

**MVL**

**Style**

**Book**

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jlf

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## FORM OF MANUSCRIPT

### A Brief Note on the Arrangement of the Page

By this point in your academic career, it is expected that all work will be completed in a neat and orderly fashion. This initial description provides some threshold expectations to follow, whatever the length or type of paper. A group of examples of various concepts included in this stylebook will be available following the Appendix at the end of the stylebook.

If instructors ask you to handwrite an essay, they will provide guidelines for such an assignment. An instructor from another discipline, such as science or math, may ask you to use APA guidelines as you write that paper. There is a brief procedure concerning the APA format included in this Style Book. It all comes down to FOLLOWING DIRECTIONS, which is a lifetime skill.

#### I. THRESHOLD EXPECTATIONS for ESSAYS of ANY LENGTH

MLA stands for Modern Language Association. This format is widely used in colleges for research papers in disciplines not involving the sciences. When you enter college, it will be good to know and understand the MLA style well so that you may adapt to other styles, such as Chicago, APA, or Turabian, as designated by your teacher/professor.

1. Use standard non-ruled, white 8-1/2 by 11 inch paper.
2. Print one side of the paper only.
3. Pages are to be fastened with a staple in the upper left-hand corner only, unless the instructor gives some other directions. **Your instructor's directions (or rubric) supersede the Style Book.** If your instructor wants something done in a specific way, you must follow his or her directions explicitly. (Your instructor will inform you concerning formats for outlines, works cited, or bibliography pages.)
4. Work should be **word-processed and uniformly double-spaced**. This includes long quotations. Be sure to check that there are not larger spaces between paragraphs. Do this by using the HOME tab – paragraph – check that BEFORE and AFTER under Spacing are both a value of zero and Line Spacing is listed as DOUBLE.
5. Use black type and either **Times New Roman 12-point** OR **Calibri 11-point** as determined by your teacher. This document is word processed in Calibri 11.
6. The main body of work should maintain **one-inch (or 2.54 cm) margins on all sides** of the paper. This can easily be set under the PAGE LAYOUT tab.
7. **Only justify** your text **to the left margin**. Do not justify to the right margin or to both margins as a newspaper would.
8. **Pagination** is next. Begin numbering with the first page of your text. Use the INSERT tab – Page number—top right – your last name must precede the page number. If you do this correctly each page should increase in number.
9. The **endorsement** – your name, instructor's name, course name (and section, if needed), and date – should be at the top, left on your first page.
10. **Short Paper Endorsement** – In the interest of saving paper, some instructor's will ask you to single space the endorsement and double space beyond the date. You are responsible for making sure you follow these directions.

11. **Indent** the first line of each paragraph. This indent should be one-half inch (or 1.27 cm). If the ruler is not visible, go to the VIEW tab and click on Ruler in the Show section, and check the size of the indent.
12. If a **title** is required it should be centered on the first line of text and double spaced after the endorsement. Capitalize the first word and all important words in the title.
13. No end punctuation should be used after the title. However, if the title is a question, it should be followed with a question mark.
14. The final copy is to be neat, clean, and free of tears or creases, with a minimal amount of cross-outs. Individual teachers will tell you their requirements.

## II. MLA FORMATTING

### A. Pagination

1. The writer's last name, followed by a space and the Arabic number of the current page should occur 1/2 inch from the top of the page. To do this go to the INSERT tab, click on PAGE NUMBER and click on upper right -- your page numbers will be in the correct place. All future pages should be positioned and displayed in the same manner.
2. Your name and the page number must be in the same font as the rest of your essay.

### B. Endorsement (or heading)

1. Once margins are set at 1 inch all around, your first and last name should appear on the top line of the first page, justified left
2. Double space the entire paper from this point on.
3. Your instructor's name should appear below your name.
4. Course name and hour should appear below your instructor's name. **Tab** between the course name and the class hour. No comma is needed.
5. Date due should appear below the course name and class hour.

### C. Title

1. Since the essay should already be designated as double spaced, the **centered title** should be the next item, if required. Double-spacing means there should be one free line between the endorsement and the title.
2. There should be one free line between the title and the text of your composition. Do not change the spacing. The entire paper should be evenly and uniformly double-spaced. Re-read Threshold Expectations #4 if you need help with this.

### D. Works Cited

1. A single page or pages will be dedicated to listing your sources
2. This page should continue the numbering process and should be positioned at the end of your essay.
3. The difference between a Works Cited page and a Bibliography is that the Works Cited page may only list those sources you use and cite in your essay. The Bibliography may contain sources that you use but did not cite in your essay.

**E X T R A     N O T E S** -- Some extra information for instructors and students:

**WARNING: Even though everything may look to be in place in Google Docs, items often move when printed, namely page numbers, spacing, and margins. It is recommended to copy and paste your Google Docs text into a Word document, before printing or e-mailing to your instructor, to avoid gaffs.**

If the endorsement is double spaced and Times New Roman 12 point is used, an essay without a title should yield 19 lines on the first page. If a title is required, then there will only be 18 lines on the first page. If the endorsement is single spaced and Times New Roman 12 point is used, an essay without a title should yield 21 lines on the first page. If a title is required, then there will only be 20 lines on the first page. All other pages should yield 23 lines per page for Times new Roman 12.

If the endorsement is double spaced and Calibri 11 point is used, an essay without a title should yield 21 lines on the first page. If a title is required, then there will only be 20 lines on the first page.

If the endorsement is single spaced and Calibri 11 point is used, an essay without a title should yield 22 lines on the first page. If a title is required, then there will be only 21 lines on the first page. All other pages should yield 24 lines per page for Calibri 11.

