MLA 7th Edition

Quick Reference Guide

West Island School

September 2015

This is a quick reference guide only. For further information please consult:

***MLA Handbook for Writers of Research Papers: Seventh Edition***.

(Found in our library)

**MLA 7th Edition Quick Reference Guide**

**September 2015.**

The following information has been retrieved from ***MLA Handbook for Writers of Research Papers: Seventh Edition***, which is available through the WIS Library staff.

**Plagiarism and Academic Honesty**

(MLA Handbook pages 51 to 61)

Plagiarism is using someone else’s work and submitting it as your own, failing to give appropriate acknowledgement when directly quoting or paraphrasing another, or presenting another’s line of thinking without giving credit.

NOTE:

* Never repeat the author’s key words or sentence structure when paraphrasing.
* Commonly known or understood material, such as scientific truths or historical dates do not have to be documented.
* Nor do proverbs, sayings or clichés.

When writing, keep the following in mind:

1. Differentiate between a paraphrase or summary and directly quoted material.
2. Do not copy and paste material directly from a source without citing it.
3. Memorable or key phrases must be reworded unless you are directly quoting it.
4. Document or cite all lines of argument or reasoning.

**Please refer to the West Island School Academic Honesty documents for further information.**

**Plagiarism is a serious offence.**

Correctly using MLA 7 to cite your work will help you to avoid mistakes that may lead to plagiarism.

***Part One: Basic Information on how to set out your document***

**(MLA Handbook pages 115 to 122)**

1. Margins are to be one inch from the top, bottom and sides. When using Word, go to Page Layout, click on Margins and then select Normal. This will provide the correct margins automatically.
2. Double space everything, including all block quotes, citations and the Works Cited page at the end of your document.
3. Use 12 point Times New Roman, Calibri or Arial. Do not use special effects for titles.
4. Justify to the left hand side of the page.
5. Include a HEADER with your last name and page number in the upper right-hand corner. Number each of the pages.
6. Indent the beginning of each paragraph using one tab space and do not leave extra space between paragraphs.
7. Centre the title and capitalise main words.
8. Each Appendix must be on its own page, which will also be numbered.

Header

½ inch down and 1 inch across

Last name 1

 Your name

 Teacher’s name

 Class

 Date

Title of Your Paper

The first paragraph of your paper begins right under the title. Do not leave

any extra space between the heading, the title of the paper, and the first paragraph.

 Do not put any extra space between the paragraphs…………

Heading

1 inch down and 1 inch across

NOTE: You may also need to add your candidate number underneath your teacher’s name.

***Part Two: Basic Information on setting out your Works Cited page***

**(MLA Handbook pages 129 to 135)**

1. The Works Cited page follows the text of the paper and must begin on a new page.
2. Continue the page numbers of the text. Example: If the last page of your writing is 14 then the Works Cited page will be page 15.
3. Centre the title, Works Cited*.*
4. Justify all references to the left hand side of the page.
5. Double space between the title and the first entry and continue in this manner throughout the Works Cited page.
6. The Works Cited page is arranged in ALPHABETICAL ORDER by surname or title if there is no author. (See below)
7. With references longer than one line, the second and subsequent lines should be indented 1 inch. (See below)

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Works Cited

Biro, Frank. et al. “Esteem in Adolescent Females.” *Journal of Adolescent Health,* October 2006. Vol 39, Issue 4, p. 501-507. Web. 7 Sept. 2015. http://www.jahonline.org/article/S1054-139X(06)00097-8/

Callaghan, Karen A. *Ideals of Feminine Beauty: Philosophical, Social, and Cultural Dimensions.* Westport, CT: Greenwood Press, 1994. Print.

Dove United States. “Dove Chose Beautiful Women all Over the World to Make a Choice.” *Youtube.* Youtube. 7 Apr. 2015. Web. 7 Sept. 2015. https://www.youtube.com/watch?v=7DdM-4siaQw

Gimlin, Debra L. *Body Work: Beauty and Self-Image in American Culture.* Berkeley, CA.: University of California Press, 2002. Print.

