

DOCUMENTATION

Because you are borrowing the words, facts, or ideas of others when you do research, you must tell readers that you borrowed the material and from where you have borrowed it in order to avoid plagiarism. To make your use of borrowed material honest rather than plagiarized, you must acknowledge this material in **citations** within your essay and with a list of your sources on a separate page at the end. You must document everything you use in your essay, not only direct quotations and paraphrases, but also opinions and ideas.

Teachers require special **documentation styles** or formats in their students' essays. In the past, this has meant using either numbered footnotes at the bottom of each page or numbered endnotes at the end of the essay, followed by a bibliography listing all sources. Footnotes and endnotes have been replaced with

the more modern technique of using **embedded citations** within the text of the essay. These citations are placed at the end of a quotation or paraphrased sentence and are placed in parentheses. An embedded citation serves two purposes. The citation tells readers that the material is borrowed, and it refers readers to more detailed information about the source so that they can locate it. The older term "Bibliography" has been replaced by "Works Cited" or "References" because sources now usually include electronic and visual material as well as print sources. The two documentation styles which are used most often are:

- **Modern Language Association (MLA)** which is used for English, history, the arts, and foreign languages. This style gives authors' names and page numbers for citations which are embedded in the essay, and then a

Works Cited List, containing full bibliographic information at the end of the essay.

- **American Psychological Association (APA)** which is used for science, and mathematics. This style gives authors' names, publication dates, and page numbers for citations which are embedded in the essay, and then a **References list**, which includes full bibliographic information at the end of the essay.

Caution: The MLA style is quite different from that of the APA style. This booklet will use MLA style for examples of embedded citations and for examples to use in setting up a Works Cited List. If your teacher wants you to use APA style, consult the print and web resources listed at the end of this section for examples of APA citations and References Lists.

Embedded Citations: MLA Style

Format:

The author's last name and the page number from which the quotation, paraphrase or idea is taken must appear in the text and a complete reference should appear in your Works Cited list. The author's name may appear either in the sentence itself or in parentheses following the quotation, but the page number should always appear in the parentheses.

Examples: Direct Quotation - One Author

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

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

Example: Paraphrase of Author's Idea - One Author

The historian, Crane Brinton, believes that the French and Russian revolutions had similar causes. (Brinton 155)

Format:

If you are using several books by the same author, add an abbreviation of the title so that the reader knows which source you have used.

Example: Direct Quotation - More Than One Work by the Same Author

“There is room enough in anyone’s backbone for too much duplicity.
(Laurence, *Jest* 182)

Format:

Place quotations longer than four lines in a block of lines and omit the quotation marks. Start the quotation on a new line, making sure you indent. Your citation should come after the closing punctuation mark.

Example: Long quotation

Ralph and the other boys finally realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to the first time on the island; great shuddering spasms of grief began to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other boys began to shake and sob too. (Golding 186)

Format:

When quoting from plays, cite the act, scene, and line numbers for Shakespeare’s plays, and the page number, act and scene (if any) for other plays.

Example: Direct Quotation - Play by Shakespeare

Later in *King Lear* Shakespeare has the disguised Edgar say, “The prince of darkness is a gentleman” (3.4.147)

Example: Direct Quotation - Play

In *Death of a Salesman*, Linda defends Willie Loman by stating:

He’s not the finest character that ever lived. But he’s a human being, and a terrible thing is happening to him. So attention must be paid. He’s not allowed to fall into his grave like an old dog. Attention, attention must finally be paid to such a person. (Miller 56; act 1)

Preparing Your Works Cited List

This list, placed at the end of your essay, should include all the sources you quoted, paraphrased, or summarized. It provides the information necessary for a reader to locate any sources you cite. Each source you cite in your essay must appear in your Works Cited List.

General Rules:

- Arrange your sources in alphabetical order by the last name of the author.
- List the author by last name, follow it with a comma, and then first name.
- If a source has more than one author, invert only the first author’s name, then continue listing other authors.

- If a source has no author, put it in the list by title, but leave out *A*, *The*, or *An*.
- Indent second and third lines.
- Capitalize each word in the titles of books, articles, etc. not including *A*, *An*, *The* or conjunctions .

