

MERIVALE HIGH SCHOOL

LIBRARY AND INFORMATION CENTRE

STYLE GUIDE FOR ESSAYS



Revised 2004 by C. MacKechnie, Merivale High School

Acknowledgements: C. Sigler, Bell High School & R. Danforth, Merivale High School

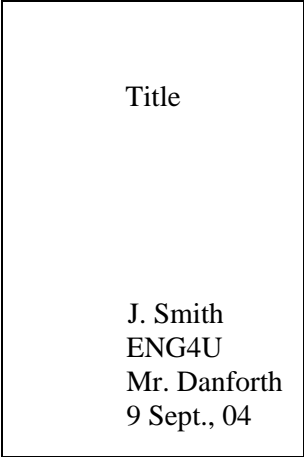
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FORMAT FOR AN ESSAY

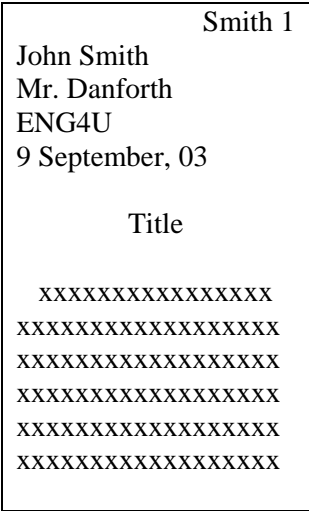
Title Page

Option 1: should include the title of paper, your name, the name of the course, the teacher’s name and the date. The title of the paper is not underlined. This page is not numbered.



OR

Option 2: place your last name and page number in the top right corner (1/2” from top). Write your full name, teacher’s name, course code, and date in the top left corner (1” from top). Doubled space the essay and use Times Roman font and size 12. This option omits the traditional title page.



If you are using **OPTION 1** title page format, indent your first paragraph 1/2" inch or 5 spaces. Do not number this page.

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If you are using **OPTION 2**, this second page of the document continues with facts, opinions, and researched material to support your thesis or topic. Number the pages in the top right corner of the paper along with your last name.

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Format: Use only one side of the page, and double space the essay, using top and bottom margins of 1 inch, left and right margins of 1.25 inches. Indent 5 spaces at the beginning of every paragraph.

DOCUMENTING YOUR SOURCES

USING FOOTNOTES, ENDNOTES AND PARENTHETICAL CITATIONS

WHY?

Properly documenting sources will add credibility and authority to your work, as well as demonstrate your research abilities. Almost every student project relies on reference material such as textbooks, library books, encyclopedias, periodicals, or electronic sources for information. When you use information from any source, whether print or online, you must **document** the source of your material by listing it in the Works Cited. Only very obvious facts that are common knowledge, such as the name of the Prime Minister of Canada, need not be documented. **A student who copies or paraphrases facts and opinions from any source without acknowledging the source in the Works Cited is guilty of PLAGIARISM, the theft of another's word or ideas. PLAGIARISM IN A ESSAY OR REPORT MAY RESULT IN A MARK OF ZERO.**

HOW?

Use proper format for footnotes, endnotes, or parenthetical citation. Check which type -- **footnotes, endnotes, or parenthetical citations** your teacher will accept.

FOOTNOTES	ENDNOTES	PARENTHETICAL CITATION
<ol style="list-style-type: none"> 1. appear at the bottom of the specific page of the quoted material. 2. are numbered consecutively from beginning to end. 3. are single spaced within the footnote and double spaced between each footnote. See examples in this guide. 4. are shortened when possible. If you refer to the same work several times, after the first complete footnote subsequent footnotes are shortened: Author, page. If you include several books by the same author: Author, <u>Title</u>, page. 	<ol style="list-style-type: none"> 1. are listed on a separate page at the end of the essay but before the Works Cited. 2. are numbered consecutively from beginning to end. 3. are single spaced within the endnote and double spaced between each endnote. 4. are shortened when possible; use the same method as FOOTNOTES for shortened entries. 	<ol style="list-style-type: none"> 1. appear in the text of the essay/report immediately following the quoted or paraphrased material. 2. are not numbered. 3. include a brief notation in which you give the author, year, and page number in parentheses immediately following the quotation or paraphrased material (Clarke, 1983, 70).