Orbach, Susie. ”Invasion of the Body Snatchers: the beauty industry steals women’s self-esteem.”  *New Statesman,* 19 Apr. 2010, Vol.139 (4997), p.36(2). Web. 7 Sept. 2015. www. web.b.ebscohost.com

***Part Three: Basic Information on In-text Citations and how they relate to the Works Cited list.***

**(MLA Handbook pages 213 to 232)**

SOME THINGS TO UNDERSTAND ….

* You **only** include sources in your Works Cited list that you have used and cited in your essay. That is why it is called a Works Cited list.
* You must make sure that every in-text citation matches a citation in your Works Cited list and visa versa.
* Every time you paraphrase or directly quote a source, you MUST give the reader the author’s last name and the page number of the source either in the introductory (tag) line or in parentheses after the quote or paraphrase.
* Keep in mind that if the source has no page number then you will not be able to incorporate the page number into the parenthetical reference.
* Even though MLA7 states that the URL may or may not be included, at WIS we state that you **MUST include the URL.**
* Including the URL is mandatory for two reasons:
	+ It allows you to double check the information used without having to spend excess time searching for the information.
	+ It allows your teacher/supervisor to check the validity, reliability and relevance of information used in your work.
* The source types below relate to those most commonly used by students at West Island School.

**BOOKS AND BROCHURES**

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| **Single Author**NOTE: To cite a book with a single author: place the author’s name first (last name, first name.) then the title in italics, where it was published, and by whom. The year of publication and then the medium of publication. |
| Works Cited List  | Parker, Victoria. *What’s the Big Idea: Women’s Rights.* Great Britain: Hodder Children’s Books, 1996. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Parker (56) stated that……ORIt is suggested that….(Parker 56) |

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| **Two or Three Authors**NOTE: To cite a book with two or three authors: place the author’s name first (last name, first name. last name, first name. last name, first name.) then the title in italics, where it was published, and by whom. The year of publication and then the medium of publication. |
| Works Cited List  | Cheung,Fanny, De Dios, Aurora and Quisumbing, Lourdes.  *Breaking the Silence: Violence Against Women in Asia.* Hong Kong: Equal Opportunities Commission, 1999. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Cheung, De Dios and Quisumbing (31) showed that…OR…is demonstrated (Cheung, De Dios and Quisumbing 31). |

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| **Four or More Authors**NOTE: To cite a book with four or more authors: place the first author’s name first (last name, first name.) and then the Latin abbreviation et al. (which means more than one), then the title in italics, where it was published, and by whom. The year of publication and then the medium of publication come last. |
| Works Cited List  | Belenky, Mary, et al. *Women’s Ways of Knowing.* New York: Basic, 1986. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Belenky et al. (26) explains that knowing is….OR…and therefore knowingness can be….(Belenky et al. 26) |

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| **No Author (book form)**NOTE: To cite a book with no author, place the title in italics first, where it was published, and by whom. The year of publication and then the medium of publication. |
| Works Cited List  | *Rule of Law and Human Rights in Asia.* Hong Kong: Human Rights Correspondence School, 2006. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | The Rule of Law and Human Rights in Asia (15) provides…..ORThis can be shown by ….(Rule 15)Note: when giving a shortened form of the title, always include the first word by which the source is alphabetically listed in the Works Cited list. |

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| **Corporate Author (book form)**NOTE: To cite a book with a corporate author, place the corporation name first then the title in italics, where it was published, and by whom. The year of publication and then the medium of publication. |
| Works Cited List  | Agriculture, Fisheries and Conservation Department. *Sky Walk.*  Hong Kong: Cosmos Books, 2006. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | The Agriculture, Fisheries and Conservation department (58) provides…..ORThis can be shown by ….(Agriculture 58)Note: when giving a shortened form of the title, always include the first word by which the source is alphabetically listed in the Works Cited list. |

