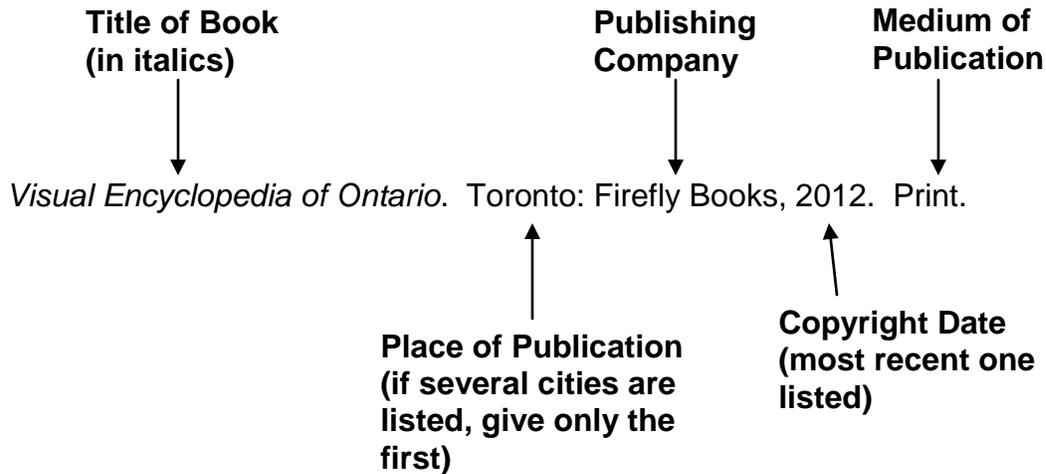


Book with an author and an editor:
In-Text Citation Format

(Campeaux 450)



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



Book with no author listed:
In-Text Citation Format

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

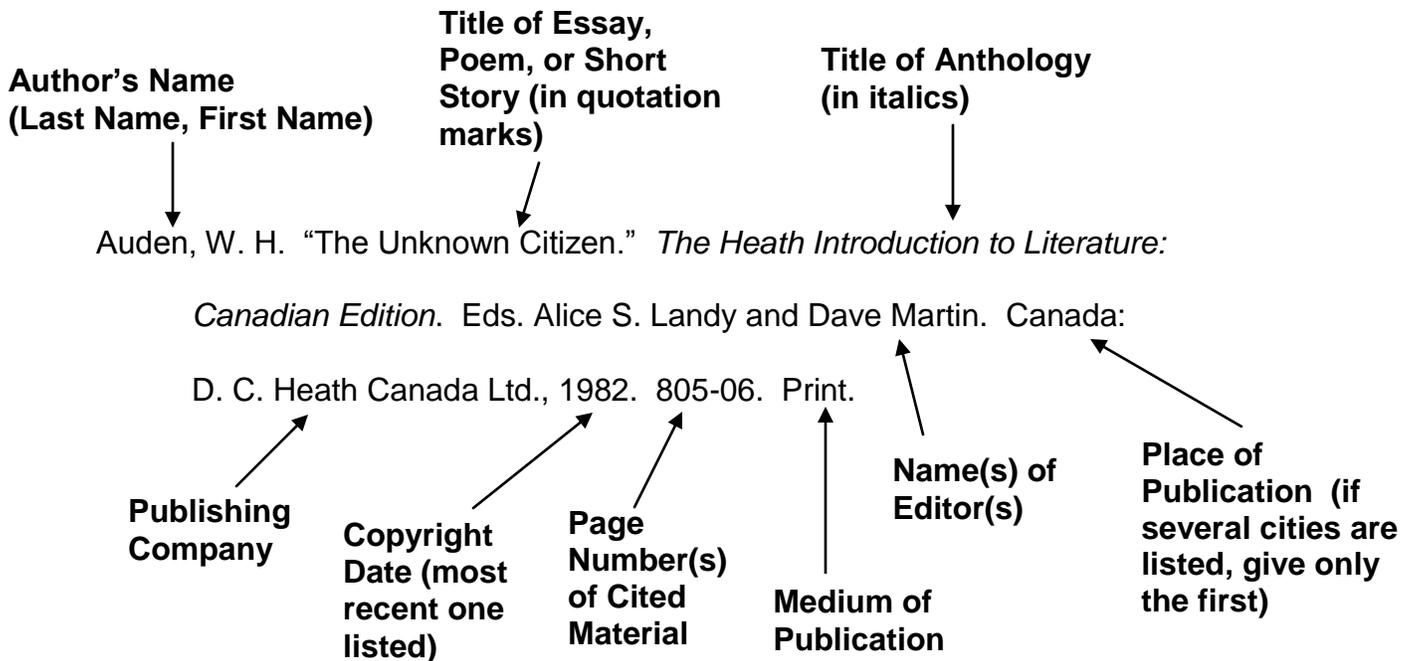
(*Visual Encyclopedia of Ontario* 78)

OR

(*Visual Encyclopedia* 78)



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



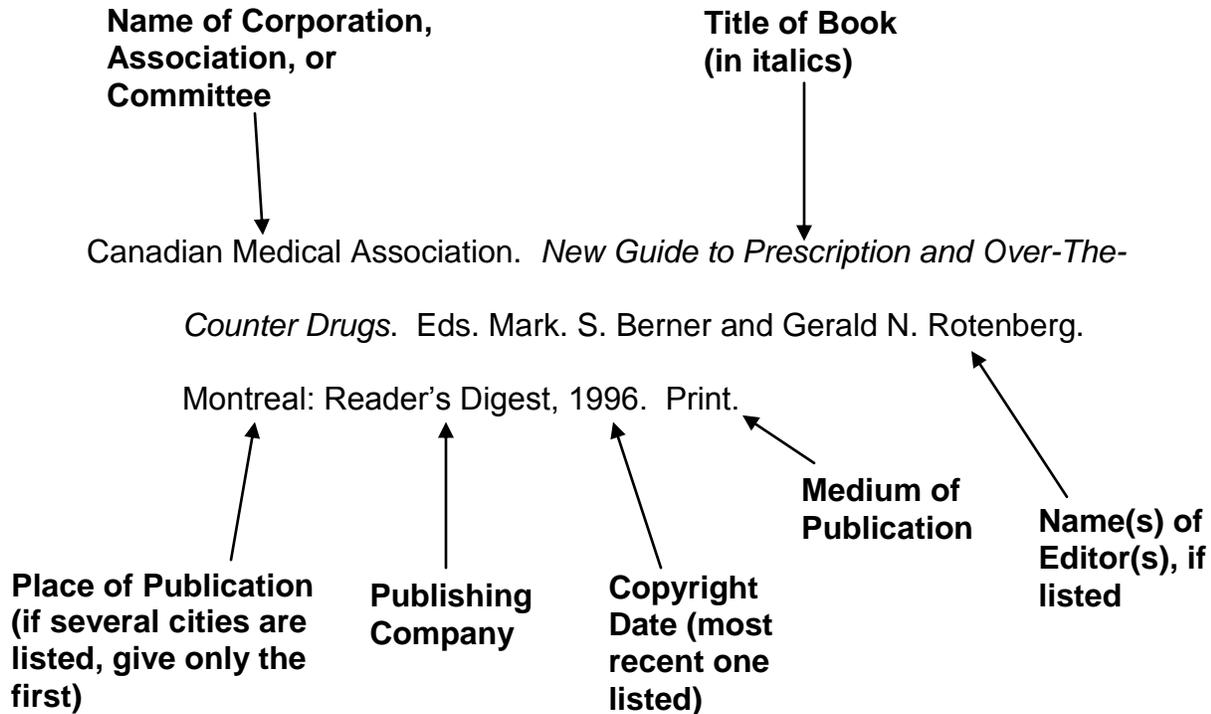
Essay, poem, or short story in an anthology: In-Text Citation Format

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

(Auden 3-4)