### III. APA FORMATTING

#### A. Endorsement on Title Page

1. Use a separate title page.
2. Consult Purdue Owl APA for directions for the title page.
3. In addition, MVL requires the student's name, course title, hour, instructor's name, and date should appear centered immediately following the title. This time there should be a comma between the course title and the class hour. This should be **double-spaced**.

#### B. Arrangement of Pages

1. Title page
  - a. Requires a heading with a short version of the title and, to the right edge, the page number **1**. For this you would use the INSERT tab, click *blank*, type the words "Running head:" follow it with a shortened title (no more than 50 characters) and put 1 flush to the right.
  - b. Number all pages in this manner with the running head but be sure to consult an instructor's specific directions since there are alternate formats
2. Abstract (**IF** required)
  - a. Follows the title page
  - b. Numbering continues from title page: 2,3,etc
3. Body
  - a. Follows the title page or outline
  - b. Numbering continues from Abstract
  - c. Double-space throughout the paper, section headings are to be centered with the first word and all other important words are to be capitalized. Long quotations (longer than 40 words) should be entirely set off from the text by an indent of one-half inch from the left but are still double spaced.
4. End notes (if required)
5. Works cited

#### IV. MECHANICS OF THE TEXT FOR EITHER ESSAY FORMAT

##### A. Paragraphs

1. Indent the first sentence of each paragraph.
2. Avoid using many short or many long paragraphs in succession.
3. Spacing between paragraphs should be the same as between lines of a paragraph; do not increase the spacing between paragraphs.

##### B. Titles within a Text

Incorporate the title of works referred to in the paper into the text of the paper.

Indicate the type of work researched by using the following forms of punctuation:

- a) Italicize the titles of published books, plays, long poems published as books, pamphlets, periodicals (magazines or journals), operas, movies, and classical works. Capitalize but do not underline the books of the Bible.
- b) Enclose in quotation marks but do not underline the titles of articles, essays, short stories, short poems, songs, chapters, and selections of books and unpublished materials.
- c) A series or edition of books receives no special treatment except for capitalization of important words. For example: The Time/Life Series on WWI.

##### C. Quotations

1. All quotations reproduce the cited work word for word. This includes word order, spelling, and punctuation.
2. Some longer quotations require special punctuation.
  - a) Ellipsis: To indicate that part of a sentence has been eliminated, use three spaced periods “. . .”
    - (1) *If the first part of a sentence is being eliminated, begin the ellipsis immediately after the period of the preceding sentence without an extra space.*
    - (2) *Do not place an ellipsis in such a position that it introduces a sentence fragment. Avoid using an ellipsis at the start and end of a quote.*
  - b) Poetry: To include a line or verse of poetry within the text, simply set off by quotation marks.
    - (1) *To indicate the end of one line and the beginning of the next use a slash “/” after the end punctuation of each line, if there is any punctuation. Mary had a little lamb. / Its fleece was white as snow.*
    - (2) *A line of verse may be emphasized by separating it from the text with a colon, centering it on the page, and not using quotation marks unless they appear in the original poem.*
  - c) Prose: Incorporate short prose quotes (fewer than 100 words) into the text, setting them off with quotation marks. Long quotes of more than 100 words, or four typed lines, should be separated from the text. Do this by indenting five spaces from the left and right margins and maintaining this indentation throughout the quote. Do not set off this passage with quotation marks.
    - (1) *Double space the long quote.*
    - (2) *Quotations within the quote must be set apart with quotation marks. (Note also page 4, V., Punctuation, letter H)*
    - (3) *Do not indent the quotation unless it is the beginning of a paragraph in the original text.*

**3. How do I cite a source that is quoted in another source?**

**Circumstances:** Suppose during research, you have read an article written by George Jones. Jones quotes another source, Thomas Parker's book *Georgie DoLittle* (which you have not used in your own research) in his article. But Parker's quote would fit in your paper. It obviously would be best if you could find the original source and cite Parker directly. However, if you don't have access to *Georgie DoLittle*, an indirect reference could be used (MLA 6.4.7).

**Instructions:**

- a. Include an entry for the source you have in hand (in this case George Jones' article) in your reference list.
- b. In your parenthetical (in-text) reference after the quote, credit the original source (in this case the *Georgie DoLittle* book) adding the words "**qtd. in**" to show that you got the Parker quote from Jones and didn't or couldn't verify it independently.

*Here's how your indirect in-text reference will look:*

...Parker asserts in his book *Georgie DoLittle* that "without a doubt, the crux of the matter was that Georgie did little to change" (qtd. in G. Jones 21).

## EXTRA NOTES

For all other scenarios, the Purdue Owl writing lab is a wonderful source of information and examples. Go to the MLA section and search "in-line citations". You may also access video tutorials through its YouTube sites. This source of information is currently free and is extensive in its coverage.

Another valuable source is *Rules for Writers* by Dianna Hacker and Nancy Sommers (Harvard University). It is currently in its Seventh Edition and contains grammar and writing review for all writers, including multilingual and ESL challenged writers. It also includes basics of punctuation, mechanics of writing, document design, research, and examples of MLA and APA essays. Prices vary from about \$15 (used) to \$30 (new). If you need to have a spiral bound book that can fold over to the needed page, rather than flipping back and forth from one computer screen to another, this is a useful tool for your time at MVL and throughout your college career. It is also available as an e-book.

There is also a free website for your assistance: [hackerhandbooks.com/rules](http://hackerhandbooks.com/rules).

