

**UGANDA CHRISTIAN UNIVERSITY**

*ACADEMIC RESEARCH  
MANUAL*

**A Handbook**

**For the Preparation of Theses,  
Dissertations,  
Research Reports, Project Reports,  
Extended Essays and Papers**

**And**

**A Guide**

**On the Examination Process**

**<http://www.ucu.ac.ug/research>**

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Edited and prepared by  
**Centre for Communication Arts (CCA)**

## **ABOUT THIS GUIDE**

This style manual was created by the academic staff of Uganda Christian University to help students prepare Research Reports, Project Reports, Research Papers, Proposals, Dissertations and Theses. The purpose of the guide is to facilitate the preparation process. It is also intended to encourage students to produce research that is comprehensive, thorough and academically sound. The developers of this handbook would like to thank Professor Mike Bendixon for permitting us to borrow liberally from the research guide that he developed for use at the University of the Witwatersrand, Johannesburg, SA. Also, some parts of this handbook were taken from the *Publication Manual of the American Psychological Association (5<sup>th</sup> Edition)* and public domain Web sites on research methods.

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## **1.0 ACADEMIC RESEARCH GENERAL GUIDELINES**

### **1.1 Introduction**

Academic research is an art form that can be learned with care and patience. It requires a great deal of self discipline that goes beyond what is often required in the preparation of typical class room papers. You might ask why you need to be so self disciplined if you may never be required to write another research paper after you graduate from Uganda Christian University. Studies have found that students who have learned to master self discipline, be it from learning such skills as computer programming, statistics, or research writing, are better able to apply themselves to solving any challenging task they may face in the work place.

This handbook is meant to serve as a general guide to conducting research and presenting the results of that research in a formal paper. As a general guide, it cannot hope to address the unique interests and concerns of each academic field of study. Consequently, students are obligated before starting research projects to check with their respective academic faculty office for supplemental guidelines that are specific to their discipline.

### **1.2 Demarcation of Terms**

Academic research at Uganda Christian University takes a variety of forms depending on whether you are a postgraduate or undergraduate student. While each form may be given a slightly different meaning within the broader academic community, the following definitions may provide some clarification as to the types of projects and papers required of students:

Thesis – a major research study conducted at the doctoral level that meets internationally accepted standards of academic research. The typical length is 50,000 to 100,000 words excluding references and appendices.

Dissertation – a research study conducted at either the undergraduate or postgraduate level that follows published methodological guidelines and meets the standards of a specific academic faculty for that level of

student. A master's dissertation should meet internationally accepted standards of academic research.

Research Report – a research study that makes a contribution to knowledge by presenting an original solution to a problem that is investigated according to an academically recognised methodology.

Research Project – research that applies an existing body of knowledge to a specific problem investigated within a professional field, and that results in recommendations for application or implementation.

Project Report – a report based on a research project, and is usually more abbreviated than a dissertation.

Extended Essay/Research Paper - research that is prepared at the undergraduate level, sometimes referred to as a dissertation, which follows published methodological guidelines and meets the standards set out by a specific academic faculty.

Research Proposal – sets out a topic or problem of research interest, reviews the literature relating to that topic, and presents a methodology for examining specific research issues within that topic. All research proposals utilize the same structure, but postgraduate is more comprehensive and rigorous.

Concept Paper – a brief preliminary paper presented for discussion and refinement for the purpose of developing it into a fuller work.

### **1.3 Procedure for Approval of Topics and Proposals**

The procedure for approving research topics and proposals begins when the student is assigned a supervisor by the faculty research coordinator. Once assigned, students are encouraged, particularly at the undergraduate level, to develop exploratory concept papers or full Research Proposals for discussion within peer groups. The purpose of these meetings is for students to discuss their research topic and progress with their fellow students in a non-threatening environment. These meetings may be held in the presence of faculty supervisors who can provide advice in developing a research proposal. It is important to remember that all students must have their research proposal and data gathering instruments approved by their academic supervisor before proceeding with their research effort.

Students at the masters and doctoral levels begin their major research projects by developing a concept paper or meeting with an assigned academic supervisor to identify a topic that is of interest to the student and relevant to the student's field of study. Students then develop this topic into a full Research Proposal. The research proposal must be presented to an interdisciplinary panel of professors, supervisors and peers for review. A panel must include at least three faculty members from multiple disciplines approved by the Faculty Research and Postgraduate Studies Board.

All research proposals are vetted and approved by the Faculty Research and Postgraduate Studies Board. In addition, all research conducted by Uganda Christian University faculty and students must satisfy the requirements of the UCU Ethical Review Board. Generally, any methodology that may bring into question the privacy or the physical or psychological well-being of participants in a research study must be approved before any data can be collected. This requirement is also intended to protect UCU and the researcher from legal and ethical challenges. All students and faculty should check with their respective academic dean or designee to assure their research is in compliance with the UCU Ethical Review Board standards and procedures.

#### **1.4 Deadlines**

It is critically important at both the undergraduate and graduate levels for students to observe the following deadlines (a) for Research Methodology course studies and (b) for the submission of their work at each stage of research.

All students must observe the following deadlines for Research Methodology studies and for the submission of Topics, Proposals, and Dissertations/Reports/Theses.

##### Undergraduates

Research methodology courses will be taught in the 1<sup>ST</sup> semester of the 2<sup>nd</sup> year.

Research Proposals are submitted at the end of the 2<sup>nd</sup> semester of the 2<sup>nd</sup> year.

Dissertations are submitted in the 6<sup>th</sup> week of the 2<sup>nd</sup> semester of the 3<sup>rd</sup> year.

##### Postgraduates

Topic submissions are at the end of the 1<sup>st</sup> month of the research year.  
Research Proposal submissions are at the end of 3<sup>rd</sup> month of the research year.

Dissertation submissions are at the end of the 12<sup>th</sup> month of the research year.

Doctoral Thesis Research Proposals are submitted within 12 months after registration.

Doctoral theses are to be submitted within 36 months after commencement of research.

De-registration – students who do not submit their research reports within the stipulated timeframe will be automatically de-registered after the expiration of a further maximum period as follows:

Master's degree – 12 months

Doctoral degree – 24 months

## **5 Documentation Style**

All Uganda Christian University students must document their research reports using the format set out in this handbook. Individual faculties will require specific citation styles as set out in published guidelines obtained in the respective deans' office. Most faculties will require students to use either the APA (American Psychological Association), MLA (Modern Language Association), or MHRA (Modern Humanities Research Association) styles. Whichever style is employed by the student, it must be adjusted to conform to the UCU format.

### **1.6 Length of Research Papers**

The following are suggested lengths of the different types of research papers. The numbers provided refer to the main body of the paper and exclude preliminaries, references and appendices. Using double spacing and standard 1inch margins, the page length can be calculated at approximately 250 words per page.

- Doctoral Thesis – 50,000 to 100,000 words
- Postgraduate Dissertation – 15,000 to 20,000 words
- Undergraduate Dissertation – 10,000 to 15,000 words



- Reports and Extended Essays – 5,000 to 7,000 words

The length requirements of research papers in academic disciplines vary considerably and students must always check with their respective faculty coordinator or dean's office to verify length and other formatting requirements.

## **2.0 STRUCTURE OF RESEARCH PROPOSALS**

### **1 Contents of Research Proposals**

The Research Proposal is a plan of the intended research work. The Research Proposal must contain sections:

2.1.1 *Introduction.* The problem or issue being investigated must be clearly articulated. A typical proposal will set out research questions or hypotheses that become the focus of the study. After reading the proposal, the faculty evaluator should have no difficulty in understanding the student's objective in pursuing the research study and why this particular study is important. The generally agreed elements of this section are:

- Background to the Study
- Statement of the Problem
- Purpose and Objectives
- Research Questions/Hypotheses
- Scope of the Study
- Justification
- Significance
- Theoretical/Conceptual Framework

2.1.2 *Literature Review.* The proposal provides evaluative assessment of the literature that is relevant to the topic being investigated. The literature review is not an exhaustive history of everything ever written on the research topic. Rather, it is a focused examination of the literature that

leads the reader to understand and appreciate the research questions, hypotheses and propositions to be investigated.

The chapter/section should as far as possible have the following features:

- Introduction
- Sub-headings under which the literature is reviewed
  - The review of the related literature should be guided by the objectives and the research questions/hypotheses
  - It should be a substantial, selective, balanced, comprehensive and evaluative review of the relevant literature on or around the subject of the current investigation
  - It should identify the gap in the literature that the research seeks to address

2.1.3 *Methodology.* This discussion provides an explicit description of how the study will be conducted. The reader will use this description to evaluate the appropriateness of the data gathering and analysis procedure to determine if the results will yield information that is reliable and valid. Where relevant, this discussion includes (usually as an appendix) either a copy of a validated, published research instrument, or a draft of a customised instrument designed for data collection.

This section/chapter generally comprises the following:

- Study design, i.e. the rationale to be followed:
  - Type of research, and methodological approach
- Area of study
- Information sources
- Population and sampling techniques
- Variables and indicators
- Measurement levels (where necessary)
- Procedure for data collection
- Data collection instruments
- Quality/Error control
- Strategy for data processing and analysis
- Anticipated methodological constraints

2.1.4 *Timeline.* A timetable or ‘timeline’ that shows the dates of expected completion of various sections of the report.

2.1.5 *Ethics Approval.* If deemed necessary by the relevant academic dean or designee, the student must provide the UCU Ethics Review Board for review and approval all necessary documents, data gathering instruments, and letters of consent used in the research study.

## **2 Format of Research Proposals**

### **1 Preliminaries**

- Title Page (not numbered)
- Table of Contents
- List of Tables
- List of Figures
- List of Appendices
- Glossary of Terms and Acronyms (optional)

### **2 Layout**

The title page states the intended title of the report, the name and student number of the candidate, the academic programme for which the proposed research is intended, the name of the proposed supervisor, and the date that the Research Proposal is submitted.

It is optional to assign chapter numbers to each section of the Research Proposal. After the title page, a list of contents will refer the reader to the page numbers for each section and subsection. The sections or “chapters” (Introduction, Literature Review and Methodology) may run continuously and need not begin on separate pages. A Reference List appears at the end of the end, listing all works referred to in the text. Appendices, if needed, then follow. The paper should be written in the future tense since it precedes the actual research.

Paragraphs should be double-spaced with each paragraph being indented 5 to 7 spaces. Any reasonable font style in 12-point font size may be used. Arial, Times New Roman or Verdana fonts are the most commonly used styles in Microsoft Word.

### **3 Length of Proposal**

It is very difficult to specify the length of a Research Proposal as this varies according to the length of the Literature Review. For instance, a thorough Literature Review may result in a proposal as long as 50 pages while a less extensive Literature Review (at this proposal stage) may result in a Research Proposal as short as 15 pages. Also, the nature of the research topic and requirements of the academic discipline tend to impact the length of the Research Proposal.

#### **2.2.4 Supplementary Material**

- Notes (if any)
- Tentative Table of Dissertation Contents
- Budget Estimates
- Time Framework
- Bibliography
- Appendices. These comprise such items as:
  - i Research instruments employed, e.g. Questionnaire, Interview schedule, Observation schedule, and Textual checklist
  - ii Original versions of transcribed/translated material
  - iii Pictures, maps

#### **2.2.5 Research Panel Presentation**

Once the faculty supervisor has approved the Research Proposal at the postgraduate level, it should be copied three times, bound and submitted. A public presentation before a research panel is then arranged. It is only after panel approval (and, if necessary, the Ethics Review Board) that students may proceed with their actual investigation.

### **3.0 FORMAT OF EXTENDED ESSAYS/RESEARCH PAPERS**

The Extended Essay contains the following depending, of course, on supplementary requirements of specific faculties that are available in the office of the respective dean.