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

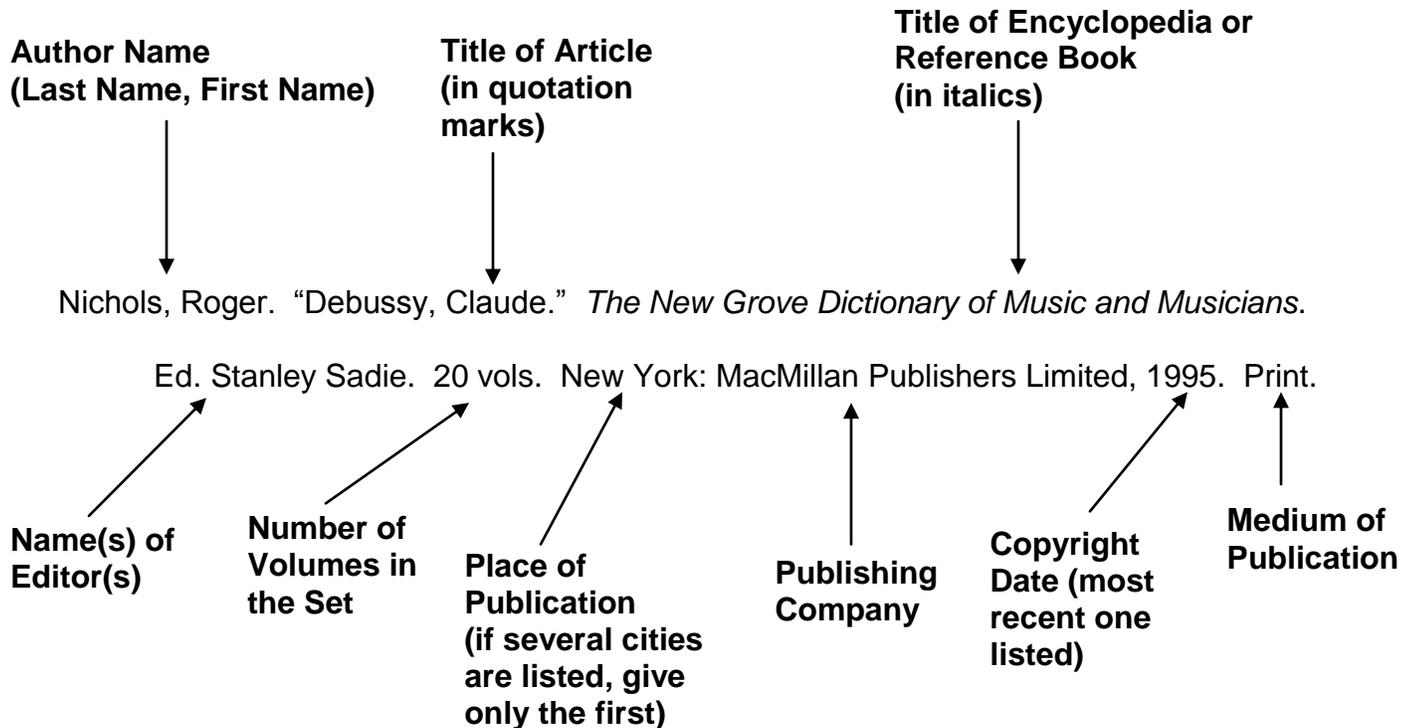


Book by a corporate author:
In-Text Citation Format

(Canadian Medical Association 470)



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



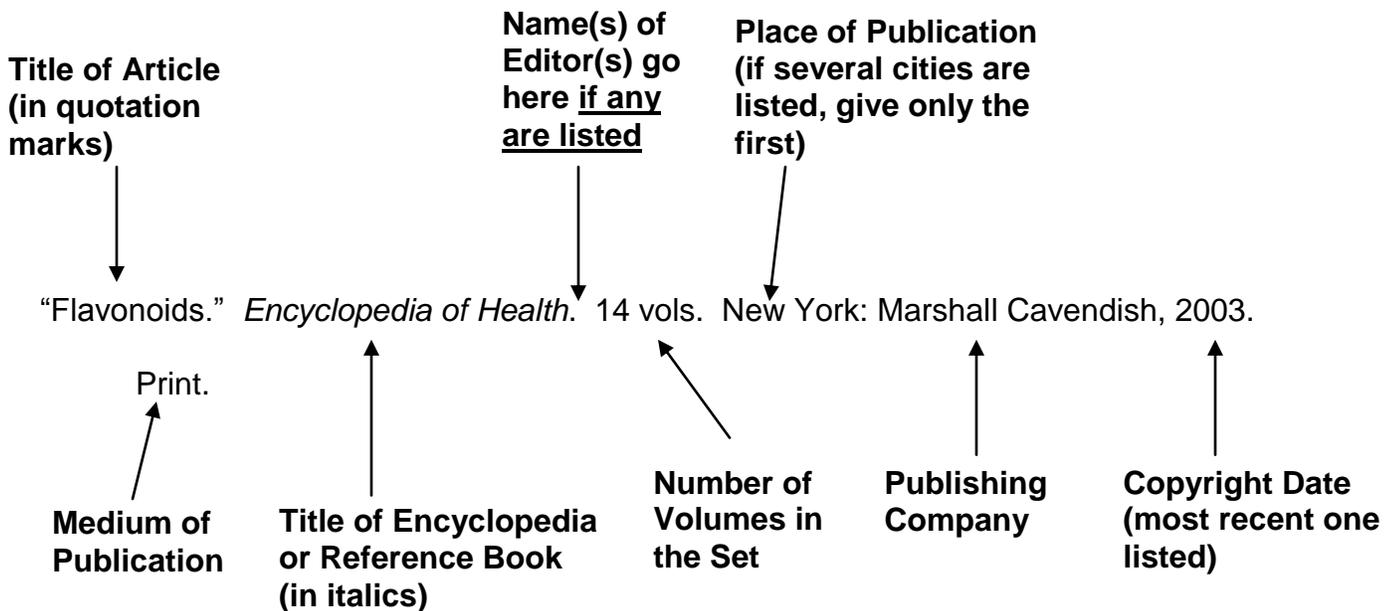
Signed article in an encyclopedia or reference book: In-Text Citation Format

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

(Nichols)



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



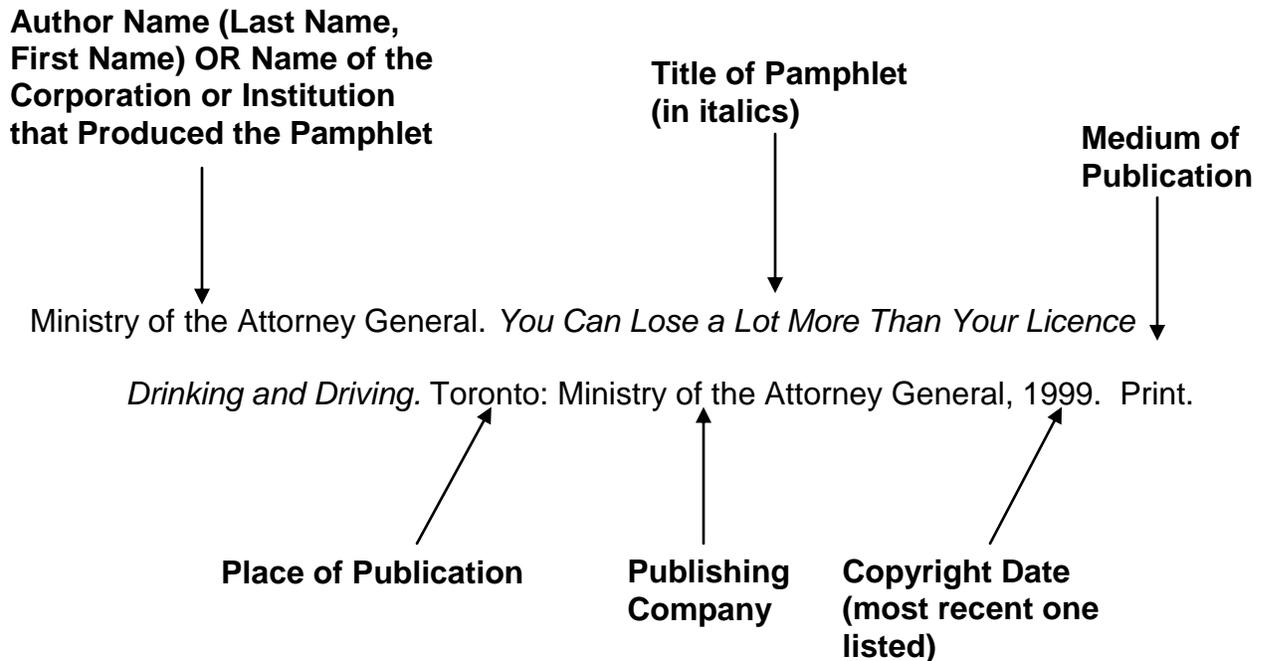
Unsigned article in an encyclopedia or reference book: In-Text Citation Format

