



University of KwaZulu-Natal Library, Pietermaritzburg

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.

1. **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:

Author's name in text:

Tannen has argued this (178-85)

OR

Author's name in reference

This point has already been argued (Tannen 178-85).

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.

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

The list of works cited provides full information about all the sources used in a paper.

The list starts on a new page at the end of the paper and is headed **Works Cited**. Entries are listed alphabetically using double-spacing. Each work listed begins flush with the left-hand margin, and any subsequent lines in the entry are indented one-half inch (five spaces) from the left-hand margin.

The rules for **capitalizing titles** are strict. In both titles and subtitles, capitalize the first words, the last words, and all principle words, including those that follow hyphens in compound terms.

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.

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.

- Titles of books are in italics
- If more than one place of publication is given, choose the first
- If more than one publisher is given, choose the first.

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 encyclopaedia

Ewing, J.A. "Steam-Engine and Other Heat-Engines." *Encyclopaedia 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 is vital to identify recording 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]