

Introduction: Referencing

Academic writing relies heavily on the understanding and the use of other authors' ideas. Students must often draw arguments, evidence, concepts, and theories from other sources to support their own argumentation. Like all academic writers, they are required to give credit for the information they have used by providing proper references.

Anything that is borrowed from another author must be referenced, including but not limited to:

- a direct quotation, summary or paraphrase
 - another author's idea, concept, theory, chart, image, etc.
 - information that is not "common knowledge"
- References must provide readers with the information they need to find the sources used.
 - Referencing styles vary according to discipline.
 - **Referencing must always be done according to the professor's requirements.**

Quoting, Summarizing and Paraphrasing

A paraphrase is a rewording of an author's ideas into one's own words. It demonstrates an understanding of the material and is often used to support one's own arguments. How to do it:

- Be selective. Use only what is needed for your own purposes.
- Use your own style of writing without changing the meaning of the original text.
- Any of the author's key terms must be put in "quotation marks" or *italics*.

A summary is a brief account, in one's own words, of what an author says. How to do it:

- Follow the same order of ideas as the original text.
- Remain true to the original author's intent.
- Any of the author's key terms must be put in "quotation marks" or *italics*.

A direct quote is when an author's exact words are borrowed. It is used when another author expresses an idea in a way that you feel should not be changed. How to do it:

- Reproduce the original text exactly, and put it in "quotation marks". Any changes to the quote must be placed in [square brackets].
- Use quotes to reinforce your own ideas, not to introduce or make new arguments.
- Use quotes sparingly.

MLA Style

- MLA style referencing uses parenthetical in-text citations (ex: **(Gibaldi 142-43)**) to refer to an alphabetical list of Works Cited at the end of the paper.
- Generally, MLA style is used in the humanities, particularly in English literature.
- The primary reference for determining how to use MLA style referencing is the *MLA Handbook for Writers of Research Papers*, currently in its seventh edition (2009). Graduate students and publishing scholars should also refer to *The MLA Style Manual and Guide to Scholarly Publishing*, currently in its third edition (2008).
- **This document is a basic guide for students. It is not intended to and does not replace the *MLA Handbook* or the *MLA Style Manual*. If sources used are not exemplified in the present document, please refer to the *Handbook*.**

In-Text Citation in MLA Style

- The MLA style requires parenthetical references in the body of the paper which direct the reader to a list of Works Cited at the end of the paper.
- Basic parenthetical references include only the author's surname and the page number(s) that are being referenced: **(Gibaldi 142-43)**. When referring to the same source in consecutive notes, only the page number is used from the second reference on: **(144)**.

Specific cases:

- *Author appears in text*: If the author's name appears in your text, it is not necessary to include it in the parenthetical reference. For example: **According to Meron, "Shakespeare dealt with crimes" (12)**.
- *Two to Three Authors*: If the reference entry in the list of Works Cited begins with the names of two or three authors, the in-text citation should include the surnames of each person, followed by the page number: **(Orwell, Green, and Blasky 25)**.
- *More than three Authors*: If a work has more than three authors, the in-text reference should include either the first author's surname followed by "et al." and the page number **(Johnson et al. 961)** OR all the last names, followed by the page number **(Johnson, Brook, Williams, and Hoff 961)**.
- *Multiple works by the same authors*: If the list of Works Cited contains more than one work by the same author, the in-text reference should contain the author's surname, followed by a comma, the title of the work in italics, and the page number: **(Joyce, *Portrait* 112)**.
- *No author*: When a work has no author, the work title in italics is used instead, followed by the page number (*Children at Play* 334).
- *Indirect quotes*: Whenever a source is quoted in another source, it is best to locate and use only the original source. If it cannot be located, then the text that includes the quote is cited, and "qtd. in" is added at the beginning of the reference. Here is the example for a passage by Smith that was read in an article by Bryce: **Smith argues that "only fools would believe such a thing" (qtd. in Bryce 43)**. The Works Cited list should include only the second source (in this case, Bryce).
- *Poems or plays*: For commonly studied plays and poems, page numbers are not usually included. Instead, the author's surname is followed by numbers indicating where the cited line(s) can be found in the work: **(Shakespeare 2.4.12-14)** = act 2, scene 4, lines 12 through 14.

Quotations

- Quotation marks that close a quote come before the parenthetical reference: **"Quote" (Author 5)**. Commas and periods come after parenthetical references: **"Quote" (Author 24), paraphrase (Author 52)**. Exclamation points and question marks that end the quote come before both the closing quotations and the parenthetical references. In these cases, a comma or a period is required after the parenthetical reference: **"Quote?" (Author 2)**.
- Quotes of more than 4 lines should be indented one inch on the left, double-spaced, and without quotation marks. The in-text reference in this case is included after the punctuation at the end. For example:

Benjamin's father imposes the lifestyle of a baby upon his aged son:

At first he declared that if Benjamin didn't like warm milk he could go without food altogether, but he was finally prevailed upon to allow his son bread and butter, and even oatmeal by way of a compromise. One day he brought home a rattle and, giving it to Benjamin, insisted in no uncertain terms that he should "play with it," whereupon the old man took it with a weary expression and could be heard jingling it obediently at intervals throughout the day. (Fitzgerald 10)

