

TBLS Citation Guide

The IB requires a consistent style of citation, but does not mandate which style. Brooklyn Latin recommends using MLA style, as detailed in the *MLA Handbook*, 8th Edition, as discipuli are familiar with this style. If discipuli choose to deviate from MLA, they should follow an accepted style handbook in a clear and consistent fashion and consult with their supervisor.

The OWL from Purdue University reviews MLA style: <https://owl.english.purdue.edu/owl/resource/747/01/>. What follows is provided as a brief, non-comprehensive reference guide to each component.

Works Cited Page

A Works Cited page is a list of sources that you borrow from and cite in your essay. General guidelines:

- o Is the final page of the essay (before appendices) and starts on a new page
- o Has a centered title: Works Cited
- o Lists all sources referenced in the paper, alphabetically by author's last name
- o Sources are identified following MLA style (see below)

MLA provides the following template to organize the information which must appear in an entry, and show the order that information is given. Not all elements will appear for every source. The punctuation mark in the chart shows the punctuation that follows each piece of information (see examples).

The *first container* is the publication that contains the source – for example, the journal containing an article or the anthology containing a short story or poem. A stand-alone book is often its own container.

The *second container* is the container that contains the first container. In the digital age, this is often a large database such as *JStor*, or an online library. If you have a physical book, there probably is not a second container.

1. Author.	
2. Title of source.	
<i>First Container</i>	
3. Title of container,	
4. Other contributors,	
5. Version,	
6. Number,	
7. Publisher,	
8. Publication date,	
9. Location.	
<i>Second Container</i>	
3. Title of container,	
4. Other contributors,	
5. Version,	
6. Number,	
7. Publisher,	

8. Publication date,	
9. Location.	

Example 1

Simon Gikandi's book *Ngugi wa Thiong'o*, a literary study, was published by Cambridge University Press and is accessible online at *ACLS Humanities e-book*.

1. Author.	Gikandi, Simon.
2. Title of source.	<i>Ngugi wa Thiong'o</i> .
<i>1st Container – the book is it's own container</i>	
3. Title of container,	
4. Other contributors,	
5. Version,	
6. Number,	
7. Publisher,	Cambridge UP,
8. Publication date,	2000.
9. Location.	
<i>2nd Container – the website accessed from</i>	
3. Title of container,	<i>ACLS Humanities E-book,</i>
4. Other contributors,	
5. Version,	
6. Number,	
7. Publisher,	
8. Publication date,	
9. Location.	hdl.handle.net/2027/heh.07588.001.001

Example 1 works cited entry:

Gikandi, Simon. *Ngugi wa Thiong'o*. Cambridge UP, 2000. *ACLS Humanities E-book*, hdl.handle.net/2027/heh.07588.001.001.

Example 2

A short story by Edgar Allan Poe is included in volume 4 of a multi-volume edition of his complete works published in 1902. The edition is available online through a digital library.

1. Author.	Poe, Edgar Allan.
2. Title of source.	"The Masque of Death."
<i>1st Container – the ed. containing the story</i>	
3. Title of container,	<i>The Complete Works of Edgar Allen Poe,</i>
4. Other contributors,	edited by James A. Harrison,
5. Version,	
6. Number,	vol. 4,
7. Publisher,	Thomas Y. Crowell,
8. Publication date,	1902,
9. Location.	pp. 250-58.
<i>2nd Container – the website accessed from</i>	
3. Title of container,	<i>Hathitrust Digital Library,</i>
4. Other contributors,	
5. Version,	
6. Number,	
7. Publisher,	
8. Publication date,	
9. Location.	babel.hathitrust.org/cgi/p?t?id=coo.31924079574368;view=1up;seq=266.

Example 2 works cited entry:

Poe, Edgar Allan. "The Masque of Death." *The Complete Works of Edgar Allen Poe*, edited by James A. Harrison, vol. 4, Thomas Y. Cromwell, 1902, pp.250-58. *Hathitrust Digital Library*,

In-Text Citations

A second major component of MLA documentation style is the insertion in the text of your essay of a brief reference that indicates the source you consulted. The in-text citation refers the reader to the entry in your works-cited list. These are called parenthetical citations. General guidelines:

- o Citation contained in parentheses
- o Includes the 1st element in the works cited (usually author's name) and the page number referenced
- o Placed where there is a natural pause such as a comma or period
- o Parenthetical citation goes before the punctuation mark (comma or period), except for block quotes

Some informative examples follow. These refer to this entry in the works cited page:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media."
PMLA, vol. 128, no. 1, Jan. 2013, pp. 193-200.

*This is the **basic format** for a parenthetical citation:*

Reading is "just half of literacy. The other half is writing" (Baron, 194). One might even suggest that reading is never complete without writing.

*If you **cite multiple times from the same source**, you need only include the last name on the first appearance:*

Reading is "just half of literacy. The other half is writing" (Baron, 194). One might even suggest that reading is never complete without writing because writing "clarifies the thoughts of the reader" (195).

*If the **author's name is referenced in your essay**, you may exclude it from the parenthetical citation:*

According to Naomi Baron, reading is "just half of literacy. The other half is writing" (194). One might even suggest that reading is never complete without writing.

*If you **quote a long piece of text (a block quote)**, greater than 4 lines, you indent the quote, leave out quotation marks, and insert the parenthetical citation after the last punctuation mark. Use this sparingly – if you are going to quote extensively, that text requires detailed analysis by you to merit its inclusion.*

The forms of writing that accompany reading are many, and can fill various roles. The simplest is to make parts of a text prominent - by underlining, highlighting, or adding asterisks, lines, or squiggles. More reflective responses are notes written in the margins or in an external location – a notebook or a computer file. (Baron, 194)

All these forms of writing bear in common the reader's desire to add to, complete, or even alter the text, for the purposes of understanding. Baron's emphasis on variety reveals the personalized nature of

annotation; as each reader brings a unique interpretation of the text, their writings about the text are bound to differ as well.