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| **Edited Book**NOTE: To cite a book with an editor: place the editor’s name first (last name, first name.) followed by the letter ed., then the title in italics, where it was published, and by whom. The year of publication and then the medium of publication. |
| Works Cited List  | Kerr, Joanna., ed.  *Women Reinventing Globalisation.* Oxford, UK: Oxfam, 2003. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Kerr (28) discussed the successful….ORSignificantly, there is one area….(Kerr 28) |

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| **E-book**NOTE: Cite like this: Author first (last name, first name.) followed by the article title in inverted commas. Then where it was published and by whom. Database name, medium of publication, date you accessed the book. |
| Works Cited List  | Mullan, John. “How Novels Work*.”* Oxford: OUP, 2006. *MyLibrary.* Web. 9 July 2009.NOTE: If the e-book is publicly accessible via the Internet, you may also wish to include the URL.  |
| In-text Citation:Examples of how you could incorporate this into your text  | Mullan (75) noted that……ORNarration is….(Mullan 75) |

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| **Brochure**NOTE: Cite like this: Author (could be an individual or corporation). The brochure title is in inverted commas. Where is was published and by whom. The year of publication and the medium of publication come last. |
| Works Cited List  | University of Western Sydney. “Transport Access Guide: Penrith Campus.” Penrith, NSW: UWS, 2009. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Buses run on a schedule…(University of Western Sydney)ORThe University of Western Sydney *Transport Access Guide* for the Penrith campus shows us that… |

**Journal Articles and Newspaper Articles**

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| **Journal Article (print version)**NOTE: Cite like this: Author first (last name, first name.) followed by the article title in inverted commas. Then the journal title in italics, the day, month, year. Page number, Medium of publication. |
| Works Cited List  | Gosling, Mark. “Aiming High: Black Power and Civil Rights.” *20th Century History Review.* Vol 5 2010: 20-23. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Gosling (20) explained that……ORAt the same time, black campaigners began to turn to…(Gosling 20) |

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| **Journal Article (full text from an electronic database)**NOTE: Cite like this: Author first (last name, first name.) followed by the article title in inverted commas. Then the journal title in italics, the day, month, year. Page number. Database name, medium of publication, date you accessed the article and lastly, add the URL. |
| Works Cited List  | Stopler, Gila. “The Liberal Bind: The Conflict between Women's Rights and Patriarchal Religion in the Liberal State.” *Social Theory and Practice,* Vol. 31, 2005: 191-199.*Questia*. Web. 2 Jan, 2012. <http://www.questiaschool.com/PM.qst?a=o&d=5012080545> |
| In-text Citation:Examples of how you could incorporate this into your text  | Stopler (193) found that……OR It is suggested that….(Stopler 193) |

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| **Newspaper Article (print version)**NOTE: Cite like this: Author first (last name, first name.) followed by the article title in inverted commas. Then the newspaper title in italics, the day, month, year. Page number, Medium of publication. |
| Works Cited List  | Whaley, Floyd. “Philippines says it killed a leader of a terror group”. *International Herald Tribune.* 3 Feb 2012. 1. Print.  |
| In-text Citation:Examples of how you could incorporate this into your text  | Whaley (1) explained that the Supreme Court…ORIt was explained that terrorism…(Whaley 1) |

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| **Newspaper Article (from an electronic database)**NOTE: When citing this type of article, put author’s name first (last name followed by first name), the the title of the article in inverted commas, the database name in italics. Then you need to put when the article was written, the database name in italics, the medium of publication (which is Web), the date you accessed it and then the URL.  |
| Works Cited List  | Wentworth, W. “Why We Need a Permanent Base on the Moon”. *Sydney Morning Herald.* 24 Jan. 1984: 11. *Sydney Morning Herald Archives.* Web*.* 3 Apr 2009. <http://www.smh.com.au> |
| In-text Citation:Examples of how you could incorporate this into your text  | Wentworth (11) reports that……OR … this demonstrates the need for a permanent base (Wentworth 11) |