The contents should include:

- A defence of a thesis statement which contains the main idea of the essay.
- A well-organised presentation of the author's viewpoint and analysis of the topic.
- An effective application of the expository or persuasive modes.
- Correctly cited information and opinions from various sources.
- Properly cited quotations and references, preferably within the main text.
- A logical argument that follows a clear line of reasoning throughout the essay.
- An integrated discussion between the author's opinions and the facts cited in support of those opinions.

The essay should include:

- Title Page (see Appendix A)
- Research Topic (as Heading)
- Outline of the paper
- Thesis statement
- Background/introduction
- Main body with sub-headings
- Conclusion
- Bibliography

Presentation requirements

- Double-spaced with 5 to 7 space paragraph indentations
- 12-point font size may be used.
- Arial, Times New Roman or Verdana fonts are preferred

## **4.0 FORMAT OF RESEARCH REPORT SUBMISSIONS**

### **4.1 Report Sections**

Each of the following sections will be discussed in detail.

- Title Page
- Abstract
- Declaration
- Dedication (optional)
- Acknowledgements (optional)
- Table of Contents
- List of Tables
- List of Figures
- List of Appendices
- Glossary of Terms or Acronyms (optional)

#### **4.1.1 Title Page**

See Appendix A for an example of a Title Page.

#### **4.1.2 The Title**

The title should be an accurate, descriptive and comprehensive statement that clearly indicates the subject of the investigation. A good title is no longer than 15 words and precludes the work from being incorrectly catalogued in the library. The title that appears on the document must be officially approved by the dean of that faculty and cannot be changed without explicit approval of the dean. The title should indicate the contents and scope of the Research/Project Report in as few words as possible. Avoid “catchy” titles. Remember, you are doing serious academic research. Also seek brevity by avoiding words that serve no useful purpose including such phrases as “A Study of ...” or “An Experimental Investigation into...” Only include the name of the country or counties in the title if the research was carried out in a country other than Uganda.

### **4.1.3 Pagination**

#### Roman Numeral Page Numbering

Begin numbering on the Title Page with the Roman numeral "i", although it is best for appearance purposes if the actual number does not appear. The second page number is "ii" and this number should be shown at the bottom, centre of the page. Lower case Roman numerals should be used consistently and consecutively for all the preface pages, (i.e. the pages that precede the main body of the text).

#### Arabic Numeral Page Numbering

Arabic numerals (1, 2, 3 etc.) are used from the first page of the main body of the text, at the start of the first chapter. Again, each number should be shown at the bottom, centre of the page. It is easiest to use the "footer" function of your word processing software for placing page numbers.

### **4.1.4 Student's Name**

Use the full name by which you are registered as a UCU student. Your name should be centred and spaced a few lines under the title. The name should be typed with the first letter of each name capitalised and the rest in lower case. Mr, Ms., titles, previous degrees and professional affiliations should not be listed.

### **4.1.5 Research/Project Report Statement**

The following is an example of the statement that is included with all research documents:

A Research Proposal [or Dissertation, etc.] submitted to the Faculty of ..., Uganda Christian University, in partial fulfilment of the requirements for the degree of Master of Arts in ....

### **4.1.6 Year of Completion of Research Document**

This lowest line of the title page should include the place and date of completion of the research document, e.g. Mukono, Uganda 2010.

## **4.2 Abstract**

The Abstract is a brief summary of the report. It should not be more than 150 words for a Dissertation/Research/Project Report and not more than 350 words for a Thesis. These word counts may not be exceeded. An Abstract should be written in paragraph form (not telegraphic style or note-form) and mainly in the past tense, and should start with a topic sentence that conveys the main theme of the research. The Abstract then describes and summarises the purpose of the research effort, the research methods employed, the results and brief conclusions or recommendations. In other words, it outlines (a) the problem, (b) what was done, (c) what was found, and (d) the relevance of the findings.

The Abstract is extremely important because it may be made available for public access electronically under the topic heading. The strict word limitation ensures that the problem, the methods, and the findings are presented concisely. Any contribution or contradiction to current research in a particular area should be immediately evident. It is very often a well constructed Abstract that prompts future researchers to read further. Here is an example:

### ABSTRACT

Travel Agents are facing many challenges and their future success hinges on their ability to accept those challenges as opportunities. It also depends upon their willingness to reconfigure their businesses and job descriptions. The purpose of this research has been to investigate the perceived view and perception of suppliers, travel consultants and travellers towards East African travel agents as currently configured. The research found that customers and suppliers did not perceive travel agents to be adding value at all in their current role. They regretted the industry's inability to embrace updated sophisticated technology and felt that travel agents would have to change and become far



more information based and efficient in business and people's skills in order to succeed in the job market.

### **4.3 Declaration**

Uganda Christian University obligates you to write a formal Declaration that states that your research is your own unaided work. If you have received assistance, you should specify the nature of the assistance and from whom the assistance was received. This statement should read:

DECLARATION OF AUTHORSHIP: I declare that I am the author of this paper and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited any sources from which I used data, ideas or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for the partial fulfilment for the degree of .... at Uganda Christian University.

Student's Signature and Date  
[Typed] Name and Date

This signed Declaration should appear on a separate page in the middle of the page. It is normal for a candidate to obtain help from several sources, such as a statistician, an editor/proof-reader or typist. Assistance of this nature is not mentioned in the Declaration, but it is often noted in the acknowledgements.

### **4.4 Dedication (optional)**

This is a brief, optional statement which pays tribute to someone who is or has been of special significance in your life - often a family member.

### **4.5 Acknowledgements (optional)**

It is polite to acknowledge support that has been received during the writing up of the report or project. However, it is not expected though that you acknowledge your editor or people who have assisted in a minor way or people who have given general advice. It is customary to mention your faculty supervisor, any financial assistance that has been given, any special facilities that have been provided by an organization, university or research institution (e.g. use of software, computers, etc).

#### **4.6 Table of Contents**

The Table of Contents should start on a separate page and should follow the heading order as it appears in the actual document. The Table of Contents should contain all numbered headings and sub-headings in the research document. All page numbers should be recorded in a column on the far right of the page. The word/s: 'Page' should appear above the column of page numbers, and the numbers themselves should be lined up spatially. For an illustration, see APPENDIX B: EXAMPLE OF TABLE OF CONTENTS

#### **4.7 List of Tables**

A list of tables appears on the page after the contents in which all the tables that are used in the report are listed. For example:

<u>LIST OF TABLES</u>				Page
Table 1:	Personal Influence as a Factor in ...	..	..	63
Table 2:	Legal Influence as a Factor in ...	..		64

#### **4.8 List of Figures**

A list of figures can be provided either on the same page or a separate page as the list of tables depending on available space. For example,

## LIST OF FIGURES

	Page
Figure 1: Ages of Respondents	60
Figure 2: Sex of Respondents	61

### **4.9 List of Appendices**

A list of appendices can also appear on the same page as the tables and figures, provided there is adequate space.

## LIST OF APPENDICES

	Page
Appendix A: Letter of Consent	104
Appendix B: Questionnaire	105
Appendix C: Interview Outline	108

Be sure to include in the appendix copies of:

- The letter of consent given respondents
- Research instruments employed such as your questionnaire, interview schedule, observation schedule, and textual checklist.
- Original versions of transcribed or translated material.
- Pictures, maps, or plates.

### **4.10 Glossary of Terms and Acronyms (optional)**

Avoid jargon and abbreviations that are not in common use in the field, or which have not been defined. Any acronym or technical term should be defined in alphabetical order in a glossary or in a list of terms. If there are not many, it is acceptable if they are briefly defined or explained when they first occur in the text. For instance, “Uganda Christian University (UCU) is a degree granting institution. Many degree options are available at UCU.”

## **5.0 BODY OF THE RESEARCH DOCUMENT**

### **5.1 CONTENTS OF A RESEARCH DOCUMENT**

This is a basic guideline for organizing the main body of the research documents:

- Research Problem
- Literature Review
- Research Methodology
- Presentation and Analysis of Data
- Discussion/Interpretation of Results
- Conclusions or Recommendations
- List of References
- Bibliography
- Appendices

### **5.2 THE TEXT (pages numbered in Arabic numerals)**

Some flexibility is accorded to the student in organising the content of the document into chapters. For instance, some students may find it more useful to combine the Research Problem and the Literature Review. Other students may wish to split Presentation and Analysis of Data into two chapters; while others may wish to combine Analysis of Data and Discussion of Results. The specific organisation should be done in consultation with the faculty advisor. The overriding principle is that the research report should unfold in a logical and comprehensive manner.

### **5.3 RESEARCH PROBLEM**

This chapter discusses the background to the problem as well as the reasons and rationale for the proposed research effort. The reader should come away from this discussion with a clear understanding of why this research effort is significant and the research problem being investigated. The following is an example of the possible outlay

of the Introduction as it could appear in the Table of Contents. Bear in mind that this format is not cast in stone and can be modified according to the specific study.

- Introduction
- Background to the Research
- Introduction to the Research Topic
- Rationale for the Research
- Research Questions to be Investigated/Hypotheses to be Tested
- Subsequent Chapters of the Research Report

As you move through this chapter, you should try to incorporate the following points:

### **5.3.1 History and Background to the Problem**

A brief historical development of the research problem as well as its present status is often quite helpful. This provides the reader with a foundation for understanding the research problem under discussion. The reader can then better understand the evolution and development of the research topic.

### **5.3.2 Introduction to the Research Problem**

It is vital to provide a clear and comprehensive definition and introduction to the research problem. The central research problem must be presented in the form of a statement or a question or both. The question or statement of the problem helps to inform the reader about the substance of the research problem.

When the problem is expressed in the form of a *statement*, it expresses the need for research in a designated area and proposes to investigate or recommend solutions to the problem that has been identified.

If the research problem is presented as a question then it is fairly broad, philosophical and open to interpretation. It contains the central idea of the research, but also encourages the reader to embrace the breadth and scope of the problem.

### **5.3.3 Rationale or Purpose for the Research**

Provide the reader with your reason and rationale for having chosen to investigate this particular problem area. You might say for example that your choice of research problem originated out of your observation of a particular organization whose employee performance was adversely affected by a unique problem. You should also justify the relevance of your topic to your academic discipline.

### **5.3.4 Subsequent Chapters of the Research Report**

It is very often appropriate in this introductory section to include a brief summary of the structure and shape the subsequent chapters so the reader can anticipate the route the study is going to take.

#### Special Note

Please take care in this introductory section to avoid unduly overlapping with information that is conveyed in subsequent chapters even though some overlap may be unavoidable.

## **5.4 LITERATURE REVIEW**

The Literature Review discussion, often called the Theoretical Foundation chapter, is where most of the published literature related to your study at hand is discussed. Please note that literature is also cited in other chapters as necessary. This discussion

is not an exhaustive historical commentary on the topic. Rather, the review should help the reader to see where this research effort is positioned in terms of previous research. While academic disciplines often have differing strategies, most empirically based studies include, either in the body of the discussion or as a conclusion, a set of testable hypotheses that leads directly from the literature. It is critically important to the academic integrity of the study to give due credit through citations to the authors of all prior studies whose ideas are being discussed.

#### **5.4.1 Presenting an Analytical Theory**

In this section it is necessary to *demonstrate the application of the theory to the problem rather than to convey a mere description and reiteration of the theory itself*. The discussion should include a critical analysis and discussion of all documents, articles, and other references that relate directly to the problem under investigation. You might think of a critical analysis as drawing attention to *differences and similarities* between varying opinions and findings about your research topic.