Basic Forms for Sources in Print

Book

Follow the general format shown below and as further illustrated in the more specific examples which follow.

Format:

Author (s). *Title of Book*. Place of Publication: Publisher, Year of Publication.
or

Author (s). Title of Book. Place of Publication: Publisher, Year of Publication.

Note: You may choose to **underline** the title or to use **italics**. Be consistent by using one form only in your Works Cited List. Both forms are correct. Ask your teachers which style they prefer. Examples which follow will consistently use italics.

Note: For well known encyclopedias, it is not necessary to list the publisher or place of publication. Usually it is only necessary to list the edition number (if any) and the publication date. See the examples below.

Example: One author

Goleman, Daniel. *Emotional Intelligence*. New York: Bantam, 1995.

Example: Two authors

Gilbert, Sandra M. *The Norton Anthology of Literature by Women: The Tradition in English*.
New York: Norton, 1985.

Example: More than two authors

Hudson, Joe and others. *Justice and the Young Offender in Canada*. Toronto: Wall & Thompson,
1988.

Example: No author given

The Dorling Kindersley World Reference Atlas. London: Dorling Kindersley, 1994.

Example: Editor (s)

David, Jack and Robert Lecker, eds. *Canadian Poetry: Volume One*. Toronto: General Publishing,
1982.

Example: A part of a book, such as an essay in a collection

Anderson, Doris. "Real Women in Fiction, Where Are You?" *The Role of Women in Canadian Literature* ed. Elizabeth McCullough. Toronto: MacMillan, 1975.

Example: Print Encyclopedia article with author given

Likens, Gene E. "Acid Rain." *World Book*. 1998 ed.

Example: Print Encyclopedia article with no author given

"Winnipeg." *The Canadian Encyclopedia*. 1987 ed.

Example: Government Publication

Canada. National Council of Welfare. *Women and Poverty Revisited*. Ottawa: Supply and Services Canada, 1990.

Example: Pamphlet

Aids in the '90s: the New Facts Of Life. Pamphlet. Health and Welfare Canada, 1996.

Magazine, Newspaper or Journal

Format:

Author(s). "Title of Article." *Name of Magazine* Day Month Year: Pages

Example: Magazine article with author given

Morrow, Lance. "The Fog of War." *Time* 4 Feb. 1991: 61-62.

Example: Newspaper article with author given

Roseman, Eleanor. "Retirement Planning Pays Off." *Toronto Star* 10 Dec.1997: B3.

Example: Newspaper article with no author given

"Protesters Greet Chretien in Vancouver." *Toronto Sun* 12 Jan.1998: A11.

Basic Forms for CD-ROM and Computer Disk Sources

Treat sources on CD-ROM or diskette the same as you would for sources in print, with two main additions: the medium ("CD-ROM," "Diskette") without quotation marks, and the distributor of the electronic work ,if one is given, as well as the publisher.

Example: Encyclopedia article on CD-ROM with no author given

"Aardvark." *World Book Multimedia Encyclopedia*. CD-ROM. 1998.

Example: Encyclopedia article on CD-ROM with author given

Sentman, Eugene. "Aardvark." *Multimedia Encyclopedia*. CD-ROM. 1997 ed. New York: Grolier, 1997.

continued

Example: CD-ROM Periodical Database

Begley, Sharon. "Odds on the Greenhouse Effect." *Newsweek*. 1 Dec. 1997: *Sirs Researcher*. CD-ROM.SIRS. Spring 1998.

Example: CD-ROM Newspaper Article Database

Mitchell, Bob. "Peel Sets up Squad to Deal with Abuse" *Toronto Star*. 24 Mar. 1994: *Canadian News Disc*. CD-ROM. Toronto: Micromedia, 1995.

Basic Forms for Internet Sources

World Wide Web Pages

Format:

Author (s). *Name of Page*. Name of Organization (or the term Home Page if it is a personal home page). Date of Posting/Revision (if available). Date of Access. <electronic address>.

Note: It is necessary to list your date of access because web postings are information available at one date may not be available later. Be sure to include the complete address for the site, and enclose the address in the angled brackets so that the address is clear.