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| **Article (from the Internet, not available in print version)**NOTE: When citing this type of article place the author’s name first (last name then first name) followed by the article title in inverted commas, the name of the website in italics, date it was written, medium of publication, date you accessed it. Finally you need to add the URL. |
| Works Cited List  | Cooper, Dani. “Native Ant May Stop Toad in its Tracks”. *ABC Science* 31 Mar. 2009. Web. 2 Apr. 2009. <http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=latest> |
| In-text Citation:Examples of how you could incorporate this into your text  | In a recent *ABC Science* article, Cooper stated that a ferocious ant…OR …the ants may be able to help control toad numbers (Cooper). |

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| **Website (in its entirety)**NOTE: Not all websites provide all of the following information. So…collect as much as you can.  |
| Works Cited List  | Editor, author (if available), *Name of the Site.* Name of the Institution/Organisation that sponsors the site, date of resource creation (if available). Medium of publication. Date of Access. URL |
| Example of a website with an authorCiting this source in-text | Felluga, Dino. *Guide to Literary and Critical Theory.* Purdue University, 28 Nov. 2003. Web. 10 May 2011. <http://www.purdueuniversity.com> Felluga notes that……..OR“Literacy criticism………….” (Felluga) |
| Example of a website without an authorCiting this source in-text | *Hong Kong Observatory.* The Government of the Hong Kong Special Administrative Region. 2015. Web. 10 Sept. 2015. <http://www.hko.gov.hk/contente.htm> The Hong Kong Observatory shows……..ORWeather for the week including 10th September…..(Hong Kong Observatory) |

**Images, Film/Video Recordings, Television Programmes or Audio Recordings**

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| **Images (from the Internet)**NOTE: Title of the image first, then the site name that you got it from. Followed by the date the image was uploaded to the website, medium of publication, date you accessed it and finally the URL. |
| Works Cited List  | “An offering to the ocean in La Punta, Peru.” *Sydney Morning Herald.* 19 May 2009. Web Image. 25 May 2009. <http://smh.com.au/snapshots/> |
| In-text Citation:Examples of how you could incorporate this into your text  | In the photograph (“An offering”) it can be seen…OR“An offering”, pictured below, shows… |

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| **Images (from a book)**NOTE: When citing this write the image creators name first (last name followed by first name.), then the title of the image, medium in which the image was created (could be oil on canvas, lithograph, poster, photograph…). You then need to place the name of the book, where it was published, who published it, year of publication. Page number. Then medium of publication, which will be Print. |
| Works Cited List  | Tschichold, Jan. “Die Frau ohne Namen” (The Woman without a Name). 1927. Offset lithograph poster. *Clean New World: Culture, Politics, and Graphic Design.* Lavin, Maud. Cambridge, Mass: MIT, 2001. 32. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | In Tschichold’s artwork (Die Frau) it can be seen…OR*Die Frau* by Tschichold shows… |

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| **Podcast (from the Internet)**NOTE: Place the name of the author/reporter first, with last name followed by first name. Then put the title of the podcast, followed by the name of the show it came from. Date it was created and type of medium (Web Podcast). Then the date you accessed it followed by the URL> |
| Works Cited List  | Atkin, Michael, reporter. “Bermagui Forest Disputed Turf.” *The Hack Half Hour,* 13 Nov. 2008. Web Podcast. 31 Mar. 2009. <http://www.abc.net.au/triplej/hack/notes/>NOTE: “Bermagui Forest Disputed Turf” is title of the episode and *The Hack Half Hour*  is the title of the show. |
| In-text Citation:Examples of how you could incorporate this into your text  | Atkin found that…OR It was found…(Atkin) |

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| **Video recordings, television programmes or audio recordings**NOTE: Start with the episode title. Then the title of the series, which is always in italics. Followed by the city, publisher, and the year of publication and medium of publication eg. Video, Television or Audio to distinguish between types of recordings |
| Works Cited List  | “Rules of the Game.” *I’ll Fly Away.* NY: New York Broadcasting Company, 1991. Television. |
| In-text Citation:Examples of how you could incorporate this into your text  | The 1991 episode *Rules of the game* showed that…ORThe episode could be describe as …(“Rules”)  |

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| **Video from Youtube (from the Internet)**NOTE: Start with the author (last name comma then first name fullstop) or the name of the youtube uploader. Name of the video in inverted commas. Website name in italics. Date it was created/uploaded: followed by the medium of publication (Web) then the date that you accessed it. Finally, you need to put the URL.  |
| Works Cited List  | Norton, Robert. “How to train a Cat to Operate a Light Switch” *Youtube.* Youtube*.*. 4 Nov. 2006. Web Video. 5 Apr. 2009. <http://wwws.youtube.com/watch?v=Vja83KLQXZs> |
| In-text Citation:Examples of how you could incorporate this into your text  | In the video posted on YouTube, Norton showed …OR Training a cat requires…(Norton). |

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| **Sound Recording (citing a whole CD)**NOTE: In an entry for a commercially available recording, the person that you cite first depends on your focus. This person could be the performer (see the example below) or the composer, or the conductor or the ensemble. Then you list the title of the recording, the manufacturer, the year of issue (if unknown then put N.d). Indicate the medium, for example: CED or LP. |
| Works Cited List  | Holiday, Billie. *The Essence of Billie Holiday.* Columbia, 1991. CD. |
| In-text Citation:Examples of how you could incorporate this into your text  | This recording of Holiday’s greatest songs confirms that…OR The CD could be described as…(Holiday) |

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| **Sound Recording (citing a particular song from a CD)**NOTE: If citing a particular song, the citation begins with the person you wish to cite, followed by the song title and its date of recording, then recording title, manufacturer, year of issue and medium. |
| Works Cited List  | Holiday, Billie. “God Bless this Child.” Rec. 9 May 1941. *The Essence of Billie Holiday.* Columbia, 1991. CD.NOTE: When citing a specific song, the title will be in inverted commas whilst the album title is in italics. |
| In-text Citation:Examples of how you could incorporate this into your text  | *God Bless this Child* is indicative of Holiday’s use of…OR The use of the pentatonic scale …(“God Bless this Child”) |

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| **Film (in its entirety)**NOTE: When citing a film, begin with the title, followed by the director, the distributor and then the year of release. You may also wish to include the performers. If you do, then place this information after the director’s name. |
| Works Cited List  | *It’s a Wonderful Life.* Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. Film. |
| In-text Citation:Examples of how you could incorporate this into your text  | *It’s a Wonderful Life* utilises the…ORThe film uses…(*It’s*) |

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| **Film (contribution of a particular individual)**NOTE: If you need to cite the contribution of a particular individual, start with the individual’s name, then follow the same citation as if you were citing a film in its entirety. |
| Works Cited List  | Jhabvala, Ruth Prawer, Adapt. *A Room with a View.* By E.M. Forester. Dir. James Ivory. Prod. Ismail Merchant. Perfo. Maggie Smith, Denholm Elliot, Helena Bonham Carter, and Daniel Day-Lewis. Cinemon Intl., 1985. Film. |
| In-text Citation:Examples of how you could incorporate this into your text  | Ruth Prawer Jhabvala’s adaptation of E.M. Forester’s….(Jhabvala)OR Jhabvala has taken liberties with E.M. Forester’s text through her use of… |

**Performances, Musical Scores and Art**

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| **Play, Opera, Dance or Concert Performance (in its entirety)**NOTE: an entry usually begins with the title in italics, contains facts similar to those given for a film and concludes with the site of the performance, date of the performance, and the use of the word Performance. |
| Works Cited List  | *Heartbreak House.* By George Bernard Shaw. Dir. Robin Lefevre. Perf. Philip Bosco and Swoosie Kurtz. Roundabout Theatre Company. American Airlines Theatre, New York. 1 Oct. 2006. Performance. |
| In-text Citation:Examples of how you could incorporate this into your text  | In his adaptation of Shaw’s work*,* Director Robin Lefevre… (*Heartbreak House)*OR*Heartbreak House* saw a movement away from… |

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| **Play, Opera, Dance or Concert Performance** **(contribution of particular individual)**As for the above citation, however, you need to begin with the individual’s name. |
| Works Cited List  | Culkin, Kieran, perf. *Suburbia.* By Eric Bogosian. Second Stage Theatre, New York. 16 Sept. 2006. Performance. |
| In-text Citation:Examples of how you could incorporate this into your text  | Culkin’s performance in Act One of *Suburbia…*ORThe skilled use of still image created a moving statement…(Culkin) |

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| **Musical Score (Print form)**NOTE: Treat a published score like a book.Begin with the composer’s name, and then give the title in italics, as it appears on the title page. Continue with the date of composition (if the year is unknown then write N.d.), the place of publication, name of publisher, date of publication, medium of publication.If the score is part of a series then include the series information after the medium of publication. |
| Works Cited List  | Donizetti, Gaetano. *Don Pasquale: An Opera in Three Acts with Italian-English Text.* 1842. New York: Belwin, 1969. Print. Kalmus Vocal Scores. |
| In-text Citation:Examples of how you could incorporate this into your text  | In his operatic score, Donizetti (3)…ORThe use of …(Donizetti 3) |

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| **Libretto (Print Form)(This is the text from an opera)**NOTE: Treat a published libretto like a book.An entry for a Libretto follows the same sequence as a Score, except the librettist is listed first and the composer after the title. |
| Works Cited List  | Oakes, Meredith. *The Tempest: An Opera in Three Acts.* Composed by Thomas Ades. London: Faber Music, 2004. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Oakes’ use of ….(8)ORA powerful message has been delivered…(Oakes 8) |

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| **Musical Score (from the Internet)**NOTE: Same as for a musical score in print form: however, the medium of publication will be Web, you need to add the date of access and the URL should be included as well. |
| Works Cited List  | Volante, Ilio. *Malverida.* 2011. Spain: Alicante, 2 Feb. 2011. Web. <http://www.free-scores.com/PDFSUP_EN/volunte-ilio-malverida-bassoon-33912/> |
| In-text Citation:Examples of how you could incorporate this into your text  | Volante’s use of …ORThe composer’s use of …(Volante) |

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| **A work of Visual Art**When citing a painting, lithograph, sculpture or similar work, state the artist’s name first when available. Italicise the title and then list the date of composition (no date then put n.d.) Indicate medium of composition, name of the institution that houses the work (e.g. museum) or if it is in a private collection then provide the name (e.g. Collection of…) and then provide the name of the city where the work is located. If the collector is unknown or anonymous, use Private Collection without a city name. |
| Works Cited List  | Heckman, Albert. *Windblown Trees.* n.d. Lithograph on paper. Private Collection.OrPembrandt Harmensz van Rijn. *Aristotle with a Bust of Homer.* 1653. Oil on canvas. Metropolitan Museum of Art, New York.OrEvans, Walker. *Penny Picture Display.* 1936. Photograph. Museum of Mod. Art, New York. |
| In-text Citation:Examples of how you could incorporate this into your text  | Walker’s use of repeated pattern…ORFormatting of the smaller photographs encourages …(Walker) |

**Citing Interviews, or Lectures.**

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| **Interviews (conducted by you)**NOTE: To cite an interview conducted by you, give the name of the person interviewed, the kind of interview (e.g. personal, phone), and the date. |
| Works Cited List  | Pitt, Brad. Personal Interview. 22 July 2011.Jolie, Angelina. Telephone Interview. 13 August 2010. |
| In-text Citation:Examples of how you could incorporate this into your text  | During the interview, Brad described his acting in terms of….(Pitt)ORJolie discussed the …. |