**For citation assistance, consult:**

**citationmachine**  
**purdue owl**  
**easybib**



**D. Citing References within the Text**

1. The most acceptable method of citing references is the in-text reference rather than a footnote.  
*Example: (Smythe 43)*
2. If a direction quotation is included within the text without a reference to the author within the body of the text, simply include the author's last name and the page number within parentheses after the end quotation marks but before the period.  
*Example: "Daily exercise is the single most important factor in preventing osteoporosis" (Smythe 43).*
3. A reference made to a specific work may incorporate the author's name into the text and include the page or line reference enclosed in parentheses after the end quotations marks but before the period.  
*Example: In his book, Mr. James Smythe stresses that "daily exercise is the single most important factor in preventing osteoporosis" (43).*
4. If a quote is taken from an author with several literary selections referred to in the body of the paper, then the author's last name, title of reference, and page number are included in the parentheses after the end quotation marks but before the period.  
*Example: "Daily exercise is the single most important factor in preventing osteoporosis" (Smythe, Aging Gracefully 43).*
5. If information is paraphrased (rewritten in one's own words), the information must still be documented. After the paraphrase include the author's last name and page number(s) from where the information was taken.  
*Example: (Smythe 43)*
6. Two or more authors are cited as follows:  
*Example: (Smythe and Jones 45) or (Smythe, Jones, and McCall 46).*
7. **Bible verses:** In your first parenthetical citation, you want to make clear which Bible you're using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example: **Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (New Jerusalem Bible, Ezek. 1.5-10).** If future references employ the same edition of the Bible you're using, list only the book, chapter, and verse in the parenthetical citation.

**V. Punctuation –Using grammar check is a start! Other helps are on-line.**

- A. Usage of all punctuation should be as consistent as possible.
- B. Whenever commas are considered optional, prefer to omit the comma.
- C. Unless the context clearly calls for one, omit exclamation marks.
- D. Periods end sentences within texts and notes; periods end footnotes and bibliographical references listed under Works Cited or Bibliography.
- E. Periods may follow a set of parentheses that fall at the end of a sentence (**such as this**).
- F. A period is placed within the parentheses when the parenthetical element is independent.
- G. Enclose in quotation marks words to which attention is being directed, such as slang, words purposely misused, words not used in their normal part of speech, and English translations of words or phrases from a foreign language.
  1. **That was a "cheesy" expression.**

2. **You put too many “ands” in your sentences.**

H. Quotations within a quotation require special punctuation.

1. Begin your quotation with double quotation marks and set apart any quotes within the quotation with single quotation marks.

**Luke records, “When one of those at the table heard this, he said to Jesus, ‘Blessed is the man who will eat at the feast in the kingdom of God.’”**

2. All periods should be placed before the final quotation marks UNLESS
  - a) the quotation is followed by a parenthetical reference
  - b) an exact replication of the original punctuation is necessary.
3. Other punctuation goes inside the quotation marks only when it is actually part of the matter quoted.

## VI. Numerals

A. Generally, within the body of the text, numbers from zero through ten should be spelled out except in technical or statistical listings or in footnotes or works cited.

B. Never use a capital letter “i” for the Arabic number one.

C. Numerals beginning sentences **SHOULD ALWAYS BE SPELLED OUT.**

**Forty-four people were in attendance.**

D. Writing dates should be consistent, although dates may be written two different ways.

**April 1, 2016 or 1 April 2016**

When including BC or AD, write BC after the date and AD before the date.

**2020 BC or AD April 1, 2020 or AD 1 April 2020**

E. When referring to a century or decade follow the following rules:

1. Write 1700s.
2. Spell out a decade such as seventies.
3. Write **in 1982-83** or **from 1982-1983** but not *from 1982-83*.
4. Spell out references to centuries: *in the twentieth century*.

F. In connecting consecutive numbers, give the second in full for numbers through 99; for larger numbers give only two figures of the second if it is within the same hundred: **21-28; 345-46; 1608-74; 12345-49.**

G. When writing Roman Numerals use capital letters following names, acts of plays, or scenes of plays, if so designated by the instructor. **Henry VIII**

H. Use lower case roman numeral letters when citing page numbers numbered in such a way – **i, ii, iii, iv, v**, et cetera. (This type of numbering system is usually found in a preface.)

## VII. Spelling

A. Spelling, including hyphenation, must be consistent, EXCEPT when copying a direct quotation including a unique spelling or a dialect.

B. Use one standard dictionary throughout.

C. Possessive forms of nouns use an apostrophe.

1. Add an 's to singular and plural common nouns which do not end in “s.”

**The television’s screen; the children’s story hour**

2. Add an 's to singular proper nouns – even those ending in “s,” especially when pronouncing the word would require the addition of a syllable. (James-es)

**James’s book; Byron’s poetry**

3. To common nouns or plural proper nouns ending in “s” or “es” just add an apostrophe.

**The cats’ bowls; the Joneses’ yachts**

4. Use an apostrophe to denote plurals of letters.  
***Mind your p's and q's.***
  5. Another common use of the apostrophe is in the contraction; however, using contractions is **not** recommended when writing a research paper.
- D. Capitalize the first letter of the first word and of all principal words.
1. Include nouns and proper adjectives in hyphenated compounds.
  2. Do not include articles, prepositions, or conjunctions in English titles of publications, in divisions of works, in subjects of lectures, or when referring to magazines or newspapers within a text.  
***In the Daily Bugle***
  3. Do not treat an initial definite article as part of the title except when the name is cited separately as a source in a reference, a footnote, or Works Cited.
  4. Capitalize references to parts of a specific work.  
***Moreley's Preface***
5. Capitalize and, in documentation only, abbreviate a noun followed by a numeral indicating place in a sequence.  
***Vol. 2; No. 29; Act V***
  6. Do not capitalize these abbreviations: fol., n. l., p. or sig.  
Never capitalize entire word sin titles cited in text or notes.

