

## Format of Research Papers

- MLA does not require a cover page, but if your teacher requires a title page, format it according to the instructions and example below
- **Boldface the title of your paper and headings** or use all capital letters
- Always choose an easily **readable typeface** such as 'Times New Roman
- MLA requires that the entire paper be **double-spaced**
- Works cited must also be **double spaced**
- Number all pages, except the cover page, consecutively throughout the research paper in the **upper right-hand corner**
- Except for page numbers, **leave margins of one inch** on all sides of the text
- A citation must appear in two places in your essay; in the body of your text ('in-text citations') and in the Works Cited (at the end of your paper)
- Place **tables and illustrations** as close as possible to the parts of the text to which they relate. Label and number as a title then provide the source directly below the table or illustration

<p><b>Title of Your Paper</b></p> <p>Your Name</p> <p>Subject and Course Number</p> <p>Teacher:</p> <p>Chambly Academy</p> <p>Date:</p>
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## General Rules: In-text Citations

In MLA style, you acknowledge your sources by including parenthetical citations within your text by providing a reference to exactly where in that source you found the information. By placing the citation in parentheses within the text you refer the reader to the alphabetical list of Works Cited page, or bibliography, that appears at the end of your paper or document. Parenthetical references should be kept brief.

- When you **quote directly**, using the exact words from a text, you must **use quotation marks**.
- If you **summarize an idea or paraphrase** with more specific details, quotations marks are not necessary, but a **citation is still required**
- In most cases, **citing the author's last name and a page number in parentheses** with no other punctuation is sufficient
- **Place the citation where a pause occurs in the sentence.** This may be just before a period or comma but should be as near as possible to the relevant material
- If you include the **author's name in the sentence**, do not cite it in parentheses only the page reference needs to be inserted
- If there are **two or three authors**, include the last name of each
- If there are **more than three authors**, include the last name of the first author followed by "et al."
- If a source **lacks page numbers** refer to the paragraph or section of the text
- When there is **no author**, use the complete or a shortened title
- When **citing an entire source**, or a source with no page or section numbers, avoid parenthetical references. Instead, **include the author's name and title in the sentence**
- If a **quotation is more than four lines** when typed into your paper, begin the quotation on a new line that is indented. **Do not use quotation marks.** The period is placed **before** the parenthetical citation.

## Examples: In-text Citations

<b>Quotation</b>	“Music is thought to be the food of love” (Blair 135).
<b>Quotation, author mentioned in the text</b>	Blair argues, “music is thought to be the food of love” (135).
<b>Quotation is more than four lines</b> <i>For commonly studied plays use Arabic numeral for acts, scenes and line numbers</i>	Hamlet's soliloquy is arguably the most famous soliloquy in the history of the theatre: To be, or not to be, — that is the question: — Whether 'tis nobler in the mind to suffer The slings and arrows of outrageous fortune, Or to take arms against a sea of troubles, And by opposing end them? — To die, to sleep, — (3.1.56-60)
<b>Book with 2 or 3 authors</b>	(Francis, Jones and Smith 78).
<b>Book with 4 or more authors</b>	(Baldwin et al. 102).
<b>No pagination</b> <i>Use the numbered paragraph or section</i>	(Schmby, para 2)
<b>Book, no author</b> <i>Use the name of the editor or Use the complete or shortened title</i>	(Bebbington 43). ( <i>History of Rome</i> 143).
<b>Citing an entire source</b> <i>Avoid parenthetical reference</i>	Brown's novel <i>The Da Vinci Code</i> provoked a popular interest in the Holy Grail legend but it was also criticized for its historical and scientific inaccuracy.
<b>Image</b>	Vincent van Gogh painted <i>The Starry Night</i> (see figure 2) in 1889.

## General Rules: List of Works Cited

The alphabetical list of works cited that appears at the end of your paper contains more information about all of the sources you've **cited** allowing readers to refer to them, as needed.

The main characteristics are:

- At the end of your paper, list all your sources on a new and separate page entitled **Works Cited**
- Entries are **arranged alphabetically** by the author's last name or by the title if there is no author
- **Titles are *italicized*** (not underlined) and all important words should be capitalized
- The **Works Cited** list must be **double-spaced** throughout. If a citation runs more than one line, the second line is indented
- Each entry must include the **publication medium**. Examples include: Print, Web, DVD, and Television
- **URLs** are no longer required for electronic sources in citations
- For each electronic source, **always provide the date** you accessed the publication at the end of the citation
- **Publisher's name can be shortened**. E.g. 'Farrar', instead of 'Farrar Straus & Giroux'
- If more than **one city of publication** is listed in the book you are citing, use the first one listed
- If you do not know the **date of publication**, use the abbreviation '**n.d.**'
- If you do not know the **place of publication** or the publisher, use the abbreviation '**n.p.**'
- Use the abbreviation '**n. pag.**' for sources without page numbers

