

COLLEGE OF VISUAL ARTS

Guide to Writing and Research

Section 4: Citation format

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General Principles

All resource materials used in writing research papers must be cited in Modern Language Association (MLA) format, the uniform system used at the College of Visual Arts. There are many different citation systems, but we have selected the MLA system for use at CVA because it is used in many disciplines.

Remember that citations are to be used to accompany **any fact or conclusion drawn from source materials**. This includes not only direct quotations from sources, but also summaries and paraphrases of research materials.

References to and images of visual works, such as paintings, drawings, sculptures, photographs, and designs, must also be properly cited to the source.

Sources must be cited in two contexts within every research paper. Statements within the body of the paper must be cited to the source in a manner that directs the readers' attention to the List of Works Cited, or Bibliography, placed at the end of the paper, that gives the full citation of the work.

The citation in the body of the paper is a brief statement that gives the name of the author and the page number on which the reference can be found, in parentheses. MLA is called a "parenthetical citation system" because of this placement of the citation within parentheses in the body of the text. Footnote systems place the cited material at the bottom of the page with numbered references in the text, but MLA uses footnotes **only** for explanatory narrative material. Here are some examples of MLA format for common types of sources:

Format for in-text citations of material

This format is used for the body of the paper, in which citations for all statements of fact or opinion from sources must be cited. The format differs slightly with each variation in the way in which the sentence presenting the material is structured. The following are examples of the most frequently used formats for in-text citations:

If the author is not named in text:

Writing in sociology is often tedious, boring, and prolix (Reed 2).

In this case, a paraphrase of Reed's opinion about the nature of writing in sociology is presented, and is identified as Reed's opinion by the (Reed 2) at the end of the sentence.

If the author of the reference is named in the text in which the material is mentioned:

John Shelton Reed criticized the usual style of writing in sociology in his article "On Narrative and Sociology" (2).

The author's name is John Shelton Reed, so it need not be mentioned a second time at the end of the sentence. Only the page number (2) is required at the end of this sentence to identify the referenced passage.

Handling multiple authors of referenced material:

Name each of two or three authors of a text (Able, Baker, and Carter 25).

For four or more authors, use et al. (Able et al. 25).

Incorporating images:

Images that are incorporated in a paper or a portfolio are referred to as "Figures," and are numbered consecutively within the document. *Both the image and the source of the image are cited.* The information is also included in the List of Works Cited at the end of a paper. An example:



Fig 1. Mary Cassatt, *Mother and Child*. 1890. Oil on canvas.
Wichita Museum of Art.

Image from Mystudios.com. 21 July 2004.

<http://www.mystudios.com/women/abcde/cassatt_child.html>.

List of works cited, or bibliography

At the end of every research paper, you must attach a list of the reference sources you have cited in the body of the paper. Some writers also include a "List of Sources Consulted" to indicate other materials that they reviewed but did not cite in writing the paper. The format of citations in the List of Works Cited depends upon the type of source:

Citing full books, also called monographs:

Tompkins, Jane. *West of Everything: The Inner Life of Westerns*. New York: Oxford UP, 1992.

The citation gives the name of the author, Jane Tompkins, the title, the place published, the name of the publisher (Oxford University Press, with the common abbreviation UP preferred in MLA format), and the date published. The title of the book is in italics. Note the proper punctuation of the citation.

If the cited source is one article or selection within a collection of articles or poems, it is considered a work in an anthology:

Synge, J.M. "On an Anniversary." *The New Oxford Book of Irish Verse*. Ed. Thomas Kinsella. Oxford: Oxford UP, 1986. 318.

The poem being cited here is titled "On an Anniversary," written by J.M. Synge. It is found within the book titled *The New Oxford Book of Irish Verse*, which was edited by Thomas Kinsella. Synge's poem can be found on page 318 of the book. Note that the title of the work within the anthology is placed inside quotation marks, while the title of the whole book is in italics.

Citing a source that is an article that was published in a periodical:

Reed, John Shelton. "On Narrative and Sociology." *Social Forces*. 68.1 (1989): 1 - 14.

This citation tells the reader that John Shelton Reed wrote an article entitled "On Narrative and Sociology," and this article was published in the journal called *Social Forces*, placed in italics because it is considered the same as a full book. Periodicals come out at various periods of time, and the issue in which the referenced article appeared must be specifically identified. In this case, Reed's article appeared in volume 68, number 1, published during 1989, on pages 1 through 14.

Citing visual images reproduced or referred to within the paper:

Cassatt, Mary. *Mother and Child*. 1890. Wichita Museum of Art. *American Painting: 1560-1913*. By John Pearce. New York: McGraw, 1964. Slide 22.