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

("Flavonoids")



Pamphlet or brochure:
Works Cited List / Bibliography Format



Pamphlet or brochure:
In-Text Citation Format

(Ministry of the Attorney General)



Government publication: Works Cited List / Bibliography Format

**Author Name (Last Name,
First Name) OR Name of the
Government Department
that produced the pamphlet**

**Title of Publication
(in italics)**

Place of Publication

↓ ↓ ↓
United States Department of Labor. *Child Care: A Workforce Issue*. Washington:

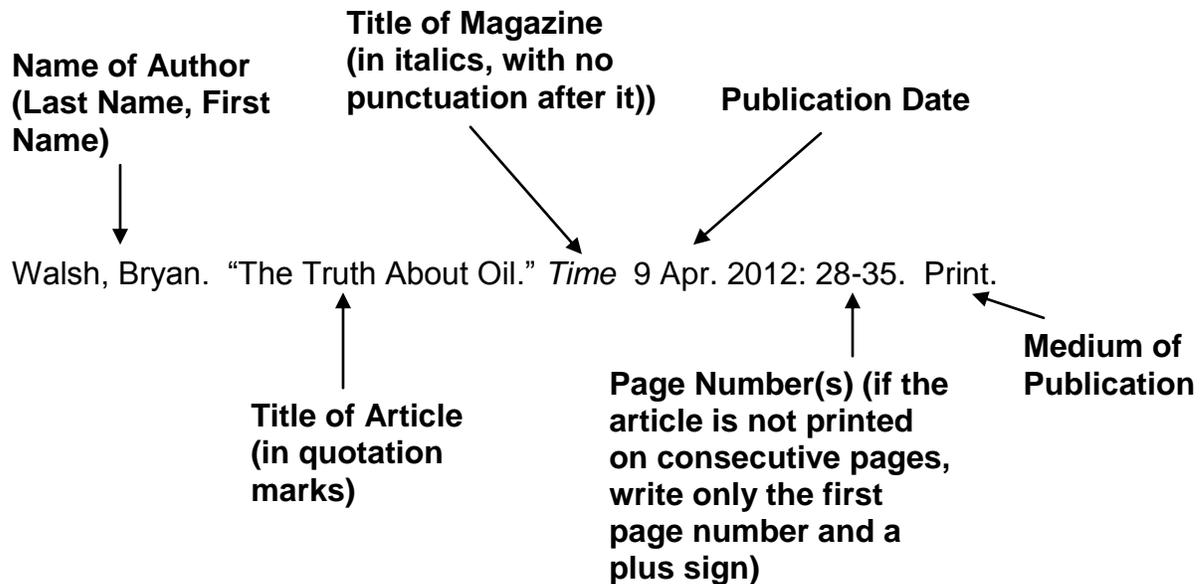
GPO, 1988. Print. ← **Medium of
Publication**
↑ ↑
Publisher **Copyright Date
(most recent one
listed)**

Government publication: In-Text Citation Format

(United States Department of Labor)



Magazine article: Works Cited List / Bibliography Format



Magazine article: In-Text Citation Format

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

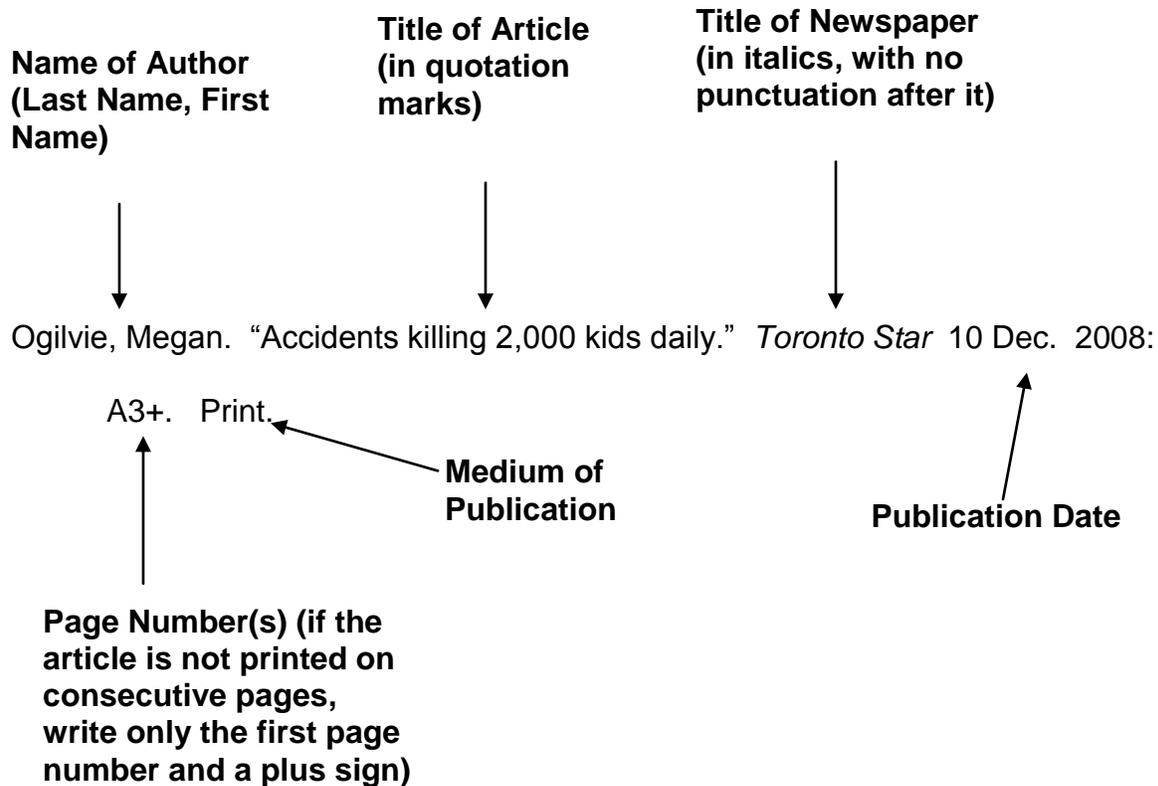
(Walsh 28)

OR

(Walsh 29)