It is imperative to include all definitive studies as well as any central or important arguments and ideas on the topic to date. The omission of any significant prior discourse or findings on the subject would indicate a shortcoming in the study.

Also, the literature sources must be credible. Quotations from newspapers are acceptable in order to reflect popular opinion and trends. However, it is necessary to remain largely focused on reputable research articles published in reliable, peer reviewed journals.

#### **5.4.2 Hypotheses, Propositions and Research Questions**

The Literature Review is a way of seeking *tentative solutions* to the research problem on the basis of theories or results of previous researchers in similar or related fields. These tentative solutions should be stated in the form of Hypotheses OR Propositions

OR Research Questions, in which you set down a number of questions, assumptions or expectations regarding your research findings.

### **5.4.3 Hypotheses**

Hypotheses suggest that rigorous statistical testing will be applied during the analysis. Hypotheses are specific, inductive predictions that should be made when the research entails inferential statistical testing. Hypotheses are always quantitative by nature, i.e. based on numbers and statistical description and inferences drawn from the data.

Hypotheses are included in the research document when the methodology involves data capture and analysis that requires statistical testing which in turn demonstrates significant or non-significant results. These results would then be stated in the Research Report in the form of both a *null Hypothesis* and an *alternative Hypothesis*.

The following example demonstrates the difference between these two:

“The *null Hypothesis* states that there is *no difference* in the stress levels of workers in organisations of different sizes. “

“The *alternative Hypothesis* states that there *is* a difference of stress levels of workers in organisations of different sizes.”

The *null Hypothesis* always states the converse of the *alternative Hypotheses*. They must be mutually exclusive and exhaustive.

### **5.4.4 Propositions**

Propositions are statements that depict what you expect to deduce from your investigation. Propositions are cited when the research is either quantitative or qualitative.



Research that is *quantitative* is numerical by nature and is described, measured or tested numerically through the use of descriptive statistics. A quantitative Proposition is usually phrased in the same way as a Hypothesis. Quantitative research is more specific, more mathematical and less language orientated.

The following is an example of a *quantitative* proposition:

“The gender of managers does not influence their effectiveness.”

Research that is *qualitative* is usually more focused on the analysis of content and is descriptive by nature. It is hoped that through the analysis of *qualitative* data, you will confirm your original proposition or find a satisfactory answer to your Research Question. Qualitative research very often uses in depth interviews or focus groups in its methodology. The propositions tend to be brief and well-defined.

Here are a few examples of *qualitative* Propositions:

“Perceived risks that are associated with the purchase of *services* are different from those that are perceived to be associated with the purchase of *goods*.”

“Critical success factors for stress minimisation in the catering industry involve working hours, adherence to safety regulations, and customer behaviour.’

Your research would then seek to find support for these statements, but the findings may not be based on statistical tests.

#### **5.4.5 Research Questions**

The nature of the investigation is always *qualitative* when Research Questions are used. This is because a question is *speculative, exploratory* and *open-ended* by nature. They work best when you present a project that primarily searches for general,

descriptive, and extensive information rather than for precise, detailed analysis. An example might be:

“What are the critical success factors for brand management in the airline industry?”

This is an open- ended question that allows for divergence of thought and investigation.

Research questions must be very precise. They must specifically outline the purpose of your investigation and communicate what you expect to gain from the research. It is important to offer original, creative and precise assertions that are not *vague*, *obvious* and *ambiguous*, as these would only render your study irrelevant. For example, the following is an example of a bad proposition because it is so obvious:

“Legislation which bans smoking in public places will reduce the prevalence of lung disease.”

It is important not to confuse the Research Problem with the Research Question. The Research Problem is the axis around which your entire project revolves and is explained fully in the Introduction to the project. Without a research problem there is no research. Your objective is to be able to state this Research Problem early on in your report with absolute clarity and you should present it in unambiguous terms. It is with this clear statement of the problem that your research begins. The Research Question is merely one of the ways in which the problem can be presented.

In general, it is sufficient to state between two and five Hypotheses, Propositions or Research Questions. Once again, discuss this with your research supervisor.

## **5.5 RESEARCH METHODOLOGY**

The methodology discussion describes in detail how the study was conducted. This discussion is important for evaluating the reliability and the validity of the results and also permits other investigators to replicate the study if they so desire. It is helpful to

divide the discussion into subsections that describe specific aspects of the methodology.

- Research Population and Sampling Methodology
- Data Collection
- Quality Control
- The Pilot Study (if applicable)
- Data Analysis

### **5.5.1 The Research Population and Sampling Methodology**

If a sample population is used in the study, you need to explain how the sample was selected. For example, you may have used a random sample, or a probability sample, or a convenience sample. Care should also be taken to show that it is representative or, if it is not, give the underlying reasons. Give the total number of subjects and the number assigned to each experimental condition. If any subjects did not complete the experiment or study, state how many and explain why they did not continue. Researchers should also clearly note how the treatment of subjects was in accordance with ethical standards.

### **5.5.2 Data Collection**

This discussion summarizes each step in the execution of the research project. Included here are the instructions to the participants, the formation of the groups, and the specific experimental manipulations. Of particular importance in experimental research designs is the choice and justification of the apparatus or materials used in data gathering and their function. This section also includes details of the research questionnaires or discussion guidelines used in the study.

The *reliability* and *validity* of these instruments must be discussed in this section. The means of gathering the data must also be recorded. In the case of documentary data (e.g. voting data), the source of the data must be given. In the case of questionnaires

or discussion guidelines, the measuring instrument to be used must be described. The detailed questionnaire or discussion guideline should always be appended to the study.

If you choose to use an instrument from the public domain, please be sure to obtain written permission from the developers.

### **5.5.3 Quality Control**

Here you should create a brief discussion on the reliability and validity of the instruments or techniques that are used during the Research Methodology. If you have used standardised instruments then details should be provided. If you have developed your own instrument, however, at least face-validity should be discussed.

No matter when you are doing a quantitative or qualitative study, the end result is that your findings will be viewed by the reader as confirmable and credible.

### **5.5.4 The Pilot Study (if applicable)**

This study is like a trial run that tests and double checks the instrument before it is used during the actual investigation. The interviewer is given an opportunity to observe the respondents' reactions and this facilitates the implementation of the actual test that follows the pilot study. The results of the pilot study are never included in the final analysis, but the information gleaned enables the interviewer to modify and amend the instrument accordingly.

### **5.5.5 Data Analysis**

The methods of data analysis must then be recorded. This analysis should include details on how the Hypotheses or Propositions will be tested, or should explain how the Research Questions will be answered.

Relevant references should be included in order to justify certain elements of the methodology employed. Verbatim or paraphrased theoretical quotations are unnecessary.

Unless referenced and available in print, all data collection instruments should be reproduced as appendices. A copy of the introductory *letter of consent* that accompanies them should also be included as a separate appendix.

## **5.6 PRESENTATION AND ANALYSIS OF DATA**

By the time you get to the analysis of your data, most of the really difficult work has been done. It is typically much more difficult to define the research problem and develop a research methodology than to collect and analyze data. If you have done the preliminary chapters well, the analysis of the data is usually a fairly straightforward affair.

In most social research the data analysis involves three major steps that are done in roughly this order:

- Cleaning and organizing the data for analysis. This task involves checking or logging in the data; checking the data for accuracy; entering the data into the computer; transforming the data; and developing and documenting a database structure that integrates the various measures.
- Describing the data. Descriptive statistics provide simple summaries about the sample and the measures. Together with simple graphics analysis, they form the basis of virtually every quantitative analysis of data. With descriptive statistics you are simply describing what is and what the data shows.
- Testing Hypotheses and Models. Inferential statistics investigate questions, models and hypotheses. In many cases, the conclusions from inferential statistics extend beyond the immediate data alone. For instance, inferential statistics are used to infer from the sample data what the population thinks. Or, inferential statistics may be used to make judgments of the probability that an

observed difference between groups is a dependable one or one that might have happened by chance in this study. Thus, inferential statistics are the basis for making inferences from your data to more general conditions.

In most research studies, the data analysis section follows these three phases of analysis. Descriptions of how the data were prepared tend to be brief and focus on only the more unique aspects of the study, such as specific data transformations that are performed. The descriptive statistics that you actually look at can be voluminous. In most write-ups, these are carefully selected and organized into summary tables and graphs that only show the most relevant or important information.

Usually, the researcher links each of the inferential analyses to specific research questions or hypotheses that were raised in the introduction, or notes any models that were tested that emerged as part of the analysis. In most analysis write-ups, it is especially critical to not "miss the forest for the trees." If you present too much detail, the reader may not be able to follow the central line of the results. Often extensive analysis details are appropriately relegated to appendices, reserving only the most critical analysis summaries for the body of the report itself.

## **5.7 DISCUSSION/INTERPRETATION OF RESULTS**

The results are then discussed and interpreted and their applicability to the original research problem is explained. Next, the extent to which the study has fulfilled its objective is examined and evaluated. While the previous section may seem relatively sterile and factual, this section is interpretative and should, if possible, be triangulated with findings of other studies. In other words, your findings are strengthened if other studies confirm your findings. In this section you should discuss and explain the results and their relationship to your Propositions or Hypotheses. This chapter should explain the tables and figures depicted in the previous chapter.

This is the most informative of the chapters as it clarifies the results of the investigation and compares and contrasts them with existing theory and findings. It then relates the findings to prior assumptions and expectations and describes the extent to which these either support or refute your own offered Propositions.

## **5.8 CONCLUSIONS OR RECOMMENDATIONS**

Finally, conclusions are drawn from the study. Some research efforts, particularly projects, present only recommendations. Still other research may present both conclusions and recommendations. Regardless, the concluding chapter is typically divided into four sections:

- Summary
- Limitations
- Recommendations
- Suggestions for Further Research

### **5.8.1 Summary**

This discussion summarizes the findings and implications of the data. The issues that arise are spelt out. Findings not previously discussed in the paper should not be included here. The conclusion states whether the study objectives have been achieved, and whether the chosen methodology was appropriate for the research task.

### **5.8.2 Limitations**

Limitations include any methodological deficiencies you observed while doing the actual research, such as a data collection problem, that may have impacted your findings.

Purposeful decisions that you make regarding carefully considered methodology are not considered as limitations. For example, you may have decided in your Methodology chapter to use a specific, tightly defined sample. This is fine and you do not need to

classify it as a limitation. Shortages of time or money are also not a relevant limitation to the study.

Limitations illustrate the vulnerable aspects of the investigation and draw attention to findings that could constitute or lead to flaws that might adversely affect the outcome, reliability or validity of the research results.

It is not advisable to place this section in a separate chapter. Rather keep it as a subsection. The reason for this is that its main purpose is to demonstrate your awareness of shortcomings. These shortcomings are, nevertheless, *not* major flaws that invalidate your work.

### **5.8.3 Recommendations (If Relevant)**

Where possible, recommendations should be made to the relevant organisation or section of the public based on the findings of your study. Recommendations are particularly important for Project Reports.

### **5.8.4 Suggestions for Further Research**

In this section you may want to suggest relevant questions that involve further research that surpasses the scope of your investigation.

## **5.9 UCU ACADEMIC STYLE**

There is a distinct UCU academic style for citing references and making bibliographic entries. Its main features are as follows:



- In-text citation comprises the referenced pages, preceded by the publication year where the text is being cited for the first time.
- Author's first name in a bibliography is given in full, not abbreviated form.
- The year of publication of a book appears immediately after the author.
- The format for titles of books and articles is title case. (Note that all *content* words begin with a capital letter, and all *form* words begin with a non-capital letter).

