MLA Referencing Guide for CCS

Introduction

You will need to know how to reference your work correctly for class assignments, your Extended Essay and other research essays. In this guide, you will find examples of correct ways of referencing. In the academic world, there are different ways of referencing and it can be confusing to know what is and what is not acceptable. This is why we want you to start out with one way that is definitely correct.

What is referencing?

Whenever you have to prepare an essay, report or presentation that involves research, you will inevitably read the ideas and opinions of other people. If you then use those ideas in your own work, you must acknowledge the people whose ideas you have used or the places you have got the ideas from. This is called referencing or citing your sources.

Why reference?

If you use the ideas, writings, opinions or inventions of someone else as if they are your own, you are doing something wrong. There is a special word for this: plagiarism.

Plagiarize: … to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source, … to commit literary theft, present as new and original an idea or product derived from an existing source ("Plagiarize")

Plagiarism is treated as a serious matter at CCS and by the IB and will result in a severe penalty, from receiving zero on an assignment to failing the course.

What should you reference?

You should reference the following:
- direct quotations
- paraphrased text
- images, charts, graphs, tables or text taken from someone else
- information that is not general knowledge
- opinions that are not yours

How should you reference?

Referencing should follow clear rules so that any person reading your work can look at the sources of your ideas. There are several systems that are recognised worldwide. At CCS we have decided to adopt the Modern Language Association (MLA). Here are some important MLA terms:

Works Cited:	a list of all the materials you have actually cited (referenced) in your work.
Bibliography:	a list of all the materials you have consulted whether you refer to (cite) them or not: a Bibliography has the same layout as a Works Cited page – see example below.
References:	another word for the sources you list in your Bibliography and that you refer to in your text.
Citation (Parenthetical or In-text):	a short, formal indication of the source of information or quoted material which links with your Bibliography – see examples below

At CCS we will require you to use a bibliography or a works cited page. For the Personal Project you will use a bibliography.

The MLA style uses the author-page method of citation. This means that the author's name and the page referred to are included within the text where the material is actually used. If there is no author, use the title from your bibliography. If there are no page numbers, just skip them.

Should you use footnotes?

In the MLA system, footnotes are not used to cite works. However, if you use a term or word that requires some explanation (e.g. a Latin phrase, an unusual word, or a figure of speech) and the explanation would disrupt the flow of your argument if placed in the main text, then a footnote can be useful for the reader.

How will your text look with citations in it?

If your text includes quotations, maps, charts, tables, diagrams, pictures or music or paraphrased text, you need to include an in-text citation or parenthetical reference as shown below.

Examples of direct quotations:

Miss Havisham announces: "You have a promising career before you." (Dickens 184).
> Explanation: "Dickens" is the author of this quotation; "184" is the page number of the book.

In *Great Expectations*, Dickens lets Miss Havisham predict: "You have a promising career before you." (184).
> Explanation: "Dickens" is the author; he is not mentioned in parenthesis (brackets) because he is mentioned in the sentence before the quote. "184" is the page number of the book.

It is commonly known that "new investors taking their first steps towards learning the basics of stock trading should have access to multiple sources of quality education" (Reinkensmeyer).
> Explanation: "Reinkensmeyer" is the author of this quotation, which has been taken from a web page. There is no page number since the web page is on a website. Do not use the URL for in-text citations!

Examples of paraphrased text:

The position of women changed due to their involvement in World War I (Morgan 589).
> Explanation: "Morgan" is the editor of the book that has no individual author; "589" is the page number of the book.

According to Gilley and Coffern, internal consultants should take the time to ask pertinent questions to analyse a situation before responding to it (31).
> Explanation: "Gilley" and "Coffern" are the authors; they are not mentioned in parenthesis (brackets) because they are mentioned in the sentence. "31" is the page number of the book.

The blue whale is endangered by chemical and sound pollution, fishing practices and climate change ("Blue whale").
> Explanation: "Blue whale" is the title of the web page. The name of the author is not listed on the website. Therefore, you put the first element listed in the bibliography, which is usually the title of the web page. There is no page number since the web page is on a website. Do not use the URL for in-text citations!

Tables and illustrations

Tables and illustrations (images, charts, diagrams, maps) also need a full citation but do <u>not</u> need to be included in the bibliography.