Newspaper article: Works Cited List / Bibliography Format



Newspaper article: In-Text Citation Format

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

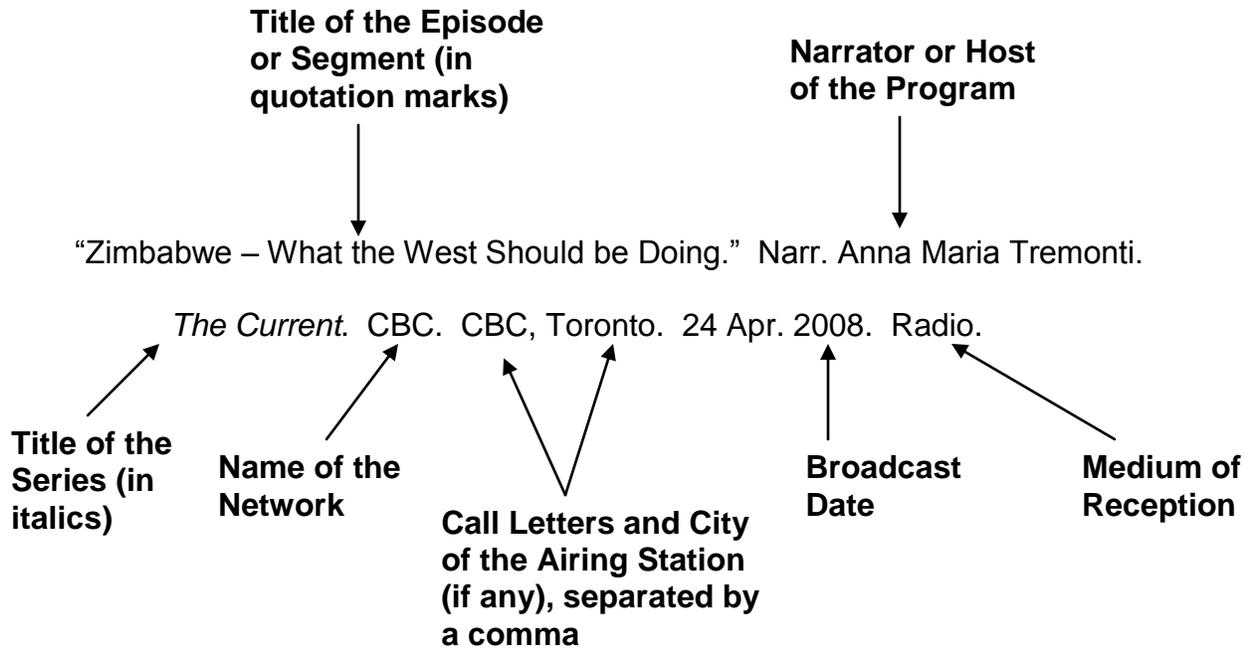
(Ogilvie A3)

OR

(Ogilvie A16)



Radio program: **Works Cited List / Bibliography Format**



Radio program: **In-Text Citation Format**

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

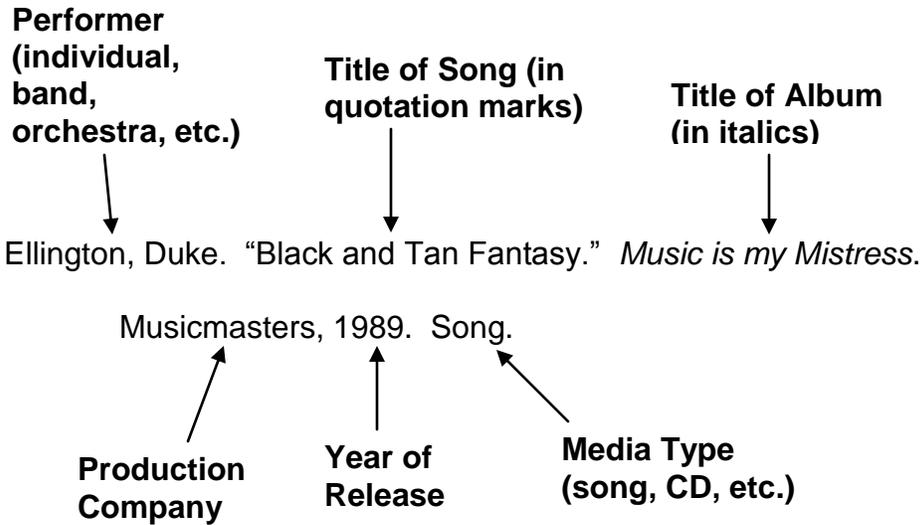
("Zimbabwe – What the West Should be Doing")

OR

("Zimbabwe")



Sound recording:
Works Cited List / Bibliography Format

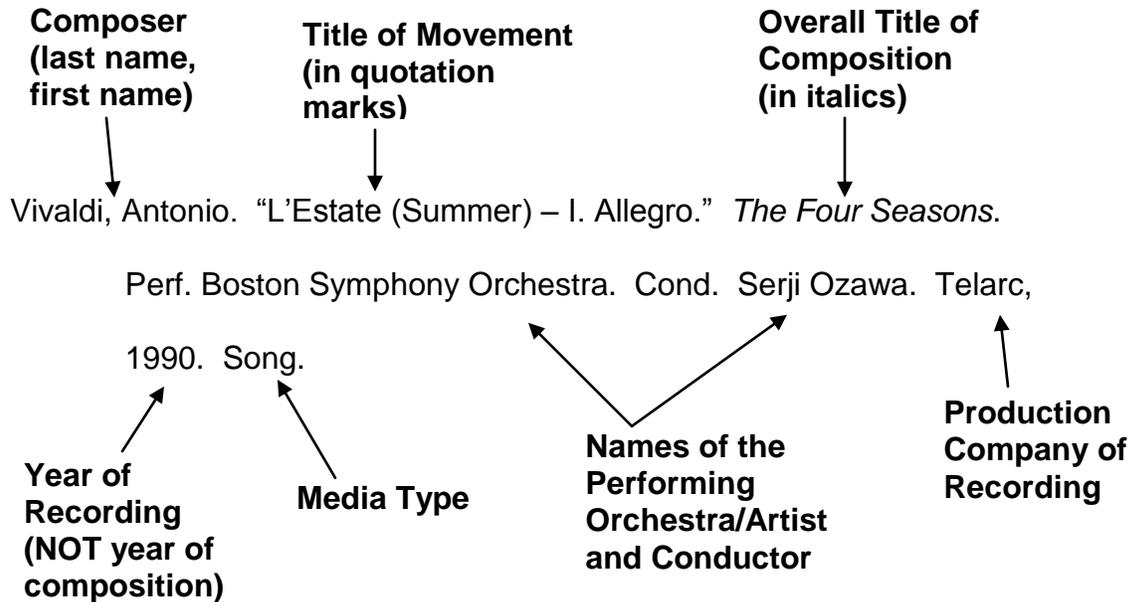


Sound recording:
In-Text Citation Format

(Ellington)



Sound recording – classical composition:
Works Cited List / Bibliography Format



Sound recording – classical composition:
In-Text Citation Format

(Vivaldi)



Personal interview:
Works Cited List / Bibliography Format

**Name of Person Interviewed
(Last Name, First Name)**

**Date the Interview
was Conducted**

Ignatieff, George. Personal Interview. 9 Jan. 2012.

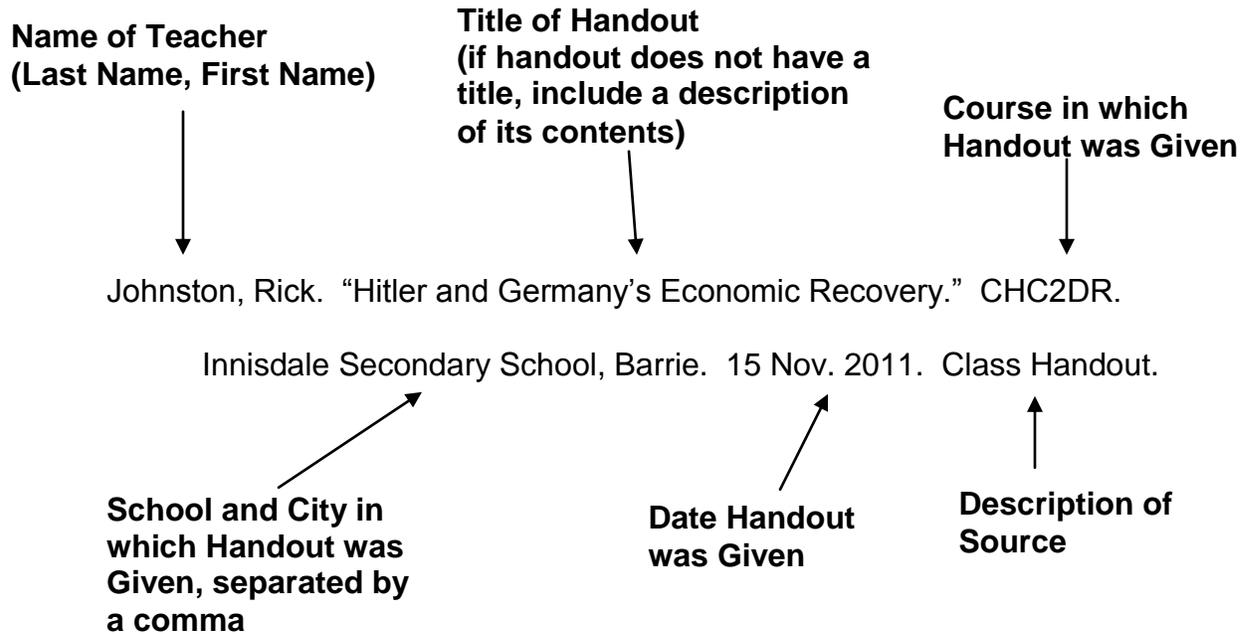
**Type of Interview
(personal,
telephone, e-mail)**

