

Style Guides **MLA Format**

FIRST PAGE

FORMAT

Double space, and use a standard typeface and type size, such as 12-point Times New Roman.

TITLE

The title should be 12-point font and centered, but *not* underlined, italicized, bolded, or put in quotation marks.

BLOCK QUOTATIONS

Block quotations are quotations longer than four lines. Indent 1" from the set margin when using a block quotation. Do not use quotation marks, and put the period before the citation.

MARGINS

Use 1-inch margins on all 4 sides of each page.

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Davy Jones
Professor Mills
English 2010
7 July 2004

Understanding Whitman's Poetry

By examining sectional divisions in Walt Whitman's *Song of Myself*, we can show that 1891 revisions underscore the function of each section as a unit of meaning governed by its own rhythm (Strauch 64). Fred Mitchell calls this "group size pattern":

Whitman is doing more than simply distributing a pattern of groups in some sensible fashion over the lines of a poem, creating what some critics are calling a group/line pattern. Whitman is also conscious of the size of his groups and of their progression in terms of size pattern. (16)

Such an analysis demonstrates the method governing Whitman's formation of stanzas and the meter governing the lines and verses of

PAGE HEADER

A page header includes the last name of the paper's author and the page number. Headers should appear in the top right corner of every page.

IN-TEXT CITATIONS

In-text citations should be used after quoting, paraphrasing, or summarizing. State the author's last name and the page number in parentheses without a comma. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the title. The period is placed after the citation. If there is no page number, include the author and title within the text rather than using a parenthetical notation.

WORKS CITED

TITLE

The title "Works Cited" should be centered, but not underlined or punctuated.

HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins after the first line of each entry.

SOURCES

List only the works you used, not everything you read.

ALPHABETICAL ORDER

Alphabetically arrange works cited entries according to the first word in the entry, ignoring *a*, *an*, and *the*.

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Works Cited

Asay, Ronald. "How the Americans Made Transcendentalism." *Journal of American History* 23 (1978): 345-357.

Frank, Sarah. *The Man Who Invented Poetry*. New York: Nerd Press, 2001.

Harvard, Neil and Allen Gregory. *The Literary Executioners*. London: Oxford UP, 1954.

Mitchell, Fred. "Understanding Poetry." *Daily News* 5 May 1987, late ed.: F1, F9.

Strauch, Ronald. "Leaving Cambridge." *Whitman: The Man*. Ed. Taylor Roger. New York: Harcourt and Brace, 1998. 123-134.

CITING INDIRECT SOURCES

To cite information that your source has taken from a different source, put the original author of the information in the text and write "qtd. in" in your in-text citation followed by the author and page number of the work you found the material in. Example: (qtd. in Asay 352).

QUOTATIONS

If you need to make additions to a quotation, put your own words in square brackets []. To omit words, use ellipses (three periods, with a space after each). Example: "She was . . . unhappy."

ABBREVIATIONS

Abbreviations in works cited entries are acceptable if they are clear (University Press=UP).

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The following list includes some of the most common sources included in a *Works Cited* page. For more information, see pages 144-235 of the *MLA Handbook for Writers of Research Papers*, 6th edition.

BOOK BY A SINGLE AUTHOR

Last Name, First Name and Initial (if given). *Title*. Location: Publisher, Year.

Wilson, Frank R. *The Hand: How Its Use Shapes the Brain*. New York: Pantheon, 1998.

BOOK BY TWO OR MORE AUTHORS

Last Name, First Name and Initial (if given), and First Name Last Name. *Title*. Location: Publisher, Year.

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens*. Lincoln: U of Nebraska P. 1987.

NOTE: If a reference has more than three authors, give the first author's name and "et al." Example: Jones, Bob, et al.

TEXT IN AN ANTHOLOGY OR EDITED BOOK

Last Name, First Name (of author of the article). "Article Title." *Anthology Title*. Ed. First Name Last Name (of editor). Location: Publisher, Year. pages.