GENERAL RULES FOR QUOTATIONS FOOTNOTES AND ENDNOTES

A. DIRECT QUOTATIONS

(word for word)

Of FOUR lines or shorter:

1. Enclose in quotation marks.
2. Type the exact quotation within your paragraph.
3. Place the note number after the quotation, after all punctuation, and slightly above the line.

EXAMPLE

Use of the Internet has become widespread in homes across Canada. A recent study indicates that Ottawa is the most connected census metropolitan area. “High average levels of education and household income contribute to Ottawa’s leadership. . . as do the presence of the hi-tech industry and the federal government.”¹ Calgary and Halifax follow closely behind Ottawa in regular Internet use.

Of FIVE lines or longer:

1. Do not enclose in quotation marks, introduce by using a colon.
2. Do not incorporate this long quotation into the body of the paragraph, but rather indent it five spaces, use block text, single space, and leave one blank line above and below it to separate it from the rest of your paragraph.
3. Place the note number after the quoted material, slightly above the line.

EXAMPLE

Using the Internet to access information on the World Wide Web involves a number of items set up to communicate:

The primary elements of the Internet are host computer systems that are linked by a backbone telecommunications network. This network is like a special – purpose telephone line that is always open and talking to the host computers which are always on. The computers communicate over the network using the same language, a protocol called TCP/IP (Transmission Control Protocol/Internet Protocol).²

Systems vary in size and speed resulting in differing levels of accessibility.

¹ Paul Dickson and Jonathan Ellison, “Plugged into the Internet,” Canadian Social Trends, Winter 1999, 9.

² Chris Shipley and Matthew Fish, How the World Wide Web Works (California: Macmillan Computer Publishing, 1996), 8.

DIRECT QUOTATIONS CONTINUED

4. For fewer than 4 lines in poetry, including Shakespeare's plays, insert a slash (/) where a new line would begin in the poetry.

EXAMPLE

When Anthony begins his famous speech:

“Friends, Romans, countrymen, lend me your ears; / I come to bury Caesar, not to praise him”³ the crowd does not know what to expect, but the critical reader knows of Anthony's great skills as an orator and his love for Caesar.

4. For more than 4 lines in poetry, separate it from the text of your essay as in #2 above and write it in exactly the poetic form and line division as it appears in the original.

EXAMPLE

In Julius Caesar, Shakespeare presents Brutus as an unlikely accomplice in the assassination of Caesar.

He anguishes over the decision to join the conspirators:

It must be by his death; and for my part,
I know no personal cause to spurn at him
but for the general. He would be crowned:
How that might change his nature, there's the
question.

It is the bright day that brings forth the adder,
And that craves wary walking. Crown him?⁴

Brutus decides that it would be the best idea, in fact the only solution for the general good of the people, that Caesar be killed.

MATERIAL OMITTED FROM DIRECT QUOTATIONS

Direct quotations usually involve a word for word copy from the source. If only a fragment of a sentence is quoted, it will be obvious that some of the original sentence has been left out. But if, after material from the original has been omitted, the quotation appears to be a grammatically correct sentence, the omission must be indicated by using **ellipsis** points which are three periods in a row.

EXAMPLES are shown on following page.

³William Shakespeare, Julius Caesar, ed. Kenneth S. Lynn (Boston: Houghton Mifflin Company, 1962), 3, 2, 26-29.

⁴William Shakespeare, 2, 1, 10-17.

Examples of identifying material omitted from direct quotations

Original

For a lyric poet like Margaret Atwood, a close relation between the poet’s life as lived and the poetry as written is, with some justification and despite the poet’s disclaimers, often assumed. An interest reader could piece together a minimal life story from evidence in the poems, but it would be intermittent, largely geographical, and entirely devoid of the names of persons, even her own.⁵

Quoted with material omitted from the MIDDLE:

“For a lyric poet like Margaret Atwood, a close relation between the poet’s life as lived and the poetry as written is . . . often assumed.”

Quoted with material omitted from the END:

“An interested reader could piece together a minimal life story from evidence in the poems, but it would be intermittent”

B. INDIRECT QUOTATIONS

Indirect quotations are incorporated into your own sentences in your own words. The note number indicates that the ideas, not the wording, has been borrowed and must be fully documented in a similar way to direct quotations.

