This booklet, initially prepared by members of the North Shore Community College English Department, should assist students and staff in citing and documenting the sources they use in their writing.

In 1984, the Modern Language Association (MLA) revised the method of documenting. What does this mean? Essentially, that footnotes or endnotes are no longer used; instead, a writer acknowledges an outside source immediately after the quotation or paraphrase. In addition, the Bibliography is replaced by a Works Cited page, a section at the end of the research paper where the writer lists only those outside sources actually cited in the body of the paper.

**NOT SO BARE ESSENTIALS** stands as a ready reference for the writer. As a brief guide, it includes only the most frequently used citations. Researchers requiring more information should consult the [MLA Handbook for Writers of Research Papers, 6th Edition](#), or the [MLA Style Manual and Guide to Scholarly Publishing](#). In addition, the North Shore Community College Library’s web page, [www.northshore.edu/library/citing](http://www.northshore.edu/library/citing) has links to more information about citation, including information on APA style.
A Documented Paper

A well-structured documented paper contains several basic elements. First of all, there must be a point which you wish to make about your topic. This is your thesis. In order to support your thesis, you must research outside sources: The writings, spoken words, films, computer programs, etc., of others, and choose from among these outside sources those you wish to use for support of your thesis. Information from these sources must be integrated smoothly and correctly into your final paper and be completely and accurately documented in your final paper, which should be presented in the format below.

I. PARTS OF THE MANUSCRIPT
   A. Essential parts
      1. Title page
         a. Title
         b. Your name
         c. Course
         d. Your instructor's name
         e. College
         f. Date
      2. Text (body of paper; the length will be determined by the assignment)
         a. Your thesis: your opinion on a debatable point
         b. Support for your thesis consisting of your ideas integrated with information from outside sources
            i. Presented in logically organized paragraphs
            ii. In both direct (word for word) and indirect (paraphrase) citations
      3. Works Cited (a list of sources actually cited in your text; number to be determined by assignment)
         a. Alphabetized by author's last name, if there is an author
         b. Alphabetized by the title of article or book, if there is no author
         c. First line, with alphabetized word, to be flush with the margin; subsequent lines indented so that the alphabetized words are easily read

   B. Optional parts (to be determined by instructor)
      1. Table of contents
      2. Outline
      3. Preface
      4. Introduction
      5. Explanatory notes
      6. Listing other sources of information not cited in your text explaining a concept that would be disruptive if explained in the text: graphics, tables, charts, figures, pictures, maps.
      7. Appendix
II. HOW TO USE OUTSIDE SOURCES IN YOUR PAPER

Even when you paraphrase and summarize information in your paper, full credit must be given to the author(s). If you do not give credit, it is considered plagiarism. When in doubt, give credit.

There are three basic ways to integrate information into your papers:

1. Direct quotations – using the exact words from a source. Distinguish between short and long quotations and treat each appropriately. Short quotations (usually defined as fewer than five lines of typed prose or three lines of poetry) are enclosed within quotation marks and run into the text. Long quotations are indented ten spaces from the left margin.

2. Paraphrasing – putting someone’s words into your own words. You must completely rephrase the original words; if you retain a few choice phrases from the original source, put quotation marks around those words.

3. Summarizing – condensing information, capsulizing a chapter or a paragraph of information in only a few of your own carefully worded sentences, giving the main idea or point.

III. HOW TO GIVE CREDIT FOR DIRECT QUOTATIONS

For a short direct quotation when the author is not mentioned in the text of your paper:

“Analysis begins when you start discovering patterns and relationships” (Seyler and Wilan 8).

For a short direct quotation when the author is mentioned in the text of your paper:

Seyler and Wilan describe literary analysis as the awareness of “patterns and relationships” in the work (8).

For an indirect quotation paraphrasing the author’s words or ideas when the author is not mentioned in the text:

If you examine a work of literature in detail, you will find repetition and connections (Seyler and Wilan 8).