**Examples of in-text citation are:**

Noll (1998: 15-18), and Noll (33-34)

**Examples of bibliographic entries for a book and an article, respectively, are:**

Noll, Stephen F (1998). *Angels of Light, Powers of Darkness*. Downers Grove: Intervarsity Press.

Kiriaghe, Uzziah. "Community Organizing as a Key to Successful Economic Development." *UCU Research Bulletin*, Vol. 2 (2008): 112-125.

## **5.10 LIST OF REFERENCES**

It is essential to include a list of references at the end of the research document. This list does not constitute a chapter and does not require a chapter number.

The Reference List must include all sources cited in the body of the text: All sources cited in the text must be on the Reference List. Review the appropriate style guide (usually APA or MLA) to determine if the References must be ordered alphabetically or numbered. 2.0-line spacing should be used. Text should be left aligned and not justified. An empty line should be left between each reference.

## **5.11 BIBLIOGRAPHY**

The Reference List is compulsory, but a Bibliography is *optional* except for doctoral theses. Nevertheless, a Bibliography can sometimes prove to be very useful for other researchers. Although the Reference List is confined to the sources specifically referred to in the text, the Bibliography includes all the additional sources that you may have consulted that pertain to your investigation. The bibliography can often provide an important contribution to the research at hand, particularly in the case of an under-researched, narrow domain where only a limited number of publications are available that relate to your area of expertise. The Bibliography should be formatted in the same way as the Reference List.

## **5.12 APPENDICES**

Although Appendices are optional, it is likely that the research document will need to include some details in the form of Appendices. It should also be noted that Appendices are convenient additions to your text that may interest certain readers. Appendices record additional documentation that is not *integral* to your report, but supplements the research outcome. It is not placed in the actual report in order to prevent the reader's diversion from the main body of the text.

An appendix includes documentation on the research instruments (for example, the questionnaire or interview outline), transcripts of interviews with participants of the study, special or lengthy descriptions of methods, calculations, and so on.

Appendices should be numbered sequentially and titled in large print so that they are easy to identify.

## **6.0 EXAMINATION PROCESS**

### **6.1 Progress reports**

All postgraduate candidates and their academic advisors are required to submit progress reports on their research, dissertation or thesis write up as follows:

- Doctoral candidates once every six months
- Master's candidates once every three months

### **6.2 Notice to Submit Report for Examination**

A candidate wishing to submit his/her Report for examination should write to the Dean School of Research and Postgraduate Studies with a copy to the Dean of Faculty and Head of Department, giving a three months' notice.

### **6.3 Examiners of Dissertations/Theses**

Once a candidate gives notice of submission, the Department/Faculty will then proceed to nominate examiners

- A master's degree will have:
  - a) the candidate's supervisor, who will serve as first internal examiner
  - b) a second internal examiner from within the Faculty or Department
  - c) an external examiner
- A doctoral thesis will have:
  - a) the candidate's supervisor, who will serve as first internal examiner
  - b) a second internal examiner from within the Faculty or Department
  - c) one external examiner

**Note:** Undergraduate dissertations will be marked by the candidate's supervisor, who will serve as the first examiner, and another Faculty member – as the second internal examiner.

#### **6.4 Submission of Dissertation / Thesis**

A master's candidate will submit three (3) loosely bound copies of the dissertation for examination to the Faculty/School of Research & Postgraduate Studies.

A doctoral candidate will submit four (4) loosely bound copies of the thesis for examination to the Faculty/School of Research and Postgraduate Studies.

#### **6.5 Examination Procedure**

Examiners for the dissertation/s will be given two (2) months within which they should grade and submit marks for the dissertation. In addition, each examiner will write a comprehensive report on the dissertation.

Examiners for the theses will be given a period of three (3) months within which to mark/assess the theses. At doctoral level no mark is awarded. A written report of about three to four pages will be required in the assessment.

**Note:** a) Examiners for undergraduate dissertations will be expected to mark each dissertation within a period of (2) two weeks.

b) Grades for undergraduate reports/dissertations should be submitted in good time for graduation.

#### **6.6 Things the Examiners Look For**

In the process of assessing dissertations/theses, examiners are asked to give emphasis to the following:

- Use of relevant literature by the candidate
- Original contribution to knowledge – especially for doctoral candidates
- Data presentation. Is there sufficient data to back up the conclusion
- Mature and logical flow of ideas
- Good language and expression of ideas/concepts

Methodology of data collection. Did the candidate use appropriate methods of data collection?

## 6.7 Examination Format

The School of Research and Postgraduate Studies requires critical and comprehensive review of the dissertation/thesis. The examiner's report should be compiled using the following format

Overall structure and presentation	5%
Chapter One: Introduction	15%
Chapter Two: Literature Review	15%
Chapter Three: Methodology	10%
Chapter Four: Presentation and Analysis of Data	20%
Chapter Five: Discussion of Results	20%
Chapter Six: Conclusion (and Recommendation)	10%
References and Appendices	5%
<b>TOTAL</b>	<b><u>100%</u></b>

In awarding marks up the indicated maximums (the overall pass mark being 60%), the examiner should progressively consider the following:

*Overall structure and presentation.* The order and correctness of construction, with special attention the conciseness and fullness of the Abstract.

*Introduction.* The clarity of articulation, especially of the research problem, the purpose and objectives of the study, the research question(s) or hypothesis (/es), and the theoretical/conceptual framework.

*Literature Review.* Whether or not the researcher has presented substantial, selective, balanced comprehensive and evaluative literature review.

*Methodology.* The appropriateness or inadequacy of the specified methodology in addressing the research problem and realizing the stated objectives.

*Presentation and Analysis of Data.* Whether or not the data has been presented in a systematic and orderly fashion that enhances the analysis.

*Discussion of Results.* How the trends that emerge from the data analysis are interpreted and integrated into a final research statement.

*Conclusion (and Recommendation).* (a) How the findings of the research are brought together, with an indication of whether or not the research question has been sufficiently addressed, the objectives achieved, the research question answered/the hypothesis confirmed, and if the chosen methodology was adequate for the research task. (b) The extent and relevance of the specified Recommendations.

*References and Appendices.* The order and correctness of the references and appendices, with special attention to the referencing and bibliographic style.

In addition to the above, the examiner will be required to indicate whether the work:

- a) can be awarded a degree in its present form.
- b) needs minor correction and revisions after which a degree can be awarded. These should be pointed out in detail.
- c) requires major revisions and fresh submissions for examination.
- d) is not acceptable for award of a senior degree.

In the case of (b) above, the examiner should indicate whether the revised version needs to be only finalized to the satisfaction of the supervisor.

## **6.8 Corrections/Revision and Final Evaluation**

The examiner is required to indicate exactly what corrections are necessary or whether the dissertation/thesis needs to be revised. If the Report needs extensive corrections or revision, these should be set out and the affected paragraphs indicated. And even if it is only minor corrections that are required, they should be so indicated.

He/she should state clearly whether the Report makes an original contribution to the existing fund of knowledge. For the PhD degree the contribution should be significant.

Both the Internal and External examiners highlight the points that they feel the Viva Voce panel should be aware of, and the kind of questions that should be put to the researcher.

He/she should state frankly and unequivocally whether the Report

- is worthy of the degree award in the present form;
- is worthy of the degree award after minor corrections indicated in 6.8 (1) have been corrected to the satisfaction of an Internal Examiner;
- it must be revised according to the suggestions spelt out in 6.8 (1) and resubmitted for examination;
- is not worthy of the award.

## **6.9 Routing of Dissertations/Theses and Examiners' Reports**

The dissertation/theses are sent to the examiners by the School of Research and Postgraduate Studies or its designated representative. The examiners' reports should be sent directly to the Dean of the School.

## **6.10 Viva Voce Examination/Oral Defence**

The viva voce or oral examination team should/will be composed of the:

- Dean – School of Research and Postgraduate Studies (as Chair)
- Dean of Faculty of the candidate
- Head of Department
- Supervisor/s
- An expert in the field nominated by the Faculty/Department

## **6.11 Final Submission**

Once all the regulatory requirements have been completed to the satisfaction of the Dean SRPGS, the candidate will submit four (4) copies of the dissertation/thesis in hard bind to the Dean SRPGS.

## **7.0 APPENDICES**

### **7.1 APPENDIX A: EXAMPLE OF A TITLE PAGE**

**BAYESIAN ANALYSIS OF LONG TERM MEMORY  
IN JSE INDICES USING ARFIMA MODELS**

**Uzziah Maate Kiriaghe**

**A DISSERTATION**

**SUBMITTED TO THE FACULTY OF SOCIAL SCIENCES  
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR  
THE AWARD OF THE DEGREE OF  
MASTER OF BUSINESS ADMINISTRATION  
OF UGANDA CHRISTIAN UNIVERSITY**

Mukono, Uganda

2010

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## 7.3 APPENDIX C: EXAMPLE OF APA STYLE

Source: <http://owl.english.purdue.edu/owl/resource/560/01/>

**Summary:** APA (American Psychological Association) is most commonly used to cite sources within the social sciences. This resource, revised according to the **5th edition** of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

### APA Citation Basics

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

### In-Text Citation Capitalization, Quotes, and Italics/Underlining

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.

(**Note:** in your References list, only the first word of a title will be capitalized: Writing new media.)

- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

### Short Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers? If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation. She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

## Long Quotations

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:  
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

## Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.  
APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

## In-Text Citations: Author/Authors

APA style has a series of important rules on using author names as part of the author-date system. There are additional rules for citing indirect sources, electronic sources, and sources without page numbers.

## Citing an Author or Authors

**A Work by Two Authors:** Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...  
(Wegener & Petty, 1994)

**A Work by Three to Five Authors:** List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In *et al.*, *et* should not be followed by a period.

**Six or More Authors:** Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...  
(Harris et al., 2001)

**Unknown Author:** If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

A similar study was done of students learning to format research papers ("Using APA," 2001).

**Note:** In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

**Organization as an Author:** If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

**Two or More Works in the Same Parentheses:** When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

**Authors with the Same Last Name:** To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

**Two or More Works by the Same Author in the Same Year:** If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

**Introductions, Prefaces, Forewords, and Afterwards:** When citing an Introduction, Preface, Foreword, or Afterward in-text, cite the appropriate author and year as usual.

( Funk & Kolln, 1992)

**Personal Communication:** For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

## Citing Indirect Sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith, 2003, p. 102).

**Note:** When citing material in parentheses, set off the citation with a comma, as above.

## Electronic Sources

If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

**Unknown Author and Unknown Date:** If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

## Sources without Page Numbers

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para. 6). Do not cite page numbers.

## Footnotes and Endnotes

APA does not recommend the use of footnotes and endnotes because they are often expensive for publishers to reproduce. However, if explanatory notes still prove necessary to your document, APA details the use of two types of footnotes: content and copyright.

When using either type of footnote, insert a number formatted in superscript following almost any punctuation mark. Footnote numbers should not follow dashes ( — ), and if they appear in a sentence in parentheses, the footnote number should be inserted within the parentheses.

Scientists examined—over several years<sup>1</sup>—the fossilized remains of the woolly-wooly yak.<sup>2</sup> (These have now been transferred to the Chauan Museum.<sup>3</sup>)

All footnotes should appear on the final page of your document (usually this is after the References page). Center the word "Footnotes" at the top of the page. Indent five spaces on the first line of each footnote. Then, follow normal paragraph spacing rules. Double-space throughout.

<sup>1</sup> While the method of examination for the woolly-wooly yak provides important insights to this research, this document does not focus on this particular species.

## Content Notes

Content Notes provide supplemental information to your readers. When providing Content Notes, be brief and focus on only one subject. Try to limit your comments to one small paragraph.

Content Notes can also point readers to information that is available in more detail elsewhere.

