

## **Guide to Documenting Research Papers**

### **West Torrance High School Library**

#### **Created using *MLA Handbook, Eighth Edition***

#### **Documentation:**

The credit you give to sources utilized during research is referred to as documentation. Not only is documentation a legal and ethical responsibility, it also enables your readers to locate the sources you used. Sources are now available in so many different formats and an original source can be referenced in many different places. Proper documentation allows your readers to trace your scholarly research and to find the sources in the places that you found them. Based on the *MLA Handbook, Eighth Edition*, this handout is designed to help you cite the various sources you used during your research as well as create a works cited page.

#### **Citing within the body of your paper:**

You must indicate to your readers not only what works you used in writing the paper but also exactly what you derived from each source and exactly where in the work you found the material. The most practical way to supply this information is to insert a brief parenthetical acknowledgement in your paper wherever you incorporate another's words, facts, or ideas. Usually the author's last name and a page reference are enough to identify the source and the specific location from which you borrowed material. The parenthetical reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material.

Use the following examples to help you cite your source within the body of your paper:

➤ **Author's name is mentioned in your sentence:**

Freud states that "a dream is the fulfillment of a wish" (154).

➤ **Author's name is not mentioned in your sentence (this is a paraphrase, not a quotation):**

One researcher has found that dreams move backward in time as the night progresses (Dement 71).

➤ **Citing more than one work by the same author, put a comma after the author's last name and include the title of the work (if brief) or a shortened version and the relevant page reference:**

One current theory emphasizes the principle that dreams express "profound aspects of personality" (Foulkes, *Sleep* 184). But investigation shows that young children's dreams are "rather simple and unemotional" (Foulkes, "Dreams" 78).

➤ **Citing a work with three or more authors:**

Although writings describing utopia have always seemed to take place far from the everyday world, in fact "all utopian fiction whirls contemporary actors through a costume dance no place else but here" (Rabkin, Greenberg, and Olander vii.). **OR** (Rabkin, et al vii).

➤ **Citing a work listed by title (there is no author/editor)**

Milton's description of the moon at "her highest noon" signifies the "place of the moon at midnight" ("Noon" 4).

➤ **Citing an indirect source (Better to use original source, but sometimes all you have is the indirect source)**

Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 2: 450). \*\*Please note that the 2 represents the volume number of the work)

#### **Formatting your Works Cited list:**

The list of works cited appears at the end of your research paper. Begin the list on a new page and number each page, continuing the numbers of the text. For example, if the text of your research paper ends on page 10, then your works cited list begins on page 11. Center the title, **Works Cited**, an inch from the top of the page. Double-space between the title and the first entry. Arrange entries in alphabetical order. Begin each entry aligned with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin (Make sure you hit enter at the end of the first line and all lines thereafter and then hit the tab key at the beginning of the second line and all following lines). Double-space the entire list, both between and within entries.

### Notes on Names:

- In general, omit titles, affiliations, and degrees that precede or follow names.

#### ON TITLE PAGE

Anthony T. Boyle, PhD  
Sister Jean Daniel  
Sir Philip Sidney

#### IN WORKS-CITED LIST

Boyle, Anthony T.  
Daniel, Jean.  
Sidney, Philip.

-- A suffix is an essential part of the name -- like *Jr.* or a roman numeral -- and appears after the given name, preceded by a comma.

Rockefeller, John D., IV.  
Rust, Arthur George, Jr.

### The Core Elements of a Citation

The core elements of any entry in the works-cited list are given below in the order in which they should appear. If an element is not present, then move onto the next one. Each element is followed by the punctuation mark shown unless it is the final element, which should end with a period.

#### Words to know:

**element:** refers to the different parts of the entry for the source you are citing.

**container:** when the source you are using is part of a larger whole, the larger whole can be thought of as the larger container that holds the source. Examples: the container of an article could be a **magazine**, the container for a photograph could be an **internet site**, the container for an essay in a **book with a collection of essays (an anthology) is the anthology**, the container for a song could be an **album**, etc.

**DOI:** Digital object identifier – articles in journals are often assigned DOIs. The DOI will continue to lead you to the object online even if the URL changes. When possible, cite a DOI (preceded by doi:) instead of a URL because it will always lead to the source.

- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

**A book by a single author:**

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

**A book by two authors:**

Eggin, Suzanne, and Diana Slade. *Analyzing Casual Conversation*. Cassell, 1997.

**A book by three or more authors:**

Gilman, Sander, et al. *Hysteria beyond Freud*. U of California P, 1993.

**An eBook: Cite this as you would a print book. After the year of publication, include that it is from an eBook collection and put the database in which you accessed the eBook and then the URL.**

Davis, Paul K. *Masters of the Battlefield*. Oxford UP, 2013. eBook collection (Ebscohost),  
search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=575567&site=ehost-live.

**A work in an anthology (if there is an editor, translator, or compiler, include those in the citation after the title of the work).**

Allende, Isabel. "Toad's Mouth," Translated by Margaret Sayers Peden, *A Hammock beneath the  
Mangoes: Stories from Latin America*, Edited by Thomas Colchie, Plume, 1992, pp. 83-88.

**An anthology or a compilation with no specific author that was edited, compiled, and/or translated:**

Lopate, Phillip, editor. *The Art of the Personal Essay: An Anthology from the Classical to the Present*.  
Anchor-Doubleday, 1994.

**Two or more books by the same author, translator, and/or editor:**

Borrof, Marie. *Language and the Past: Verbal Artistry in Frost, Stevens, and Moore*. U of  
Chicago P, 1979.

---, translator. *Sir Gawain and the Green Knight*. Norton, 1967.

---, editor. *Wallace Stevens: A Collection of Critical Essays*. Prentice, 1963.

