

Guide to Writing and Research

Section 4: Citation format

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I. 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. Again, any fact or idea that is taken from another author and used in a paper written at CVA must be cited appropriately, even if the student or faculty writer puts the material into his or her own words.

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

Why Do We Cite Sources?

There are two basic reasons that CVA students and faculty use citations in their research writing:

1. To avoid plagiarism and protect intellectual property. Integrity is a key value in academia in general and at CVA in particular. Citing source materials appropriately in our academic writing upholds the CVA honor code and ensures that the intellectual property rights of others are protected.

2. To help readers to follow our research trails. As writers in a college setting, we are entering conversations with other research writers from across the United States and around the world. Proper in-text citations and complete Works Cited pages allow our readers to discover where we have found the information on which our arguments are based, and, if desired, to follow our trails and read those sources themselves.

Where Do We Cite Sources?

Sources must be cited in two contexts within every research paper. Summaries, paraphrases, and direct quotations used 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 Works Cited page) placed at the end of the paper that gives the full citation of the work. (Please note that MLA documentation style does not use the term "Bibliography": the list of sources at the end of each paper is entitled "Works Cited.") In-text citations should be placed in a manner that makes it clear to readers which material has been taken from the cited source.

In-text citations are brief statements that give 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:

II. 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. Web. 21 July
2004.

III. List of Works Cited (as the bibliography is called in MLA style):

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.

Please note that entries included on the Works Cited page must be formatted and punctuated correctly. Each entry on the Works Cited page is presented as an inverted paragraph; in other words, the first line of the entry begins at the left-hand margin of the page, while any lines after the first are indented five spaces. This allows readers to find the entry quickly, as the author's last name stands out.

Students are encouraged to consult the latest version of *The Bedford Handbook*, which is available at both the CVA Library and the Learning Resource and Writing Center, to find formatting rules for types of sources not listed below.

The format of citations on the Works Cited page depends upon the type of source, as shown in the following examples.

Citing full books, also called monographs:

Youngkin, Molly. *Feminist Realism at the Fin de Siècle: The Influence of the Late-Victorian Women's Press on the Development of the Novel*. Columbus, OH: Ohio State UP, 2007. Print.

The citation gives the name of the author, Molly Youngkin, the title, the place published, the name of the publisher (Ohio State University Press, with the common abbreviation UP preferred in MLA format), and the date published. The format of the source is "Print," because it is a physical book, rather than an on-line source. 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:

Prejean, Helen. "Executions Are Too Costly—Morally." *Current Issues and Enduring Questions: A Guide to Critical Thinking and Argument, with Readings*. 9th Edition. Ed. Sylvan Barnet and Hugo Bedau. Boston, MA: Bedford/St. Martin's, 2011. 623-627. Print.

The article being cited here is titled "Executions Are Too Costly—Morally," and it was written by Helen Prejean. It is found within the book titled *Current Issues and Enduring Questions: A Guide to Critical Thinking and Argument, with Readings*, which was edited by Sylvan Barnet and Hugo Bedau. This article was published in the 9th Edition of the book. Prejean's article can be found on pages 623-627 of the book. The form of the source is again "Print," because the article was found in a physical text, rather than on-line. 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:

Briggs, Jo. "Gavarni at the Casino: Reflections of Class and Gender in the Visual Culture of 1848." *Victorian Studies* 53.4 (2011): 639-664. Print.

This citation tells the reader that Jo Briggs wrote an article entitled "Gavarni at the Casino: Reflections of Class and Gender in the Visual Culture of 1848," and that this article was published in the journal called *Victorian Studies*, 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 appears must be specifically identified. In this case, Briggs's article appeared in volume 53, number 4, published during 2011, on pages 639 through 664.

Citing visual images reproduced or referred to within the paper:

Cassatt, Mary. *Mother and Child*. 1890. Oil on Canvas. 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, medium, 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. In this situation, the medium is not included. Note that the URL is no longer required in MLA documentation style. Be sure to include the date accessed:

Cassatt, Mary. *Mother and Child*. 1890. Wichita Museum of Art. *Mystudios.com*. Web. 21 July 2004.

IV. 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.

Note that MLA documentation style no longer requires the URL (Web address) for on-line 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 (in italics)
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 or database, the name of the service or database.
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. Form of the source of the information (“Web”).
15. Date when the researcher accessed the source.

Examples of citation format:

Professional Site

Portuguese Language Page. U of Chicago. Web. 1 May 2011.

Personal Site

Lancashire, Ian. Home page. Web. 1 May 2011.

Book

Nesbit, E[dith]. *Ballads and Lyrics of Socialism*. London, 1908. *Victorian Women Writers Project*. Ed. Perry Willett. Apr. 1997. Indiana U. 26 Apr. 2011.

Article in a Reference Database

"Fresco painting." *Encyclopedia Britannica Online*. Encyclopedia Britannica Inc., 2012. Web. 6 Jan. 2012.

Article in a Journal

Hall, Lynda A. "A View From Confinement: *Persuasion's* Resourceful Mrs. Smith." *Nineteenth Century Gender Studies* 7.3 (2011): n. pag. Web. 6 Jan. 2012.

Note that "n. pag." is used to indicate that the article has no page numbers.

Article in a Magazine

Frank, Thomas. "Semper infidelis." *Harper's Magazine*. 6-10. Harper's, Inc. Jan., 2012. Web. 6 Jan. 2012.

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. The in-text citation might include the author's name, if available; a few words of the web-site's title, or the name of the site's sponsor. 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 citation.

V. Use of Reference Resources: When in Doubt, Use *The Bedford Handbook*.

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. If you do not have an updated version of *The Bedford Handbook*, current copies are found in both the CVA Library and the Learning Resource and Writing Center at CVA.