

Research Formatting (MLA style)

Modern Language Association

Whenever you do research, you must use and reference sources properly to avoid academic misconduct such as plagiarism.

MLA (8th edition) is the most frequently used manual for using references and formatting papers in the humanities (literature, languages, cultural studies).

General Guidelines:

- Type your paper and print it on standard, white 8.5 x 11 paper.
- Use size 12pt. in a legible font that clearly differentiates between regular and italics styles (Times New Roman)
- Double-space the text
- Use only one space after periods or other punctuation marks
- Use 1 inch margins on all sides
- Indent the first line of paragraphs by using the tab key
- Create a header that includes your last name and numbers all pages in the upper right-hand corner (See example)
- Use italics for the titles of the titles of longer works (books, films)
- Use quotation marks around the titles of shorter works (short stories, poems, articles)
- If you create endnotes to explain terms or give context throughout the paper, include them on a separate page at the end of your paper before your Works Cited page.
- Endnotes and Works Cited pages are titled Notes and Works Cited respectively with titles centered.

First Page Formatting:

- Do not create a title page (unless specifically requested)
- In the upper left-hand corner, list your name, your instructor's name, the name of the course, and the date (be sure to double space)
- Centre the title and use standard capitalization – not all caps. Do not underline, italicize, or use quotation marks unless you are referring to another work in your title.
- (See example)

Smith 1

Beth Smith

Professor Elaine Jones

English 106

8 October 2018

Cell Phones Should Be Banned From All Schools

In the 1990s when cell phones were first becoming household products, the phones were large, bulky, and quite frankly ridiculous. The stereotype was that only pretentious businesspeople carried the gigantic “brick phone” (Rosen 12). Times have certainly changed, as have cell phones. Rosen further notes that today’s cell phones are sleek, slim, bendable, and contain as much data as an entire personal computer did in the 1990s (25). Cell phones are ubiquitous in our society, and some question why there is a debate regarding whether or not they should be allowed in high schools. The answer is simple – cell phones have no place in a high school, or any school, due to the addictive nature of the medium, the easy ability to use the medium for cheating, and the fact that the medium allows for, and encourages, cyberbullying.

There are many addictions and disorders that we are aware of in our society. The newest and a particularly insidious one is narcissistic personality disorder, also known as NPD (“Narcissists and the Cell Phone Game”). NPD is fostered by the use of medium that “help to engender a sense of belonging and popularity, especially among tweens and teens” (Charles 6). This group appears to be the most at-risk and vulnerable due to level of maturity. Another...

Works Cited

Charles, Anita S. "Cell Phones: Rule-Setting, Rule-Breaking, and Relationships in Classrooms."

American Secondary Education, vol. 40, no. 3, 2012, pp. 4-16. *MasterFile Premier*,

[Search.ebvsocohost.com/login.aspx?direct=true&db=f5h&AN=78367017&site=ehost-](http://Search.ebvsocohost.com/login.aspx?direct=true&db=f5h&AN=78367017&site=ehost-live)

[live](http://Search.ebvsocohost.com/login.aspx?direct=true&db=f5h&AN=78367017&site=ehost-live). Accessed 16 Sept. 2018.

Nakaya, Andrea C. *How Do Cell Phones Affect Society?* Reference Point Press, 2015.

"Narcissists & The Cell Phone Game." *Thenarcissisticpersonality.com*, n.d.

www.thenarcissisticpersonality.com/narcissist-cell-phone-game/015. Accessed 20 Sept.

2018.

Rosen, Lary, Ph.D. *IDisorder*. Palgrave Macmillan, 2017.

Winsa, Patty. "Turn Off Cellphones in Schools, says Canada's Largest Teacher's Union."

Toronto Star On-Line, Toronto Star, 16 Aug. 2013.

