

# Overview of Documentation Styles

## APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) STYLE

**GENERAL FORMATTING** The *APA Publication Manual* details all aspects of preparation of manuscripts. The most recent information is available on the APA website (<http://www.apastyle.org>) and via links on the Carson-Newman library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

The paper is typed in either 12-point Times New Roman or 12-point Courier typeface on one side of standard paper with one-inch margins on both sides and at the top and bottom of each page. Double-spacing should be used throughout the paper. (Never use less than double-spacing; the latest APA manual should be consulted if more than double-spacing is desired.) All pages (except artwork for figures) should be numbered consecutively, beginning with the title page.

**Title page.** The title page contains the running head (abbreviated title), the full title, author's name, and institutional affiliation.

- *Running head:* This abbreviated title should be less than 50 characters, is typed in upper case letters, and is placed at the left margin at the top of the title page.
- *Title:* The title is double-spaced (if more than one line in length), typed in both upper and lower case letters, is centered between margins, and is on the upper half of the page.
- *Author's name:* The author's name is centered and positioned on the next double-spaced line below the title.
- *Institutional affiliation:* The institutional affiliation is centered and located on the next double-spaced line following the author's name.

**Abstract.** The abstract is a comprehensive summary of the paper's content presented in no more than 120 words. The abstract is numbered page 2, is typed in a single block-style paragraph, and is labeled by the word "Abstract" in the center at the top of the page with no quotation marks. (For full instructions for accurate preparation of the abstract or if a manuscript header is required by your professor, see the *APA Publication Manual*.)

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**Text or body of the paper.** The text should begin on page 3 with the running head or manuscript header (typed in both upper and lower case letters), followed by 5 spaces and the page number in the right upper corner of each page. On page 3 (first page of text), the title should be typed and centered on the next double-spaced line. Double-space again, and begin your text. If your paper is long and requires headings for different sections, consult the *APA Publication Manual* for appropriate use of various levels of headings.

## APA IN-TEXT DOCUMENTATION

APA in-text citations include the author's last name and the year of publication for paraphrases and summaries. For direct quotations, add the specific page number (p. ) after the quote as well.

### 1. Brief Quotations:

A brief quotation from another work should be quoted exactly as it was originally written, be enclosed in quotation marks, and be referenced with author's name, year of publication, and page number.

Example 1 (changing text; corporate author): For a brief quotation, “[i]ncorporate a short quotation (fewer than 40 words) into text, and enclose the quotation with double quotation marks” (American Psychological Association, 2001, p. 117).

•**Note:** In the above quotation, brackets around the letter at the beginning of the quotation indicate a change from upper to lower case letter as used in the sentence. Any change of the actual quotation's lettering must be so indicated. The italicized, bracketed word *sic* also should be used in verbatim quotations to indicate the original copy's incorrect spelling, grammar, or punctuation.

Example 2 (more than one author):

Sociologist Helen Lewis has recognized that “when a town or region is dependent on one industry, the people and community become powerless and dependent, isolated from important decision-making” (Hinsdale, Lewis, & Waller, 1995, p. 30), an observation with which many Appalachian activists agree.

•**Note:** For works with three to five authors, cite all authors in the first reference; thereafter, use only the last name of the first author followed by et al. (no italics; period after al.) and the year. Also, within parentheses, use the ampersand (&) instead of “and.”

## 2. Long Quotations:

If the quotation contains 40 or more words, use double-spaced block quotation style, begin on a new line, and indent the left margin 5 spaces (approximately one-half inch). Reference appropriately with authors' names, year of publication, and page number of the quote in the reference.

Example 3 (long quotation):

Lester and Lester (2002) clearly define plagiarism:

Fundamentally, plagiarism offers the words or ideas of another person as one's own. A major violation is the use of another student's work or the purchase of a research paper. Also flagrantly dishonest are writers who knowingly copy whole passages into their paper without documentation. Through carelessness, a student may fail to enclose quoted material within quotation marks when there is an in-text citation, or may include too much of the original text in a paraphrase. These errors can mar an otherwise fine piece of research and leave one open to the charge of plagiarism. (p.79)

## 3. Paraphrase:

Hinsdale, Lewis, and Waller (1995) point out that when the economic well-being of a community relies on only one central employer, the results are often detrimental to the community.

## 4. Email or Interview in-text format:

J. Collins (personal communication, May 6, 1998), related that he had completed the statistical analysis of student surveys of *Writing at Carson-Newman College*.

## REFERENCES

1. Include only the works you actually referenced in your paper, not every work you consulted.
2. Double-space throughout the list.
3. List entries in alphabetical order, author's last name first followed by a comma, first initial, and period.
4. For more than one work by the same author, list the works in order of

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publication dates, earliest first. Repeat the author's name for each entry.

5. For more than one author, list all authors' last names first with initials separated by commas. For more than six authors or for edited books, please see the *APA Publication Manual* for specific instructions.

6. Put the year of publication in parentheses immediately after the author's name. Use the month and day for periodicals, but do not abbreviate the month.

7. Use hanging indention: the first line begins at the left margin; following lines are indented five spaces from the margin.