For an indirect quotation paraphrasing the author’s words or ideas when the author is mentioned in the paraphrase:

According to Seyler and Wilan, if you examine a work of literature in detail, you will find repetition and connections (8).
For a long direct quotation (more than four typed lines, indented ten spaces from the left margin only) provided the author is not mentioned prior to the quotation:

We have chosen a name out of the more that six thousand-odd candidates that we gathered. It fails somewhat of the resonance, gaiety, and zest we were seeking. But it has a personal dignity and meaning to many of us here. Our name, dear Miss Moore, is—Edsel. I hope you will understand. (Brown 136)

For a long, direct quotation when the quotation is set off from the text provided the author is mentioned prior to the quotation:

According to Clarence Brown:

We have chosen a name out of the more that six thousand-odd candidates that we gathered. It fails somewhat of the resonance, gaiety, and zest we were seeking. But it has a personal dignity and meaning to many of us here. Our name, dear Miss Moore, is—Edsel. I hope you will understand. (136)

When a source within a source is cited, use the following format:

“Often he has spoken out against the ‘pressers’ and ‘overreaders’ “ (Cook qtd. in Seyler and Wilan 13).

➤ Note “qtd” is used to indicate quoted material.

When a quotation includes a short quotation within it, the short quotation must be set off from the long one in which it is contained. If a short direct quotation includes a shorter quotation (e.g., a special use of a word or dialogue), the letter will be set off with single accent marks.

“He is impelled to move on by the realization of duties and distances; those ‘promises’ which he must keep and the ‘miles to go’ before he completes his journey” (Thompson qtd. in Seyler and Wilan 13).

If a quotation is included in a long direct quotation which is indented and has no quotation marks, the standard quotation marks are used to set it off.

Seyler and Wilan give this excerpt from Reginald Cook (quoting Frost’s own spoken comments):

“That one I’ve been more bothered with than anybody has ever been with any poem in just pressing it for more than it should be pressed for. It means enough without its being pressed.” And, in biting tone, he adds, “I don’t say that somebody shouldn’t press it, but I don’t want to be there.” (12-13)
Works with numbered lines, such as poetry, poetic drama, and the Bible: (Because numbered lines will be the same in all editions, it is not necessary to cite the edition you are using in your text. However, your edition should be cited on your Works Cited page.)

If the citation is not more than three lines, include it in the text with quotation marks. If it is more than three lines, indent it (ten spaces on the left only, if possible) and use no quotation marks:

In Sonnet 130, Shakespeare is making fun of the sonnet clichés of his time by implicitly contrasting his mistress to the subjects of other sonnets.

My mistress’ eyes are nothing like the sun;
Coral is far more red than her lips’ red;
If snow be white, why then her breasts are dun;
If hairs be wires, black wires grow on her head.
(11.1-4)

But in the final couplet of the sonnet, he explains, “And yet, by heaven, I think my love as rare / As any she belied with false compare” (11. 13-14).

When citing plays written in verse form, follow the citation with the act, scene, and lines in citation:

When Othello is in Venice shortly after his marriage to Desdemona, he shows himself a true general in the composure with which he handles the arrival of Desdemona’s father, with sword drawn: “Keep up your bright swords, for the dew will rust them. / Good seignior, you shall more command with years / Than with your weapons” (I, ii, 59-61). How much Othello’s self-control has deteriorated is evident in his reaction to the letter, brought by Lodovico from Venice, recalling him from Cyprus. He is unable to concentrate on his response to Lodovico and keeps interjecting comments to Desdemona.

Concerning this, sir— o well-painted passion! I am commanded home – Get you away; I’ll send for you anon.—Sir, I obey the mandate And will return to Venice—Hence, avaunt! (IV, i.250-4)
When using a Biblical Citation, follow the citation with book, chapter and verse in citation:

Pilate asked him, "So you are a king?" Jesus answered, "You say that I am a king. For this I was born, and for this I came into the world, to testify to the truth. Everyone who belongs to the truth listens to my voice." {38} Pilate asked him, "What is truth?" After he had said this, he went out to the Jews again and told them, "I find no case against him." (John 18:37-38)

IV. HOW TO GIVE CREDIT TO PARAPHRASES OR SUMMARIES

Paraphrases and summaries involve using your own words but including the facts, ideas, concepts, predictions, etc., of another. At the end of each statement which is a paraphrase of a fact or idea, you should cite the source. At the end of each paragraph that contains a summary of information from another source, you should cite the source.

It has been predicted that half of all American marriages which took place in the early ‘80s will end in divorce (Cherlin and Furstenberg 2).

V. HOW TO SET UP A WORKS CITED PAGE

Unlike a bibliography, a works cited page includes only works actually used and cited (quoted or paraphrased) in the text of the paper. Should you wish to inform your reader of additional works on your subject not used by you in your paper, you may do so on the Notes page at the end of the text before the Works Cited page. Below are examples of the format for documenting the works you have used on the Works Cited page.