EXAMPLE:

In Canada, the second largest country in the world, only 5 per cent of the surface area is suitable for crop production because of limitations in soil and climate.⁶

C. ACKNOWLEDGE MISSING INFORMATION

(except for no author which is simply left blank)

no place given	use	n.p.
no publisher given	use	n.p.
no date of publication	use	n.d.
pages not numbered	use	n.pag.

⁵Jean Mallinson, Margaret Atwood and Her Works (Toronto: Methuen, 1985), 13.

⁶John T. Pierce, The Food Resource (New York: Longman Group, 1990), 115.

EXAMPLES OF FOOTNOTES OR ENDNOTES

- The first line of each footnote or endnote entry is indented five spaces.
- Note numbers preceding footnote and endnotes entries must be typed slightly above the line as in the example.
- Use single spacing within each note and double space between notes.
- Many word processing programs will have a footnote or endnote option. This will follow the format and allow you to enter details for each citation.
- As a general rule, titles of books, magazines, and newspapers are **underlined**. Titles of poems, magazine articles, newspaper articles and encyclopedia articles are typed in **quotation marks**.

Arrangement of items in footnotes and endnotes is extremely important. Match the following examples with your own work and copy exactly the spacing, capitalization and punctuation.

PRINT SOURCES

1. BOOK BY ONE AUTHOR

Author first and last names, **title underlined** (place of publication: publisher, copyright date), page(s).

²²Denise Chong, The Girl in the Picture: The Kim Phuc Story (Toronto: The penguin Group, 1999), 121.

2. BOOK BY TWO AUTHORS

Author first and last names, **title underlined** (place of publication: publisher, copyright date), page(s).

²²J.L. Granatstein and Norman Hillmer, For Better or For Worse: Canada and the United States to the 1990s (Toronto: Copp Clark Pitman Ltd, 1991), 67.

3. BOOK WITH NO AUTHOR GIVEN

Title underlined (place of publication: publisher, copyright date), page(s).

²²Ending Hunger (New York: Praeger, 1985), 72.

EXAMPLES OF FOOTNOTES OR ENDNOTES CONTINUED**4. BOOK WITH AN EDITOR RATHER THAN AN AUTHOR**

Editor first and last names followed by ed., title underlined (place of publication: publisher, copyright date), page(s).

²² R.J. Johnston, ed., A World in Crisis? Geographical Perspectives (Massachusetts: Basil Blackwell Ltd., 1990), 81.

5. WORK IN A COLLECTION BY VARIOUS AUTHORS

Author of the work quoted, “the title of the article in quotation marks,” in title underlined, abbreviation for editor ed. editor first and last names (place of publication: publisher, copyright date), page(s)

²² James K. Fitzpatrick, “Violent Music Lyrics Do Not Usually Cause Lasting Harm,” in Media Violence: Opposing Viewpoints, ed. Bruno Leone (San Diego: Greenhaven Press, 1999), 61.

6. WORK QUOTED IN ANOTHER WORK

Author of the work quoted, title of the work quoted underlined, publishing information such as date, place and page numbers, in title of the work you are using underlined, abbreviation for editor ed. editor first and last names (place of publication: publisher, copyright date), volume, page(s).

²² Susan McLean, “A Psychological Approach to Fantasy in the Dune Series,” in Extrapolation, Summer 1982, 150-58, in Contemporary Literary Criticism, ed. Christopher Giroux (New York: Gale Research Inc, 1995), Vol.85, 93.

7. A PLAY

Author first and last names, title of play underlined, abbreviation for editor ed. editor first and last names (place of publication: publisher, copyright date), act, scene, line(s) if available.

(Note: act and scene references are written in Arabic numerals)

²² William Shakespeare, Macbeth, ed. John Dover Wilson (London: Clarendon Press, 1968), 3, 2, 26-29.

EXAMPLES OF FOOTNOTES OR ENDNOTES continued

8. ENCYCLOPEDIA ARTICLE

Author given:

Article author first name and last names, “article title in quotation marks,” encyclopedia title underlined, date abbreviation for edition ed.

²² Taylor Stults, “Propaganda,” World Book Encyclopedia, 2001 ed.

No author given:

“article title in quotation marks,” encyclopedia title underlined, publication date and abbreviation for edition ed.

²² “Journalism,” World Encyclopedia, 2001 ed.

9. GOVERNMENT PUBLICATION

Government department, title of publication underlined, by first and last name if author given, (place of publication: publisher, copyright date), page.

²² Department of External Affairs, The Canada-U.S. Free Trade Agreement, (Ottawa: Department of External Affairs, 1988), 33.

10. MAGAZINE OR NEWSPAPER ARTICLE

Author given:

Author first and last names, “article title in quotation marks,” magazine or newspaper title underlined, magazine or newspaper date, page number.

²² Alexandra Boulat, “Eyewitness Kosovo,” National Geographic, Feb. 2000, 76.

No author given:

“article title in quotation marks,” magazine or newspaper underlined, magazine or newspaper date, page number.

²² “Travel Tech: James Bond Meets Marco Polo,” Equinox, Jan. 2000, 71.

11. INTERVIEW

Person interviewed, job specifics, method of interview, date of interview.

²² Cathy Turnbull, Coordinator of the Job Generation Program, YM-YWCA, telephone interview, 18 Feb. 1992.

12. VIDEO OR FILM

Title of work underlined, format, Producer, Director, (place of publication: publisher, date).

²² After the Montreal Massacre, videocassette, Producer Nicole Hubert, Director Gerry Rogers, (Montreal: National Film Board, 1991).

EXAMPLES OF FOOTNOTES OR ENDNOTES continued

13. REVIEW: BOOK, FILM, PERFORMANCE

Author first and last names, “title of the article,” review of title of work underlined, directed by, in title of source, date, page.

²² Janet Maslin, “New Challenges for the Caped Crusader,” review of Batman Forever, directed by Joel Schumacher, in New York Times, 16 June 1995, C1.

ONLINE SOURCES

1. ENCYCLOPEDIA ARTICLE

Author given:

Article author first and last names, “article title in quotation marks”, encyclopedia title underlined, date of ed. date when you accessed the information <<http://www.address>>.

²² James Marsh, “National Hockey League.” The Canadian Encyclopedia, 2001 ed. 02 Dec. 2002 <<http://www.thecanadianencyclopedia.com>>.

Author not given:

“Article title in quotation marks,” encyclopedia title underlined, date of ed. date when you accessed the information <<http://www.address>>.

²² “Kootenay National Park,” Grolier Multimedia Encyclopedia, 2004. 23 Sept. 2003 <<http://go.grolier.com>>.

2. MAGAZINE OR NEWSPAPER ARTICLE

Author given:

Author first and last names, “article in quotation marks,” magazine or newspaper title underlined, magazine or newspaper date, date you accessed the online data <<http://www.address>>.

²² Arthur Kent, “What’s gone wrong in the war on terror,” Maclean’s, 16 Sept. 2002, 02 Dec. 2002 <<http://www.search.epnet.com>>.

No author given:

“Article title in quotation marks,” magazine or newspaper title underlined, magazine or newspaper date, date you accessed the online data <<http://www.address>>.

²² “The RCMP Under Fire,” MacLean's, 04 Dec. 1995, 02 Dec. 2002 <<http://www.search.epnet.com>>.

EXAMPLES OF FOOTNOTES OR ENDNOTES continued

3. PROFESSIONAL OR PERSONAL WEB SITES

Author first and last names, “title of work in quotation marks,” title of site if applicable underlined, date when you accessed the site <http://www.address>.

²² Jean Chretien, “Canada is Great,” Speeches of the Prime Minister, 12 Dec. 1998 <http://www.pmo.ca>.

²² “Matrix 440, Dwelling Starts,” StatCan CANSIM, 14 Aug. 1999 <http://www.statcan.ca>.

²² “Clayoquot Sound is Being Destroyed,” A presentation of the Sierra Club of British Columbia, 25 Aug. 1998 <http://www.com/clayoquot>.

SAMPLE ENDNOTES PAGE

¹ Paul Dickinson and Jonathan Ellison, “Plugged into the Internet,” Canadian Social Trends, Winter 1999, 9.

² Chris Shipley and Matthew Fish, How the World Wide Web Works (California: Macmillan Computer Publishing, 1996), 8.

³ William Shakespeare, Julius Caesar, ed. Kenneth S. Lynn (Boston: Houghton Mifflin Company, 1962), 3, 2, 26-29.