8. Capitalize only the first word of the title, the first word after a colon, and all proper nouns or adjectives.

9. Use italics for book titles; titles of articles receive no italics or quotation marks. Titles of magazines, journals, and newspapers are italicized; for magazines and journals, the volume number is also italicized.

10. Give page numbers for an entire article and/or sections of books. Use "p." or "pp." (for more than one page) only for newspaper articles and sections of books or sections of anthologies.

### Outline Form for Most Common Types of Entries in APA Style

#### •Books

Author's last name, first initial., middle initial., & Second Author's last name, first initial., middle initial. (2005). *Title of the book*. City, State [state is not used for major cities] where published: Publisher.

#### •Parts of a Book (essay or chapter)

Author's last name, first initial., middle initial. (2004). Title of the essay or chapter. In First initial. Editor's last name (Ed.), *Title of book* (pp. xx-xx). City, State where published: Publisher.

#### •Periodical (Journals, magazines)

Author's last name, first initial., middle initial. (2005). Title of article. *Title of Periodical*, vv, xxx-xxx. [vv stands for volume no; xxx for pages]

#### •Online Periodical

Author's last name, first initial., middle initial. (2005). Title of article. *Title of Periodical*, vv, xxx-xxx. Retrieved day, month, year, from URL.

**•Online Document**

Author's last name, first initial., middle initial. (2001). Title of work. Retrieved month, day, year, from URL

**REFERENCES*****book with one author***

Blevins, W. (1993). *Your family/Yourself*. Oakland, CA: New Harbinger Publications.

***book with more than one author***

Coffey, K. R., & Millsaps, E. M. (2004). *A handbook to guide educational institutions through the accreditation process: The ABCs of accreditation*. Lewiston, NY: Mellen Press.

***journal article with one author***

Teets, S. T. (1994). From the beginning: *Foxfire* and developmentally appropriate practice. *Hands On*, 49, 1-2, 4.

***journal article with more than one author***

Clark, L., & Collins, J. (1993). Remembering old flames: How the past affects assessments of the present. *Personality and Social Psychology Bulletin*, 19, 399-408.

***presentation***

Huff, C. (1995). *The relationship between the source, recency, and degree of stressors in adolescence and suicide ideation*. National Association of School Nurses Annual Conference.

**ELECTRONIC SOURCES**

Journal articles may be accessed in a variety of ways and must be referenced appropriately. For the most up-to-date documentation requirements, the student should refer to the latest edition of the *APA Publication Manual* or to the APA website at <<http://www.apastyle.org>>. This section contains information and material excerpted from the APA Website and the C-N Library Website.

***journal article online***

Jacobson, J. W., Mulik, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved June 23, 2002, from <http://www.apa.org/journals/jacobson.html>

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### ***JSTOR periodical article***

Tuch, S. A. (1987). Urbanism, region, and tolerance revisited: The case of racial prejudice. *American Sociological Review*, 52 (8), 504-510. Retrieved April 24, 1998, from JSTOR database.

### ***InfoTrac databases: full-text periodical article***

Daniel, C. (1997, August 15). Killing with kindness. *New Statesman*, 126, 16-18. Retrieved February 8, 2001, from InfoTrac OneFile Plus database.

### ***ERIC Digests: full-text***

Cobine, G. (1997). *Studying with the Computer*. ERIC Digest. ED 409 585. Bloomington, IN: ERIC Clearinghouse on Reading, English, and Communication. Retrieved January 29, 2001, from Eric database.

### ***Biography Resource Center***

Martin Luther King, Jr. (1992). *Contemporary Black Biography* (Vol. 1). Retrieved February 8, 2001, from Biography Resource Center database.

### ***Specific web page***

*Electronic Reference Formats*. (1996, November 19). Washington, DC: American Psychological Association. Retrieved January 25, 1997, from <http://www.apa.org/journals/webref.html>

### ***Newspaper article, full-text online***

Ferrar, R. (2001, February 8). State senate approves lottery resolution 22-11. *The Knoxville News Sentinel*. Retrieved February 8, 2001, from <http://www.knoxnews.com/news/politics/23437.shtml>

### ***abstract online***

Wright, T. & Cropanzano, R. (1998). Emotional exhaustion as a predictor of job performance and voluntary turnover. *Journal of Applied Psychology*, 83 (3), 486-493. Abstract retrieved June 23, 1998, from <http://www.apa.org/journals/apl/698ab.html#11>

### ***e-mail, discussion groups, bulletin boards, interviews***

Since these are not recoverable, they are not included in the reference list, but are cited in the text only (see "APA IN-TEXT DOCUMENTATION").

## CHICAGO STYLE

### GENERAL FORMATTING

*The Chicago Manual of Style*, 15<sup>th</sup> edition, details all aspects of preparation of manuscripts. The most recent information about electronic sources is available on its website (<http://www.press.uchicago.edu>) and via links on the Carson-Newman Library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

- The paper is typed in a serif font such as Times New Roman 10 or 12 point (avoid using sans serif).
- Double spacing should be used throughout the paper including between notes and bibliography entries (the latter, however, are single-spaced within entries).
- Justify only on the left-hand margin.
- Single space after periods and colons.
- Have at least one-inch margins on all four sides.

### CHICAGO CITATION STYLE

The Chicago style uses a system of either **footnotes** or **endnotes**; a **bibliography** may be optional.

#### In-Text Citation: First Reference to a Source

For **footnotes**, the superscript number goes at the end of the sentence (go to “Format” in Microsoft Word and click on “superscript”. Using the “Insert” command, click onto “Footnote” and it will appear at the bottom of your page).

Example:

The campaigns of modern political parties have been discussed in depth by Edwin Harvell.<sup>2</sup>

- If a bibliography is used at the end of the paper with full publication information, a shortened form of a footnote can be used in the paper: just the author’s last name, a short form of the title, and the specific page number.

<sup>2</sup>Harvell, *American Political*, 10-22.

- If, however, a bibliography is not used, full publication information is given the first time the source is referenced in the footnote.

<sup>2</sup> Edwin Harvell, *American Political Parties* (Chicago:

University of Chicago Press, 1992), 10-22.

### Subsequent References to the Same Source

- If the author and title of a reference is the same as the one immediately preceding it, use “Ibid” (Latin meaning “in the same place”) followed by a period and a comma with the new page number: <sup>2</sup>Ibid., 14.
- If the author, title, and page number are all the same as an immediately preceding note, simply use Ibid: <sup>2</sup>Ibid.
- For references to previously cited sources that are not immediately following, just give the author’s last name followed by a comma and the page number cited (do not use “p.” or “pp.”): <sup>6</sup>Harvell, 35.

### Endnotes

For **endnotes**, list all on a separate sheet of paper at the end of your paper. The entries themselves should be single-spaced, but double-space between entries. Use a number on the line (not superscript) followed by a period and one space; number entries sequentially.

- Indent the first line of each entry three or five spaces.
- Give the author’s full name in normal order followed by a comma and the title of the work.
- Use quotation marks for titles of articles and italics for titles of books and periodicals.
- Capitalize all words in the titles of books, periodicals, and articles except articles, coordinating conjunctions, *to* in an infinitive, and prepositions; use capitals for all first words in titles and subtitles.
- After the book title, give publication information in parentheses (city followed by a colon, name of publisher, comma, year of publication).
- Put a comma after the closing parenthesis and give the page number(s) referenced; do not use “p.” or “pp.”
- After an article title, give the name of the periodical and publication information (volume, issue, date, page numbers). Months are not abbreviated.
- Major parts of the citation are separated with commas, not periods.
- For online sources, give the URL and end with the date accessed in parentheses: for example (accessed May 31, 2005).

## Outline Form for Common Types of Entries in Chicago Style

### Books (Print Source)

*note*

<sup>1</sup>First Name and Last Name of Author, *Title of Book* (City of publication: Name of publisher, year of publication), xx. [xx means page number]

Note: Electronic source books use same footnote form as for print source, but add comma and URL after publication information in parentheses.

*bibliography*

Last Name of Author, First Name. *Title of Book*. City of publication: Name of publisher, year published.

### Articles (Print Source)

*note*

<sup>2</sup>First Name and Last Name of Author, "Title of Article," *Title of Periodical* vv (year): xx.

### Articles (Electronic Source)

#### From an online database:

<sup>14</sup>First Name and Last Name of Author, "Title of Article," *Title of Periodical* vv (year), <http://www.infotrac.galegroup.com>

#### From a web page or document from a web site:

<sup>15</sup>Author's first and last names, if known, "Title of Document," Sponsor of site, <http://URL> (accessed month day, year).

#### From an online magazine, newspaper, or journal:

<sup>6</sup>Cite as for print publication, but add comma after the year and URL.

### Examples

#### a book with one author

*note*

<sup>2</sup>Merrill M Hawkins, Jr. *Will Campbell: Radical Prophet of the South* (Macon: Mercer UP, 1997), 12.

*bibliography*

Hawkins, Merrill M., Jr. *Will Campbell: Radical Prophet of the South*.  
Macon: Mercer UP, 1997.

#### a book with more than three authors

*note*

<sup>2</sup>Ray, Jamison et al., *Religion in American Colleges*, Blaine College Invitation Lecture Series (New York: Oxford Press, 1976), 34.

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### *bibliography*

Jamison, Ray; Large, R. D.; Pike, W. S.; Raden, J. K.; Walden, R.; and Zambra, K. *Religion in American Colleges*. Blaine College Invitation Lecture Series. New York: Oxford Press, 1976.

### **institution, association, or the like, as “author”**

#### *note*

<sup>8</sup> American Library Association, *Directory of Caldecott Recipients* (New York: American Library Association, 1975), 37.

### *bibliography*

American Library Association. *Directory of Caldecott Recipients*. New York: American Library Association, 1975.

### **book in a series**

#### *note*

<sup>14</sup> Carolyn D. Blevins, *How Do Southern Baptists Respond to a Changing World?* Understanding Southern Baptists Series (Nashville: SBC Historical Commission, 1993), 2.

### *bibliography*

Blevins, Carolyn D. *How Do Southern Baptists Respond to a Changing World?* Understanding Southern Baptists Series. Nashville: SBC Historical Commission, 1993.

### **edition other than the first**

#### *note*

<sup>16</sup> Willis J. Harper, *Politics*, 5<sup>th</sup> ed. (New York: Graves, 1987), 62.

### *bibliography*

Harper, Willis J. *Politics*. 5<sup>th</sup> ed. New York: Graves, 1987.

### **component part by one author in a work edited by another**

#### *note*

<sup>23</sup> David B. Howell, “Why Listen to Jesus? The Legitimation of Jesus as Interpreter of God's Will, Matthew 5:17-20,” *The Sermon on the Mount: Studies and Sermons*, ed. Scott Nash (Greenville, SC: Smith & Helwys, 1992), 75.

### *bibliography*

Howell, David B. “Why Listen to Jesus? The Legitimation of Jesus as Interpreter of God's Will, Matthew 5:17-20.” *The Sermon on the Mount: Studies and Sermons*. Ed. Scott Nash. Greenville, SC: Smith & Helwys, 1992. 73-83.

**journal article**

*note*

<sup>1</sup> Kitty R. Coffey, “The Place of Family and Consumer Sciences in the Small, Private College,” *Kappa Omicron Nu Forum* 8.1 (Spring 1995): 63-64.

*bibliography*

Coffey, Kitty R. “The Place of Family and Consumer Sciences in the Small, Private College.” *Kappa Omicron Nu Forum* 8.1 (Spring 1995), 63-71.

**newspaper article**

*note*

<sup>4</sup> “Amazing Animals,” *New York Times*, 18 January 1981, sec. B, p. 12.

*bibliography*

“Amazing Animals.” *New York Times*, 18 January 1981, sec. B, p. 12.

**multiple references contained in a single footnote**

*note*

<sup>7</sup> See James Earl, *The Great Smoky Mountains* (Knoxville: University of Tennessee Press, 1984), 34-36; Paul Riley, *The Smoky Mountain Trails* (Asheville: Woods, 1987.), 21-23; William Ware, *Trails of the Southeast* (Nashville: Border & Sons, 1980), 4.

*bibliography—the bibliographical entries would be alphabetized separately:*

Earl, James. *The Great Smoky Mountains*. Knoxville: University of Tennessee Press, 1984.

Riley, Paul. *The Great Smoky Mountain Trails*. Asheville: Woods, 1987.

Ware, William. *Trails of the Southeast*. Nashville: Border & Sons, 1980.

**interview**

*note*

<sup>9</sup> Jeff Swaight, personal interview, Detroit, Michigan, 18 July 1975.

*bibliography*

Swaight, Jeff. Personal interview. Detroit, Michigan. 18 July 1975.

**The Bible**

<sup>3</sup>Gen. 25: 5. RSV.

(Note: The Bible is not included in your bibliography.)

## MLA (MODERN LANGUAGE ASSOCIATION) STYLE GUIDE

**GENERAL FORMATTING** The *MLA Handbook for Writers of Research Papers*, 6th edition, details all aspects of preparation of manuscripts. The most recent information about electronic sources is available on the MLA website (<http://www.mla.org>) and via links on the Carson-Newman Library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

- The paper is typed in a standard font and size, such as 12-point Times New Roman.
- The paper's right margin should not be justified.
- Double-spacing should be used throughout the paper, including the Works Cited page.
- Margins should be one inch on all sides of the paper.
- Paragraphs should be indented one-half inch (one tab), long quotations one inch (two tabs) from the left margin.
- Leave only one space after a period.

### Heading and Title

MLA does not require a title page. Instead, at the left margin of the first page, type your name one inch from the top; double-space after typing each of the following: your instructor's name, the course name, and the date. Double-space again and center the title of your paper (do not use bold, quotation marks, or underlining with your own title).

### Page Numbering

Pages are numbered throughout the paper in the upper right corner, one-half inch from the top. Use a running header with your last name and page number on every page including the first (do not use "p." or "page").

### MLA IN-TEXT CITATION

When students present points in their papers, they must support generalizations with specific evidence from their reading. They may summarize, paraphrase, or quote the text. *All summaries, paraphrases, and quotations must be documented in the paper.* Here are some tips for incorporating quotations, summaries, and paraphrases in an essay.

**1. Give the author's last name (use full name with first reference) in the text of the paper. Then place the relevant page number(s) in parentheses following the borrowed material.**

\*Thomas Wallace points out, "The correct use of parenthetical documentation will prevent students from being accused of plagiarism" (156).

\*Chopin explores the powerful nature of irony in her narrator's description of "the joy that kills" (34).

**2. If the author's name is not mentioned in the sentence, place the author's last name and the relevant page number(s) immediately following the quoted material. Observe that no punctuation is placed between the author's last name and the page number.**

\*Students who document sources correctly will avoid "the severe accusations of plagiarism and ideological theft" (Wallace 156).

\*Louise Mallard feels a "monstrous joy" that leads her to realize her marriage is not one of fulfilled love and mutual respect (Chopin 33).

**3. No quotation can "stand alone." If you do not wish to incorporate the quoted material into your own text, you may create a sentence followed by a colon that serves to introduce the quoted material.**

Atchley suggests a "primary rule" for succeeding in business: "To succeed one must be aware of what he or she is and is not willing to sacrifice for success" (433).

#### **4. Long Quotation:**

**Create a block quote for long quotations (i.e., more than three lines of poetry or four lines of typed prose). Write a complete sentence of introduction followed by a colon. Then continue to double space and indent the entire quotation one inch (two tabs) from the left margin (paragraphs are indented one-half inch, or one tab). Do not put quotation marks around the block quotation. Double-space the quotation. In block quotes, the punctuation precedes the parenthetical information. \*\*Note that when citing poetry or plays written in verse, you should cite line numbers in the parentheses.**

#### **Example 1:**

Rebecca Harding Davis captures the filth of the industrial city in her vivid description of a home's interior:

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Here, inside, is a little broken figure of an angel pointing upward from the mantel shelf; but even its wings are covered with smoke, clotted and black. Smoke everywhere! A dirty canary chirps desolately in a cage beside me. Its dream of green fields and sunshine is a very old dream,—almost worn out, I think. (45)

### Example 2:

John Donne contends that lovers who cannot survive physical separation do not possess a mature love:

Dull sublunary lovers' love  
(Whose soul is sense) cannot admit  
Absence, because it doth remove  
Those things which elemented it. (14-17)

### 5. Poetry:

*If quoting three lines or fewer of poetry, do not use block quote format. Instead, use the slash (/) to indicate breaks in the poetic line. Position one space before and one space after the slash. Then place line numbers in parentheses.*

\*Emily Dickinson's poem declares, "If I can stop one heart from breaking, / I shall not live in vain" (1-2). The speaker also believes that her life will have been worthwhile if she can "help one fainting robin / into his nest again" (5-6).

### 6. Plays:

*For plays, cite act, scene, and line number.*

\*Ophelia mourns Hamlet's condition by crying, "O what a noble mind is here o'erthrown! / The courtier's, soldier's, scholar's, eye, tongue, sword" (Shakespeare 3.1.150-51).

### 7. Epics:

*For epics with several books, cite book number and then line numbers.*

\*Milton's Satan declares, "The mind is its own place, and in itself / Can make a heaven of hell, a hell of heaven" (1.254-55).

### 8. *The Bible:*

*For Bible verses or passages, cite the book, chapter, and verse. Use a colon or period between book and verse. Books of the Bible are not italicized.*

\*When asked for the greatest commandment, Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind" (Mt. 22:37) or (Mt. 22.37).

### 9. *Omissions within a quote:*

*Use an ellipsis (three spaced periods) to indicate where you omitted part of the quotation. Use four periods to indicate the omission of whole sentences. Use three periods when only a few words of the same sentence have been omitted.*

\*As one critic writes, "Oedipus is guilty for two reasons: because of the deeds he actually committed . . . and because of his desire to commit them" (Smith 46).

\*Francis Bacon writes that "some books are to be tasted, others to be swallowed, and some are to be chewed and digested; that is, some books are . . . to be read wholly and with diligence and attention. . . . Reading maketh a full man" (97).

**\*\*Please note:** *Many editors will ask that you place brackets around the three ellipses to indicate that the ellipses are not part of the original quotation.*

As one critic writes, "Oedipus is guilty for two reasons: because of the deeds he actually committed [. . .] and because of his desire to commit them" (Smith 46).

### 10. *Clarifying quotations:*

*If you must change the verb tense of the quote to correspond with your essay, indicate the verb changed by placing it in brackets. Also place in brackets any nouns you have added to clarify pronouns.*

\*Aemelia Temple insists that "Milton's goal is to demonstrate that Eve [is] Adam's equal partner and [is] designed for strengths to which he cannot soar" (345).

Note: "was" has been replaced by "is"

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\*MacGregor Lewis believes that “the problem with [Satan] is that he believes he exists in a theological democracy” (54).

Note: the pronoun “him” has been clarified with “Satan”

***11. Make sure each source you have cited in your essay is fully documented on your works cited page at the end of your essay. Quote accurately. Copy exactly what the author has written.***

## WORKS CITED

1. Title the page that lists your sources Works Cited (no quotation marks, italics, or underlines), and number it as the last page(s) of your paper.
2. Include only the works that you actually referenced in your paper, not every work you consulted.
3. Double-space all entries. Type the first line of each entry at the left margin; indent all subsequent lines one-half inch (one tab).
4. Arrange all entries in alphabetical order, giving the author’s last name first. For works by two or more authors, the names of all authors after the first are given in normal order.
5. For two or more works by the same author, arrange the entries alphabetically first by author and then the works alphabetically by title. Give the author’s name for the first entry, and use three hyphens followed by a period instead of the author’s name for subsequent entries.
6. Capitalize the first word of the title and all others except articles, conjunctions, and prepositions (see pp. 37-38 for when to use italics/underlining, or quotation marks for titles).
7. Give page numbers for an entire article or section of a book. Do not use “p.” or “page.” If article is not on consecutive pages, list first page number followed by a +.
8. For publication information for a book, use first city if more than one is listed; omit "Inc.," "Company," "Publishers," from publisher's name; abbreviate "University Press" as UP; and give most recent date of publication on copyright page (to indicate date of original publication, put it immediately after the title, followed by a period).