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| **Lectures (Teachers, visiting guests…)**NOTE: In a citation of an oral presentation, give the speaker’s name, the title of the presentation (if known) in quotation marks, the location and date. Form: such as lecture, address, keynote speech or reading. |
| Works Cited List  | Colfer, Eoin. “The Writer’s Craft.” Hong Kong Literary Festival, 2 Mar. 2012. Lecture. |
| In-text Citation:Examples of how you could incorporate this into your text  | In his lecture on the craft of writing, Colfer explained how…OR“Writers are forever….” (Colfer) |

**Other materials**

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| **Company/Government Reports (online versions)**NOTE: Cite these reports as if you were citing a journal article from an online source. |
| Works Cited List  | Department of Health and Aging. “Ageing and Aged Care in Australia.” 2008. Web. 10 Nov. 2008. <http://www.health.gov.au/main/publishing.nsf/Content/ageing> |
| In-text Citation:Examples of how you could incorporate this into your text  | The Department of Health and Aging reported that…OR…was shown in the report (Department of Health and Ageing). |

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| **Charts or Maps (in print form)**NOTE: In general, treat a map or chart like an article or book, but add the appropriate descriptive form, e.g. map, chart… |
| Works Cited List  | *Japanese Fundamentals.*  Chart. Hauppauge: Barron, 1992. Print.*Or**Michigan.*  Map. Chicago: Rand, 2000. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | The map shows the expansion of the city … (*Michigan*)OR*Japanese Fundamentals*  indicates…. |

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| **Charts or Maps (from the Internet)**Note: Title of the map in inverted commas, the descriptor (e.g. map or chart), followed by the name of the site in italics. The name of the company that makes the site. Then the date the resource was created, followed by the source and finally the date of access to the site. URL to finish. |
| Works Cited List  | “Sydney, Australia.” Map. *Google Maps.* Google, 15 May 2011. Web. 15 May 2011. <http://maps.google.com/#bmb=1> |
| In-text Citation:Examples of how you could incorporate this into your text  | Erosion is shown clearly… (“Sydney”)ORThe Google Maps image of Sydney, Australia clearly shows extensive erosion of the shoreline in Coogee. |

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| **Comics or Cartoons** Note: To cite a comic strip or cartoon, state the artist’s name, title of the cartoon or comic strip (if any), in quotation marks, and the descriptive label (e.g. Comic Strip or Cartoon*)* conclude with the usual publication information and medium of publication.If the comic strip or cartoon is accessed via the Internet, then you must include the date that you accessed the site, and the URL and delete the page number. |
| Works Cited List  | Karasik, Paul. Cartoon. *New Yorker,* 14 Apr. 2008: 49. Print.OrTrudeau, Garry. “Doonesbury.” Comic Strip. *South China Morning Post* (Hong Kong) 4 May 2011: 26. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | Karasik makes a bold statement in his cartoon…ORThe comic strip shows evidence of…(Trudeau 26) |

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| **An Advertisement**Note: State the name of the product, company, or institution that is the subject of the advertisement, followed by the word Advertisement to describe the resource type. Conclude with the usual publication information and medium of publication. |
| Works Cited List  | Air Canada. Advertisement. CNN. 15 May 1998. Television.OrThe Fitness Fragrance by Ralph Lauren. Advertisement. *GQ* Apr. 1997: 111-112. Print. |
| In-text Citation:Examples of how you could incorporate this into your text  | The Air Canada Advertisement is successful due to the use of colour…ORMarketing principles are clearly shown…(The Fitness Fragrance) |

***Part Four: Setting up figures, photographs, musical illustrations, tables or graphs***

 **(MLA Handbook pages 118 to 121)**

**The purpose of visual materials is to enhance the audience's understanding of information in the document and/or awareness of a topic.**