[www.thestar.com/new/gts.2013/08/16/turn_off_cellphones_in_schools_says_canadas_la](http://www.thestar.com/new/gts.2013/08/16/turn_off_cellphones_in_schools_says_canadas_largest_teachers_union.html)

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MLA – In-text Citation Rules (The Basics)

In any type of research paper, sources must be credited within the body of the work which is called in-text citation. MLA uses a format called parenthetical citation where the relevant information (author and page number) is put in parenthesis after a quote or paraphrase.

There are three main ways to refer to source material:

- 1. Introduce the author prior to using a direct quote:**

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

- 2. Integrate the quote into your work by flowing directly into it and adding the citation at the end:**

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

- 3. Paraphrase the author's message into your own words, but give credit for where you got the ideas:**

Wordsworth extensively explored the role of emotion in the creative process (263).

Any source information that you provide in-text must correspond to the source information on the Works Cited page:

Wordsworth, William. *Lyrical Ballads*. Oxford UP, 1967.

Internet Sources and In-Text Citations

With scholarly work now available on the Internet, you will likely have to cite research from virtual environments. While you should be critical about evaluating the credibility of online sources, some are acceptable for research.

Sometimes it is confusing to know what to include in parenthetical citations for electronic sources. The following guidelines should help:

- Use the first item that appears on the corresponding Work Cited entry (author name or article name or website name or film name).
- You do not need to give page or paragraph number
- Include the shortened domain name with no www or http: (CNN.com)

Works Cited

General Guidelines:

- Works Cited heading is centered and size 12 font (no bold or underlined etc.)
- List entries in alphabetical order by author, or title if no author is listed.
- Use the abbreviations n.d. if there is no date listed on your source.
- The first line on the entry is along the left margin with subsequent lines indented 1/2"
- Double Space all entries
- For three or more authors, list only the first author's name and then use "et al." for all other authors.
- Titles are capitalized according to standard conventions for capitalization of titles, not necessarily how the title is shown.

Print Sources

One author	<p>Author. (use full first and last name) <i>Title</i>. Publisher, year.</p> <p>Pollan, Michael. <i>The Omnivore's Dilemma</i>. Penguin, 2006.</p> <p>In-text citation: (Name page #) (Pollan 5)</p>
Two authors	<p>Authors (use "and" between names)</p> <p>Downing, Lyn, and James C. Carter. <i>Students in Our Midst</i>. Doubleday, 2007.</p> <p>In-text citation: (Downing and Carter 22)</p>
Three or more authors	<p>Author #1 (et al.). Publisher, Date.</p> <p>Burdick, Anne, et al. <i>Digital Humanities</i>. MIT P, 2012.</p> <p>In-text citation: (Burdick et al. 42).</p>
Editor	<p>Editor. Title. Publisher, Date.</p> <p>Fraser, Sylvia, editor. <i>A Woman's Place: Seventy Years in the Lives Of Canadian Women</i>. Key Porter, 2009.</p> <p>In-text citation: (Fraser 51).</p>
Multivolume series	<p>Author. Title. Edited by, Publisher, Date.</p> <p>Howells, W.D. <i>Their Wedding Journey</i>. Edited by John K. Reeves. A Selected Edition of W.D. Howells, vo. 5, Indiana UP, 1968.</p> <p>In-text citation: (Howells 23).</p>