⁴ William Shakespeare, 2, 1, 10-17.

⁵ Jean Mallinson, Margaret Atwood and Her Works (Toronto: Methuen, 1985), 13.

⁶ John T. Pierce, The Food Resource (New York: Longman Group, 1990), 115.

⁷ James Marsh, “National Hockey League.” The Canadian Encyclopedia, 2001 ed. 02 Dec. 2002 <<http://www.thecanadianencyclopedia.com>>.

GENERAL RULES FOR QUOTATIONS PARENTHETICAL CITATIONS

A. Direct Quotations (word for word)

Of FOUR lines or shorter

Of FIVE lines or longer

1. Enclose in quotation marks.
2. Type the exact quotation within your paragraph.
3. Place the parenthetical note after the quotation with the period going after the last parenthesis.

EXAMPLE

Use of the Internet has become widespread in homes across Canada. A recent study indicates that Ottawa is the most connected census metropolitan area. “High average levels of education and household income contribute to Ottawa’s leadership . . . as do the presence of the hi-tech industry and the federal government” (Dickson and Ellison 1999, 9). Calgary and Halifax follow closely behind Ottawa in regular Internet use.

4. For poetry, including Shakespeare’s plays, insert a slash (/) where a new line would begin in the poetry.

EXAMPLE

When Anthony begins his famous speech:

“Friends, Romans, countrymen, lend me your ears; / I come to bury Caesar, not to praise him” (Shakespeare, 3, 2, 26-29). The crowd does not know what to expect, but the critical reader knows of Anthony’s great skills as an orator and his love for Caesar.

1. Do not enclose in quotation marks, introduce by using a colon.
2. Do not incorporate this long quotation into the body of the paragraph, but rather indent it five spaces, use block text, type with single space, and leave one blank line above and below it to separate it from the rest of your paragraph.
3. Place the parenthetical notations after the quoted material, with the period going after the last parenthesis.

EXAMPLE

Using the Internet to access information on the World Wide Web involves a number of items set up to communicate:

The primary elements of the internet are host computer systems that are linked by a backbone telecommunications network. This network is like a special – purpose telephone line that is always open and talking to the host computers which are always on. The computers communicate over the network using the same language, a protocol called TCP/IP (Transmission Control Protocol/Internet Protocol) (Shipley and Fish, 1996, 8).

4. Separate it from the text of your essay as in #2 above and write it in exactly the poetic form and line division as it appears in the original.

EXAMPLE

In *Julius Caesar*, Brutus acquiesces over the decision to join the conspirator:

It must be by his death; and for my part, I know no personal cause to spurn at him but for the general. He would be crowned: How that might change his nature, there’s the question. It is the bright day that brings forth the adder, And that craves wary walking. Crown him (Shakespeare, 2, 1, 10-17)?

MATERIAL OMITTED FROM DIRECT QUOTATIONS

Direct quotations usually involve a word for word copy from the source. If only a fragment of a sentence is quoted, it will be obvious that some of the original sentence has been left out. But if, after material from the original has been omitted, the quotation appears to be grammatically correct sentence, the omission must be indicated by using **ellipses** points which are three periods in a row.

EXAMPLES OF PARENTHETICAL CITATIONS

- **Parenthetical Citations refer the reader to the Works Cited.**
- **It usually includes the author’s last name, the date and the page number, it is a brief reference, enclosed by parenthesis within the text.**
- **If you have two authors with the same last name, include their first names in the citation.**
- **When citing entire works rather than a specific passage or section, omit the citation and give the author’s name in your sentence.**
- **Parenthetical Citations are placed outside the quotation and always before a punctuation mark, such as a period.**
- **Place the Parenthetical Citations as you write; do not wait until the essay is finished.**

1. AUTHOR’S NAME IN PARENTHETICAL CITATIONS

“The list of work cited at the end of your research paper plays an important role in your acknowledgement of sources” (Gibaldi 1999, 184).

2. AUTHOR’S NAME INCLUDED IN TEXT

Gibaldi believes we “keep Parenthetical references as brief - and as few –as clarity and accuracy permits” (185).

3. TWO AUTHORS

“But like it or not, the Internet is here to stay” (Dickenson and Ellison, 1999,1).