Personal interview:
In-Text Citation Format

(Ignatieff)



Class handout:
Works Cited List / Bibliography Format



Class handout:
In-Text Citation Format

(Johnston)



Web site:

Works Cited List / Bibliography Format

***Note: Web sites are tricky to document. Closely follow these instructions and use the sample entries on the next page to make sure you are documenting web sites correctly.**

1. Name of author, editor, or compiler.

- Last name, then first name, followed by a period.
- Followed by “ed.” if it is an editor.
- If no author or editor is given, begin your entry with the title.

2. Title of article, specific page, specific posting, or specific link you used.

- Include this if you used only ONE section of the web site.
- Followed by a period.
- Put the title and the period in quotation marks.

3. Title of the entire web site.

- In italics.
- Followed by a period.
- If no title is given, use the name of the web site plus the words “home page.”
- Separate a main title from a subtitle by using a colon (:).

4. Name of the organization or institution that published or sponsored the site.

- Followed by a comma.
- If not available, use N.p.

5. Date posted OR last modified OR last updated.

- Day, Month, Year. For example, 13 Jan. 2009.
- Followed by a period.
- If no date is given, use n.d.

6. Medium of publication

- Web.
- Followed by a period.

7. The date you accessed the site.

- Day, Month, Year. For example, 15 Jan. 2009.
- Followed by a period.

8. The URL (web site address) if required by your teacher.

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



Web site:

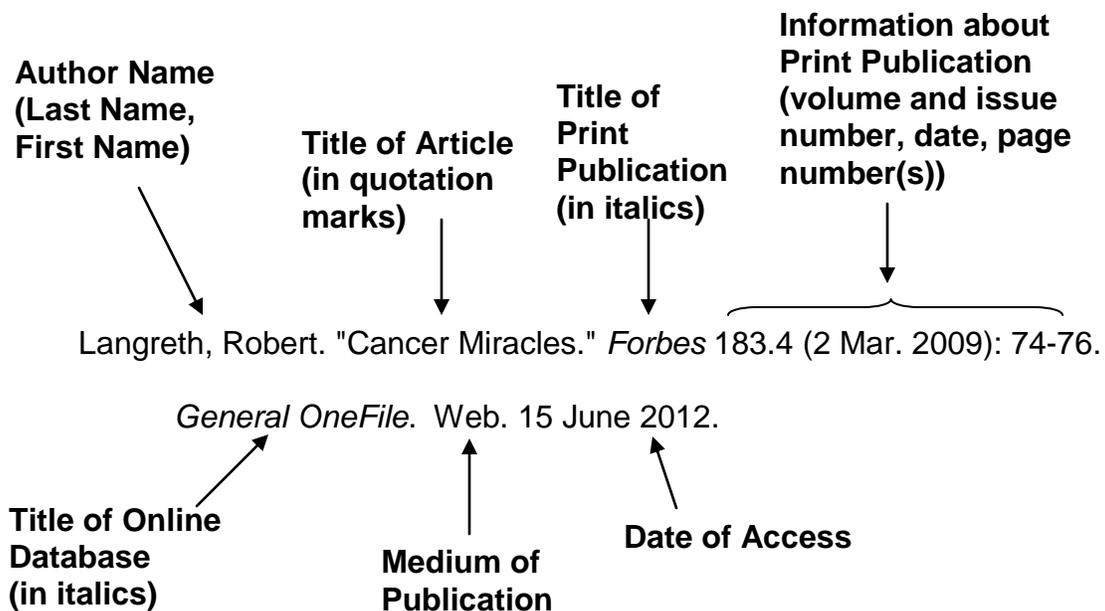
Works Cited List / Bibliography Format	In-Text Citation
<p>Site with all information included and <u>one</u> specific link used:</p> <p>Winter, Mark. "Aluminum." <i>Web Elements</i>. Web Elements Ltd., 2008. Web. 2 Sept. 2012. <http://www.webelements.com/aluminium/>.</p>	(Winter)
<p>Site with no sponsoring organization or institution listed and <u>one</u> specific article used:</p> <p>Russell, Tracy. "Avocado Smoothie Recipes and Health Benefits." <i>Incredible Smoothies</i>. N.p., 8 July 2009. Web. 2 Sept. 2012. <http://www.incrediblesmoothies.com/recipes/avocado-smoothie-recipes-and-health-benefits/>.</p>	(Russell)
<p>Site with no author or date given and entire site used:</p> <p><i>The Science of Hockey</i>. Unisys Science Learning Network, n.d. Web. 2 Sept. 2012. <http://www.exploratorium.edu/hockey/>.</p>	<i>(The Science of Hockey)</i>
<p>Site with no author given and <u>one</u> specific article used.</p> <p>"Bill Gates Biography." <i>Bio: True Story</i>. A&E Television Network, 2012. Web. 2 Sept. 2012. <http://www.biography.com/people/bill-gates-9307520?page=1>.</p>	("Bill Gates Biography")



Online database article: Works Cited List / Bibliography Format

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

- Scroll to the end of the article to find the source citation.
- Copy and paste the citation into your works cited list (or bibliography). You will probably have to adjust the formatting so that all lines after the first one are indented.
- If you have to write your own citation, it should look like the one below.
- If the article does not include page numbers, use n.pag. in place of the page numbers.

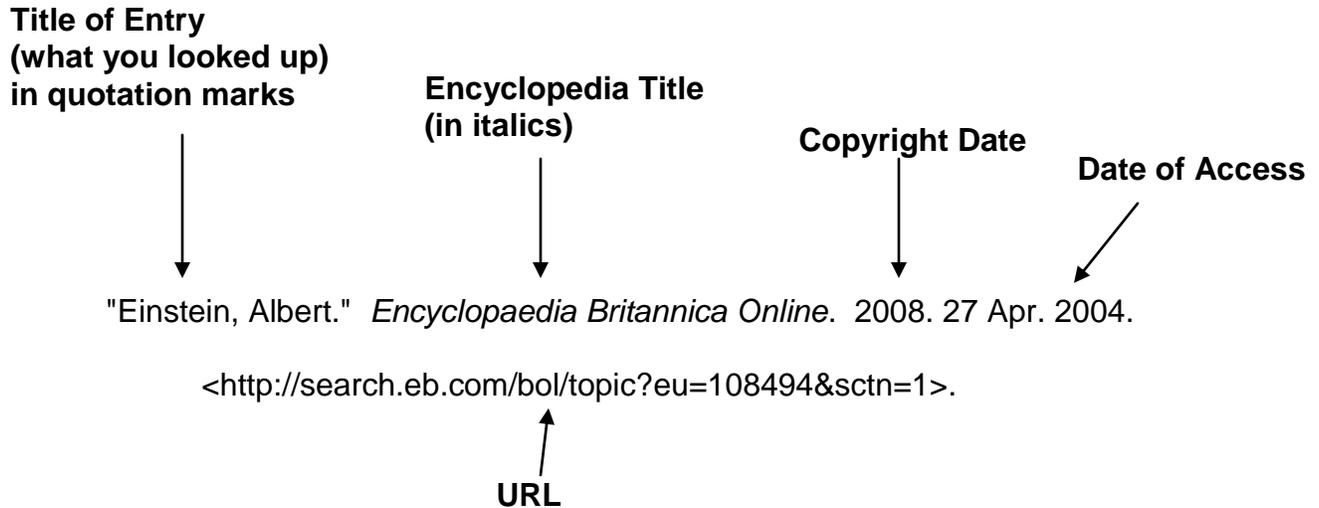


Online database article: In-Text Citation

(Langreth)