Most citations include three (3) key elements: (1) author’s name, (2) title or source, and (3) publication information. Titles should be underlined or italicized; italics are preferred for bibliographies published on the Web. Each element should be followed by a period and two spaces. Additional elements such as the number of volumes, or edition numbers may be required. Web address and date of access are usually required. Each source should be listed separately in alphabetical order by author’s last name or by title when the author is unknown.

If the work is an article or essay in a book, magazine, or newspaper, the entry on the Works Cited page should be alphabetized by the author of the article or essay you used in your paper or by the title of the article or essay, not by the author or the title of the book, magazine, or newspaper.
Citing Books
When citing books, include in this order: the author's name (last name first and in alphabetical listing), title, editor or translator, edition, volume, series, place of publication, publisher, and date of publication.

Book by one author:

Book by two authors:

Book by more than three authors:

Two books by the same author:


A work in an anthology:

Book by a corporate author:

Book by an anonymous author:

Book with an author and an editor:

Essay in a collection of essays:
A republished book:

A translation:

A pamphlet:

A government publication:

A Biblical Citation:
Titles of any sacred works are not underlined

Citing Articles
When citing articles in periodicals (a work which comes out daily, weekly, monthly, etc), include in this order: author’s name, title of article, name of periodical, day (if daily or weekly), month, year, and pages on which article appears. If the article is only on one page, no number is necessary. If a multi-page article does not appear on consecutive pages, the first page with + may be used.

If the author’s name is not given, alphabetize the article by title, and cite it in your text by the first important word(s). An article entitled “Peace in Bosnia” may be cited as (“Peace” A2), provided there are not other anonymous articles with titles beginning with “Peace.”

An article in a weekly periodical:

An article from a monthly periodical:

An article from a daily newspaper: (with a by-line)

An editorial:

An anonymous article:
A review:

An article in a collection of previously published works, a reference work, and a multivolume work:
For works in the Magill and Gale series give the complete date for the earlier publication and then add “Rpt. in” the title of the collection, and the new publication facts.


An article with no author given:

Citing Other Sources (Examples from MLA Handbook. 6th Edition)

Computer Software:


Material from a computer service


Material from an information service:

Maps and Charts:


Tables and illustrations:

<table>
<thead>
<tr>
<th>Table I: Language Immersion Program of the State University of New York, New Paltz Weekend Immersion Program Enrollment*</th>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

* Weekend courses are offered in New Paltz and New York City.


Radio and Television Programs:


Lectures, Speeches and Addresses:


Recordings:


Films:


Films on Video Cassette:
Romeo and Juliet Dir. Franco Zeffili, 1968 Videocassette Paramount Home Videos 1980

Performance:

Interviews:
Pei. I.M. Personal interview. 27 July 1983.

Legal references:

When in doubt about how to list a source, use common sense. You are documenting your sources so that your reader can locate them. For example, the state without the city is worthless. The format should indicate (by the underlining) where your reader should begin a search. If multiple cities are listed as places of publication, use only the nearest in your citation. Test your work by taking your Works Cited page to the library to see if you can locate the source again from the information listed on your page. If you can’t, why not?

Be sure to consult the most recent edition of the MLA handbook as the final authority for your work.
These guidelines and models are based upon Janice walker’s “MLA-style Citations of Electronic sources (Endorsed by the Alliance for Computers and Writing),” Vers. 1.0; it is revised as recommended by Andrew Harnack and Gene Kleppinger in “Beyond the MLA Handbook: Documenting sources on the Internet” http://www.csc.edu/edu/honors/beyond-mla>.

1. FTP (File Transfer Protocol) Sites
To cite files for downloading via ftp, provide the following information:
   Author’s name (if known)
   Full title of the document in quotation marks
   Date of publication (if available)
   Abbreviation ftp
   Address of the ftp site, with no closing punctuation
   Full path to follow to find the paper, with no closing punctuation
   Date of access in parentheses


   A URL, enclosed in angle brackets, may be used instead of the command-pathway elements.