List of Works Cited in MLA Style

- The list is called **"Works Cited,"** not "References" or "Bibliography."
- The entries are listed in **alphabetical order** by the authors' surnames.
- If there is **no author, the title is used**. Titles are alphabetized according to the first word after "a," "an," or "the."
- Whenever possible, the **full first name of the authors is used**, not the initials.
- All major words in titles of works are **capitalized**.
- Titles of articles are in **quotation marks**; titles of books, journals, and websites are **italicized**.
- **Hanging indents**—the first line of each entry is not indented, but every line beyond the first of each entry must be indented a half inch.
- The entire Works Cited should be **double-spaced**.
- If the Works Cited contains more than one work by the same author, the first entry contains the author's full name. In subsequent entries, the author's name is replaced by three hyphens:

Davies, Robertson. *The Manticore*. Toronto: Penguin Group, 1972. Print.

---. *Rebel Angels*. Toronto: Penguin Group, 1997. Print.

---. *Tempest Tost*. Toronto: Penguin Group, 2006. Print.

Book – Bibliographic citation:

Author	.	<i>Book Title</i>	.	Place of publication	:	Publisher	,	Year	.	Medium of publication	.
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Shaw, Harry. *Errors in English and Ways to Correct Them*. New York: HarperCollins, 1993. Print.

In-text: (Shaw 209). *Include the author's name and the page number with no punctuation between.*

Book with an editor (usually classical works of literature) – Bibliographic citation:

Author	.	<i>Book Title</i>	.	Ed. – Editor	.	Place of publication	:	Publisher	,	Year	.	Medium of publication	.
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Shakespeare, William. *All's Well that Ends Well*. Ed. Arthur E. Case. New Haven: Yale University Press, 1958. Print.

In-text: (Shakespeare 1.2.39-40). *Instead of page numbers, plays are cited by act, scene, and line numbers.*

Work in an anthology – Bibliographic citation:

Author	.	"Title"	.	<i>Anthology Title</i>	.	Ed. Editor	.	Place of publication	:	Publisher	,	Year	.	Page range	.	Medium of publication	.
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Draper, Ruth. "The Third Breakfast: On a Farm." *Extreme Exposure: An Anthology of Solo Performance Texts From the Twentieth Century*. Ed. Jo Bonney. New York: Theatre Communications Group, 2000. 23-24. Print.

In-text: (Draper 23). *The page number of the anthology is cited.*

Article in a periodical – Bibliographic citation:

Author	.	"Article Title"	.	<i>Periodical title</i>	.	Volume	.	Issue/number	(Year)	:	Page range	.	Medium of publication	.
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Budd, Louis J. "On to the Centennial." *American Literature* 76.4 (2004): 653-63. Print.

In-text: (Budd 656). *The page number of the journal is cited.*

Online article in a periodical (from a database) – Bibliographic citation:

Author	.	"Article Title"	.	<i>Periodical title</i>	.	Volume	.	Issue/number	(Year)	:	Page range	.	<i>Database title</i>	.	Medium of publication	.	Date of access	.
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Diala, Isidore. "André Brink and Malraux." *Contemporary Literature* 47.1 (2006): 91-113. *Project Muse*. Web. 19 Jul. 2006.

In-text: (Diala 92).

Newspaper article – Bibliographic citation:

Author	.	"Article Title"	.	<i>Newspaper name</i>	[City of publication – if not in newspaper name]	Complete date – day / month / year	.	Edition – if available	:	Page number – including section letter or number	.	Medium of publication	.
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Dobree, Ronamy. "Contemporary Poetry." *Times* [London] 9 Aug. 1949: G5. Print.

In-text: (Dobree G5).

Internet publication (that does not have a paper version) – Bibliographic citation:

Author	.	"Page/ Article Title"	.	<i>Website Title</i>	.	Publisher or sponsor – or N.p. if not available	,	Date of publication – or n.d. if not available	.	Medium of publication	.	Date of access	.
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Ryan, Kay. "Hailstorm." *The Atlantic.com*. Atlantic Monthly Group, December 2003. Web. 19 Oct. 2009.

In-text: (Ryan line 4).

References & Resources

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

This book contains documentation of the MLA style tailored specifically to writers of research papers. It includes information on structure, grammar, punctuation and capitalization as well as the rules for referencing material in the body and in the Works Cited of a paper.

Modern Language Association. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association, 2008. Print.

The most updated version of MLA style, this book contains recent changes to the style such as the inclusion of the mode of publication and the exclusion of the URL from web entries. It is useful for graduate students and publishing scholars who require specific publishing formatting details not included in the *MLA Handbook*.

---. "What is MLA Style?" *Modern Language Association*. Modern Language Association, 2006. Web. 4 May 2009.

The website of the Modern Language Association. The site provides information about the *MLA Style Manual*. Its "Frequently Asked Questions" section contains information about MLA referencing style and any changes it may undergo.

Owl at Purdue. "MLA Formatting and Style Guide." *The Purdue Owl Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2009. Web. 5 May 2009.

The Owl at Purdue is a good online reference guide for students. In addition to the reference style guidelines, it includes examples of bibliographic and in-text references for multiple source types.