Example of a table:

Year	Skiers	Climbers	Snowmobilers	Other Recreation	Industrial/ Residential	Total Fatalities
1989	3	1	1	NIL	1	6
1990	8	NIL	NIL	1	NIL	9
1991	11	NIL	NIL	1	NIL	12
1992	NIL	4	2	NIL	NIL	6
1993	3	5	3	1	NIL	12
1994	3	1	4	NIL	NIL	8
1995	4	2	5	2	2	15
1996	5	4	1	NIL	NIL	10

Table 1 Trends and Patterns in Avalanche Accidents

Source: "Trends and Patterns in Avalanche Accidents." *Avalanche*, Canadian Avalanche Centre, 2001, www.avalanche.ca. Accessed 1 Oct. 2014

The table is preceded by the word **Table** and a number (see next page). The citation is preceded by the word **Source** and is included underneath the table.
All other types of illustrations (images, charts, diagrams, maps) should be labelled **Fig**. (abbreviation for figure) plus a number followed by a full citation and placed underneath. Remember: You do not need to repeat this information in the bibliography!

Example of an online image:

Very important! If you are citing an image found in Google Images or any other image retrieval service, be certain to cite the image in its original context. Do not provide the URL of the enlarged image - you must use the URL of the page where the image was originally shown.

- Image creator's last name, first name, if available, or page author's name if available, followed by a period and a space
- Title of image followed by a period, in quotation marks. If no title, describe briefly within quotation marks
- Website in italics, followed by a full stop and a space
- Web. (to indicate that it is a website)
- Date image was viewed or accessed in DD MO YYYY format followed by a full stop and space
- Website publication (or copyright or revision) date in DD MO YYYY format followed by a comma and a space
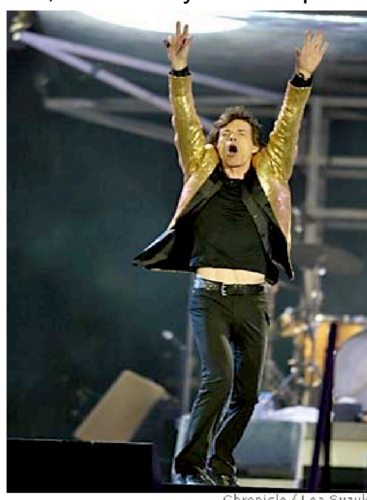- Web address in angle brackets, followed by a full stop

Chronicle / Lea Suzuki

Fig. 1

Your entry for this image in your bibliography would look like this:
Suzuki, Lea. "Mick Jagger." Photograph. *SFGate.com*. 15 Nov. 2005. Web. 15 Nov. 2009. <http://www.sfgate.com>.

What will your bibliography page look like?

Your bibliography should come at the end of your assignment but before the appendices, if you have any. Begin the list on a new page. Double-space between the title and the first entry. Begin each entry flush with the left margin. If an entry runs to more than one line, indent the subsequent line(s) about 1 cm from the left margin. Double-space between entries. Continue the list on as many pages as necessary. (Gibaldi 117, 118)

Entries should be in alphabetical order by the author's <u>last name</u>. If there is no author, use the next element in the citation, the title, to alphabetize.

The bibliography lists all sources together. There is no need to separate websites from books or articles.

Example:

Bibliography

Baumgartner, Franz. Interview. *Newsweek*. PBS. 11 Sept. 2009. Television.

Bergman, Heike. *Global Contexts in the IB Middle Years Programme*, International School of The Hague, 3 Dec. 2013. PPT.

"Blue whale." *WWF Global*. WWF, 2016, wwf.panda.org/what_we_do/endangered_species/cetaceans/about/blue_whale. Accessed 22 Mar. 2016.

Dickens, Charles. *Great Expectations*. Penguin, 1965.

Gilley, J. W. and A. J. Coffern. *Internal Consulting for HRD Professionals*. Irwin, 1994.

Kingsley, Robert. Personal interview. 12 Aug. 2014.

Langewiesche, William. "The Crash of EgyptAir 990." *Atlantic Monthly*. Nov. 2001: 41-52.

McGranahan, Gordon, et al. *The Citizens at Risk*. Earthscan Publications, 2001.

Morgan, Kenneth, editor. *The Oxford History of Britain*. Oxford UP, 1993.

Personal Project Handbook 2016-2017. International School of The Hague, 2016.

"Plagiarize." *Merriam-Webster Collegiate Dictionary*, Merriam-Webster, 2009, www.merriam webster.com/dictionary.htm. Accessed 10 June 2015.