Example: a personal home page, no date of posting available

Jones, Ellen. Home Page. 1 Jun. 1998.
<<http://www.chass.utoronto.ca:8080/~ellen/.index.html>>

Example: a professional website with date of posting available

Abilock, Debbie. *Research on a Complex Topic*. Nueva Library Help. 9 Sept. 1997. Nueva School. 31 Dec. 1998. <<http://www.nueva.pvt.k12.ca.us/~debbie/library/research/advice.html>>.

Example: a scholarly project which has an editor

Perseus Project. Ed. Gregory R. Crane. 1997. Tufts U. 31 Dec. 1997.
<<http://www.perseus.tufts.edu/>>.

Online Encyclopedias

Example: an article in an online encyclopedia with no author

"Fresco." *Britannica Online*. Dec. 1998. 14 Dec. 1998. <<http://www.eb.com/180>>.

Online Newspaper and Magazine Articles Database Subscriptions

Format:

Author. "Article Title." *Original Source of Article* Date of original source: Page Numbers.
Product name. Date of access. <electronic address of specific article>.

Example: A magazine article found in an online subscription database

Lanken, Dane. "When the Earth Moves." *Canadian Geographic* March-April 1996: 66-73.
Sirs Researcher on the Web. 10 Nov. 1998
<<http://researcher.sirs.com/cgi-bin/artselect?6EAO63A>>.

Example: A newspaper article found in an online subscription database

Angier, Natalie. "Chemists Learn Why Vegetables are Good for You." *Toronto Star* 13 Apr. 1993.
Newscan. 12 Oct. 1998 <<http://www.newscan.com/cgi-bin/star?7VJ112>>.

Online Magazines and Journals

Format:

Author(s). "Title of Article." *Title of Journal*. Date: Pages. Date of access. <electronic address>

Example:

Abilock, Debbie. "The Gestalt of Online Searching." *MultiMedia Schools*. Nov.-Dec. 1997.
10 Oct. 1998 <<http://www.infotoday.com/MMSchools/nov97/story.htm>>.

Discussion Lists and Newsgroups

Example : A Usenet Group

Madige, Ellen. "How to Build a Better Mousetrap." 16 Jan. 1998. Online posting. 21 Jan. 1998
<<news:sci.tech.inventions.mousetrap>>

File Transfer (FTP) and Telnet

Example (FTP):

Harding, William. "Shakespeare and his Muse." 1 Aug. 1998
<<ftp://ftp.guten.net/bard/muse.txt>>

Example (Telnet):

Jackson, Fred. "Statistical Weather Data for Ontario" Jan. 1996. 7 Oct. 1998
<<telnet://weather.machine.umich.edu.WeatherData/January1996/>>

E-mail messages

Format:

Author(s) name. "Title of message." E-mail to the author. Date.

Example: personal e-mail message

Millon, Michele. "Re: Grief Therapy." E-mail to the author. 10 Oct. 1998.

Online Images, Video and Audio Clips

Format:

"Description or title of image, video, or audio clip." Date of document (if Date of download.
<electronic address>

Example:

"Hubble Space Telescope Release in the Space Shuttle's Payload Bay." 23 Oct. 1998
<ftp://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif>

Other Types of Sources

Video or Film

Format:

Title. Director. Producer. Distributor, Date.

Example:

After the Montreal Massacre. Dir. Gerry Rogers. Prod. Nicole Hubert. Videocassette. National Film Board, 1990.

Television or Radio Program

Format:

"Episode Title". *Name of Program*. Name of network. Local station, City. Date.

Example:

"Bali, Masterpiece of the Gods." Television Program. *National Geographic*. NBC. WPNT, Buffalo, N.Y. 5 Feb. 1998.

Audio Recording, Tape or CD

Example:

Bach, Johann Sebastian. *Italian Concerto in F Major*. Perf. Angela Hewitt. Cond. Claudio Abbado. Berlin Philharmonic. Compact Disc. Deutsche Grammophon, 1985.
DigitalStereo 419 218-2 GH.

Slide

Example:

“Parthenon.” Slide. Silver Padachey Collection, 1998.