Online encyclopedia: Works Cited List / Bibliography Format

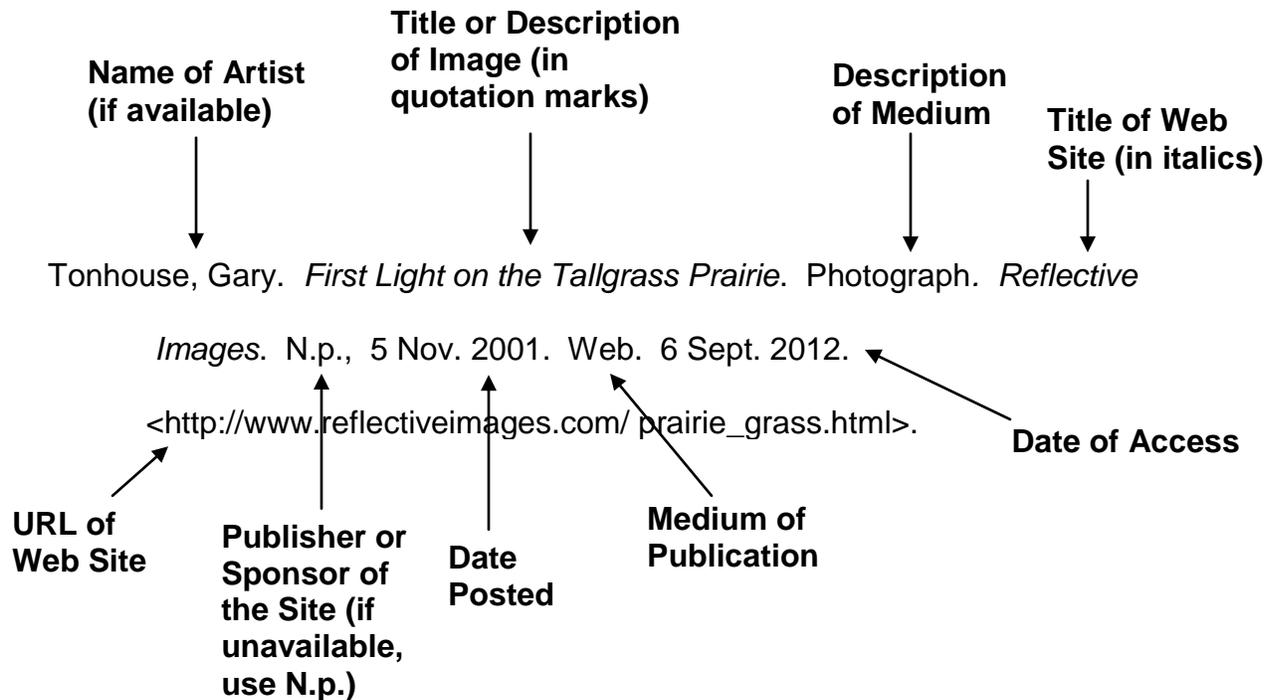


Online encyclopedia: In-Text Citation Format

("Einstein, Albert")



Online image (painting, photograph, or sculpture): Works Cited List / Bibliography Format



Online image: In-Text Citation Format

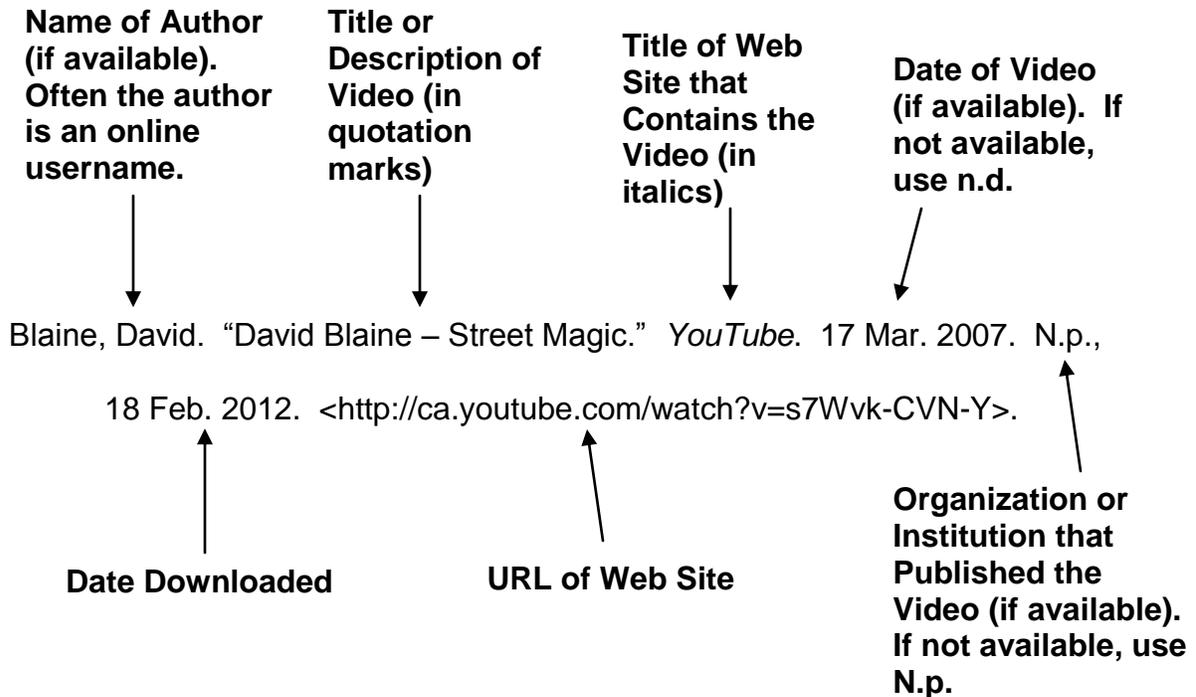
- At the point in your paper where you want your reader to look at the image, include this note:

(Refer to Fig. 1)

- Directly underneath the image, include the full citation. See page 6 in this guide for an example.



Online video: Works Cited List / Bibliography Format



Online video: In-Text Citation Format

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

(Blaine)



E-mail: **Works Cited List / Bibliography Format**

**Name of Sender
(Last Name, First Name)**

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

Lewis, Jean. "Re: Adoptee support in Simcoe County." Message to Jason

Smith. 12 May 2012. E-mail.

**Date of the
Message**

**Medium of
Delivery**

Recipient's Name

E-Mail: **In-Text Citation Format**

(Lewis)



Sample Bibliography

Double space between title and first entry.

Title is centred and in 12 point font. Title is NOT bold, underlined, or in capital letters.

Bibliography is the last page of your paper, and it is numbered.

Jones 8

Arrange entries in alphabetical order. Do not number entries.

Double space between and within all entries.

Indent the second and subsequent lines of all entries.

