

# Preparing Notes and Works Cited, MLA Format

## DePauw University Writing Center

When writing a documented paper, keep in mind two basic principles when citing your source:

1. Your reader must be able to find the source from the information in your citation.
2. Your reader must be able to immediately determine which information is borrowed from a source and which information is your own.

Forms for footnoting may vary depending upon the discipline or the department you are writing for. In general the humanities (English, Languages, History, Religion, Philosophy, Art, Music) use the style recommended by the Modern Language Association (MLA); at DePauw, some professors in History, Religious Studies, and Music prefer the Chicago style. The social sciences and hard sciences usually use a form similar to the one recommended by the American Psychological Association (APA). This guide is adapted from the MLA format.

### General Principles for Quoting

If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.

If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of the references; the best procedure is to acknowledge that you are paraphrasing. **WARNING:** If your “paraphrased” material uses primarily the wording of your source, you are in danger of plagiarizing. Either use quotation marks or completely reword and restate the source.

When writing an analytical research paper, you are expected to do more than simply string together quotes or paraphrased sections of sources; a substantial portion of the paper should be your own ideas, judgments and conclusions about the subject.

### Notes (Footnotes/Endnotes or Parenthetical)

“Notes” are sometimes referred to as footnotes/endnotes or parenthetical notes depending on their position in the paper. A footnote is at the bottom of the page; an endnote is at the end of the chapter or work; a parenthetical note is included in parentheses ( ) in the text. You should be aware of whether your instructor accepts a more informal documentation style (“short” form: parenthetical) or requires a more formal documentation style (“long” form: footnotes or endnotes).

In the “short” form, the reference is cited in parentheses in the text, usually by author’s last name and page number. In the “long” form, the reference is listed in a separate section at the end of the paper.



## **Sample Works Cited**

### **A Book by a Single Author:**

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

### **An Edition:**

Chaucer, Geoffrey. The Works of Geoffrey Chaucer ET (-)1

### **An Article in a Reference Book:**

If the article is signed, give the author first (often articles in reference books are signed with initials identified elsewhere in the work); if it is unsigned, give the title first.

Chiappini, Luciano. "Este, House of." Encyclopedia Britannica: Macropaedia. 1974.

### **Articles in Periodicals:**

In citing articles in periodical, normally arrange the information in the following order:

1. Author's name
2. Title of the article
3. Name of the periodical
4. Series number or name
5. Volume number
6. Date of publication
7. Page numbers

### **An Article from a monthly or bimonthly periodical:**

Snyder, Mark. "Self-Fulfilling Stereotypes." Psychology Today July 1982: 60-68.

### **An Article in a Journal with Continuous Pagination:**

Spear, Karen. "Building Cognitive Skills in Basic Writers." Teaching English in the Two-year College 9 (1983): 91-98.

### **An Article from a Daily Newspaper:**

Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." New York Times 21Nov. 1983, late ed.; B17.

### **On-line Sources:**

When citing either **complete scholarly projects or information databases**, the following is typically included:

1. Title of project or database
2. Name of the editor of the project or database
3. Publication information: version number, date or latest update, sponsoring institution.
4. Date of access and web address

When citing a document within a scholarly project or database, the author's name and the title of the work (in quotation marks) precedes the above information. Examples of each type are given below.

The Jane Austen Information Page. July 1996. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/janeinfo.html#janetoc>>.

Lank, Edith. "The Cancelled Chapters of *Persuasion*." The Jane Austen Information Page. March 3,

1997. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/pcanchap.html>>.

Citations for on-line books and journals resembles the citation style of traditional texts with the addition of the date of the electronic publication and name of any sponsoring institution, the date you accessed the text and the network address.

To cite these sources within your text, list whatever you list first in the Works Cited. For example, to show that information came from the first on-line source above, you would cite (The Jane Austen Information Page X); to cite the second you would write (Lank X). "X" represents the number of the paragraph or screen that you took the information for. For example, you could write, "par. 3" (to