4. WORK LIST BY TITLE (NO AUTHOR)

“All the major religions are based upon distinctive evaluations of human nature and destiny” (Man, Myth, and Magic, 1995, 14:1606).

5. GOVERNMENT PUBLICATION

Avlavik is an area of spectacular river canyons, rolling hills, lush valleys and desert like badlands” (Parks Canada, 2001,1).

<p>EXAMPLES OF PARENTHETICAL CITATIONS continued</p>
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6. VERSE PLAYS

. . . when Anthony begins his famous speech: “ Friends, Romans, countrymen, lend me your ears;/ I come to bury Caesar, not to praise him” (Shakespeare, 1962, 3, 2, 26).

7. ELECTRONIC SOURCES

“Except for some whales, the elephant is among the largest of all animals in size” (Sanderson, 2004).

EXAMPLES OF WORKS CITED

- **Works Cited** (formerly referred to as a bibliography) is an **alphabetical list by author** of all the sources used for the essay or report.
- If an article or book does **not** have an author, it is placed in the bibliography in **alphabetical order by title** (ignore “a”, “an”, “the”), use the first significant word.
- Each item begins at the left margin; second and following lines are “hanging indent” format (5 spaces).
- Citations should be single spaced. Leave a double space between each item on the list.
- Items on the Works Cited list are not numbered.
- The Works Cited page is always the last page in the essay or report.
- As a general rule titles of books, magazines, newspapers are **underlined**. Titles of poems, magazine articles, newspaper articles and encyclopedia articles are written or typed in **quotation marks**.

Arrangement of items in the Works Cited is extremely important. Match the following examples with your own work and copy exactly the spacing, capitalization and punctuation.

EXAMPLES OF PRINT CITATIONS

1. BOOK BY ONE AUTHOR

Author last name, first name. title underlined. place of publication: publisher, copyright date.

Chong, Denise. The Girl in the Picture: The Kim Phuc Story. Toronto: The Penguin Group, 1999.

2. BOOK BY TWO AUTHORS

First author last name, first name and additional authors first and last names. title underlined. place of publication: publisher, copyright date.

Granatstein, J.L. and Norman Hillmer. For Better or For Worse: Canada and the United States to the 1990s. Toronto: Copp Clark Pitman, 1991.

3. BOOK WITH NO AUTHOR GIVEN

Title underlined. place of publication: publisher, copyright date.

Ending Hunger. New York: Praeger, 1985.

EXAMPLES OF PRINT CITATIONS continued

4. BOOK WITH AN EDITOR RATHER THAN AN AUTHOR

Editor last name, first name followed by ed. title underlined. place of publication: publisher, copyright date.

Johnston, R.J., ed. A World in Crisis? Geographical Perspectives. Massachusetts: Basil Blackwell, 1990.

5. WORK IN A COLLECTION BY VARIOUS AUTHORS

Author of the work quoted. "title of the article in quotation marks." title underlined. abbreviation for editor Ed. editor first and last names. place of publication: publisher, copyright date, pages.

Fitzpatrick, James K. "Violent Music Lyrics Do Not Usually Cause Lasting Harm." Media Violence: Opposing Viewpoints. Ed. Bruno Leone. San Diego: Greenhaven Press, 1999, 60-67.

(Note: Pages are given in this case.)

6. WORK QUOTED IN ANOTHER WORK

Editor last name, first name, ed. title of the work you are using underlined. place of publication: publisher, copyright date, volume, pages.

Giroux, Christopher, ed. Contemporary Literary Criticism. New York: Gale Research Inc, 1995, Vol. 85, 93-96.

(Note: Only include the source you used in the Works Cited; pages are also given.)

7. A PLAY

Author last name, first name. title of the play underlined. abbreviation for editor Ed. editor first and last names. place of publication: publisher, copyright date.

Shakespeare, William. Macbeth. Ed. John Dover Wilson. London: Clarendon Press, 1968.

8. ENCYCLOPEDIA ARTICLE

Author given:

Article author last name, first name. "article title in quotation marks." encyclopedia title underlined. edition and/or year of publication.

Stults, Taylor. "Propaganda." World Book Encyclopedia. 2001 ed.

No author given:

"article title in quotation marks." encyclopedia title underlined. edition and/or years of publication.

“Journalism.” World Book Encyclopedia. 2001 ed.