Encyclopedia with author (print)	Author. "Article Title" <i>Encyclopedia Name</i> . Year of edition. Cho, S.H. "Karate." <i>The Wolrd Book Encyclopedia</i> . 2007 ed. In-text citation: (Cho 547).
Encyclopedia with author (print)	"Topic." <i>Name of Encyclopedia</i> . Year of edition. "Solomon Islands." <i>The World Book Encyclopedia of People and Places</i> . 1998 ed. In-text citation: ("Solomon Islands" 895).
Periodical (magazine) article	Author. "Title of Article." Name of Magazine, volume, number or Issue, Date of Publication, Page Range. Savage, Charles. "Winter's Warmest Beasts." <i>Canadian Geographic</i> , vol. 22, no. 3, Jan/Feb. 1999, pp. 30-32. In-text citation: (Savage 30).
Newspaper (print)	Author. "Title of Article." Name of Newspaper, Publication Date 2, Page. Henderson, M. "Largest Euro-saur Found in Spain." <i>Calgary Herald</i> , 22 Dec. 2006, p. A12. In-text citation: (Henderson A12).
Essay or article in an edited book (author then editor)	Author. "Title of Article." <i>Title of Book</i> , Editor, Publisher, Year, Page Range. Thomas, Dylan. "The Fight." <i>Understanding Fiction</i> , edited by Cleanth Brooks and Robert Penn Warren, Appleton-Century Crofts, 1971, pp.412-22. In-text citation: (Thomas 418).
Government Document (Print)	Last, First [or] Government Department. <i>Title of Document</i> . Location: Publisher, Year published. Print.

	<p>Fitzgerald, Robin. <i>Fear of Crime and the Neighbourhood Context in Canadian Cities</i>. Ottawa: Statistics Canada, 2008. Print.</p> <p>In-text citation: (Fitzgerald <i>page</i>)</p>
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Non-Print Sources

Online encyclopedia	<p>“Topic.” <i>Online Encyclopedia Name</i>, Publisher, Year, URL. Date Accessed.</p> <p>“Horse.” <i>Encyclopedia Britannica Online</i>, Encyclopedia Britannica, 2008. www.britannica.com/animal/horse. Accessed 15 May 2016.</p> <p>In-text citation: (“Horse”).</p>
Newspaper article online	<p>Author. “Title of Article.” <i>Name of Newspaper</i>, Publisher (if necessary), Day Month Year, URL. Date of Access.</p> <p>Dutta, Allan. “Oil Sitting Comfortably above \$60 a Barrel.” <i>Calgary Herald On-line</i>, Calgary Herald, 27 Feb. 2007, www.canada.com/calgaryherald/news/story.html?bec11321&k=517 Accessed 15 May 2017.</p> <p>In-text citation: (Dutta).</p>
Internet site (Author and organization)	<p>Author. “Title.” <i>Name of Site</i>, Date of Site, URL. Date of Access.</p> <p>Lamb, Ann, and Lois Johnson. “Bridge Building.” eXplore.com, Oct. 2009, 42explore.com/bridge.htm. Accessed 16 May 2017.</p> <p>In-text citation: (Lamb)</p>
Internet site (no author)	<p>“Name of Article.” <i>Name of Site</i>, Date, URL. Date of Access.</p> <p>“Dalai Lama Bio.” <i>Buddhism Now</i>, 28 Nov. 2009, buddhismnow.com/2009/11/28/dalai-lama-bio. Accessed 16 May 2017.</p> <p>In-text citation (“Dalai Lama Bio”).</p>
Periodical article from online database	<p>Author. “Article Title.” <i>Journal Title</i>, volume, issue number, Date, page range. Database Title, doi or permalink. Date of Access.</p> <p>McNicholas, Laura F. “Poster Abstracts from the AAAP 20th Annual Meeting and Symposium.” <i>American Journal on Additions</i>, vol. 19, No.4, 2010, pp. 368-81. Academic Search Premier, doi:10.1111/j.1521-0391.2010.00059.x. Accessed 14 June 2016.</p>