## OUTLINES OF COMMON TYPES OF MLA CITATIONS

### Books

Author's last name, first name, Second author's first and last names, and  
 Third author's first and last names. *Title of the Book*. City where published: Publisher, year of publication.

### Parts of a Book (essay, chapter, or short story)

Author's last name, first name. "The Title of the Short Story." *The Title of the Book*. City where published: Publisher, year of publication. xx-xx.  
 [total page numbers of story]

### Journal article

Author's last name, first name, and Second author's first and last names.

"The Title of the Article." *The Title of the Journal* vv (year): xx-xx.

Note: vv equals the volume number; if there had been an issue number, too, it would be given as follows: *The Title of the Journal* vv.ii (year): xx-xx.

### Magazine article with no author.

"Title of the Article." *Title of the Magazine* day month year: xx-xx.

### Online Journal Article from a Print Source Using a Database

Author's last name, first name. "Title of Article." *Title of Journal* vv (year): x-xx. *Name of Database*. Name of Service. Name of Library, its location. Day month year retrieved <http://URL of database>.

### Personal Home Page

Author's last name, first name. Home page. Day month year [posted]. Day month year [retrieved] <http://URL>.

## WORKS CITED

### *a literary work from an anthology*

Underwood, Susan O'Dell. "Up the River." *Discovering Place*. Ed. Ernest D. Lee. 3rd ed. New York: McGraw-Hill, 1995. 166-80.

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### ***two or more pieces from the same anthology or collection***

Barker, Victoria. "Open Ground." Lee 102.

Lee, Ernest D., ed. *Discovering Place: Readings from Appalachian Writers*. 3rd ed. New York: McGraw-Hill, 1995.

Underwood, Susan O'Dell. "Up the River." Lee 166-80.

(Give complete information for the collection, and then cross-reference individual pieces to it.)

### ***a critical essay from a book***

Hodges, Mary. "T.R. Pearson: Debatable Heroes." *Southern Writers at Century's End*. Ed. Jeffery J. Folks and James A. Perkins. Lexington: UP of Kentucky, 1997. 70-81.

### ***a book with one author***

Coppock, Jim. *Strategic Management Handbook: Managing Growth with High Performance*. Alcoa: Pressmark International, 1998.

(Full title includes subtitle which is given after the main title and colon.)

### ***a book with more than one author or editor***

Hinsdale, Mary Ann, Helen M. Lewis, and S. Maxine Waller. *It Comes from the People: Community Development and Local Theology*. Philadelphia: Temple UP, 1995.

(If these were editors, "ed." would be inserted after the last name: S. Maxine Waller, ed.; after the first author's name is given in reverse order, the others are listed in normal order.)

### ***a book with more than three authors or editors***

Abrams, M.H., et al. *The Norton Anthology of English Literature*. 6th ed. 2 vols. New York: Norton, 1996.

("et al." means "and others.")

### ***a multivolume work in which only one volume is used***

Carson, Jo. "Lightning." *Appalachia Inside Out*. Ed. Robert J. Higgs, Ambrose N. Manning, and Jim Wayne Miller. Vol. 2. Knoxville: U of Tennessee P, 1995. 382-83.

(See "Abrams" above for use of all volumes)

### ***an introduction, preface, forward, or afterward to a book***

Ballard, Sandra. Introduction. *Hunter's Horn*. By Harriette Arnow. East Lansing: Michigan State UP, 1997. v-xv.

### ***a translation***

Alighieri, Dante. *The Inferno*. Trans. John Ciardi. New York: NAL, 1997.

***a critical article in a scholarly journal***

Clark, Maria B. "Usurping Differences in the Feminine Fantastic from the Riverplate." *Studies in 20th Century Literature* 20.1 (Winter 1996): 235-49.

(The volume number is 20, and the issue number is 1. If no season or month is indicated, give the year alone in parentheses. Give total page numbers of the article, not just the one(s) you used.)

***an article in a reference book***

"Charity." *Oxford English Dictionary*. 2nd ed. 1989.

(If article has an author, list author's name first. Otherwise, list title first. If information in the work is arranged alphabetically, omit volume and page numbers. For familiar reference books, omit publication information except for edition, if given, and year of publication.)

***a film***

*Galbraith Springs*. Dir. Gerald Wood. Prod. Glenn Cragwall. Rocky Valley Productions, 1991.

***an unsigned, untitled review***

Rev. of *Where the Lilies Bloom*. *Time* 11 Feb. 1974: 65.

***a signed, titled review***

Osborne, G. Larry. "O, Appalachia: Artists of the Southern Mountains." Rev. of exhibit. *Mossy Creek Reader* 4 (Spring 1994): 33-36.

***magazine article***

Bailey, Jason. "Remember the River: Celebrating the Holston." *Journey* Fall-Winter 1997-98: 12-13.

***newspaper article***

"Christian Writers Set Workshop Dates." *Knoxville News-Sentinel* 6 June 1998: B3.

(Omit any introductory articles of newspaper titles--*The Knoxville News-Sentinel*; alphabetize by first word of title, except for "a," "an," and "the," if no author is given.)