<sup>1</sup> See Blackmur (1995), especially chapters three and four, for an insightful analysis of this extraordinary animal.

## Copyright Permission Notes

If you quote more than 500 words of published material or think you may be in violation of "Fair Use" copyright laws, you must get the formal permission of the author(s). All other sources simply appear in the reference list.

Follow the same formatting rules as with Content Notes for noting copyright permissions. Then attach a copy of the permission letter to the document.

If you are reproducing a graphic, chart, or table, from some other source, you must provide a special note at the bottom of the item that includes copyright information. You should also submit written permission along with your work. Begin the citation with "Note."

Note. From "Title of the article," by W. Jones and R. Smith, 2007, *Journal Title*, 21, p. 122. Copyright 2007 by Copyright Holder. Reprinted with permission.

## Reference List: Basic Rules

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

## Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

## **Reference List: Author/Authors**

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

### **Single Author**

Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

### **Two Authors**

List by their last names and initials. Use the ampersand instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology, 66*, 1034-1048.

### **Three to Six Authors**

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

## More Than Six Authors

If there are more than six authors, list the first six as above and then "et al.," which stands for "and others." Remember not to place a period after "et" in "et al."

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-245.

## Organization as Author

American Psychological Association. (2003).

## Unknown Author

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

**NOTE:** When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Merriam-Webster's*, 1993) and ("New Drug," 1993).

## Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T.J. (1981).

Berndt, T.J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.



## Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Berndt, T. J. (1981a). Age changes and changes over time in pro-social intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on pro-social intentions and behavior. *Child Development*, 52, 636-643.

## Introductions, Prefaces, Forewords, and Afterwards

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterward (whatever title is applicable) as the chapter of the book.

Funk, R. & Kolln, M. (1998). Introduction. In E.W. Ludlow (Ed.), *Understanding English Grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

## Reference List: Articles in Periodicals

### Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

### Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

## Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

## Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

## Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

## Letter to the Editor

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

## Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

## Reference List: Books

### Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location:  
Publisher.

**Note:** For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*.  
Washington, DC: American Psychological Association.

## Edited Book, No Author

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.

## Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.). New York: Anchor.

## A Translation

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

**Note:** When you cite a republished work, like the one above, work in your text, it should appear with both dates: Laplace (1814/1951).

## Edition Other Than the First

Helper, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

## Reference List: Other Print Sources

### An Entry in an Encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

### Work Discussed in a Secondary Source

List the source the work was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

**NOTE:** Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

## Dissertation Abstract

Yoshida, Y. (2001). *Essays in urban transportation* (Doctoral dissertation, Boston College, 2001).  
*Dissertation Abstracts International*, 62, 7741A.

## Government Document

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS  
Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

## Report from a Private Organization

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating  
disorders* (2nd ed.). Washington, D.C.: Author.

## Conference Proceedings

Schnase, J.L., & Cunnius, E.L. (Eds.). (1995). *Proceedings from CSCL '95: The First International  
Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

## Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor  
(Eds.), *Title of book* (pages of chapter). Location: Publisher.

**Note:** When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers:  
(pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for  
newspapers.

- O 'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing,  
transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-  
123). New York: Springer.

## Multivolume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York: Scribner's.

## **Reference List: Electronic Sources**

### **Article from an Online Periodical**

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Provide retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since many online periodicals appear in their "final" form, a retrieval date is not necessary.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved month day, year, (if necessary) from

<http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

### **Online Scholarly Journal Article**

Since online materials can potentially change URL's, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOI's are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

Note that some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendors name like "CrossRef" or "PubMed." This button will usually lead the user to the full article which will include the DOI. Find DOI's from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

### **Article from an Online Periodical with DOI Assigned**

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. doi:0000000/000000000000

Brownlie, D. Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283. doi:10.1108/03090560710821161

## **Reference List: Other Non-Print Sources**

### **Interviews, Email, and Other Personal Communication**

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the fact that it was personal communication and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

## Motion Picture

Basic reference list format:

PProducer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

**Note:** If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

## A Motion Picture or Video Tape with International or National Availability

Smith, J.D. (Producer), & Smithee, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

## A Motion Picture or Video Tape with Limited Availability

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

## Television Broadcast or Series Episode

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [Television broadcast or Television series]. City of origin: Studio or distributor.

## Single Episode of a Television Series

Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City of origin: Studio or distributor.  
Wendy, S. W. (Writer), & Martian, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

## Television Broadcast

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York: Central Broadcasting Service.

## A Television Series

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood: American Broadcasting Company.

## Music Recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

For more about citing audiovisual media, see pages 266-269 of the Publication Manual.

For information about citing legal sources in your reference list, see [the Westfield State College page on Citing Legal Materials in APA Style](#).

## Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require a URL but do not require a retrieval date. Provide retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since most journal articles appear in their "final" form, a retrieval date is not needed.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

## Article from a Database

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). Then add information that gives the date of retrieval and the proper name of the database. This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number or accession number in parentheses at the end, but the APA manual says that this is not required. (For more about citing articles retrieved from electronic databases, see page 278 of the Publication Manual.)

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from PsycARTICLES database.

## Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name. If only the abstract is available, write "Abstract retrieved from" and provide the database name or URL.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody? Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58. Retrieved from EBSCO Host database.

Bosson, G. Ergativity in Basque. *Linguistics*, 22(3), 341-392. Abstract retrieved from Linguistics Abstracts Online.

## Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

## Electronic Books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it.

De Huff, E.W. *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

## Chapter/Section of a Web document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved month day, year, from <http://www.someaddress.com/full/url/>.

Engelshcall, R. S. (1997). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.) Retrieved March 10, 2006, from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

Peckinpugh, J. (2003). Change in the Nineties. In J.S. Bough and G.B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.



**NOTE:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

## Online Book Reviews

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Zacharek, S. (2008, April 27). Natural women [Review of the book *Girls like us* ]. *The New York Times*.

Retrieved from <http://www.nytimes.com/2008/04/27/books/review/Zachareck>

-t.html?pagewanted=2

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce's critics: Transitions in reading and culture, and Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site:

*Transitions in reading and culture, and Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site:

Available from Project MUSE Web site:

[http://muse.jhu.edu/journals/modern\\_fiction\\_studies/toc/](http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html)

[mfs52.1.html](http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html)

## Dissertation/Thesis from a Database

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*.

Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

## Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry. Because updates and modifications are not normally specified, provide the retrieval date in the citation. When listing the URL, give only the home or index root as opposed to the URL for the entry.

Feminism. (n.d.) In *Encyclopædia Britannica online*. Retrieved March 16, 2008, from [http://](http://www.britannica.com)

[www.britannica.com](http://www.britannica.com)

## Online Bibliographies and Annotated Bibliographies

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from

[http://www.hc-sc.gc.ca/ahc-asc/alt\\_formats/hpb-dgps/](http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/)

[pdf/intactiv/hiv-vih-aids-sida-prison-carceral\\_e.pdf](http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf)

## Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. *Indiana income limits* [Data file]. Retrieved from [http://www.huduser.org/Datasets/IL/IL08/in\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)

## Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from [http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectra.ion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion)

## Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: [http://www11.jsc.nasa.gov/history/oral\\_histories/oral\\_histories.htm](http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm)

## Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

## Non-periodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved month day, year (only if the text may potentially change over time), from <http://Web address>

**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

## Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). *PsychInquiry* [computer software]. New York: Worth.

Software that is downloaded from a Web site should provide the software's version and year when available.

Hayes, B., Tesar, B., & Zuraw, K. (2003). *OTSoft: Optimality Theory Software (Version 2.1)* [Software]. Available from <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

## E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

## Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Frook, B. D. (1999, July 23). *New inventions in the cyberworld of toylandia* [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

## Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

Dean, J. (2008, May 7). *When the self emerges: Is that me in the mirror?* Message posted to <http://www.spring.org.uk/>

the1sttransport. (2004, September 26). *Psychology Video Blog #3* [Video File]. Video posted to <http://www.youtube.com/watch?v=lqM90eQi5-M>

## Wikis

Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.

- O LPC Peru/Arahuay. (n.d.). Retrieved May 1, 2008, from the OLPC Wiki: [http://wiki.laptop.org/go/OLPC\\_Peru/Arahuay](http://wiki.laptop.org/go/OLPC_Peru/Arahuay)

## Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T. & Phillips, T. 2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved from <http://science.nasa.gov/podcast.htm>

## Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast retrieved from <http://www.adveeducation.com>

## 7.4 APPENDIX D: EXAMPLE OF MLA STYLE

### MLA Formatting and Style Guide

Source: <http://owl.english.purdue.edu/owl/resource/557/01/>

This resource was written by **Jennifer Liethen Kunka and Joe Barbato**; additional revision by **Dave Neyhart and Erin E. Karper**.  
**Additional material by Kristen Seas.**

Last full revision by **Karl Stolley, Kristen Seas, Tony Russell, and Elizabeth Angeli**.  
Last edited by Allen Brizee on March 26th 2009 at 10:44PM

**Summary:** MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers (6th ed.)* and the *MLA Style Manual and Guide to Scholarly Publishing (2nd ed.)*, offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page. [Get Help for Using OWL Resources](#)  
[Get All Pages of This Resource for Quick Printing](#)[Get Permission to Photocopy and Distribute This Resource](#)[Tell the OWL You're Linking to This Resource](#)[Report an Error in This Resource](#)[Share General Comments with the OWL Staff](#)

#### General Format

MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citation in their essays and Works Cited pages.

Writers who properly use MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental un-credited use of source material by other writers.

If you are asked to use MLA format, be sure to consult the [MLA Handbook for Writers of Research Papers](#) (6th edition). Publishing scholars and graduate students should also consult the [MLA Style Manual and Guide to Scholarly Publishing](#) (2nd edition). The [MLA Handbook](#) is available in most writing labs and reference libraries; it is also widely available in bookstores, libraries, and at the MLA web site.

#### In-Text Citations: The Basics

Guidelines for referring to the works of others in your text using MLA style is covered in chapter six of the [MLA Handbook](#) and in chapter seven of the [MLA Style Manual](#). Both books provide extensive examples, so it's a good idea to consult them if you want to become even more familiar with MLA guidelines or if you have a particular reference question.

#### Basic In-Text Citation Rules

In MLA style, referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, you place the author's name followed by a space and the relevant page number(s).

Human beings have been described as "symbol-using animals" (Burke 3).

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work, or italicize or underline it if it's a longer work.

Your in-text citation will correspond with an entry in your Works Cited page, which, for the Burke citation above, will look something like this:

Burke, Kenneth. Language as Symbolic Action: Essays on Life, Literature, and Method. Berkeley: U of California P, 1966.

We'll learn how to make a Works Cited page in a bit, but right now it's important to know that parenthetical citations and Works Cited pages allow readers to know which sources you consulted in writing your essay, so that they can either verify your interpretation of the sources or use them in their own scholarly work.

## Multiple Citations

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon:

...as has been discussed elsewhere (Burke 3; Dewey 21).

## When Citation Is Not Needed

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge. Remember, this is a rhetorical choice, based on audience. If you're writing for an expert audience of a scholarly journal, they'll have different expectations of what constitutes common knowledge.

## *In-Text Citations: Author-Page Style*

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263). Wordsworth extensively explored the role of emotion in the creative process (263).

The citation, both (263) and (Wordsworth 263), tells readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. Lyrical Ballads. London: Oxford U.P., 1967.

## Author-Page Citation for Classic and Literary Works with Multiple Editions

Page numbers are always required, but additional citation information can help literary scholars, who may have a different edition of a classic work like Marx and Engels's The Communist Manifesto. In such cases, give the page number of your edition (making sure the edition is listed in your Works Cited page, of course) followed by a semicolon, and then the appropriate abbreviations for volume (vol.), book (bk.), part (pt.), chapter (ch.), section (sec.), paragraph (par.) as available. For example:

Marx and Engels described human history as marked by class struggles (79; ch. 1).