#### VIII. Names of Persons

- A. The first time you refer to a person within the body of the text, use the full name.
- B. After the initial reference, do not use titles such as Dr., Rev., Mr., Mrs., or Ms.
- C. After the initial reference, only the surname needs to be used, unless there are two people with the same last name. Then it is proper to include the initials of the first name.

***M. Mead***

### DOCUMENTATION AND LISTING SOURCES

The standard of scholarship requires that all source material be documented or acknowledged, **not merely as a matter of honesty but also as a validation of the work.** Ideas or statements that have been taken from any publication, lecture, interview or other source should be given their proper credit in the text. This credit for borrowed material may be given by means of parenthetical documentation within the text, footnotes at the bottom of the page, or endnotes following the body of the text. Regardless of which method of in-text documentation is used, a final listing of all works cited must be included at the end of the paper.

#### I. Citing References

- A. Parenthetical documentation is the preferred method of citing references in research papers. An example follows:  
***"The first law of motion also states that objects with greater mass require more force to change the velocity. The resistance any object has to a change in velocity is called inertia" (Cuevas and Lamb 88). Starting and stopping the motion of a car rolling downhill is more difficult than starting and stopping the motion of a tricycle.***
- B. Footnotes are a means of giving credit to the original source of information without interrupting the discussion in the text. Your word processor will automatically adjust to added footnotes. For further explanation of footnotes, see the Appendix.

- C. Endnotes are written according to the same rules as footnotes except endnotes are written on a separate page following the text, not at the bottom of the text page. Further explanation of this method can also be found in the Appendix.

## II. Listing Sources Used on the Works Cited Page

- A. ALL SOURCES referred to in the body of the paper, regardless of the format used, must again be listed, **alphabetically**, at the end of the research paper.
1. The most acceptable title for this section is *Works Cited*. (Do not print in all capital letters and do not underline.)
    - a) Occasionally the title *References* may be used. (APA style)
    - b) Occasionally the title *Bibliography* may be required; check with the instructor for his/her preference.
  2. Much of the information stated in the footnotes is included in the "Works Cited" section but in a special form.
    - a) Author's Last Name, Author's First Name. Title of Work. Place of publishing: Publisher, Year of Publication.
    - b) Indent all lines except the first line of each citation.
  3. All entries should be listed in alphabetical order and single-spaced with a double-space between entries.
- B. Cautions Regarding the Internet
1. Any internet source used must have a copyright. All texts are not equally reliable. (Wikipedia, in particular, is often used but is not always credited as a reliable source. Make sure you ask your teacher if Wikipedia may be cited.)
  2. Print out and hand in the internet article with the paper.

## III. SOURCE SAMPLES -- Books

### A. *One author*

Oman, Charles W. *Castles*. New York: Beekman House, 1978.

### B. *Two or more authors*

(If authors are not editors, omit "eds." Any authors listed after the first one are listed given name followed by surname.)

Pinnell, Gay Su and Myna L. Matlin, eds. *Teachers and Research*. Delaware: International Reading Assoc., 1989.

### C. *An article written in an anthology or collection of articles*

(Note the period after the year and again after the page numbers.)

Goodman, Kenneth. "Language Development: Issues, Insights, and Implementation." *Teachers and Research*. Ed. Gay Su Pinnell and Myna L. Matlin. Delaware: International Reading Assoc., 1989. 130-137.

### D. *No author listed*

*Volcano*. Alexandria: Time Life Books, 1984.

**E. Two citations by the same author**

(When two or more citations are listed from the same author, replace the author's name with three dashes in the second and successive listings. Alphabetize by title.)

Oman, Charles W. *Castles*. New York: Beckman House, 1978.

---, *Dungeons*. New York: Beckman House, 1979.

**F. A reference book or an encyclopedia**

"International Peace Garden." *Encyclopedia Americana*. 1992 ed.

**IV. SOURCE SAMPLES – Newspaper or Magazine Articles**

**A. A newspaper article**

(Months of the year with 5 or more letters are abbreviated and page numbers are given.)

McEnroe, Paul. "Security Gaps Found at Airport." *Star Tribune* 21 July 1996 Mpls. Ed.: A1.

**B. Magazine with a date**

Campbell, Julie. "Captivated by Costa Rica." *Sports Illustrated*. 20 Feb. 1995: 109+.

**C. Magazine with a volume number**

(Note quote within a quote. Also: If a journal entry needs an issue number included, type the Volume number. Issue number: 39.7.)

Metzger, Teni R. "Outlining: 'Your Order, Please.'" *Journal of Adolescent and Adult Literacy*. 39 (1996): 657-58.

**V. SOURCE SAMPLES – Electronic Resources**

**A. Computer software (CD-ROM non-periodical)**

Lewis, David. "Martin Luther King, Jr." *The Academic American Encyclopedia*. CD-ROM. Danbury, CT: Groller, Inc., 1996.

**B. Online Database (World-wide Web)**

(Author. "Title of Page or Document." *Title of Site or Larger Work*. Date of document. Online. <http://www.address/filename>. Date of access.) **However, http addresses are no longer needed.**

McCleary, James. "Hatchie Bridge Battle." *Civil War Battles*. 10 Mar. 1994. Online. <http://www.civilwarbattles.battles>. 9 Nov. 1995.