Gomez, Isabel. "From Within." *Stories from the South*. Ed. Thomas Nitsche. New York: Plume, 1992. 82-92.

ARTICLE IN A REFERENCE BOOK

"Article Title." *Book Title*. Edition Number. Publication Year.

"Noon." *The Oxford English Dictionary*. 2nd ed. 1989.

ARTICLE IN A MAGAZINE

Last Name, First Name. "Article Title." *Magazine Title* Day Month Year: pages.

Mehta, Pratap Bhanu. "Exploding Myths." *New Republic* 6 June 1998: 17-19.

ARTICLE IN A JOURNAL

Last Name, First Name. "Article Title." *Journal Title* Volume Number (Year): pages.

Craner, Paul M. "New Tool for an Ancient Art." *Computers and the Humanities* 25 (1991): 303-13.

ARTICLE IN A NEWSPAPER

Last Name, First Name. "Article Title." *Newspaper Title* (omit beginning articles) [Location (if newspaper is not national and the location is not named in the title)] Day Month Year, Edition Information: pages.

Jones, Anna. "Deadly Change." *Daily Post* [Billings] 1 June 2002: B3+.

PERSONAL INTERVIEW OR COMMUNICATION

Last Name, First Name (person being interviewed). Interview type (Personal, Telephone, E-mail). Day Month Year.

Takyrbashev, Lewis P. E-mail interview. 8-12 June 2003.

DOCUMENT FROM AN INTERNET SITE (Include all information that is available and applicable.)

Last Name, First Name. "Document Title." If applicable, information about print source that the document comes from, following the format for that specific source type (see above examples). *Site Title*. Editor's name. Version or edition number. Date of electronic publication or last update. Name of sponsoring organization. Day Month Year (of access) <Network Address>.

"Orphaned Cossacks." 1 July 2002. Association for the Worldwide Advancement of Humanities. 1 May 2003 <<http://www.awah.humanity.org/>>.

WORK FROM LIBRARY SUBSCRIPTION SERVICE

(The first part of the citation will vary, depending on whether the work comes originally from an online book, periodical article, etc. [See *MLA Handbook*, pages 216-224]. For works from print sources, give all standard information for such a source that is provided.)

Specific source information (see above). *Database Name* (if known). Name of Service. Library Name. Date of Access <Network Address if known>.

Wakefield, Lawrence. "Cooling Trend in Antarctica." *Futurist* May-June 2002: 15. *Academic Search Premier*. EBSCO. City U of New York, Graduate Center Lib. 22 May 2002 <<http://www.epnet.com/>>.

Source: Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003.

APA Citation Quick-Reference Sheet

APA is the documentation style recommended by the American Psychological Association; it is used in many social science and related courses, such as education, political science, and sociology. (MLA documentation is usually preferred in the humanities.)

When using APA Style, cite the source of information in two places:

1. In the text, where the information appears
2. On the reference page included at the end of your work.

How to use in-text citations for APA

After each sentence that is researched from another source, put the author's last name followed by a comma, and the year of publication in parenthesis.

Example: Asked to take part in a corporate study, 85% of students agreed to do so if they were paid (Burke, 1993). The author is Burke; the book was published in 1993.

How to format a reference page for APA

Your reference page should be a separate page entitled "References" (without the quotation marks) centered on the page. Entries on your References page should be alphabetized by first word of entry (in most cases, this will be the surname of the first author) with the first line of each entry against the left margin and any additional lines indented ½ inch (hanging indent).

Books

Bernstein, S. R., & Collier, T. L. (1977). *The deliberate writer: A modern guide to*

today's English usage. New York, NY: Atheneum.

In text: (Bernstein & Collier, 1977)

Journals

Monnig, J. S. (1996). Contours of the criminal mind. *Studies in Theoretical and Applied*

Psychology, 109(4), 61-70.

In text: (Monnig, 1994)

Articles in a Monthly Magazine

Walden, P. L. (1992, March). High yield municipals. *Money*, 22(3), 49-54.