The citation should include the artist, title, year, and the institution (or private owner or place) where the work is located.

If the image was acquired from a reproduction in a publication, include identifying information about that publication, as above.

If the image was acquired online, give the appropriate identifying information about the web site from which the image was acquired. Be sure to include the date accessed:

Cassatt, Mary. *Mother and Child*. 1890. Wichita Museum of Art. MyStudios.com, 21 July 2004.
<http://www.mystudios.com/women/abcde/cassatt_child.html>.

Documenting Sources from the World Wide Web (from MLA)

Sources on the World Wide Web that students and scholars use in their research include scholarly projects, reference databases, the texts of books, articles in periodicals, and professional and personal sites. Entries in a works-cited list for such sources contain as many items from the list below as are relevant and available. Following this list are sample entries for some common kinds of Web sources.

1. Name of the author, editor, compiler, or translator of the source (if available and relevant), reversed for alphabetizing and followed by an abbreviation, such as *ed.*, if appropriate
2. Title of a poem, short story, article, or similar short work within a scholarly project, database, or periodical (in quotation marks); or title of a posting to a discussion list or forum (taken from the subject line and put in quotation marks), followed by the description *Online posting*
3. Title of a book (underlined)
4. Name of the editor, compiler, or translator of the text (if relevant and if not cited earlier), preceded by the appropriate abbreviation, such as *Ed.*

5. Publication information for any print version of the source
6. Title of the scholarly project, database, periodical, or professional or personal site (underlined); or, for a professional or personal site with no title, a description such as *Home page*
7. Name of the editor of the scholarly project or database (if available)
8. Version number of the source (if not part of the title) or, for a journal, the volume number, issue number, or other identifying number
9. Date of electronic publication, of the latest update, or of posting
10. For a work from a subscription service, the name of the service and--if a library is the subscriber--the name and city (and state abbreviation, if necessary) of the library
11. For a posting to a discussion list or forum, the name of the list or forum
12. The number range or total number of pages, paragraphs, or other sections, if they are numbered
13. Name of any institution or organization sponsoring or associated with the Web site
14. Date when the researcher accessed the source
15. Electronic address, or URL, of the source (in angle brackets); or, for a subscription service, the URL of the service's main page (if known) or the keyword assigned by the service

Examples of citation format:

Professional Site

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

Personal Site

Lancashire, Ian. Home page. 1 May 1997 <<http://www.chass.utoronto.ca:8080/~ian/index.html>>.

Book

Nesbit, E[dith]. *Ballads and Lyrics of Socialism*.
London, 1908. *Victorian Women Writers Project*.
Ed. Perry Willett. Apr. 1997. Indiana U. 26 Apr.
1997 <<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html>>.

Article in a Reference Database

"Fresco." *Britannica Online*. Vers. 97.1.1. Mar. 1997.
Encyclopaedia Britannica. 29 Mar. 1997 <<http://www.eb.com:180>>.

Article in a Journal

Flannagan, Roy. "Reflections on Milton and Ariosto."
Early Modern Literary Studies 2.3 (1996):
16 pars. 22 Feb. 1997 <<http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.

Article in a Magazine

Landsburg, Steven E. "Who Shall Inherit the Earth?"
Slate 1 May 1997. 2 May 1997 <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

Article from a Database Service

Barrera, Rebeca Maria. "A Case for Bilingual Education." *Scholastic Parent and Child*. Nov-Dec 2004: 72-74. *Academic Search Premier*. EBSCOhost. College of Visual Arts Lib, St. Paul, MN. 1 Feb. 2005. <<http://search.epnet.com>>.

Note: When retrieving material from a subscription database such as EBSCOhost, provide both the publication information about the article itself and also information about the database you used to access the article. Indicate the library through which you gained access to the database, usually our CVA library.

Posting to a Discussion List

Merrian, Joanne. "Spinoff: Monsterpiece Theatre."
Online posting. 30 Apr. 1994. Shaksper: The Global
Electronic Shakespeare Conference. 27 Aug. 1997
<http://www.arts.ubc.ca/english/iemls/shak/MONSTERP_SPINOFF.txt>.

Reference to World Wide Web sources in the text

World Wide Web sources are cited like printed works in parenthetical references in the text. Include enough information to direct the reader to the corresponding item in the list of works cited. Web pages usually lack page numbers, so these are omitted in the text citation. If the page has section or paragraph numbers, include those in the cite.

Additional sources

Proper citation format has many variations, and writers need to consult the style manual often to learn the proper format for specific items. See *The Bedford Handbook*, Diana Hacker, for a full discussion of MLA and other citation formats. Consult the MLA web cite for further information: <http://www.mla.org/set_stl.htm>