## Examples: Works Cited

<b>BOOKS</b>	Author last name, first name. <i>Title of Book</i> . City: Publisher, year. Medium.
<b>Book with 1 author</b> <i>Last name then first name</i>	Brown, Dan. <i>The Da Vinci Code</i> . New York: Doubleday, 2003. Print.
<b>Book with 2 or 3 authors</b>	Francis, R. Douglas, Richard Jones, and Donald B. Smith. <i>Destinies: Canadian History since Confederation</i> . Toronto: Harcourt, 2000. Print.
<b>Book with 4 or more authors</b>	Baldwin, Richard et al. <i>Economic Geography and Public Policy</i> . Princeton: Princeton UP, 2003. Print.
<b>Two or more books by the same author</b> <i>Replace the author's name by three hyphens and arrange alphabetically by the book's title</i>	Shakespeare, William. <i>Hamlet</i> . Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. Print.  ---. <i>Macbeth</i> . Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. Print.
<b>Book, no author</b> <i>Use the name of the editor instead of the author's name</i>	Bebbington, Tina, ed. <i>The Medieval Studies Reader</i> . New York: Garland, 2001. Print.
<b>Essay, short story or poem</b>	Author last name, first name. "Title of Essay/Short Story/Poem". <i>Title of Book</i> . Editor. City: Publisher, year. Medium.
example	Blair, William "The Doane Ukulele Method." <i>Music Education in Canada</i> . Ed. Carlie Graham. St. Catherines, ON: Vanwell, 2003. 197-203. Print.
<b>Article in a newspaper or magazine</b>	Author's name. "Article Title." <i>Journal Name</i> volume.issue (year): page-range. Medium.
example	Driedger, Sharon Doyle. "After Divorce." <i>Maclean's</i> 20 Apr. 1998: 38-43. Print.
<b>Article on the Web</b> <i>No page or numbered paragraphs</i>	Last name, First name. "Document title if available." <i>Title of the overall Website</i> , Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. to indicate that no date was given. Web. Date of access.
example	Sehmby, Dalbir S. "Wrestling and Popular Culture." <i>CCLWeb: Comparative Literature and Culture</i> 4.1 (2002): n. pag. Web. 29 Mar. 2009.
<b>An entire Web site</b>	<i>Title of the overall Website</i> , Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. if no date was given. Web. Date of access.
example	Linder, Douglas O. <i>Famous Trials</i> . Univ. of Missouri Kansas-City Law School, 2009. Web. 29 Apr. 2009.

<b>Television or radio program</b>	"Title of the Episode." Narrator/Performer. <i>"Title of the Show"</i> . Producer. Air date. Medium.
example	"Scandal of the Century." Narr. Linden MacIntyre. <i>The Fifth Estate</i> . CBC Television. 23 Jan. 2002. Television.
<b>Sound recording</b>	Singer last name, First name. "Title of Song." <i>Title of Album</i> . Producer, year. Medium.
example	Ellington, Duke. "Black and Tan Fantasy." <i>Music is My Mistress</i> . Musicmasters, 1989. CD.
<b>Film, video recording or DVD</b>	<i>Title of Movie</i> . Director. Performers. Production Company, year. Medium.
example	<i>The Shining</i> . Dir. Stanley Kubrick. Perf. Jack Nicholson, Shelley Duvall. Warner Bros., 1980. Videocassette.
<b>Work of art, photographed, in a book</b>	Artist last name, First name. <i>Title of Artwork</i> . Year. Location displayed. <i>Title of Book</i> . By Author of Book. City: Publisher, year. Slide number.
example	Cassatt, Mary. <i>Mother and Child</i> . 1890. Wichita Art Museum, Wichita. <i>American Painting: 1560-1913</i> . By John Pearce. New York: McGraw, 1964. Slide 22.
<b>Image</b>	Artist last name, First name. <i>Title of Artwork</i> . Year. Location displayed. <i>Title of Website</i> . Medium. Date of access.
example	Van Gogh, Vincent. <i>The Starry Night</i> . 1889. Museum of Modern Art, New York. <i>MoMA: The Museum of Modern Art</i> . Web. 14 Jun 2010.
<b>Personal Interview</b>	Interviewee last name, First name. Personal Interview. Date of Interview.
example	Smith, Jane. Personal Interview. 26 Aug. 2010.