**General Guidelines**

* Make sure you have the full citation for each of the musical scores, diagrams, tables, figures, photographs before you embed them into your work.
* Ensure that the musical score, diagram, table, figure or photograph is of a good quality. You don’t want to put blurry or unclear elements into your piece.
* Make sure that everything you embed is necessary and will enhance the audience’s understanding. If it does not, then do not include it.
* When you embed a score, diagram, table, figure or photograph, you must include these items:  a label, a number, caption, and source information.
* Place scores, photographs, tables and illustrations as close as possible to the parts of the texts to which they relate.
* A label or caption must appear directly below the example, within the body of the text, and have the same sized margins as the rest of your text. You may also choose to place a simple title above to inform your reader.

**Tables and Graphs**

1. A table is labeled “Table” or “Graph” and given a number. For example: Table 1, or Graph 1.
2. Provide the source of the table/graph, and any notes immediately below the table/ graph. (See below for examples)
3. To delineate the notes for the table/graph and the rest of the essay, you can use a dividing line. (See below)

Below is an example of a table that has been embedded into a student’s paper:

Table 1

Degrees in Modern Foreign Languages and Literature Conferred by Institutions of Higher Education in the United States

Year Bachelor’s Degrees Master’s Degrees Doctor’s Degrees

2000-01 14292 2244 818

2001-02 14236 2284 780

2002-03 14854 2256 749

2003-04 15408 2307 743

2004-05 16008 2517 762

Source: United States Department of Education, Institute of Education Sciences, National Centre for Education Statistics. *Digest of Education Statistics 2007.* US Department of Education, Mar. 2008, Web, 11 June 2008, table 297

NOTE: These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle and Near Eastern biblical and Semitic languages, sign language and sign language interpretation.

1. **FIGURES/PHOTOGRAPHS**: If your research paper has a figure or photograph, then this is labelled “Fig.” and numbered. Then provide a caption.

Below is an example of a figure that has been embedded in a student’s paper.



Fig. 1: Manticore, woodcut from Edward Topsell,  *The History of Four-Footed Beasts and Serpents…* (London, 1658. 344). Repeated in Konrad Gesner, *Curious Woodcuts of Fanciful and Real Beasts.* New York: Dover, 1971. Print. 8.

1. **MUSICAL ILLUSTRATIONS**: If your research paper uses musical illustrations then label these “Example” (Usually abbreviated Ex.) then number each one and provide a caption.

Below is a musical example that has been embedded in a student’s paper.



Ex. 1. Ludwig von Beethoven, Symphony no. 3 in E Flat, op. 55 (*Eroica),* first movement, opening. Bars 1-14.

**IMPORTANT TO NOTE WHEN EMBEDDING ITEMS….**

When embedding figures, graphs, tables, photographs etc. use “in front of text” option in Word. This will enable you to move the image around without distorting the text at all.

It also means that when printing out your document, the embedded figures, graphs etc remain in the same place without distorting your formatting.

***Part Five: Use of Online Citation Sites***

**Easybib**: <http://www.easybib.com>

**BibMe:** <http://www.bibme.org/>

Free, just register to use either of these sites.

**It is recommended that you spend time practising the creation of citations before using these sites.**

**If you do not understand how to create citations manually, then you will not be able to trouble shoot if something goes wrong with a citation made with these sites.**

***Remember to manually add the URL to the end of each citation.***

* Easybib:

This site allows you can create and save a Works Cited list for each of the projects that you are doing. These different projects are easily accessible by clicking on the “ALL PROJECTS” word.

Click on the citation guide tab if you want extra support on how to cite a certain item.

* Bibme:

By using this site, you can also create and save a Works Cited list for each of the projects that you are doing. Go to the tab at the top “My Saved Bibliographies” to find other lists that you have created.

You can manually add a source of information or do it automatically by clicking one of the following:

* Auto-fill mode | [Manual entry mode](http://www.bibme.org/)

Click on the citation guide tab if you want extra support on how to cite a certain item.