**C. CD-ROM Periodical**

(Author. "Title of the Article." Publication information. *Title of Database*. CD-ROM. Name of vendor. Electronic publication date.)

Barker, James. "Computers Can Improve Instruction." *St. Paul Pioneer Press* 14 Jul. 1997, metro ed: A4. The St. Paul Pioneer Press On-disc. CD-ROM. UMI-Proquest. Aug. 1997.

#### **D. Online Encyclopedia**

(Author. "Title of Article." *Title of Reference Work*. Online. *Title of the Database or Online Service*. Date of access.)

Miller, Ralph. "Aztec Indians." *Britannica Online*. *Netscape*. 18 Sept. 1997.

## **VI. REFERENCE WORDS AND ABBREVIATIONS**

|                          |                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AD                       | <i>anno Domini: "in the year of the Lord"</i><br>precedes numerals; often printed in all caps; no space between letters and <b>no</b> periods after each letter. Avoid using reference to centuries. Cf. BC. |
| Anon<br>art., arts.      | <i>anonymous</i><br><i>Article(s)</i>                                                                                                                                                                        |
| BC                       | <i>before Christ</i><br>follows numerals; often printed in all caps; no space between letters and no periods after each letter. Cf. AD.                                                                      |
| biog.                    | <i>Biography, -er, -ical</i>                                                                                                                                                                                 |
| bk., bks.                | <i>Book(s)</i>                                                                                                                                                                                               |
| C                        | <i>copyright</i>                                                                                                                                                                                             |
| c., (ca.)                | <i>circa: "about"</i><br>used with approximate dates: c. 1650                                                                                                                                                |
| ch., chs., chap., chaps. | <i>Chapter(s)</i>                                                                                                                                                                                            |
| d.                       | <i>died</i>                                                                                                                                                                                                  |
| ed. eds.                 | <i>Editor(s), -ion(s), -ed by</i>                                                                                                                                                                            |
| e.g.                     | <i>exempli gratia: "for example"</i><br>rarely capitalized; set off by commas unless preceded by a different punctuation mark                                                                                |
| esp.                     | <i>especially (as in pp. 248-63, esp. 251)</i>                                                                                                                                                               |
| et al.                   | <i>et alii, et aliae, et alia: "and others"</i>                                                                                                                                                              |
| etc.                     | <i>et cetera: "and so forth"</i><br>like most abbreviations, not appropriate in the text of a research paper                                                                                                 |
| ex. Exs.                 | <i>Example</i>                                                                                                                                                                                               |
| fig. figs.               | <i>Figure(s)</i>                                                                                                                                                                                             |
| i.e.                     | <i>id est: "that is"</i><br>rarely capitalized; set off by commas, unless preceded by a different punctuation mark                                                                                           |
| illus.                   | <i>illustrated, -or, -ion(s)</i>                                                                                                                                                                             |
| introd.                  | <i>Introduction</i><br>("by" is understood in context)                                                                                                                                                       |
| n., nn.                  | <i>Note(s)</i><br>use immediately following the page number (34n, 34n2, 34nn2-5)                                                                                                                             |
| n.d.                     | <i>no date</i>                                                                                                                                                                                               |
| narr.                    | <i>Narrator, -ed by</i>                                                                                                                                                                                      |

|                            |                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| NB                         | <i>nota bene: "take notice" or "mark well"</i><br>always capitalized; do not punctuate                                                             |
| N.p.                       | No publisher                                                                                                                                       |
| p., pp.                    | <i>page numbers</i><br>do not capitalize; do <u>not</u> use abbreviation before page numbers in citations                                          |
| pub., pubs., publ., publs. | <i>Published by, publisher, publication</i>                                                                                                        |
| rev.                       | <i>revised (by), revision; review, -ed by</i><br>It is better to spell out "review" if there is any possibility of ambiguity.                      |
| Sc.                        | <i>Scene</i>                                                                                                                                       |
| ser.                       | <i>Series</i>                                                                                                                                      |
| sic                        | <i>"thus so"</i><br>between square brackets when used as an editorial comment; otherwise within parentheses. Avoid using with an exclamation mark. |
| St., sts.                  | <i>Stanza</i>                                                                                                                                      |
| St., Sts., S, SS           | <i>Saint, Saints</i>                                                                                                                               |
| trans., tr.                | <i>Translated</i>                                                                                                                                  |
| v., vv., vs., vss.         | <i>Verse(s)</i>                                                                                                                                    |
| vers.                      | <i>Version</i>                                                                                                                                     |
| viz.                       | <i>videlicet: "namely" or "for example"</i><br>with or without a period                                                                            |
| vol., vols.                | <i>Volume(s)</i>                                                                                                                                   |
| vs., v.                    | <i>versus: "against"</i><br>v. preferred in legal cases                                                                                            |
| writ.                      | <i>Written by, write</i>                                                                                                                           |

## APPENDIX

### I. Footnotes

Footnotes are a means of giving credit to the original source of information without interrupting the discussion in the text. Word processors have simplified adding footnotes to the bottom of the page; therefore, directions for individual manufacturers must be followed. However, there are some common rules.