**A book by a corporate author:**

American Medical Association. *The American Medical Association Encyclopedia of Medicine*. Edited  
by Charles B. Clayman, Random, 1989.

**An article in a reference book:**

\*\*When citing familiar reference books, i.e. *Encyclopedia Britannica*, do not give full publication information; list article title, title of the encyclopedia, the edition (if stated), and the year of publication. Notice the different examples.

“Azimuthal Equidistant Projection.” *Merriam-Webster’s Collegiate Dictionary*, 10<sup>th</sup> ed., 1993.

Allen, Anita L. “Privacy in Health Care.” *Encyclopedia of Bioethics*, Edited by Warren T. Reich, Revised ed., Macmillan-Simon, 1995.

**A book with no author’s or editor’s name:**

*New York Public Library American History Desk Reference*. Macmillan, 1997.

**An article in a scholarly journal with continuous pagination:**

Trumpener, Katie. “Memories Carved in Granite: Great War Memorials and Everyday Life.” *PMLA*, Vol. 115, 2000, pp. 1096-103.

**An article in a magazine:**

Ameler, Sarah. “Restoration on 42<sup>nd</sup> Street.” *Architecture*, Mar. 1998, pp. 146-50.

**An anonymous article in a magazine or scholarly journal:**

“Dubious Venture.” *Time*, 3 Jan. 1994, pp. 64-65.

**An article from a newspaper:**

Taylor, Paul. “Keyboard Grief: Coping with Computer-Caused Injuries.” *Globe and Mail* [Toronto], 27 Dec. 1993, pp. A1+.

**A song from an album:**

Ellington, Duke, conductor. *First Carnegie Hall Concert*. Duke Ellington Orchestra, Recorded 23 Jan. 1943, LP. Prestige, 1977.

Gabriel, Peter. “A Different Drum.” Performance by Peter Gabriel, Shankar, and Youssou N’Dour.

*Passion: Music for The Last Temptation of Christ, a Film by Martin Scorsese*, Recorded 1989, Geffen, 2002.

**An episode in a television series:**

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

**An episode on television watched through a subscription video on demand service:**

“Under the Gun.” *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu*, [www.hulu.com/watch/511318](http://www.hulu.com/watch/511318).

**An Image (Including a Painting, Sculpture, or Photograph)**

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Archive*, [www.artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://www.artchive.com/artchive/K/klee/twittering_machine.jpg.html). Accessed May 2006.

**If the work is cited on the web only, then provide the name of the artist, the title of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.**

Adams, Clifton R. “People Relax beside a Swimming Pool at a Country Estate near Phoenix, Arizona, 1928.” *Found*, National Geographic Creative, 2 Jun. 2016, [natgeofound.tumblr.com/](http://natgeofound.tumblr.com/).

**A Tweet:**

@persiankiwi. “We have report of large street battles in east & west of Tehran now - #Iraelection.” *Twitter*, 23 June 2009, 11:15 a.m., [twitter.com/persiankiwi/status/2298106072](https://twitter.com/persiankiwi/status/2298106072).

**A Blog:**

Clancy, Kate. “Defensive Scholarly Writing and Science Communication.” *Context and Variation*, Scientific American Blogs, 24 Apr. 2013, [blogs.scientificamerican.com/context-and-variation/2013/04/24/defensive-scholarly-writing-and-science-communication/](http://blogs.scientificamerican.com/context-and-variation/2013/04/24/defensive-scholarly-writing-and-science-communication/).

### **A Youtube Video:**

McGonigal, Jane. "Gaming and Productivity." *YouTube*, uploaded by Big Think, 3 July 2012, [www.youtube.com/watch?v=mkdzy9bWW3E](http://www.youtube.com/watch?v=mkdzy9bWW3E).

### **A source from a web site using a URL:**

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*, 25 Apr. 2013, [somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/](http://somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/).

### **A source from a web site using a DOI:**

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture*, vol. 10, no. 3, May 2000. *Project Muse*, doi: 10.1353/pmc.2000.0021.

### **An entire web site:**

*CNN.com*. Cable News Network, 2016, [www.cnn.com](http://www.cnn.com). 15 May 2002.

### **A work from a library or personal subscription service:**

Goldman, Annie. "Question of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no.1, 2010, pp. 69-88. *JSTOR*, [www.jstor.org/stable/41403188](http://www.jstor.org/stable/41403188).

### **Notes, options, and frequently asked questions:**

- Date of original publication for works found within containers: consider giving the date of original publication if it will provide the reader with insight into the work's creation or relation to other works. The date of original publication is placed immediately after the source's title.
- If the source is an unexpected type of work, you may identify the type with a descriptive term. For instance, if you read a radio transcript rather than listening to it you would identify it as a transcript:  
***Fresh Air*. Narrated by Terry Gross, National Public Radio, 20 May 2008. Transcript.**
- The date of access is now optional, but it can be a very useful piece of information. It can be especially important when you cannot find a date specifying when the source was produced or published.  
**Eaves, Morris, et. al., editors. *The William Blake Archive*. 1996-2014, [www.blakearchive.org/blake/](http://www.blakearchive.org/blake/). Accessed 27 Sept. 2016.**

- Here is a link to an MLA quick style guide and there is a practice template you can print out at the end:

**[MLA Quick Style Guide and Practice Template](https://style.mla.org/works-cited-a-quick-guide/)** (If you are accessing this online, otherwise go to this URL:  
<https://style.mla.org/works-cited-a-quick-guide/>)

- Click on this link to [Ms. Elwood's Works Cited Guide](#) or [www.elwoodeducation.com/works-cited-pages.html](http://www.elwoodeducation.com/works-cited-pages.html)

See the next page for a template to guiding you toward citations: