



MLA STYLE: PRINT SOURCES

Referencing guide

WHAT is referencing?

When an assignment is handed in, details about the sources of information (references) used need to be provided.

- There are two parts to referencing an assignment:
 1. **within-text referencing**: details of sources of information used are written within the body of the assignment
 2. **list of works cited**: details of sources of information used, which appear at the end of the assignment.
- Specific details about each source of information must be provided and these details must be presented in a particular way.

WHY is referencing important?

- to acknowledge the work or words of others
- to avoid plagiarism (using someone else's ideas as if they were your own)
- to indicate the range of sources used for an assignment; how up-to-date the sources are and whether relevant material was used
- to enable others to trace the sources listed in order to find further information.

Basic in-text Referencing

Within the text of the assignment, *brief* details are given about the sources of information used. These references must clearly point to specific sources in the **list of works cited**. Example of referencing within the text are given below (right hand column):

Author's name in text (pages in brackets)	Dover has expressed this concern (118-21).
Author's name in reference	This concern has been expressed (Dover 118-21)
Multiple authors of a work	This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23).
Two locations (all page numbers)	Williams alludes to this premise (136-39, 145).
Two works cited	(Burns 54; Thomas 327)

Multivolume works	
References to volumes and pages	(Wilson 2:1-18)
References to an entire volume	(Henderson, vol. 3)
In text reference to an entire volume	In volume 3, Henderson suggests
Corporate authors	(United Nations, Economic Commission for Africa 51-63)
Works with no author When a work has no author, use the work's title or a shortened version of the title when citing it in text. (If abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list.):	as stated by the presidential commission (Report 4).

For the reference, the surname of the author of the publication; the year of publication and the page/s on which the information appeared need to be provided. These details are enclosed in curved brackets. The MLA system does not include the date of the publication.

How to list items in a List of works cited.

The **List of works cited** at the end of the assignment provides *full* details about all the sources of information used.

- Arrange entries in alphabetical order by authors' last names (surnames), or by title for sources without authors.
- Two or three books by same author's name: use three hyphens followed by a period and then title, or comma and edition.
- Capitalize the first word and all other principal words of the titles and subtitles of cited works listed. (Do not capitalize articles, prepositions, coordinating conjunctions, or the "to" in infinitives.)
- Shorten the publisher's name; for example, omit articles, business abbreviations (Co., Inc.), and descriptive words (Press, Publisher).
- When multiple publishers are listed, include all of them, placing a semicolon between each.
- When more than one city is listed *for the same publisher*, use only the first city.
- Use the conjunction "and," not an ampersand [&], when listing multiple authors of a single work.
- **Pagination:** Do not use the abbreviations **p.** or **pp.** to designate page numbers.
- **Indentation:** Align the first line of the entry flush with the left margin, and indent all subsequent lines (5 to 7 spaces) to form a "hanging indent."
- **Italics:** Choose a font in which the italic style contrasts clearly with the regular style.

EXAMPLES OF HOW DETAILED CITATIONS FOR DIFFERENT SOURCES SHOULD BE WRITTEN FOR A LIST OF WORKS CITED

Certain basic details must be given and they must be written down in a particular way

A) BOOKS - including dictionaries and encyclopedias

Basic format:

Surname(s) of author(s) or editor(s), Initials. *Title of book*. Edition (if other than the 1st). Place of publication: Publisher, year of publication.

Examples:**A book by one author**

Tannen, Deborah. *Spoken and Written Language: Exploring Orality and Literacy*. Norwood, N.J.: Ablex, 1982.

A book by more than one author

Baran, Paul A., and Paul M. Sweezy. *Monopoly Capital: An Essay on American Economic and Social Order*. New York: Monthly Review, 1966.

Note: If there are more than three authors, you may name only the first and add "et al." ("and others"), for example: Quirk, Randolph, et al.

A book of more than one volume

Hays, William Lee, and Robert L. Winkler. *Statistics: Probability, Inference, and Decision*. 2 vols. New York: Holt, 1970.

A book edited by one or more editors

Smith, David Nicol, ed. *The Letters of Jonathan Swift to Charles Ford*. Oxford: Clarendon, 1935.

Coats, Alfred W., and Ross M. Robertson, eds. *Essays in American Economic History*. London: Edward Arnold, 1969.

An essay, chapter, or selection in an anthology or an edited work

Svalgic, Martin J. "Classical Rhetoric and Victorian Prose." *The Art of Victorian Prose*. Ed. George Levine and William Madden. New York: Oxford UP, 1968. 268-88.