Stage Play or Musical Performance

Example: A Stage Play

Bouchard, Michel Marc. *Lilies*. Dir. Suzanne Smith. Theatre Passe Muraille, 27 Feb. 1998.

Example: A Concert

Mehta, Zubin, cond. Israel Philharmonic Orch. Concert. Roy Thomson Hall, Toronto.
1 May, 1997.

Cartoon

Example:

Reilly, P. Cartoon. *New Yorker* 28 Jan. 1997: 32.

Map

Example:

Canada. Map. Chicago: Rand McNally, 1996.

Interview

Example:

Wong, Jan. Personal Interview. Toronto. 8 Feb. 1998.

Work of Art

Example: As Viewed at a Museum or Art Gallery

Van Rijn, Rembrandt. *Aristotle Contemplating the Bust of Homer*. Metropolitan Museum of Art, New York.

Example: As Viewed in a Book

Rembrandt van Rijn. *Aristotle Contemplating the Bust of Homer*. Metropolitan Art, New York. *Masterpieces of the Met*. by Donelson F. Hoopes. New York: Prentice Hall, 1987.

Useful Internet Sites for Help with Documentation

MLA Style

http://www.mal.org/main_stl.htm

APA and MLA Citation Styles

<http://www.english.uiuc.edu/cws/wworkshop/bibliostyles.htm>

MLA Interactive Forms

<http://www.nueva.pvt.k12.ca.us/flibrary.html>

Documenting Electronic Sources

<http://owl.english.purdue.edu/writers/documenting.html>

Standard Documentation Formats

<http://www.library.utoronto.ca/www/writing/document.htm>

AN EXAMPLE OF HOW TO INCLUDE CITATIONS

Homeless Children and Crime

Homelessness among children is leading to an increase in the number of crimes committed by youth. The number of teens living on the streets of major cities has doubled in the last decade and crime rates among young people appear to be rising proportionately (Canada Year Book 1997, 126). Children, without the security of a stable place to live and secure adult relationships, can easily become disenchanted with society (Stavsky and Thompson 145). It is important however, to look at the reasons why children run away and how their experiences on the street affect their behaviour.

There seems to be disagreement among the experts as to why teens leave their homes and turn to life on the street. “Public and expert opinion offer a hodgepodge of views as to why kids run away from home” (Hynes). It seems that most runaway children are escaping abusive situations at home, and that few leave home just because they have disagreements with parents over little items like curfews and homework. One runaway states,

Although my dad had always been a drinker and a gambler, he'd never squandered our rent or savings before. Poverty soon forced us to move to Regent Park (with more than 10,000 residents, the largest public-housing complex in Canada). With the heartbreak came more drinking for both of them. Drunk, my dad couldn't work steady any more, so he'd work on and off. He'd sober up for work and tank up after work. The fights between them became more violent; he'd smack her around and she'd smack me around. (Webber 156)

According to Dr. Jeffrey Palter, Executive Director of “Homes for Youth”, a government agency dealing with homeless teens, there are numerous risk factors that affect a child's decision to leave home and become involved in criminal activity. These include poverty, violence, addictions, neglect, racism, and community apathy. He stresses, however, that “through supporting parents, provided that the support is maintained over the long-term, the effects of poverty, community breakdown and racism on young people are greatly mitigated and delinquency thus largely prevented.” (Young Offenders, A Child Welfare Perspective)

Works Cited List

- Canada. Statistics Canada. *Canada Year Book 1997*. Ottawa: Minister of Industry. 1996.
- Hynes, Robert. "Street Kids: Behind the Scenes." Ottawa Citizen 12 November, 1997.
CD-ROM. Canadian News Disk. Toronto: Micromedia, 1998.
- Stavsky, Marcia and David Thompson. *The Homeless*. San Diego: Greenhaven Press. 1994.
- Webber, Marlene. *Street Kids: The Tragedy of Canada's Runaways*. Toronto: University of Toronto Press. 1991.
- Child Welfare League of Canada. *The Young Offenders Act , Its Implementation and Related Services: A Child Welfare Perspective*. 1996. 31 May 1998.
<<http://www.cfc-efc.ca/docs/00000282.htm>>.