- A. Any quotations or ideas must be followed by a footnote number, in succession. This number is one-half space above the line. (This is typically already programmed into the footnote feature of a word processor.)
- B. Footnotes should be documented in the following manner:  
**Number. Author's first name and available initials Author's last name, Title of Work (City of Publisher: Publisher, Year of most recent publication) page number only.**
- C. Only the first line of a footnote is indented; the remaining lines of each footnote must begin at the left margin.
- D. Always use Arabic numbers. (1, 2, 3 etc.)
- E. Double-space all footnotes.
- F. When repeating references previously cited in an earlier footnote, write:  
**Number of footnote. Author's last name, Title of Work page number(s).**
- G. If manually typing footnotes, follow these general guidelines:

1. The footnotes appearing on each page must be documented on the bottom of that page.
2. Separate the footnote section from the text by single-spacing and placing a horizontal line of about 1-1/2 inches from the left-hand margin with the underscore key.
3. Double-space and begin documentation.

## II. References

**Please note:** Underlining titles of books, newspapers, and magazines is usually used when handwriting, since writing in italics is difficult. Today, when one word processes an essay, one should use *italics for such titles*. Be **consistent** throughout your paper with the method.

## III. Endnotes

Endnotes are written according to the same rules as footnotes except endnotes are written on a separate page following the text not at the bottom of the text page.

- A. The separate endnote pages should be arranged with the title *Endnotes* centered at the top of the page. (Do not put this title in all capital letters and do **not** underline.)
- B. Subsequent pages of endnotes do not need to be labeled.

As listed before on page five, students may note that there are on-line sources that can help you cite works accurately. Also, Windows 2007 has citation information under "References.

## IV. Source Card and Note Card Information

A. Every source card should have these FIVE pieces of information on it:

- 1) **Author (or editor) name – last name first; if an editor use last name, ed. and then the first name (Rosenberg, ed., David)**
- 2) **Title of book or article**
- 3) **Publishing information – company, city, date**
- 4) **Source number and whether it is a Reference Book (Ref. Bk.), a book (Bk.), a newspaper (News), a magazine (Mag.), or a Web site (W). An encyclopedia, magazine, or newspaper from a website should be preceded by a W such as (W. Mag).**
- 5) **Put down the pages used in research, such as: 47 – 53.**

If this information is not given, you must indicate this by writing; "author unknown", "no pages", "no publisher" (or N.p.), or n.d. for "no date" in the space where this information is to be listed for your reference when citing the source.

B. Every note card should have these FIVE pieces of information on it:

1. **Source number**
2. **Outline guideline**
3. **The notes themselves**
4. **Page reference from the source**
5. **Put Note (N) or Quote (Q) or Paraphrase (P) on the lower left corner of the card**

Capitalization, spelling, and punctuation must be observed and used accurately.

The difference between a Bibliography page at the end of your paper and a Works Cited page at the end of your paper is this: if you have filled out a source card but did not need any of the information from this work for your paper, you may still include it as a source if you write a Bibliography page. If you did not use information from this work for your paper, you may NOT include it as a source on your Works Cited page.



**EXAMPLES OF EACH OF THESE CARDS FOLLOW.**  
**The first nine examples are various types of SOURCE CARDS**

**C. Sample Source Cards**

**REFERENCE BOOK – including Encyclopedias**

Author's last name, first name. "Title of Article." *Title of Book*. Volume. City: Publisher, Year. Print.

|                                                                               |                                      |
|-------------------------------------------------------------------------------|--------------------------------------|
| <b>Author of article/ Editor of book</b>                                      | <b>Source # _____</b>                |
| <b>Last name, First name</b>                                                  | Source # 1                           |
| Author Unknown or                                                             | <b>Use one of these below:</b>       |
| Winters, Thomas or                                                            |                                      |
| Rosenbloom, Simon, ed.                                                        |                                      |
| <b>Name of the article:</b>                                                   | <b>Ref. Bk.</b> <b>Bk.</b> <b>W.</b> |
| " Polar Bears"                                                                |                                      |
| <b>Name of reference book:</b>                                                |                                      |
| <u>World Book Encyclopedia</u> (Underlined = in italics on your Bibliography) |                                      |
| <b>Volume Number (if any) of encyclopedia or reference book:</b>              |                                      |
| Volume 16                                                                     |                                      |
| <b>City/State of Publication:</b>                                             |                                      |
| Chicago, IL                                                                   |                                      |
| <b>Publisher:</b>                                                             |                                      |
| World Book, Inc.                                                              |                                      |
| <b>Year:</b>                                                                  |                                      |
| 2008                                                                          |                                      |
| <b>Type of</b>                                                                | <b>pp. 521- 567</b>                  |
| <b>Material:</b> Print                                                        | <b>Page numbers</b>                  |
|                                                                               | <b>you referenced</b>                |

**BOOKS**

First author's last name, first name, and first name last name of second author. *Title of Book*. City: Publisher, Year. Print.

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Author of book/ Editor of book</b> | <b>Source # _____</b> |
| <b>Last name, First name</b>          | Source # 2            |
| Reeves, James and John Stevenson      |                       |
| <b>Name of book:</b>                  | <b>Bk.</b>            |
| <u>Understanding Poetry</u>           |                       |
| <b>City/State of Publication:</b>     |                       |
| London, England                       |                       |
| <b>Publisher:</b>                     |                       |
| Heinemann Education Books Ltd.        |                       |
| <b>Year:</b>                          |                       |
| 1965                                  |                       |
| <b>Type of</b>                        | <b>pp. 47-73</b>      |
| <b>Material:</b> Print                | <b>Page numbers</b>   |
|                                       | <b>you referenced</b> |

**ANTHOLOGY – a textbook is a compilation of many different things and is an anthology.**

Chapter Author’s Last name, first name. “Title of Chapter.” *Title of Book*. Name of editor, translator, or compiler of the book (use ed., trans., or comp.). City: Publisher, Year. Page numbers of chapter. Print.