EXAMPLES OF PRINT CITATIONS continued

9. GOVERNMENT PUBLICATION

Political jurisdiction if not in issuing body's name. government department. title of publication underlined. author by first and last name if given. (catalogue no.) place of publication: publisher, copyright date.

Canada. Department of External Affairs. The Canada-U.S. Free Trade Agreement. Ottawa: Department of External Affairs, 1988.

10. MAGAZINE OR NEWSPAPER ARTICLE

No author given:

“article title in quotation marks.” magazine or newspaper underlined, magazine or newspaper date, page numbers.

“Travel Tech: James Bond Meets Marco Polo.” Equinox, Jan. 2000, 71-75.

Author given:

Author last name, first name. “article title in quotation marks.” magazine or newspaper title underlined, magazine or newspaper date, page numbers.

Boulat, Alexandra. “Eyewitness Kosovo.” National Geographic, Feb. 2000, 76-78.

11. INTERVIEW

Person interviewed, job specifics, method of interview, date of interview.

Turnbull, Cathy. Coordinator of the Job Generation Program, YM-YWCA, Telephone interview, 18 February 1992.

12. VIDEO OR FILM

title of work underlined. Format. Producer. Director. Place of publication: publisher, date.

After the Montreal Massacre. Videocassette. Producer Nicole Hubert. Director Gerry Rogers. Montreal: National Film Board, 1991.

13. REVIEW: BOOK, FILM, PERFORMANCE

Reviewer's author last name, first name. Review of title of work underlined, Dir., or Ed., first and last name. title of source, date, page.

Maslin, Janet. Rev. of Batman Forever, Dir. by Joel Schumacher, New York Times, 6 June 1995, C1.

EXAMPLES OF ONLINE CITATIONS

1. ENCYCLOPEDIA ARTICLE

Author given:

Article author last name, first name. "article title in quotation marks." encyclopedia title underlined. date of ed. date when you accessed the information <<http://www.address>>. Marsh, James. "National Hockey League." The Canadian Encyclopedia. 2001 ed. 02 December 2002 <<http://www.thecanadianencyclopedia.com>>.

No author given:

"Article title in quotation marks." encyclopedia title underlined. date of ed. date when you accessed the information <<http://www.address>>. "Kootnay National Park." Grolier Multimedia Encyclopedia. 2004. 23 Sept. 2003. <<http://go.grolier.com>>.

2. GOVERNMENT SITES

Political jurisdiction if not in issuing body's name. government department. "article title in quotation marks." title of site underlined. first and last name if author given. (catalogue no.) date of electronic publication. date when you accessed the information <<http://www.address>>.

Statistic Canada. "Broadband: High-speed access to the Internet." The Daily. 23 Sept. 2003. 24 Sept. 2003. <<http://www.statcan.ca:80/Daily/English/030923/d030923b.htm>>.

Statistics Canada. High-speed on the Information Highway: Broadband in Canada. Prabi Neogi, Bryan Van Tol, Ben Veenhof. (56F0004MIE2003010), 23 Sept. 2003. 24 Sept. 2003 available for download <<http://www.statcan.ca/english/IPS/Data/56F0004MIE2003010.htm>>.

Parks Canada. Point Pelee National Park of Canada. 13 June 2003. 24 Sept. 2003 <http://www.pc.gc.ca/pn-np/on/pelee/index_e.asp>.

United Nations Cyberschoolbus. Welcome to Human Rights in Action. 2002. 24 Sept. 2003 <<http://un.org/Pubs/CyberSchoolBus/humanrights/welcome.asp>>.

EXAMPLES OF ONLINE CITATIONS continued

3. MAGAZINE OR NEWSPAPER ARTICLE

Author given:

Author last name, first name. “article title in quotation marks.” magazine or newspaper title underlined magazine or newspaper date, page numbers if given. date when you accessed the information <<http://www.address>>.

Kent, Arthur. “What’s gone wrong in the war on terror.” MacLean’s 16 Sept. 2002. 18 Sept. 2003 <<http://www.search/epnet.com>>.

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4. OTHER ONLINE SITES

Author last name, first name. title of site or description of site. or if there is no title – description of site. date of the last update. Name of organization associated with the site, date when you accessed the site <<http://www.address>>.

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For future details and examples not covered in the above, see the MLA Handbook fifth edition which is located in the library.

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