## Anonymous Work/Author Unknown

If the work you are citing to has no author, use an abbreviated version of the work's title. (For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page). For example:

An anonymous Wordsworth critic once argued that his poems were too emotional ("Wordsworth Is a Loser" 100).

## Citing Authors with Same Last Names

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even the authors' full name if different authors share initials) in your citation. For example:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

## Citing Multiple Works by the Same Author

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

## Citing Indirect Sources

Sometimes you may have to use an indirect source. An indirect source is a source cited in another source. For such indirect quotations, use "qtd. in" to indicate the source you actually consulted. For example:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Note that, in most cases, a responsible researcher will attempt to find the original source, rather than citing an indirect source.

## Citing Electronic Sources or Sources from the Internet

With more and more scholarly work being posted on the Internet, you may have to cite research you have completed in virtual environments. While many sources on the Internet should not be used for scholarly work (reference the OWL's [Evaluating Sources of Information](#) resource), some Web sources are perfectly acceptable for research. When creating in-text citation for electronic, film, or Internet sources, remember that your citation must reference the source in your Works Cited. Also remember that the URLs for Websites are included in the Works Cited list only.

## Miscellaneous Non-Print Sources

Werner Herzog's Fitzcarraldo stars Herzog's long-time film partner, Klaus Kinski. During the shooting of Fitzcarraldo, Herzog and Kinski were often at odds, but their explosive relationship fostered a memorable and influential film.

During the presentation, Jane Yates stated that invention and pre-writing are areas of rhetoric that need more attention.

## Electronic Sources

The Purdue OWL is accessed by millions of users every year. Specifically, the OWL's MLA Formatting and Style Guide is one of the most popular resources.

One online film critic stated that Fitzcarraldo is "...a beautiful and terrifying critique of obsession and colonialism" (Garcia, "Herzog: a Life," par. 18).

The examples above are listed in a Works Cited like this:

Garcia, Elizabeth. "Herzog: a Life." Online Film Critics Corner. 8 May 2006. The Film School of New Hampshire. 2 May 2002. <<http://www.filmnewhampshire.edu/criticscorner>>

Herzog, Werner, dir. Fitzcarraldo. Perf. Klaus Kinski. Filmverlag der Autoren, 1982.

Stolley, Karl. "MLA Formatting and Style Guide." The OWL at Purdue. 10 May 2006. Purdue University Writing Lab. 12 May 2006 <<http://owl.english.purdue.edu/owl/resource/557/01/>>.

Yates, Jane. "Invention in Rhetoric and Composition." Gaps Addressed: Future Work in Rhetoric and Composition. CCCC. Palmer House Hilton. 2002.

## Citing the Bible

In your first parenthetical citation, you want to make clear which Bible you're using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (New Jerusalem Bible, Ezek. 1.5-10).

All future references can then just cite book, chapter, and verse, since you've established which edition of the Bible you will be using.

## Formatting Quotations

When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Below are some basic guidelines for incorporating quotations into your paper.



## Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. For example:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse: (a space should precede and follow the slash)

Cullen concludes, "Of all the things that happened there / That's all I remember" (11-12).

## Long Quotations

For quotations that are four or more lines of verse or prose: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.) For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Poetry will be handled something like this:

In her poem "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child  
the child at the oak desk whose penmanship,  
hard work, style will win her prizes  
becomes the woman with a mission, not to win prizes  
but to change the laws of history. (23)

## Adding or Omitting Words in Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale ... and in a short time a lively exchange of details occurs" (78).

**NOTE:** According to the 6th Edition of the [MLA Handbook](#), **brackets are no longer needed around ellipses** unless adding brackets would clarify your use of ellipses. For example, if there are ellipsis marks in the quoted author's work, do not put brackets around them; but do use brackets around ellipsis marks you add, so as to distinguish them from ellipsis marks in the quoted author's work. Also note that the [MLA Style Guide](#) still requires brackets, so it's probably best practice to follow the MLA manual appropriate to your assignment or publication.

## **Footnotes and Endnotes**

Because long explanatory notes can be distracting to readers, most academic style guidelines (including MLA and APA) recommend limited use of footnotes/endnotes; however, certain publishers encourage or require note references in lieu of parenthetical references (see the [MLA Handbook](#), Appendix B, and the [MLA Style Manual](#), Appendix A, for other systems of MLA citation).

MLA discourages extensive use of explanatory or digressive notes. MLA style does, however, allow you to use endnotes or footnotes for evaluative bibliographic comments, for example:

<sup>1</sup> See Blackmur, especially chapters three and four, for an insightful analysis of this trend.

<sup>2</sup> On the problems related to repressed memory recovery, see Wollens pp. 120-35; for a contrasting view, see Pyle.

You can also use endnotes or footnotes for occasional explanatory notes or other brief additional helpful information that might be too digressive for the main text:

<sup>3</sup> In a 1998 interview, she reiterated this point even more strongly: "I am an artist, not a politician!" (Weller 124).

## **Numbering Endnotes and Footnotes**

Footnotes in MLA format are indicated by consecutively-numbered superscript Arabic numbers in the main text **after** the punctuation of the phrase or clause the note refers to:

Some have argued that such an investigation would be fruitless.<sup>6</sup>

Scholars have argued for years that this claim has no basis,<sup>7</sup> so we would do well to ignore it.

However, note references appear **before** dashes:

For years, scholars have failed to address this point<sup>8</sup>—a fact that suggests their cowardice more than their carelessness.

Do not use asterisks, daggers, or other symbols for note references. The list of endnotes and footnotes (either of which, for papers submitted for publication, should be listed on a separate page, as indicated below) should correspond to the note references in the text.

## Formatting Endnotes and Footnotes

The MLA recommends that all notes be listed on a separate page titled Notes (no quotation marks or italics), which should appear before the Works Cited page. This is especially important for papers being submitted for publication. The notes themselves are listed by consecutive superscript Arabic numbers and appear double-spaced in regular paragraph format (a new paragraph for each note) on a separate page under the word Notes (centered, in plain text without quotation marks).

In the case that you need to format footnotes on the same page as the main text, footnotes should begin four lines (two double-spaced lines) below the main text. **Single-space** notes formatted as footnotes on the page, but double-space between individual notes.

## Works Cited Page: Basic Format

According to MLA style, you must have a Works Cited page at the end of your research paper. Works Cited page preparation and formatting is covered in chapter 5 of the [MLA Handbook](#), and chapter 6 of the [MLA Style Manual](#). All entries in the Works Cited page must correspond to the works cited in your main text.

### Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

### Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: Gone with the Wind, The Art of War, There Is Nothing Left to Lose
- Use italics or underlining for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

### Listing Author Names

Entries are listed by author name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

**Do not** list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma. For additional information on handling names, consult section 3.8 of [The MLA Handbook](#) and sections 6.6.1 and 3.6 of the [MLA Style Manual](#).

## More than One Work by an Author

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Burke, Kenneth. A Grammar of Motives.

---. A Rhetoric of Motives.

When an author or collection editor appears both as the sole author of a text and as the first author of a group, list solo-author entries first:

Heller, Steven, ed. The Education of an E-Designer.

Heller, Steven and Karen Pomeroy. Design Literacy: Understanding Graphic Design.

## Work with No Known Author

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, Boring Postcards USA has no known author:

Baudrillard, Jean. Simulacra and Simulations.

Boring Postcards USA.

Burke, Kenneth. A Rhetoric of Motives.

## Works Cited Page: Books

The [MLA Style Manual](#) provides extensive examples of print source citations in chapter six; the [MLA Handbook for Writers of Research Papers](#) provides extensive examples covering a wide variety of potential sources in chapter six. If your particular case is not covered here, use the basic forms to determine the correct format, consult one of the MLA books, visit the links in our additional resources section, talk to your instructor, or [email the OWL tutors](#) for help.

## Books

First or single author's name is written last name, first name. The basic form for a book citation is:

Lastname, Firstname. Title of Book. Place of Publication: Publisher, Year of Publication.

## Book with One Author

Gleick, James. Chaos: Making a New Science. New York: Penguin Books, 1987.

Henley, Patricia. The Hummingbird House. Denver: MacMurray, 1999.

## Book with More Than One Author

First author name is written last name first; subsequent author names are written first name, last name.

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston: Allyn, 2000.

If there are more than three authors, you may list only the first author followed by the phrase et al. (the abbreviation for the Latin phrase "and others"; no period after "et") in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

Wysocki, Anne Frances, et al. Writing New Media: Theory and Applications for Expanding the Teaching of Composition. Logan, UT: Utah State UP, 2004.

Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. Writing New Media: Theory and Applications for Expanding the Teaching of Composition. Logan, UT: Utah State UP, 2004.

## Two or More Books by the Same Author

After the first listing of the author's name, use three hyphens and a period instead of the author's name. List books alphabetically by title.

Palmer, William J. Dickens and New Historicism. New York: St. Martin's, 1997.

---. The Films of the Eighties: A Social History. Carbondale: Southern Illinois UP, 1993.

## Book by a Corporate Author

A corporate author may be a commission, a committee, or any group whose individual members are not identified on the title page:

American Allergy Association. Allergies in Children. New York: Random, 1998.

## Book with No Author

List and alphabetize by the title of the book.

Encyclopedia of Indiana. New York: Somerset, 1993.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the source above would appear as follows: (Encyclopedia 235).

## A Translated Book

Cite as you would any other book, and add "Trans." followed by the translator's/translators' name(s):

Foucault, Michel. Madness and Civilization: A History of Insanity in the Age of Reason. Trans. Richard Howard. New York: Vintage-Random House, 1988.

## Republished Book

Books may be republished due to popularity without becoming a new edition, which is usually a revision of the original. For these books, insert the original publication date before the publication information.

Butler, Judith. Gender Trouble. 1990. New York: Routledge, 1999.  
Erdrich, Louise. Love Medicine. 1984. New York: Perennial-Harper, 1993.

## An Edition of a Book

There are two types of editions in book publishing: a book that has been published more than once in different editions and a book that is prepared by someone other than the author (typically an editor).

## A Subsequent Edition

Cite the book as you normally would, but add the number of the edition after the title.

Crowley, Sharon and Debra Hawhee. Ancient Rhetorics for Contemporary Students. 3rd ed. New York: Pearson/Longman, 2004.

## A Work Prepared by an Editor

Cite the book as you normally would, but add the editor after the title.

Bronte, Charlotte. Jane Eyre. Ed. Margaret Smith. Oxford: Oxford UP, 1998.

## Anthology or Collection

List by editor or editors, followed by a comma and "ed." or, for multiple editors, "eds."

Hill, Charles A. and Marguerite Helmers, eds. Defining Visual Rhetorics. Mahwah, NJ: Lawrence Erlbaum Associates, 2004.

Peterson, Nancy J., ed. Toni Morrison: Critical and Theoretical Approaches. Baltimore: Johns Hopkins UP, 1997.

## A Work in an Anthology, Reference, or Collection

Book parts include an essay in an edited collection or anthology, or a chapter of a book. The basic form is:

Lastname, First name. "Title of Essay." Title of Collection. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages.

Some actual examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." A Tutor's Guide: Helping Writers One to One. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" The Education of a Graphic Designer. Ed. Steven Heller. New York: Allworth Press, 1998. 13-24.

**Cross-referencing:** If you cite more than one essay from the same edited collection, the MLA indicates that it is optional to cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have many references from one text. To do so, include a separate entry for the entire collection listed by the editor's name. For individual essays from that collection, simply list the author's name, the title of the essay, the editor's last name, and the page numbers. For example:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and Weiser 131-40.

Peebles, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-167.

Rose, Shirley K, and Irwin Weiser, eds. The Writing Program Administrator as Researcher. Portsmouth, NH: Heinemann, 1999.

## Poem or Short Story Examples:

Burns, Robert. "Red, Red Rose." 100 Best-Loved Poems. Ed. Philip Smith. New York: Dover, 1995. 26.

Kincaid, Jamaica. "Girl." The Vintage Book of Contemporary American Short Stories. Ed. Tobias Wolff. New York: Vintage, 1994. 306-307.

If the specific literary work is part of the same author's collection, then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." Selected Poems. New York: Dover, 1991. 12-19.

Carter, Angela. "The Tiger's Bride." Burning Your Boats: The Collected Stories. New York: Penguin, 1995. 154-169.

## Article in Reference Book:

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection but do not include the publisher information. Also, if the reference book is organized alphabetically, as most are, don't list the volume or the page number of the article or item.

"Ideology." The American Heritage Dictionary. 3rd ed. 1997.

## A Multivolume Work

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian. Institutio Oratoria. Trans. H. E. Butler. Vol. 2. Cambridge: Loeb-Harvard UP, 1980.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work.

Quintilian. Institutio Oratoria. Trans. H. E. Butler. 4 vols. Cambridge: Loeb-Harvard UP, 1980.

When citing multivolume works in your text, always include the volume number followed by a colon, then the page number(s):

...as Quintilian wrote in Institutio Oratoria (1:14-17).

If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston. S. The Age of Revolution. New York: Dodd, 1957.

Or, if you want to reference the larger multivolume as part of your citation, you may include "Vol. number of" before listing the title of the entire work, the total number of volumes, and the date.

Churchill, Winston. S. The Age of Revolution. New

## An Introduction, a Preface, a Foreword, or an Afterword

When citing an introduction, a preface, a foreword, or an afterword, write the name of the authors and then give the name of the part being cited, which should not be italicized, underlined or enclosed in quotation marks.

Farrell, Thomas B. Introduction. Norms of Rhetorical Culture. By Farrell. New Haven: Yale UP, 1993. 1-13.

If the writer of the piece is different from the author of the complete work, then write the full name of the complete work's author after the word "By." For example:

Duncan, Hugh Dalziel. Introduction. Permanence and Change: An Anatomy of Purpose. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv.

## Other Print/Book Sources

Certain book sources are handled in a special way by MLA style.



## The Bible

Give the name of the specific edition, any editor(s) associated with it, followed by the publication information:

The New Jerusalem Bible. Susan Jones, gen. ed. New York: Doubleday, 1985.

Your parenthetical citation will include the name of the specific edition of the Bible, followed by an abbreviation of the book and chapter:verse(s), e.g., (The New Jerusalem Bible Gen. 1:2-6).

## A Government Publication

Cite the author of the publication if the author is identified. Otherwise start with the name of the government, followed by the agency and any subdivision that served as the corporate author. For congressional documents, be sure to include the number of the congress and the session when the hearing was held or resolution passed. (GPO is the abbr. for the Government Printing Office.)

United States. Cong. Senate. Committee on Energy and Natural Resources. Hearing on the Geopolitics of Oil. 110th Cong., 1st sess. Washington: GPO, 2007.

United States. Government Accountability Office. Climate Change: EPA and DOE Should Do More to Encourage Progress Under Two Voluntary Programs. Washington: GPO, 2006.

## A Pamphlet

Cite the title and publication information for the pamphlet just as you would a book without an author.

Women's Health: Problems of the Digestive System. Washington: American College of Obstetricians and Gynecologists, 2006.

Your Rights Under California Welfare Programs. Sacramento, CA: California Dept. of Social Services, 2007.

## Dissertations

Dissertations and master's theses may be used as sources whether published or not. Cite the work as you would a book, but include the designation Diss. (or MA/MS thesis) followed by the degree-granting school and the year the degree was awarded.

If the dissertation is published, treat the title as you would any book title and include the date it was published at the end. You may also include the University Microfilms International (UMI) order number if you want to:

Bishop, Karen Lynn. Documenting Institutional Identity: Strategic Writing in the IUPUI Comprehensive Campaign. Diss. Purdue University, 2002. Ann Arbor: UMI, 2004. AAT 3104911.

Bile, Jeffrey. Ecology, Feminism, and a Revised Critical Rhetoric: Toward a Dialectical Partnership. Diss. Ohio University, 2005. Ann Arbor: UMI, 2006. AAT 3191701.

If the work is not published, put the title in quotation marks and end with the date the degree was awarded:

Grabau, Tareq Samra. "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods." Diss. Purdue University, 2006.

Stolley, Karl. "Toward a Conception of Religion as a Discursive Formation: Implications for Postmodern Composition Theory." MA thesis. Purdue University, 2002.

## **Works Cited: Periodicals**

MLA style is slightly different for popular periodicals, like magazines, newspapers, and scholarly journals, as you'll learn below.

### **Article in a Magazine**

Cite by listing the article's author, putting the title of the article in quotation marks, and underlining or italicizing the periodical title. Follow with the date and remember to abbreviate the month. Basic format:

Author(s). "Title of Article." Title of Periodical Day Month Year: pages.

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.

Buchman, Dana. "A Special Education." Good Housekeeping Mar. 2006: 143-8.

### **Article in a Newspaper**

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." Washington Post 24 May 2007: LZ01.

Krugman, Andrew. "Fear of Eating." New York Times 21 May 2007 late ed.: A1.

If the newspaper is local, include the city name in brackets after the title of the newspaper.

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C. Democrats." Post and Courier [Charleston, SC] 29 Apr. 2007: A11.

Trembacki, Paul. "Brees Hopes to Win Heisman for Team." Purdue Exponent [West Lafayette, IN] 5 Dec. 2000: 20.

### **A Review**

To cite a review, include the abbreviation "Rev. of" plus information about the performance that is being cited before giving the periodical information, as shown in following basic format:

Review Author. "Title of Review (if there is one)." Rev. of Performance Title, by Author/Director/Artist. Title of Periodical day month year: page.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Rev. of *Radiant City*, dir. Gary Burns and Jim Brown. New York Times 30 May 2007 late ed.: E1.

Weiller, K. H. Rev. of Sport, Rhetoric, and Gender: Historical Perspectives and Media Representations, ed. Linda K. Fuller. *Choice* Apr. 2007: 1377.

## An Editorial & Letter to the Editor

Cite as you would any article in a periodical, but include the designators "Editorial" or "Letter" to identify the type of work it is.

"Of Mines and Men." Editorial. Wall Street Journal east. ed. 24 Oct. 2003: A14.

Hamer, John. Letter. American Journalism Review Dec. 2006/Jan. 2007: 7.

## Anonymous Articles

Cite the article title first, and finish the citation as you would any other for that kind of periodical.

"Business: Global warming's boom town; Tourism in Greenland." The Economist 26 May 2007: 82.

"Aging; Women Expect to Care for Aging Parents but Seldom Prepare." Women's Health Weekly. 10 May 2007: 18.

## An Article in a Scholarly Journal

Author(s). "Title of Article." Title of Journal Volume.Issue (Year): pages.

Actual example:

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." Tulsa Studies in Women's Literature 15.1 (1996): 41-50.

If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. Modern Fiction Studies 40 (1998): 251-81. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. Mosaic 19.3 (1986): 33-49.

## Journal with Continuous Pagination

Allen, Emily. "Staging Identity: Frances Burney's Allegory of Genre." Eighteenth-Century Studies 31 (1998): 433-51.

## Journal with Non-Continuous Pagination

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly* 50.3 (1994): 127-53.

## Works Cited: Electronic Sources

The [MLA Style Manual](#) provides some examples of electronic source citations in chapter six; however, the [MLA Handbook for Writers of Research Papers](#) covers a wider variety of electronic sources in chapter six. If your particular source is not covered here, use the basic forms to determine the correct format, consult the [MLA Handbook](#), talk to your instructor.

**Please Note:** MLA documents should be **double-spaced throughout**. You may find some MLA example text on the Purdue OWL that is not double-spaced. We are working to correct this limitation in our computer code. Thanks for your patience.

## Some Tips on Handling Electronic Sources

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also learn to use the Bookmark function in your Web browser.

## Special Warning for Researchers Writing/Publishing Electronically

MLA style requires electronic addresses to be listed between carets. This is a dangerous practice for anyone writing or publishing electronically, as carets are also used to set off HTML, XHTML, XML and other markup language tags (e.g., HTML's paragraph tag). When writing in electronic formats, be sure to properly encode your carets.

## Basic Style for Citations of Electronic Sources

Here are some common features you should try and find before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names
- Name of the database, or title of project, book, article
- Any version numbers available
- Date of version, revision, or posting
- Publisher information
- Date you accessed the material
- Electronic address, printed between carets ([<, >]).

## Web Sources

Web sites (in MLA style, the "W" in Web is capitalized, and "Web site" or "Web sites" are written as two words) and Web pages are arguably the most commonly cited form of electronic resource today. Below are a variety of Web sites and pages you might need to cite.

## An Entire Web Site

Basic format:

Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site [electronic address].

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Here are some examples:

The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <<http://owl.english.purdue.edu>>.

Felluga, Dino. Guide to Literary and Critical Theory. 28 Nov. 2003. Purdue University. 10 May 2006 <<http://www.cla.purdue.edu/english/theory>>.

For course or department websites, include "Course home page" or "Dept. home page" after the name of the professor or department and before the institution's name, followed by the date of access and URL.

English. Dept. home page. Purdue University. 31 May 2007 <<http://www.cla.purdue.edu/english/>>.

Felluga, Dino. Survey of the Literature of England. Course home page. Aug. 2006-Dec. 2006. Dept. of English, Purdue University. 31 May 2007 <<http://web.ics.purdue.edu/~felluga/eng241/index.html>>.

## Long URLs

URLs that won't fit on one line of your Works Cited list should be broken at slashes, when possible.

Some Web sites have unusually long URLs that would be virtually impossible to retype; others use frames, so the URL appears the same for each page. To address this problem, either refer to a site's search URL, or provide the path to the resource from an entry page with an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon. For example, the Amazon.com URL for customer privacy and security information is <<http://www.amazon.com/exec/obidos/tg/browse/-/551434/104-0801289-6225502>>, so we'd need to simplify the citation:

Amazon.com. "Privacy and Security." 22 May 2006 <<http://www.amazon.com/>>. Path: Help; Privacy & Security.

## A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Make sure the URL points to the exact page you are referring to, or the entry or home page for a collection of pages you're referring to:

"Caret." Wikipedia: The Free Encyclopedia. 28 April 2006. 10 May 2006 <<http://en.wikipedia.org/w/index.php?title=Caret&oldid=157510440>>.

"How to Make Vegetarian Chili." [eHow.com](http://www.ehow.com/how_10727_make-vegetarian-chili.html). 10 May 2006 <[http://www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html)>.

Stolley, Karl. "MLA Formatting and Style Guide." [The OWL at Purdue](http://owl.english.purdue.edu/owl/resource/557/01/). 10 May 2006. Purdue University Writing Lab. 12 May 2006 <<http://owl.english.purdue.edu/owl/resource/557/01/>>.

**Note:** Individuals using Wikipedia should use the "cite this article" link located in the "toolbox" area on the right side of the navigation. The link will provide a stable URL that wikipedia recommends using when citing.