|                                                                                                   |                                                          |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Author of story or chapter or section</b><br><b>Last name, First name</b><br>Roberts, Edgar V. | <b>Source # _____</b><br>Source # 3<br><b>Bk.</b>        |
| <b>Title of Story:</b><br>The Use of Irony and Symbolism in Literature                            |                                                          |
| <b>Name of book:</b><br><u>Literature: An Introduction to Reading and Writing</u>                 |                                                          |
| <b>Editor(s):</b><br>Roberts, ed., Edgar V. and Henry E. Jacobs, ed.                              |                                                          |
| <b>City/State of Publication:</b><br>Upper Saddle River, New Jersey                               |                                                          |
| <b>Publisher:</b><br>Prentice Hall                                                                |                                                          |
| <b>Year:</b><br>2001                                                                              |                                                          |
| <b>Type of Material:</b><br>Print                                                                 | <b>pp. 393-395</b><br><b>Page numbers you referenced</b> |

**MAGAZINE**

Author’s last name, first name. “Title of Article.” *Name of Magazine* Date of publication: page numbers. Print.

Jacobson, Matthew. “Why Bad Boys Can’t Play Nice.” *Parenting* June, 2003:14-15, 34-36. Print.

|                                                                               |                                                               |
|-------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Author of article</b><br><b>Last name, First name</b><br>Jacobson, Matthew | <b>Source # _____</b><br>Source # 4<br><b>Mag.</b>            |
| <b>Title of Article:</b><br>“Why Bad Boys Can’t Play Nice”                    |                                                               |
| <b>Title of Magazine:</b><br><u>Parenting</u>                                 |                                                               |
| <b>Date:</b><br>June, 2003                                                    |                                                               |
| <b>Type of Material:</b><br>Print                                             | <b>pp. 14-15, 34-36</b><br><b>Page numbers you referenced</b> |

## NEWSPAPER ARTICLES

Author's last name, first name. "Title of Article." *Name of Newspaper* Date of publication, edition: Page number(s). Print.

|                                                                           |                                                              |
|---------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Author of Article</b><br><b>Last name, First name</b><br>Boylan, Peter | <b>Source # _____</b><br>Source # 5                          |
| <b>Name of article:</b><br>"Man Pleads Guilty to Fraud"                   | <b>News.</b>                                                 |
| <b>Title of Newspaper:</b><br>Wall Street Journal                         |                                                              |
| <b>Date:</b><br>17 Apr. 2009                                              |                                                              |
| <b>Type of Material:</b><br>Print                                         | <b>p. 14</b><br><b>Page numbers</b><br><b>you referenced</b> |

## WEB SITES (generic) – things you find through Google

Editor, author, or compiler last name, first name. "Article Name." Name of Website (if different from "Article Name"). Name of institution/organization affiliate with site, date of publication/last update. Web. Date of access.

|                                                                                           |                                           |
|-------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Author of article or Web page</b><br><b>Last name, First name</b><br>Houlahan, Cathryn | <b>Source # _____</b><br>Source # 6       |
| <b>Name of Web Page:</b><br>"Eddie Bauer Files for Bankruptcy"                            | <b>W.</b>                                 |
| <b>Name of overall Web Stie:</b><br><u>MSN Money</u>                                      |                                           |
| <b>Publisher or Sponsor:</b><br>Microsoft                                                 | (if no publisher is posted, use: N.p.)    |
| <b>Date:</b><br>29 Aug. 2008                                                              | (If no date is posted, use: n.d.)         |
| <b>Type of Material:</b><br>Web.                                                          |                                           |
| <b>Date of access:</b><br>today's current date                                            | <b>URL addresses are no longer needed</b> |

## WEB ENCYCLOPEDIA

|                                                                                    |                                    |
|------------------------------------------------------------------------------------|------------------------------------|
| <b>Author of article</b><br><b>Last name, First name</b><br>Unknown                | <b>Source #</b> ____<br>Source # 7 |
| <b>Name of Article:</b><br>Llamas                                                  | <b>W. Enc</b>                      |
| <b>Name of Encyclopedia:</b><br><u>Encyclopaedia Britannica Online</u>             |                                    |
| <b>Publishing Info:</b> Academic Edition                                           |                                    |
| <b>Date:</b> 13 Mar. 2007 (If no date is posted, use: n.d.)                        |                                    |
| <b>Type of Material:</b> Web.                                                      |                                    |
| <b>Publishing City:</b> London, England                                            |                                    |
| <b>Publishing Company:</b> Britannica, Inc. (if no publisher is posted, use: N.p.) |                                    |
| <b>URL addresses are no longer needed</b>                                          |                                    |

## WEB SITE ARTICLES from Online Database (Points of View, EBSCO, InfoTrac, ELM, Student Resources in Context)

Author's last name, first name. "Title of Article." Periodical Title Volume #. Issue # (original year): original page numbers. Database Name. Web. Date of access.