In text: (Walden, 1992)

Articles in a Newspaper

Rockefeller, B. Q. (2008, July 4). Critical people create mayhem at work. *The Kansas City*

Star, p. A1.

In text: (Rockefeller, 2008)

Online Sources:

If you retrieved an article through a Database, what you got was an electronic copy of a journal, book, or newspaper article. The general recommendation from APA about citing electronic versions of articles based on a print source is to reference the work as described for the non-electronic version (described earlier), and then to add electronic retrieval information at the end of the citation. This electronic retrieval information may include either a uniform resource locator (URL) or a digital object identifier (DOI). The in-text citation follows the same pattern as other sources: cite the author name(s), followed by the year.

*Example of a journal article:

Monnig, J. S. (1996). Contours of the criminal mind. *Studies in Theoretical and Applied Psychology*,

109(4), 61-70. doi:10.9237/0083473647.

For a source such as an encyclopedia, include Author/editor. (Year). Title. In (Author/Editor of series), Source (edition). Retrieved from URL.

*Example of an encyclopedia entry:

Daniel, R. T. (1995). The history of western music. In L. Jones (Ed.), *Britannica Online: Macropedia*.

Retrieved from <http://www.eb.com:180/cgi-bin.html>.

If you found your article by doing a web search (such as Google), it might be a published article or it might be a web page. If it doesn't tell you that it is a published article, you should assume it is a web page.

*Here's the general format APA says to use to cite online information:

Author, A. A., & Author2, B. B. (Year, Month Day). Title of post [Description of form]. Retrieved from

<http://www.xxx>.

If you are citing a blog comment, a screen name may be used for an author name, in which case you would use the screen name.

*Example of a blog comment:

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of portioning your mind

[Web log comment]. Retrieved from

http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

This handout is intended as a quick-reference guide only. For more examples, look on <http://www.apastyle.org> or <http://owl.english.purdue.edu/owl/resource/560/01/>.

Your professor always has the final word as to how s/he wants papers formatted. If any information on this page or the APA or owl websites conflicts with your professor's instructions, talk to your professor.

Chicago Manual of Style Quick-Reference Sheet

Comparing Author-Date (e.g., APA, MLA) Systems to the Chicago Style Citation System

Chicago style refers to documentation systems that are commonly distinguished by the subjects that use them and differences in the ways they reference sources as follows:

1. **Author-Date:** This system is widely used by the social, physical, and the natural sciences. It uses *parenthetical references* to cite sources within the body of the text and includes a complete list of sources used on a *References Page* at the end of the paper. Examples of this system include APA, MLA, etc.
2. **Notes and Bibliography System:** This system is preferred by many in the humanities, including those in English, history, religious studies, philosophy, and the arts. This system uses *Footnotes* for references denoted by footnote numbers within the body of the text with the actual information about the work cited either listed at the bottom of the page (i.e., footnote) or at the end of the paper as endnotes. In addition, all sources used and consulted in the paper (i.e., perhaps not cited in the footnotes but still important in the creation of the paper) in a *Bibliography* at the end of the piece of writing. Please note that the difference between Chicago style and the Author-Date system described above is only a difference of formatting (i.e., how the information is presented in the text). The same rules apply in terms of when and why one cites sources.

The Basics of Chicago Style Citation

	Chicago Style
In-text Citation	<p>Notes: Insert numbers within the main text to associate the source material with the footnote or endnote at end of sentence (placed before the end punctuation of the sentence) where source is used. These footnote or endnote numbers are numbered consecutively (i.e., the first one is "1" and so on);</p> <p>Format: Use an Arabic number with each source, either in brackets, parentheses, or superscript. Use single-spacing, with an empty space between each footnote or endnote.</p> <ul style="list-style-type: none"> • Footnotes: Specify each footnote at the bottom of the same page where you have cited the source. Use a vertical line to split the main text from the footnote(s). Add a superscript number or a number with a period to introduce the footnote. ¹ Kennedy, Stephen. ... ¹ Kennedy, Stephen. ... • Endnotes: Place at the end of all the pages of the main text. Indent each footnote or endnote. <p>Example: Text: A Union soldier, Jacob Thompson, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two "a little bit of a man."¹²</p> <p>Footnote or Endnote ¹² Brian Steel Wills, <i>A Battle from the Start: The Life of Nathan Bedford Forrest</i> (New York: HarperCollins, 1992), 187.</p>
Reference List	<p>Bibliography Page: Alphabetically arranged list of all works cited or consulted.</p> <p>Format:</p> <ul style="list-style-type: none"> • Number bibliography pages consecutively with the rest of the paper. • Center the title Bibliography one inch from the top of the page. • Begin each entry at the left margin, and indent any additional lines one-half inch. • Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

Writing Chicago Style Footnotes and Bibliographical Citations

The following descriptions and examples show how to format sources using Chicago Style Footnotes or Endnotes and Bibliographical Citations. Once you have cited a source completely in a footnote or endnote, you may then use an abbreviated version of the footnote, but, given the number of editorial changes one generally makes, it might be wise to cite all footnotes and endnotes completely until the end of the writing process. Otherwise you risk orphaning your citations, rendering them useless. Once final editing is complete, consult the OWL web site listed below for instructions on how to abbreviate footnotes or endnotes in Chicago Style.

Book (Print)

Single Author

Footnote/Endnote: ¹Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Bibliographical Citation: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Editor, translator, or compiler instead of author

Footnote/Endnote: 1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Bibliographical Citation: Lattimore, Richmond, Translator. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Anthology

Footnote/Endnote: Print Anthology

¹ Louise Otto-Peters, "The Woman Question (1876)," trans. Jeanette Clausen, in *German Feminist Writings*, ed. Patricia Herringhouse and Magda Mueller (New York: Continuum, 2001), [exact page where you found the information you're using].

Bibliography: Print Anthology

Otto-Peters, Louise. "The Woman Question (1876)." Translated by Jeanette Clausen. In *German Feminist Writings*, edited by Patricia Herringhouse and Magda Mueller, 119-120. New York: Continuum, 2001.

Footnote/Endnote: Online Anthology

¹ Franziska Essenther, "The Titles 'Frau,' 'Fräulein,' 'Herr,' and 'Herrlein' (1871)," trans. Erwin Fink, in *German History in Documents and Images*, ed. German Historical Institute, http://germanhistorydocs.ghi-dc.org/pdf/eng/229_Titles%20Frau%20Herr_47.pdf.

BIBLIOGRAPHICAL CITATION: Online Anthology

Essenther, Franziska. "The Titles 'Frau,' 'Fräulein,' 'Herr,' and 'Herrlein' (1871)," Translated by Erwin Fink. In *German History in Documents and Images*, edited by the German Historical Institute. http://germanhistorydocs.ghi-dc.org/pdf/eng/229_Titles%20Frau%20Herr_47.pdf.

Articles

Journal Article (Print)

FOOTNOTE/ENDNOTE: Article in a Print Journal

¹ George Williamson, "What Killed August von Kotzebue? The Temptations of Virtue and the Political Theology of German Nationalism, 1789-1819," *Journal of Modern History* 72, no. 4 (2000): [exact page where you found the information you're using].

BIBLIOGRAPHICAL CITATION: Article in a Print Journal

Williamson, George. "What Killed August von Kotzebue? The Temptations of Virtue and the Political Theology of German Nationalism, 1789-1819." *Journal of Modern History* 72, no. 4 (2000): 890-943.

Further Resources for Help with Chicago Style

Purdue University Online Writing Lab (OWL) <http://owl.english.purdue.edu/owl/section/2/12/>

Your professor always has the final word as to how s/he wants papers formatted. If any information on this page or the OWL website conflicts with your professor's instructions, talk to your professor.