***interview***

Dykeman, Wilma. Personal interview. 30 June 1988.

Foote, Horton. Telephone interview. 24 October 1985.

(Include the person's position if it is important to the purpose of the interview.)

## MLA Style

### *the Bible*

*The Ryrie Study Bible*. Charles Caldwell Ryrie, gen. ed. New American Standard Version. Chicago: Moody, 1978.

(Although the use of italics and quotation marks does not apply to sacred writings, including all books and versions of the Bible, treat specific editions of the Bible as any other book in your works-cited list. See "MLA In-Text Citation," above, for how to reference Bible within paper.)

### *government document*

United States. Social Security Administration. *Social Security Disabilities Reform Act of 1984 and Related Amendments*. Washington, DC: GPO, 1988.

## ELECTRONIC SOURCES

This section contains material excerpted from the MLA website (<http://www.mla.org>) and the Carson-Newman Library website (<http://library.cn.edu>).

### *professional site*

*Portuguese Language Page*. U of Chicago. 1 May 1997 <<http://humanities.uchicago.edu/romance/port/>>.

### *personal site*

Garber, Ryan. Home page. 19 May 2005 <<http://www.ryangarber.com>>.

### *personal web site*

Cascone, A. G. *Nathaniel Hawthorne Net*. 23 June 2002 <<http://www.bookwire.com/authors/cascone/hawthorne.html>>.

### *online posting to e-mail discussion list*

Krug, Tony. "Library Instruction Toolbox." Online posting. 8 Jan. 2001.

ALICE Public Service. 12 Jan. 2001 <[alice\\_ps@luris.acaweb.org](mailto:alice_ps@luris.acaweb.org)>.

(The comments were posted on Jan. 8; they were retrieved Jan. 12. The name of the discussion list, ALICE Public Service, follows the date posted.)

### *online scholarly project*

*The Cinderella Project*. Ed. Michael N. Salda. Vers. 1.1. Dec. 1997. De Grummond Children's Lit. Research Collection, U of Southern Mississippi. 15 Apr. 1998 <<http://www.dept.usm.edu/~engdept/cinderella/cinderella.html>>.

***article in a reference database***

Lincoln, C. Eric. "Martin Luther King, Jr." *Encarta*. CD-ROM.  
Microsoft, 1994.

***JSTOR periodical article***

Tuch, Steven A. "Urbanism, Region, and Tolerance Revisited: The Case of Racial Prejudice." *American Sociological Review* 52.8 (1987): 504-10. *JSTOR*. C-N Lib., Jeff. City, TN. 24 Apr. 1998 <<http://www.jstor.org>>.

***Expanded Academic ASAP Plus: full-text periodical article from a journal***

Tomlinson, Richard. "A Shot in the Arm for Europe." *Fortune* 143.3 (2001): 36. *Expanded Academic ASAP*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

***Expanded Academic ASAP Plus: full-text periodical article from a magazine***

Dreman, David. "A Dinosaur's Kind of Market." *Forbes* 5 Feb. 2001: 198. *Expanded Academic ASAP*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

***Literature Resource Center: author biography***

Grant, William E. "Nathaniel Hawthorne." *Dictionary of Literary Biography*. Vol. 74. The Gale Group, 1988. 143-63. *Literature Resource Center*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

***Literature Resource Center: periodical article***

Milder, Robert. "Hawthorne's Winter Dreams." *Nineteenth-Century Literature* 54:2 (1999): 165. *Literature Resource Center*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

## **MLA Style**

### ***Literature Resource Center: journal article reprinted in a book***

Walsh, Thomas F., Jr. "The Bedeviling of Young Goodman Brown."

*Modern Language Quarterly* 19:4 (1958): 331-36. Rpt. in *Short Story Criticism*. Vol. 29. *Literature Resource Center*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

### ***Literature Resource Center: critical essay from a book***

Tuerk, Richard. "Rappaccini's Daughter: Overview." *Reference Guide to Short Fiction*. Ed. Noelle Watson. St. James Press, 1994. *Literature Resource Center*. Gale. C-N Lib., Jeff. City, TN. 9 Feb. 2001 <<http://www.galegroup.com>>.

### ***Biography Resource Center: narrative biography in a biographical dictionary or encyclopedia***

"Eudora Welty." *Encyclopedia of World Biography*. 2nd ed. Vol. 17. Gale Research, 1998. *Biography Resource Center*. Gale. C-N Lib., Jeff. City, TN. 23 June 2002 <<http://www.galegroup.com>>.

### ***Biography Resource Center: biography in a newspaper or magazine***

Tolson, Jay. "Optimism's Daughter." *U.S. News & World Report* 6 Aug. 2001. *Biography Resource Center*. Gale. C-N Lib., Jeff. City, TN. 23 June 2002 <<http://www.galegroup.com>>.

### ***CQ Researcher***

Hatch, David. "Drug Company Ethics." *The CQ Researcher Online* 13.22 (2003). CQ Press. C-N Lib., Jeff. City, TN. 4 July 2003 <<http://library2.cqpress/cqresearcher>>

### ***Facts.com***

"Performance-Enhancing Substances: Ephedra." *Issues and Controversies On File*, 9 May 2003. FACTS.com. C-N Lib., Jeff. City, TN. 1 Feb. 2004 <<http://www.2facts.com>>.