## An Image, Including a Painting, Sculpture, or Photograph

For works housed outside of an online home, include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it (if applicable), followed by the city where it is located. Include the complete information for the site where you found the image, including the date of access. In this first example, the image was found on the Web site belonging to the work's home museum:

Goya, Francisco. [The Family of Charles IV](http://museoprado.mcu.es/i64a.html). 1800. Museo del Prado, Madrid. 22 May 2006 <<http://museoprado.mcu.es/i64a.html>>.

In this next example, the owner of the online site for the image is different than the image's home museum:

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. [The Artchive](http://artchive.com/artchive/K/glee/twittering_machine.jpg). "Klee: Twittering Machine." 22 May 2006 <[http://artchive.com/artchive/K/glee/twittering\\_machine.jpg](http://artchive.com/artchive/K/glee/twittering_machine.jpg)>.

For other images, cite as you would any other Web page, but make sure you're crediting the original creator of the image. Here's an example from Webshots.com, an online photo-sharing site ("brandychloe" is a username):

brandychloe. [Great Horned Owl Family](http://image46.webshots.com/47/7/17/41/347171741bgVWdN_fs.jpg). 22 May 2006 <[http://image46.webshots.com/47/7/17/41/347171741bgVWdN\\_fs.jpg](http://image46.webshots.com/47/7/17/41/347171741bgVWdN_fs.jpg)>.

The above example links directly to the image; but we could also provide the user's profile URL, and give the path for reaching the image, e.g.

brandychloe. [Great Horned Owl Family](http://community.webshots.com/user/brandychloe). 22 May 2006 <<http://community.webshots.com/user/brandychloe>>.  
Path: Albums; birds; great horned owl family.

Doing so helps others verify information about the images creator, where as linking directly to an image file, like a JPEG (.jpg) may make verification difficult or impossible.

## An Article in a Web Magazine

Author(s). "Title of Article." [Title of Online Publication](#). Date of Publication. Date of Access <electronic address>.

For example:

Bernstein, Mark. "10 Tips on Writing The Living Web." A List Apart: For People Who Make Websites. No. 149 (16 Aug. 2002). 4 May 2006 <<http://alistapart.com/articles/writeliving>>.

## **An Article in an Online Scholarly Journal**

Online scholarly journals are treated different from online magazines. First, you must include volume and issue information, when available. Also, some electronic journals and magazines provide paragraph or page numbers; again, include them if available.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." Emerging Infectious Diseases 6.6 (2000): 33 pars. 8 May 2006 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

## **An Article from an Electronic Subscription Service**

When citing material accessed via an electronic subscription service (e.g., a database or online collection your library subscribes to), cite the relevant publication information **as you would for a periodical** (author, article title, periodical title, and volume, date, and page number information). For example:

Grabe, Mark. "Voluntary Use of Online Lecture Notes: Correlates of Note Use and Note Use as an Alternative to Class Attendance." Computers and Education 44 (2005): 409-21.

## **E-mail or Other Personal Communication**

Author. "Title of the message (if any)." E-mail to person's name. Date of the message.

This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would have "Personal interview."

### **E-mail to You**

Kunka, Andrew. "Re: Modernist Literature." E-mail to the author. 15 Nov. 2000.

MLA style capitalizes the E in E-mail, and separates E and mail with a hyphen.

## **E-mail Communication Between Two Parties, Not Including the Author**

Neyhart, David. "Re: Online Tutoring." E-mail to Joe Barbato. 1 Dec. 2000.

## **A Listserv or E-mail Discussion List Posting**

Author. "Title of Posting." Online posting. Date when material was posted (for example: 18 Mar. 1998).  
Name of listserv. Date of access <electronic address for retrieval>.

If the listserv does not have an open archive, or an archive that is open to subscribers only (e.g., a password-protected list archive), give the URL for the membership or subscription page of the listserv.

<<http://www.intersersity.org/lists/techrhet/subscribe.html>>

## Discussion Board/Forum Posting

If an author name is not available, use the username for the post.

cleaner416. "Add [**</b>** Tags to Selected Text in a Textarea" Online posting. 8 Dec. 2004. Javascript Development. 3 Mar. 2006 <<http://forums.devshed.com/javascript-development-115/add-b-b-tags-to-selected-text-in-a-textarea-209193.html>>.

## Weblog Postings

MLA does not yet have any official rules for citing blog entries or comments. But as the technology becomes more widely used for academic discussions, you may find yourself referencing blogs more often. If you are drawing on a blog as a source, make sure you consider the credibility of the weblog site and/or the author of the posting or comment. Also, check with your instructor or editor to see what their stance is on incorporating evidence from blog entries.

If you decide to use blogs, we suggest the following for how you would cite blog entries and comments depending on the author or sponsor of the weblog.

### Citing Personal Weblog Entries

List the author of the blog (even if there is only a screen name available), provide the name of the particular entry you are referring to, identify that it is a weblog entry and then follow the basic formatting for a website as listed above.

Last Name, First. "Title of Entry." Weblog Entry. Title of Weblog. Date Posted. Date Accessed (URL).

**NOTE:** Give the exact date of the posted entry so your readers can look it up by date in the archive. If possible, include the archive address for the posted entry as the URL in your citation as you would for an online forum. If the site doesn't have a public archive, follow the suggestion under "Listserv" citation above.

Hawhee, Debra. "Hail, Speech!" Weblog entry. Blogos. 30 April 2007. 23 May 2007  
<[http://dhawhee.blogs.com/d\\_hawhee/2007/04/index.html](http://dhawhee.blogs.com/d_hawhee/2007/04/index.html)>.

### Citing Entries on Organizational or Corporate Weblogs/Blogs

List as you would for a personal blog, but include the corporation or organization that sponsors the weblog.

Bosworth, Adam. "Putting Health into the Patient's Hands." Weblog entry. The Official Google Blog. 23 May 2007. Google, Inc. 27 May 2007 <[http://googleblog.blogspot.com/2007\\_05\\_01\\_googleblog\\_archive.html](http://googleblog.blogspot.com/2007_05_01_googleblog_archive.html)>.

## Citing Comments Posted to a Weblog



Follow the same basic format for blog entries, but identify that the posting is a comment and not an original blog entry by the organization or weblog author. Also refer to the screen name that appears as the author of the comment, even if that author is anonymous.

Screen Name. "Comment Title." Weblog comment. Date Comment Posted. "Title of Blog Entry." Author of Blog Entry. Title of Weblog. Date Accessed (URL).

Anonymous. "The American Jew and the Diversity Debate." Weblog comment. 21 May 2007. "Imagining Jewishness." Monica Osborne. Jewcy. 23 May 2007

<[http://www.jewcy.com/daily\\_shvitz/imagining\\_jewishness#comment](http://www.jewcy.com/daily_shvitz/imagining_jewishness#comment)>.

**NOTE:** Some weblog sites don't require titles for comments, so you should just list the first few words of the comment itself to provide enough identifying information for the comment.

E !. "Perhaps ironically ..." Weblog comment. 30 April 2007. "Hail, Speech!" Debra Hawhee. Blogos. 30 April 2007 <[http://dhawhee.blogs.com/d\\_hawhee/2007/04/hail\\_speech.html#comments](http://dhawhee.blogs.com/d_hawhee/2007/04/hail_speech.html#comments)>.

## An Article or Publication in Print and Electronic Form

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database that your library subscribes to, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

Provide the following information in your citation:

- Author's name (if not available, use the article title as the first part of the citation)
- Article Title
- Periodical Name
- Publication Date
- Page Number/Range
- Database Name
- Service Name
- Name of the library where or through which the service was accessed
- Name of the town/city where service was accessed
- Date of Access
- URL of the service (but not the whole URL for the article, since those are usually very long and won't be easily re-used by someone trying to retrieve the information)

The generic citation form would look like this:

Author. "Title of Article." Periodical Name Volume Number (if necessary) Publication Date: page number-page number. Database name. Service name. Library Name, City, State. Date of access <electronic address of the database>.

Here's an example:

Smith, Martin. "World Domination for Dummies." Journal of Despotry Feb. 2000: 66-72. Expanded Academic ASAP. Gale Group Databases. Purdue University Libraries, West Lafayette, IN. 19 Feb. 2003

<<http://www.infotrac.galegroup.com>>.

## Article in a Database on CD-ROM

"World War II." *Encarta*. CD-ROM. Seattle: Microsoft, 1999.

## Article From a Periodically Published CD-ROM

Reed, William. "Whites and the Entertainment Industry." *Tennessee Tribune* 25 Dec. 1996: 28. *Ethnic NewsWatch*. CD-ROM. Data Technologies, Feb. 1997.

## Works Cited: Other Non-Print Sources

Below you will find MLA style guidance for other non-print sources.

### A Personal Interview

Listed by the name of the person you have interviewed.

Purdue, Pete. Personal interview. 1 Dec. 2000.

### A Lecture or Speech

Include speaker name, title of the speech (if any) in quotes, details about the meeting or event where the speech was given, including its location and date of delivery. In lieu of a title, label the speech according to its type, e.g., Guest Lecture, Keynote Address, State of the Union Address.

Stein, Bob. Keynote Address. Computers and Writing Conference. Union Club Hotel, Purdue University, West Lafayette, IN. 23 May 2003.

### A Painting, Sculpture, or Photograph

Include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it, followed by the city where it is located.

Goya, Francisco. The Family of Charles IV. 1800. Museo del Prado, Madrid.

If you're referring to a photographic reproduction, include the information as above, but also include the bibliographic information for the source in which the photograph appears, including a page or other reference number (plate, figure, etc.). For example:

Goya, Francisco. The Family of Charles IV. 1800. Museo del Prado, Madrid. Gardener's Art Through the Ages. 10th ed. By Richard G. Tansey and Fred S. Kleiner. Fort Worth: Harcourt Brace. 939.

## Broadcast Television or Radio Program

Put the name of the episode in quotation marks, and the name of the series or single program underlined or in italics. Include the network, followed by the station, city, and date of broadcast.

"The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.

## Recorded Television Shows

Include information about original broadcast, plus medium of recording. When the title of the collection of recordings is different than the original series (e.g., the show Friends is in DVD release under the title Friends: The Complete Sixth Season), list the title that would help researchers locate the recording.

"The One Where Chandler Can't Cry." Friends: The Complete Sixth Season. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. NBC. 10 Feb. 2000. DVD. Warner Brothers, 2004.

## Sound Recordings

Sound recordings list album title, label and year of release (for re-releases, it's good to offer either the original recording date, or original release date, when known). You only need to indicate the medium if you are **not** referring to a compact disc (CD), e.g., Audiocassette or LP (for long-playing record). See section about online music below.

## Entire Albums

List by name of group or artist (individual artists are listed last name first). Album title underlined or in italics, followed by label and year.

Foo Fighters. In Your Honor. RCA, 2005.

Waits, Tom. Blue Valentine. 1978. Elektra/Wea, 1990.

## Individual Songs

Place the names of individual songs in quotation marks.

Nirvana. "Smells Like Teen Spirit." Nevermind. Geffen, 1991.

## Spoken Word Albums

Treat spoken-word albums the same as musical albums.

Hedberg, Mitch. Strategic Grill Locations. Comedy Central, 2003.

## Films and Movies

List films by their title, and include the name of the director, the film studio or distributor and its release year. If other information, like names of performers, is relevant to how the film is referred to in your paper, include that as well.

### Movies in Theaters

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

If you refer to the film in terms of the role or contribution of a director, writer, or performer, begin the entry with that person's name, last name first, followed by role.

Lucas, George, dir. Star Wars Episode IV: A New Hope. 1977. Twentieth Century Fox, 1997.

### Recorded Movies

Include format names; "Videocassette" for VHS or Betamax, DVD for Digital Video Disc. Also list original release year after director, performers, etc.

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. 1994. DVD. Touchstone, 2004.