Electronic image	<p>Artist Name. <i>Title of Artwork</i>. Composition Year. Publisher OR Institution that houses the art, City. <i>Web Site Title</i>, URL. Date of Access.</p> <p>O'Keeffe, Georgis. Cows Skull: Red, White, and Blue. 1931. The Metropolitan Museum of Art, New York. The Metropolitan Museum of Art, www.metmuseum.org/art/collection/search/488694. Accessed 16 May 2014.</p> <p>In-text citation: (O'Keeffe).</p>
Lecture Notes	<p>Speaker. "Title of Lecture." Name of Meeting or Organization, Date. Location. Descriptor.</p> <p>Davison, A. "Holocaust Unit Lecture Notes." Social Studies 11, 28 Oct. 2017. David Thompson Secondary School, Invermere, BC. Lecture.</p> <p>In-text citation: (Davison)</p>
Film	<p><i>Title of Film</i>. Directed by Name. performances by Names, Distributor Name, Year.</p> <p><i>The Usual Suspects</i>. Directed by Bryan Singer, performances by Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro, Polygram, 1995.</p> <p>In-text citation: (<i>The Usual Suspects</i>)</p>
Television or Radio broadcast (Original broadcast, DVD, Netflix)	<p>"Title of Episode." <i>Television Series</i>, written by Author, directed by Director. Network, Call Numbers (if applicable), City, Broadcast Day Year.</p> <p>"94 Meetings." <i>Parks and Recreation</i>, season 2, episode 21, NBC, 29 Apr. 2010. <i>Netflix</i>, www.netflix.com/watch/70152031?trackId=200256157&tctx=0%2C20%2C974d361-27cd-44de-9c2a-2d868b9f64-12.</p> <p>In-text citation: ("94 Meetings")</p>
Music	<p>Artist. "Title of Song." <i>Album</i>, Manufacturer, Year of issue.</p> <p>Holiday, Billie. "Summertime." <i>The Essence of Billie Holiday</i>, Columbia, 1991.</p> <p>In text citation: (Holiday)</p>
YouTube	<p>Author. "Title of Video." <i>Website</i>, uploaded by Name, Date, URL. Date Accessed.</p> <p>McGonigal, Jane. "Gaming and Productivity." <i>YouTube</i>, uploaded by BigThink, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E. Accessed 4 Sept. 2017.</p> <p>In-text citation: (McGonigal)</p>

Twitter	<p>@Twitter Handle. "Tweet of tweet." <i>Website</i>, Date, Time, URL. Date of Access</p> <p>@tombrowkaw. "SC demonstrated why all debates are the engines of this Campaign." Twitter, 22 Jan. 2012, 3:06 a.m., twitter.com/tombrowkaw/Status/160996868971704320. Accessed 12 June 2012.</p> <p>In-text citation: (@tombrowkaw).</p>
Government Document (online)	<p>Last, First [or] Government Department. <i>Title of Document</i>. City: Publisher, Year published. <i>Library Database</i> [if available]. Web. Date accessed.</p> <p>Canada. Environment Canada. Transportation Division. <i>Fleet Average Nox Emission Performance of 2007 Model Year Light-Duty Vehicles, Light-Duty Trucks and Medium-Duty Passenger Vehicles</i>. Ottawa: Environment Canada, 2009. Web. 13 Feb. 2010.</p> <p>In-text citation: (Canada <i>page</i>)</p>

Evaluating Sources - The CRAAP Test is a series of questions to ask about any source of information. The questions will help you decide whether your source is credible and appropriate for use in your research.

Currency: The timeliness of the information

C

- Do you know when the information was published, posted, or last updated?
- Is the information current for your topic and field of study?

Relevance: The importance of the information for your needs

R

- Is the information appropriate for academic purposes?
- Is this an adequately in-depth discussion of the topic?
- Has Canadian perspective or content been provided?

Authority: The source of the information

A

- Have the author's credentials or organizational affiliations been identified?
- Is the author (or authors) qualified to write on the topic?
- Has the piece been published by a well-known and respected publisher or organization?

Accuracy: The reliability and correctness of the informational content

A

- Have the author's sources been clearly cited so that you can easily find (and verify) them?
- Are there spelling, grammar, or other typographical errors?

Purpose: The reason the information exists

P

- Do the authors/sponsors make their intentions or purpose clear?
- Does the point of view appear objective, unbiased and impartial? Does the author acknowledge alternative versions of the issues or facts?