2. World Wide Web (WWW) Sites
To cite files available for viewing/downloading via the World Wide Web by means of Lynx, Netscape, or other Wed browsers, provide the following information:
   Author’s name (if known)
   Full title of the document in quotation marks
   Title of the complete work if applicable in italics
   Date of publication or last revision (if available)
   Full http address (URL) enclosed within angle brackets
   Date of visit in parentheses

3. **Telnet Sites**

To cite telnet sites and files available via the telnet protocol, provide the following information:
- Author’s name (if known)
- Title of the document (if shown) in quotation marks
- Title of the full work if applicable in italics
- Date of publication (if available), followed by a period
- Complete telnet address, with no closing punctuation
- Directions to access the publication
- Date of visit in parentheses


4. **Synchronous Communications**

To cite synchronous communications such as those posted in MOOs, MUDs, IRCs, etc., provide the following information:
- Name of the speaker(s) (if known)
- Type of communication (i.e., Group Discussion, Personal Interview)
- Address if applicable
- Date in parentheses


5. **Gopher Sites**

To cite information by using gopher search protocols, provide the following information:
- Author’s name (if known)
- Title of the document in quotation marks
- Any print publication information, italicized where appropriate
- Gopher path followed to access the information, with slashes to indicate menu selections, or full http address (URL) enclosed within angle brackets
- Date of access in parentheses

Quittner, Joshua. “Far Out: Welcome to Their World Built of MUD.” Published in *Newsday* 7 Nov. 1993. gopher University of Koeln/About MUDs, Moos, and MUSEs in Education/Selected Papers/newsday (5 Dec. 1994).
6. **Listserv Messages**

To cite information posted on listservs, provide the following information:

- Author’s name (if known)
- Author’s e-mail address, enclosed in angle brackets
- Subject line from the posting in quotation marks
- Date of publication
- Address of the listserv, enclosed in angle brackets
- Date of access in parentheses


To cite a file archived at a listserv or Web address, provide the following information after the publication date:

- List address (not particular message-author’s address) as the source of a list message, enclosed in angle brackets
- Address for the list’s archive (indicated by via), enclosed in angle brackets
- Date of access in parentheses


7. **Newsgroup (USENET) messages**

To cite information posted by participants in newsgroup discussions, provide the following information:

- Author’s name (if known)
- Author’s e-mail address, enclosed in angle brackets
- Subject line from the posting in quotation marks
- Date of publication
- Name of the newsgroup, enclosed in angle brackets
- Date of access in parentheses


8. **E-mail Messages**

To cite electronic mail correspondence, provide the following information:

- Author’s name
- Author’s e-mail address, enclosed in angle brackets
- Subject line from the posting in quotation marks
- Date of publication
- Kind of communication (i.e., personal e-mail, distribution list, office communication)
- Date of access in parentheses
Frank, Norman. <franke1@11n1.gov> “SoundApp 2.0.2.” 29 Apr. 1996. Personal e-mail. (3 May 1996).

9. Linkage data
To cite a specific file and provide additional information concerning its contextual linkage, provide the following:
- Author’s name (if known)
- Title of the document
- Linkage to linked site by using the abbreviation Lkd. (meaning “linked from”)
- Title of the source document to which it is linked, in italics
- Additional linkage details, if applicable, prefaced with the word at
- URL for the source document, enclosed in angle brackets
- Date of access in parentheses


VI. NUMBERING PAGES
Number all pages consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top. Type your last name before the page number as a precaution in case of displaced pages. Word processors with automatic page numbering will save you the time and effort of having to number every page. To take advantage of this feature, set up, at the beginning of the file, a running head composed of your last name and appropriate command for “page number”; the program will then automatically insert your name and the correct page number in the upper right-hand corner of each page of the paper as it is printed. Be sure to type the running head flush against the right margin and to leave a double space between the head and the text of your paper. Do not use the abbreviation p. before a page number or add a period, a hyphen, or any other mark or symbol.

Sample of page numbering and spacing:

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← 1” → Ellington’s earliest attempts to move beyond the three-minute limit imposed by ← 1” →
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17
VII. **MANUSCRIPT CHECK LIST**
Reread the finished research paper for:
- Thesis
- Organizational cohesiveness
- Documentation forms
- Grammatical accuracy
- Proper order of all required segments
- Make a duplicate copy
- Fasten the pages together
- Submit research paper on time
- Take pride in the completed assignment

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**Sample Works Cited Page**

**Works Cited**

Gorney, Robert C. Personal Interview. 22 Nov. 1990.