Bibliography

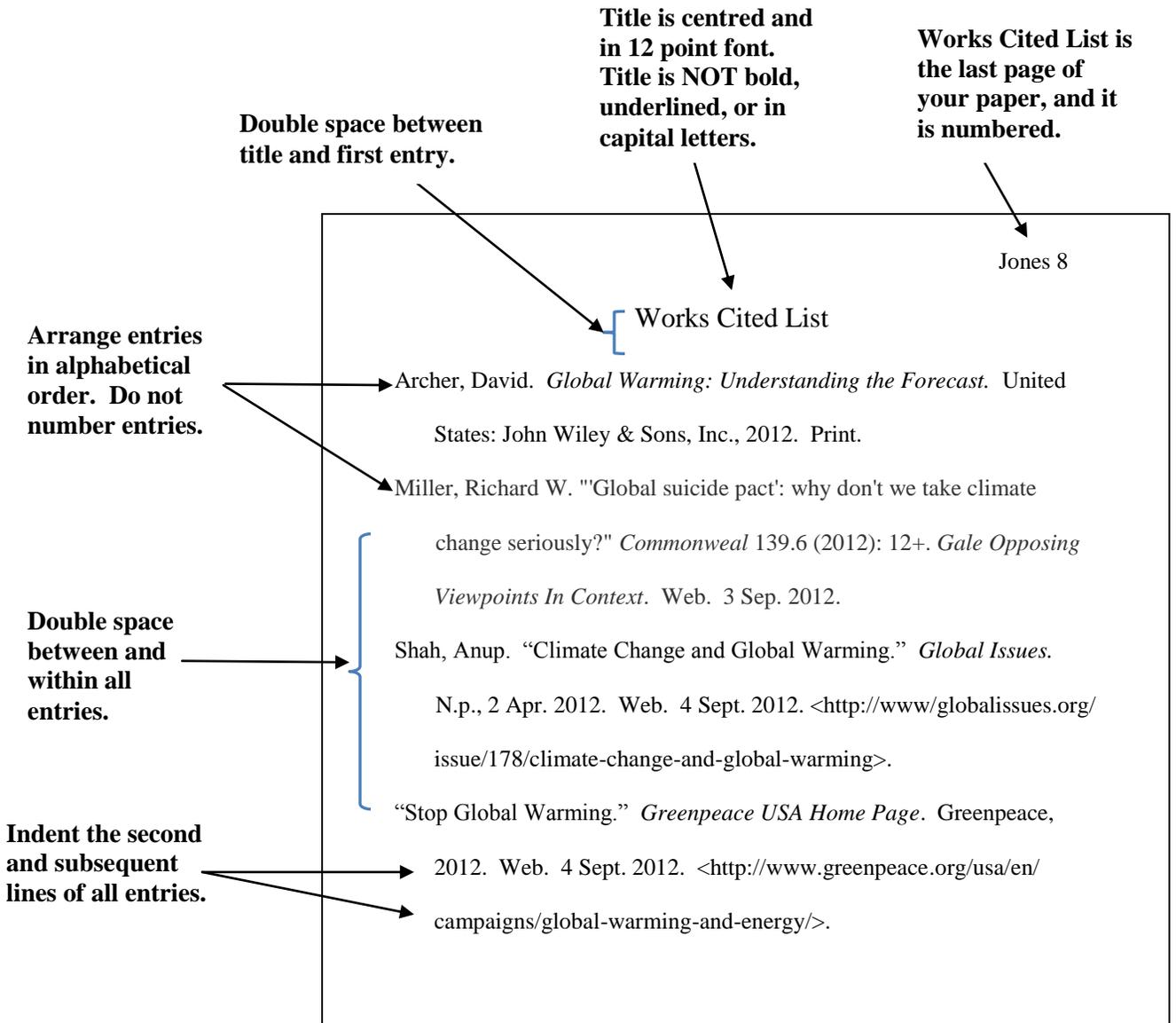
Archer, David. *Global Warming: Understanding the Forecast*. United States: John Wiley & Sons, Inc., 2012. Print.

Miller, Richard W. "Global suicide pact: why don't we take climate change seriously?" *Commonweal* 139.6 (2012): 12+. *Gale Opposing Viewpoints In Context*. Web. 3 Sep. 2012.

Shah, Anup. "Climate Change and Global Warming." *Global Issues*. N.p., 2 Apr. 2012. Web. 4 Sept. 2012. <<http://www.globalissues.org/issue/178/climate-change-and-global-warming>>.

"Stop Global Warming." *Greenpeace USA Home Page*. Greenpeace, 2012. Web. 4 Sept. 2012. <<http://www.greenpeace.org/usa/en/campaigns/global-warming-and-energy/>>.

Sample Works Cited List



KNOWING WHEN TO CITE

Understanding when to cite information

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

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

Understanding what is common knowledge

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

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

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

QUOTATIONS – THE BASICS

Effective use of quotations in your paper

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

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



Short prose quotations: spacing, punctuation, and citation placement for prose fewer than four lines

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

- Use quotation marks around the quotation.
- Place your citation in parentheses (brackets) at the end of the quotation.
- In the parentheses, write whatever comes **FIRST** in your bibliographic entry. This allows your reader to locate the source quickly in your works cited list if he/she wants to see the full entry.
- Keep the formatting **consistent with your works cited list**. This means that you place quotation marks around an article title and you italicize a book title. See the sample in-text citation entries on pages 9 to 37 of this guide for more examples.
- Place the period **after** the parentheses.

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

**The quotation
blends in smoothly
with the rest of the
essay**



Harriet Tubman played a key role in the Underground Railroad, “perhaps the most dramatic protest action against slavery in United States history”

(History and Geography of the Underground Railroad).

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

**Period comes AFTER
the parentheses**



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

There are no quotation marks because this sentence is a paraphrase



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

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

Period comes AFTER the parentheses

Long prose quotations: spacing, punctuation, and citation placement for prose four or more lines

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

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



- Unlike with short quotations, place the period (or whatever end punctuation the source uses) before the parentheses.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).

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

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

Victor Frankenstein's dream on the night he brings the Creature to life foreshadows the eventual outcome of the story:

The quotation is indented one inch from the left margin.

I thought I saw Elizabeth, in the bloom of health, walking in the streets of Ingolstadt. Delighted and surprised, I embraced her, but as I imprinted the first kiss on her lips, they became livid with the hue of death, her features appeared to change, and I thought that I held the corpse of my dead mother in my arms; a shroud enveloped her form, and I saw the grave-worms crawling in the folds of the flannel. (43-44)

No quotation marks around a long quotation.

Parentheses come AFTER the period. This in-text citation does not include the author's name because this essay has already established which text is being discussed.



Short poetry quotations: spacing, punctuation, and citation placement for poetry fewer than four lines