Shapiro, Brent. "The Executioner's Last Song." *Nation* 144.23 (2007):55-56. EBSCO. Web. 7 Mar, 2015.

|                                                                                        |                                    |                    |
|----------------------------------------------------------------------------------------|------------------------------------|--------------------|
| <b>Author of article or Web page</b><br><b>Last name, First name</b><br>Shapiro, Brent | <b>Source #</b> ____<br>Source # 8 |                    |
| <b>Name of Article:</b><br>"The Executioner's Last Song"                               | <b>W. Mag.</b>                     |                    |
| <b>Name of Magazine:</b><br><u>Nation</u>                                              | <b>Volume #:</b> 144               | <b>Issue #:</b> 23 |
| <b>Date:</b> 13 Mar. 2007 (If no date is posted, use: n.d.)                            |                                    |                    |
| <b>Database:</b> EBSCO (if no publisher is posted, use: N.p.)                          |                                    |                    |
| <b>Type of Material:</b> Web.                                                          |                                    |                    |
| <b>Date of access:</b> today's current date                                            | <b>Original page number:</b> 55-56 |                    |

**WEB SITE NEWSPAPER ARTICLES – Same format as magazine website articles from Online Database**

|                                                                            |                                                        |
|----------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Author of Article</b><br><b>Last name, First name</b><br>Loman, Joan    | <b>Source #</b> _____<br>Source # 9<br><b>W. News.</b> |
| <b>Name of article:</b><br>"High Gas Prices Drive Down Traffic Fatalities" |                                                        |
| <b>Title of Newspaper:</b><br>Wall Street Journal                          |                                                        |
| <b>Date:</b><br>27 Feb. 2012                                               |                                                        |
| <b>Online Database Name:</b><br>SIRS Researcher                            |                                                        |
| <b>Type of Material:</b><br>Web.                                           |                                                        |
| <b>Date of Access:</b><br>today's date                                     | <b>Page(s):</b><br>A3,7                                |

**VIDEORECORDING – FILM/ MOVIE**

*Title of the Film.* Director's name. Names of actors of note starring in the film. Distributing company, copyright year. Type of medium (VHS, DVD, Film, Slide program, Laser disc, Filmstrip)

|                                                                                                                                                                                                                                                                                                             |                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                                                                                                                                                                                                                                                                                                             | <b>Source #</b> _____<br>Source # 10<br><b>VHS</b> |
| <b>Name of video:</b><br><u>The Secret of Nimh</u>                                                                                                                                                                                                                                                          |                                                    |
| <b>Director's name:</b><br>Don Bluth                                                                                                                                                                                                                                                                        |                                                    |
| <b>Actors:</b> voice performances by <a href="#">Elizabeth Hartman</a> , <a href="#">Dom DeLuise</a> , <a href="#">Arthur Malet</a> , <a href="#">Derek Jacobi</a> , <a href="#">Hermione Baddeley</a> , <a href="#">John Carradine</a> , <a href="#">Peter Strauss</a> , and <a href="#">Paul Shenar</a> . |                                                    |
| <b>Distributor:</b><br>Metro-Goldwyn-Mayer Studios, Inc.                                                                                                                                                                                                                                                    |                                                    |
| <b>Date:</b><br>1982                                                                                                                                                                                                                                                                                        |                                                    |
| <b>Type of Media:</b><br>VHS                                                                                                                                                                                                                                                                                |                                                    |

## Some additional types for Bibliography settings:

### Online Video/Movie

*Title of the Film.* Director's name. Names of actors of note starring in the film. Distributing company, copyright year. *Title of database or website.* Web Video. Date of access.

#### Example:

*Gettysburg: A New Birth of Freedom.* Doris Kearns Goodwin. A& E Television Network, 2014. *The History Channel.* Web Video. 11 Mar. 2014.

### Television /Radio Broadcast

Title of the Episode." Narrator, Author, or Producer's name. Title of Program or Series. Name of network (if any). Call letters, and city of the local station (if any), Broadcast date. Medium (Radio or Television).

#### Example:

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

### E-book (Kindle, Nook, or iPad)

(Follow the format for a book but do not include the word 'Print.'" as the medium. Instead use the type of electronic file: Kindle file, Nook file, PDF file, or Digital file if not known.)

#### Example:

Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage.* New York: Farrer, 2010. Kindle file.

### E-book (online)

(Follow the format for a book but do not include the word 'Print.'" ) *Title of database or website.* Web. Date of access.

#### Example:

Dispenza, Joe. *Evolve Your Brain: The Science of Changing Your Mind.* Dearfield Beach: Health Communications. 2007. Google Book Search. Web. 24 June 2012.

### Book by a corporate author

Corporate author. *Title of Book.* City: Publisher, Year. Print.

#### Example:

American Medical Association. *Family Medical Guide.* 4<sup>th</sup> ed. Hoboken: John Wiley & Sons, 2009. Print.

### Government Document

State or Country of origin. Name of Government Agency. Title of Document. City: Publisher, Year. Print.

#### Example:

United States. Department of Health and Human Services. *Understanding Sleep.* Washington. DC: NIH, 1998. Print.

## NOTE CARD FORMAT

|                                                                                                                                                                                                                                          |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Where does this fit in your OUTLINE?<br/>List the outline reference.</b>                                                                                                                                                              | <b>What source did you use?</b>           |
| <b>The notes or the quote or the paraphrase belongs in the middle of the card.</b>                                                                                                                                                       |                                           |
| <b>(N)Notes – items you jot down</b><br><b>(Q)Quotes – actual things you read or people said</b><br><b>(P) Paraphrase – writing what the author said in your own words but it includes information for which the author needs credit</b> | <b>Page on which this is found: _____</b> |

## NOTE CARD EXAMPLE 1

|                                                                                                     |               |
|-----------------------------------------------------------------------------------------------------|---------------|
| V. C.                                                                                               | Source 9      |
| “ FAS (Fetal Alcohol Syndrome) is the leading known cause of mental retardation and birth defects.” |               |
| Q                                                                                                   | Web—no page # |

NOTECARD EXAMPLE 2

IV. A.

Source 5

A woman who drinks alcohol while pregnant will have a child who will pay the price of that drinking. Statistics show a high percentage that some type birth defect will be the result.

N

p. 17-18