Note: Oxford University Press is abbreviated to Oxford UP.

A new edition of a book

Doughty, Oswald. *A Victorian Romantic, Dante Gabriel Rossetti*. 2nd ed. London: Oxford UP, 1960.

A translation

Dostoevsky, Fyodor. *Crime and Punishment*. Trans. Constance Garnett. New York: Heritage, 1938.

A signed and unsigned article from an encyclopedia

Ewing, J.A. "Steam-Engine and Other Heat-Engines." *Encyclopedia Britannica*. 9th ed. 1980.

"Dwarfed Trees." *Encyclopedia Americana*. 1948 ed.

Note: When citing a familiar reference book, especially those that frequently appear in new editions, do not give place of publication and publisher. When citing less familiar reference books, especially those that have appeared in only one edition, it is necessary to give full publication information.

A dictionary

Agnes, Michael E., ed. *Webster's New World College Dictionary*. 4th ed. New York: Wiley, 2004.

B) PERIODICALS - including journals, magazines and newspapers

- Because all issues of a periodical have the same title; the volume, issue and page numbers are vital to identify the exact location of an article
- Titles of periodicals are in italics and keywords have capital letters
- Publisher details are not required for periodical references
- For newspapers, use the day and month instead of volume and part number.

Basic format:

Surname and initial(s) of author. "Title of article". *Title of the Periodical* volume number. issue number if applicable (year of publication): inclusive page numbers.

Examples:

Adkins, Nelson. "Emerson and the Bardic Tradition." *Publications of the Modern Language Association* 72 (1918): 662-67.

Newspaper articles

Mills, M. "How books are banned". *Natal Witness* [Pietermaritzburg] 11 Jan. 1966: 3.

"Black South African tops Everest". *Natal Witness* [Pietermaritzburg] 27 May 2003: 1.

C) UNPUBLISHED SOURCES – including theses, dissertations, lecture notes, unpublished conference papers, interviews and personal communications

Theses and dissertations, lecture notes, photocopies

Titles of unpublished sources are enclosed in quotation marks and not italicized. Then write the description label **Diss.**, and add the name of the degree – granting university, followed by a comma and the year.

Example:

Boyle, Anthony T. "The Epistemological Evolution of Renaissance Utopian Literature, 1516-1657." Diss. New York U, 1983.

A personal letter or interview

Glenn, Senator John. Letter to the author. 20 June 1983.

Herrens, Malcolm B. Telephone interview. 3 February 1980.

Rowling, J.K. E-mail interview. 8-12 May 2002.

D) Other sources

A film, DVD or video recording

Basic format:

Title. Director. Distributor. Year of release. Other pertinent details such as the names of the writer, performers, and producer may be included - between the title and the distributor.

Examples:

American Beauty. Dir. Sam Mendes. Perf. Kevin Spacey, Annette Bening, and Thora Birch. Dreamworks, 1999.

Antwone Fisher. Dir. Denzel Washington. Perf. Derek Luke and Denzel Washington. 2002. DVD. 20th Century Fox, 2003.

If you are citing the contribution of a particular individual, begin with that person's name:

Chaplin, Charles, dir. *Modern Times*. Perf. Charles Chaplin and Paulette Goddard. United Artists, 1936.

A television or radio programme

Basic format:

"Title of Episode or Segment (if appropriate)". *Title of programme*. Title of series (if any).

Pertinent details such as names of writer, director, performers, etc. Name of the Network. Call letters and city of local station (if any). Broadcast date.

Examples:

Middlemarch. By George Eliot. Adapt. Andrew Davies. Dir. Anthony Pope. Perf. Juliet Aubrey and Patrick Malahide. 6 episodes. Masterpiece Theatre. Introd. Russell Baker. PBS. WHBH, Boston. 10 Apr.-15 May 1994.

"Frederick Douglass." *Civil War Journal*. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 Apr. 1993.

For more detailed information see:

Gibaldi, Joseph. *MLA Handbook for Writers of Research papers*. 6th ed. New York: Modern Language Association of America, 2003. **[R 808.02 GIB]**

Lipson, Charles. *Cite Right: a Quick Guide to Citation Styles –MLA, APA, Chicago, the Sciences, Professions and More*. 2nd ed. Chicago: The University of Chicago Press, 2011. **[808.027 LIP]**