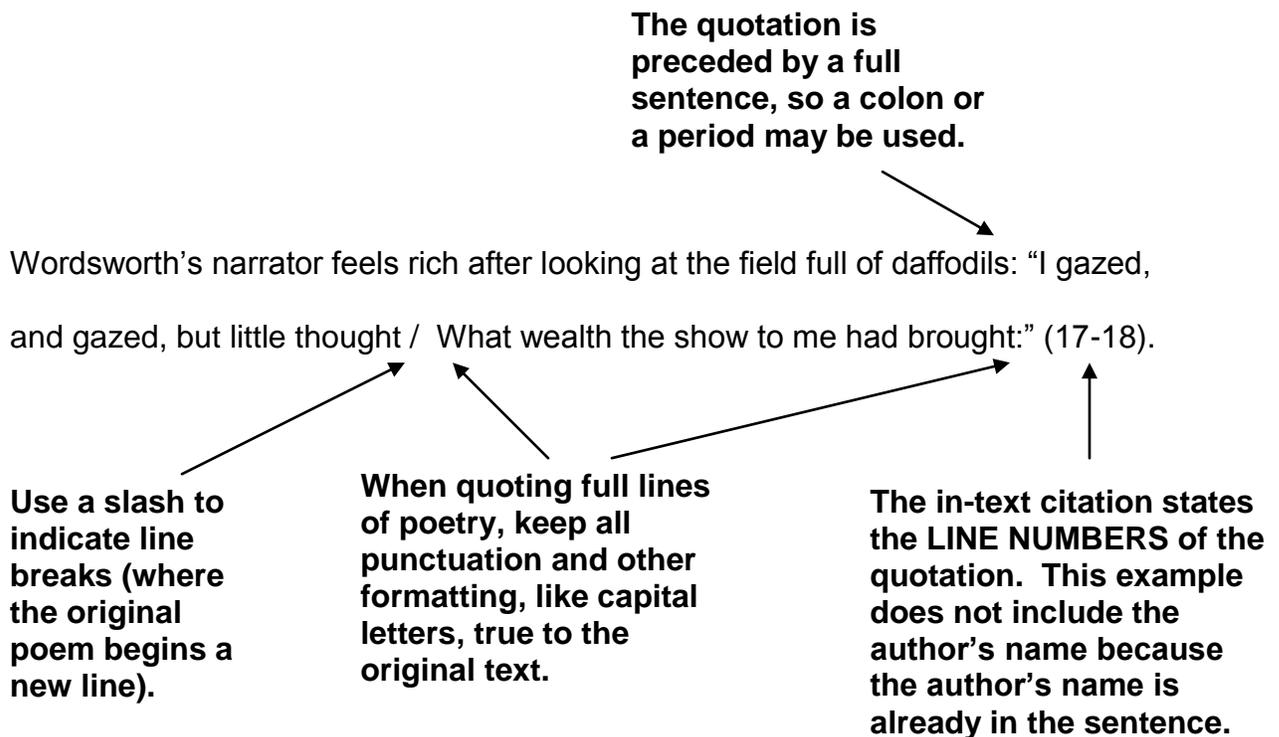
When you are quoting poetry, a short quotation has **one, two, or three** lines. Follow these rules for proper formatting:

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

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

- Place the period after the parentheses.

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



Long poetry quotations: spacing, punctuation, and citation placement for poetry four or more lines

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

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

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



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

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

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

Quotation is double spaced and indented one inch from the left hand margin.

Continuous as the stars that shine
And twinkle on the Milky Way,
They stretch'd in never-ending line
Along the margin of a bay:
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance. (7-12)

No quotation marks around a long quotation.

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



Punctuation used for a quotation within a quotation – short quotes

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

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

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

ORIGINAL SOURCE:

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

SOURCE QUOTED IN AN ESSAY:

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

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

Place double quotation marks around the entire quote.

Place single quotation marks around the quote within a quote.



Punctuation used for a quotation within a quotation – long quotes

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

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

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

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

Soon after my arrival, my father spoke of my immediate marriage with Elizabeth. I remained silent.

“Have you, then, some other attachment?”

“None on earth. I love Elizabeth, and look forward to our union with delight. Let the day therefore be fixed; and on it I will consecrate myself, in life or death, to the happiness of my cousin.” (Shelley 177)

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



WAYS TO INCORPORATE SOURCES WITHIN YOUR PAPER

1. DIRECT QUOTING

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

2. PARAPHRASING

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

3. SUMMARIZING

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

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

SOURCE:

Health Effects of Air Pollution. Health Canada, 16 May 2006. Web. 3 Sept. 2012.

<http://www.hc-sc.gc.ca/ewh-semt/air/out-ext/effe/health_effects-effets_sante-eng.php>.

EXAMPLE:

Acknowledge the source at the beginning of the summary.



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

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



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

SOURCE:

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

EXAMPLE:

Acknowledge the source at the beginning of the summary.



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



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



DIRECT QUOTATIONS – MAKE YOUR QUOTATIONS FIT

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

1. Omitting material to shorten a longer quotation.

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

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

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

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

2. Changing a capital letter to a small letter.

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

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

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



3. Changing the tense of a verb.

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

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



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

4. Changing a word to keep the subject consistent.

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

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



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

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



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

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

**These words are added to clarify
what the pronoun “this” refers to.**



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



DIRECT QUOTATIONS – SPECIAL

Quoting from Shakespeare

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

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

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

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

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

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

- Assuming that your paper already makes clear which play you are discussing, you do not need to include the play's title or author in your parenthetical reference.
- Place quotation marks around the words taken directly from the text.
- If your quote includes two or three lines of poetry, **use a slash (/)** to separate them. Keep all punctuation exactly the same as it appears in the original source.
- Place your citation in parentheses (brackets) at the end of the quotation.
- In your parentheses, write the **act, scene, and line number(s) of the quoted material**. Use Arabic numerals and separate them with periods and no spaces. For example, Act 2, Scene 4, lines 25-27 would look like this: (2.4.25-27).
- **Never, NEVER state a page reference** when quoting Shakespeare.

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

Romeo immediately forgets his infatuation with Rosaline the moment he sees Juliet; he rhapsodizes, "Did my heart love till now? Forswear it, sight! / For I ne'er saw true beauty till this night" (1.5.52-53).



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

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

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

- Assuming that your paper already makes clear which play you are discussing, you do not need to include the play’s title or author in your parenthetical reference.
- Place a comma or colon before your quotation. Choose the punctuation that ensures proper sentence structure.
 - Use a comma if the words introducing your quotation are not a complete sentence (e.g. *Wordsworth’s narrator expresses his distress by saying,*).
 - Use a colon if the words introducing your quotation are a complete sentence (e.g. *Wordsworth’s narrator is growing more distressed:*).
- Begin a new line.
- Indent the quotation one inch from the left margin and continue indenting all the way down the left margin. (Long quotations are indented only down the left margin.)
- Double space the quotation, and do not add any blank lines above or below it.
- Do not use quotation marks. They are not needed when a quotation has already been set off from the text by indenting.
- If your entire quotation is spoken by one character and your introduction to the quotation makes it clear who is speaking, then you do not need to write the speaker’s name before the quotation
- Keep the formatting, spacing, and line breaks exactly as they appear in the original. If your quote begins midway through a line, then position your partial line where it appears in the original. Do not shift it to the left margin.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).
- In your parentheses, write the **act, scene, and line number(s) of the quoted material.** Use Arabic numerals and separate them with periods and no spaces. . For example, Act 2, Scene 4, lines 25-27 would look like this: (2.4.25-27).
- **Never, NEVER state a page reference** when quoting Shakespeare.



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

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

Although I joy in thee,
I have no joy in his contract tonight:
It is too rash, too unadvis'd, too sudden;
Too like lightning [...] (2.2.116-119)

Here is an example of how to quote dialogue between two or more speakers from a Shakespearean play:

Fresh in love, Romeo wishes to be reborn to any family but the Montagues so that he can freely love Juliet:

ROMEO. I take thee at thy word:
Call me but love, and I'll be new baptized;
Henceforth I never will be Romeo.

JULIET. What man art thou that this bescreen'd in night
So stumblest on my counsel?

ROMEO. By a name
I know not how to tell thee who I am:
My name, dear saint, is hateful to myself,
Because it is an enemy to thee;
Had I it written, I would tear the word. (2.2.52-61)



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

- Follow all rules for quoting prose (see pages 41 to 43 in this guide).
- In your in-text citation (in the parentheses), write the **act, scene, and line number(s) of the quoted material**. Use Arabic numerals and separate them with periods and no spaces. For example, Act 2, Scene 4, lines 25-27 would look like this: (2.4.25-27).
- **Never, NEVER state a page reference** when quoting Shakespeare.

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

Sir Andrew feels that he can not compete with the youthful Cesario, whom Olivia clearly adores. Sir Toby deceives Sir Andrew by insisting, “She did show favour to the youth in your sight only to exasperate you” (3.2.18).

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

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

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



Special Circumstances

More than one work by the same author **Bibliography or Works Cited List Entry**

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

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

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

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

More than one work by the same author **In-Text Citation**

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

(Frye, *Fools of Time* 25)

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

Two or more authors with the same last name

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

(M. Jones 228)



One author quoted by a different author (indirect quotation)

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

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

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



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



Cite the source in which you read the quote. Your citation should consist of whatever comes FIRST in your works cited list entry (author's name or title). Include a page number if it is a print source.