***Netlibrary: essay from a book***

Braendlin, Bonnie. "Mother/Daughter Dialog(ic)s in, around and about Amy Tan's *Joy Luck Club*." *Private Voices, Public Lives*. Ed. Nancy Owen Nelson. Denton: U of North Texas Press, 1995. 111-24. C-N Lib., Jeff. City, TN. 25 Apr. 2001 <<http://www.netlibrary.com>>.

**e-mail**

O'Hare, Shawn. "Graduate School Advice." E-mail to Dustin Anderson. 23 May 2002.

## CARSON-NEWMAN STANDARDIZED CITATION FORMAT FOR THE DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Since each discipline in the Division of Natural Sciences and Mathematics has its own format for citing references, the faculty of this division have agreed to adopt for use on our campus a standardized method of citation. This means that whenever you are writing for one of the departments in this division, you may use the following standardized format for citation. Please note that if you are submitting a paper for presentation at a local or national meeting, or to a journal for publication, the citations must then follow the format specified by the professional organization, the meeting, or the journal. Remember, these guidelines are for use only on the Carson-Newman campus. If you encounter a document that does not match one of the following examples, please consult your instructor.

### CARSON-NEWMAN SCIENCES IN-TEXT DOCUMENTATION

When citing in the text the preferred method is author's name followed by the date.

#### **single authors or editors**

...and the structure was determined IR (Patterson, 1979).

**or** ...Patterson (1979) determined the structure by IR.

#### **two authors**

...and the structure was determined by IR (Morton and Pinkerton, 1979).

...and the structure was determined by IR (Dardel et al., 1984).

#### **multiple publications in the same year**

Kong solved parts of both the quenching (1995a) and the impulsive quenching (1995b) problems on degenerate parabolic equations.

#### **agency**

...regulations established by the EPA (1983) have shown that. . .

### **Bibliography**

When preparing a list of citations or bibliography, please use the following format. Note that all entries should be in alphabetical order (by last name of the first author) and that no professional titles (i.e., M.S., Ph.D., M.D., Dr., F.A.C.S) are used with the names.

#### ***journal:***

O'Neal, Thomas N. 1992. Differential scanning calorimetry at charge-density-wave transitions. *Synthetic Metals* 2: 254-260.

#### ***two papers published same year (lettered to distinguish):***

Wright, Stephen E. and Huang, L. 1992a. Bilayer stabilization of phosphatidylethanolamine by N-biotinylphosphatidylethanolamine. *Biochimica et Biophysica Acta*. 1103: 172-178.

Wright, Stephen E. and Huang, L. 1992b. Immunomagnetic particle induced lysis of antibody-conjugated liposomes. *Journal of Liposome Research*. 2(2): 257-273.

***author of a chapter in a book edited by another person***

Ball, Mary V. 1992. Reflections on successful teaching—teaching as a pilgrimage. p. 44-50. In: *A View from the Academy: Liberal Arts Professors on Successful Teaching*, Warren, Thomas (ed.), University Press of America, Latham, MD.

***book***

Ekman, Sven. 1953. *Zoogeography of the Sea*. Sidgwick and Jackson, London, p. 417.

***conference proceedings***

Mabson, Paul W. 1968. Effect of AmChem 66-329 on defoliation and ethylene production by cotton. *Beltwide Cotton Prod. Res. Conf. Proc. for 1968*. 78p.

***personal communication***

Page, Michael. 1995. Personal Communication. Carson-Newman College, Jefferson City, TN.

***presentations***

Karr, Stephen R. 1992. Avenues to thinking through problem solving and writing. Presented at the annual meeting of the American Society for Microbiology, New Orleans, LA.

***government or private publications***

*Pesticides Analytical Manual*. 1982. U.S. Department of Health, Education, and Welfare. Food and Drug Administration. U.S. Government Printing Office. Washington, DC. Vol.1.

*Poor Posture Hurts*. 1986. Krames Communications, Daly City, CA.

***abstracts of meeting papers***

Saisden, Peter A. 1984. *Abstracts of Papers*. 188th National Meeting of the American Chemical Society, Philadelphia, PA. American Chemical Society. Washington, DC. NUCL 9.

***theses***

Suters, William H., III. 1994. *A Numerical Study of the Instability of Vortex Rings with Swirl*. Ph.D. Dissertation, Duke University, Durham, NC.

## MUSIC Style

### ***WRITING ABOUT MUSIC, D. KERN HOLOMAN***

The Music department prefers the MLA style shown earlier in this section. However, the MLA style guide does not list examples of everything you will need to document when writing about music; i.e. records, broadcasts, jacket notes, etc. In those cases, you should refer to *Writing About Music* by D. Kern Holoman. An example of what Holoman includes is listed below.

#### ***jacket notes***

D. Kern Holoman, jacket notes to Ludwig Beethoven, Fifth Symphony, London Symphony Orchestra/Claudio Abbado (Deutsche Grammophon Digital Stereo 422 987-4, 1981).