Reinkensmeyer, Blain. "10 Great Ways to Learn Stock Trading as a New Investor." *Stocktrader.com*, 10 Dec. 2015, www.stocktrader.com/learn-stock-trading. Accessed 19 Mar. 2016.

How do you list the information for different sources?

Format for information from online sources (websites)

General:
Author's Last name, First name. "Title of Web page." Title of Complete Website, Web page or revision date, URL (do not include http:// or https://). Accessed (insert the date you read it). If there is no author, start with the title of the web page. If you can't decide what the title is, copy the information from the top of the browser's window, but not the URL.

Examples:
"Citation Style Guides." *Concordia University Libraries,* Sept. 2001,
        library.concordia.ca/services/citations.html. Accessed 11 Dec. 2009.

Walker, Janice R. "ACW Style Sheet." *The Columbia Guide to Online Style,* 1997,
        www.cas.isf.edu/english/walker/mla.html. Accessed 11 Dec. 2009.

Format for an image or photo

Author's Last name, First name. "name of image". Photograph. *name of publication/website.* Date of image. Web. date accessed. <URL>

Suzuki, Lea. "Mick Jagger." Photograph. *SFGate.com*. 15 Nov. 2005. Web. 15 Nov. 2009. <http://www.sfgate.com>.

Format for books

General:
Author's Last name, First name. *Title of the Book*. Publisher, City. Year published.
If there is no author, start with the title of the book. Do not use "Author unknown."

Examples:
Bober, Natalie*. Countdown to Independence: A Revolution of Ideas in England and her American
        Colonies, 1760-1776.* Atheneum Books, 2001.

McGranahan, Gordon, et al. *The Citizens at Risk.* Earthscan Publications, 2001.

Format for periodical (magazine or newspaper) articles

General:
Author's Last name, First name. "Title of Article." *Title of Periodical,* Volume number and/or date:
        start page-end page.

Examples:
Lombardi, Chris. "A Court for Human Rights." *Ms.,* Oct./Nov. 2001, pp. 22-23.

"We Can Handle It." *Newsweek,* 3 Dec. 2001, pp. 24-27.

Format for an interview

General:
Last name of person interviewed, First name. Type of interview. Date of interview. Medium of
        publication. (Web, television, DVD etc.)
There are various types of interviews: ones conducted by you (personal, telephone, or E-mail
interview) or ones you have heard on TV, radio or DVD as bonus material, for example.

Example of an interview conducted by you (with Robert Kingsley): Kingsley,
Robert. Personal interview. 4 December 2014.

Example of an interview watched on television (with Franz Baumgartner): Baumgartner,
Franz. Interview. *Newsweek*, CNN, 11 Sept. 2009, Television.

Format for a video recording (film or video clip)

General:
Title. Director ("Dir.") and the lead actors or narrator ("Perf." or "Narr."). Distributor, Year of the film's
release. Medium of publication (DVD, Blu-ray, Laser disc).
OR
Author name/poster's username. "Title of Video." Online video clip. Name of Website. Name of
        Website's publisher, date posted, URL (do not include http:// or https://). Date accessed.

Examples:
GEICO Insurance. "GEICO Hump Day Camel Commercial – Happier than a Camel on Wednesday."
        Online video clip. YouTube, 22 May 2013, www.youtube.com/watch?v=G2s0RPrdB_8.
        Accessed 18 July 2014.

Finding Neverland. Dir. Marc Forster. Perf. Johnny Depp, Kate Winslet, Julie Christie, Radha Mitchell,
        Dustin Hoffman. Miramax, 2004. DVD.

Where can you check that you are doing the right thing?

Consult this clear and expert website about preventing plagiarism by citing properly:
http://www.plagiarism.org/

An excellent source for writing research papers can be found at the Online Writing Lab (OWL) at
Purdue University: https://owl.english.purdue.edu/owl/section/2/11/

You may also consult Citethisforme: http://www.citethisforme.com/ which will guide you in putting your
bibliography together, as well as answer questions about research and sources.

***It is important that you understand how to create a proper bibliography and how to use
in-text citations. Simply plugging information into citethisforme.com is not enough. Online
programs are not foolproof, be sure to check your bibliography carefully before submitting the
final draft of any assignments***

This referencing guide was created with the help of Ms I. Tomljanovich, Librarian, and Ms H.
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