

# Preparing Notes and Works Cited, MLA Format

## DePauw University Writing Center

When writing a documented paper, keep in mind two basic principles when citing your source:

1. Your reader must be able to find the source from the information in your citation.
2. Your reader must be able to immediately determine which information is borrowed from a source and which information is your own.

Forms for footnoting may vary depending upon the discipline or the department you are writing for. In general the humanities (English, Languages, History, Religion, Philosophy, Art, Music) use the style recommended by the Modern Language Association (MLA); at DePauw, some professors in History, Religious Studies, and Music prefer the Chicago style. The social sciences and hard sciences usually use a form similar to the one recommended by the American Psychological Association (APA). This guide is adapted from the MLA format.

### General Principles for Quoting

If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.

If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of the references; the best procedure is to acknowledge that you are paraphrasing. **WARNING:** If your “paraphrased” material uses primarily the wording of your source, you are in danger of plagiarizing. Either use quotation marks or completely reword and restate the source.

When writing an analytical research paper, you are expected to do more than simply string together quotes or paraphrased sections of sources; a substantial portion of the paper should be your own ideas, judgments and conclusions about the subject.

### Notes (Footnotes/Endnotes or Parenthetical)

“Notes” are sometimes referred to as footnotes/endnotes or parenthetical notes depending on their position in the paper. A footnote is at the bottom of the page; an endnote is at the end of the chapter or work; a parenthetical note is included in parentheses ( ) in the text. You should be aware of whether your instructor accepts a more informal documentation style (“short” form: parenthetical) or requires a more formal documentation style (“long” form: footnotes or endnotes).

In the “short” form, the reference is cited in parentheses in the text, usually by author’s last name and page number (Melville 177).

- In subsequent references that are clearly to the same text, you only need to include the page number in parentheses (33).
- In subsequent references to multiple texts, you may just include author and page (Melville 199) or when referring to two or more books by the same author, title and page (Moby Dick 233).

You should be aware that when you use this “short” form, your reader must rely on your “Work(s) Cited” list for complete bibliographic information; thus it is imperative for you to include a “Work(s) Cited” list when you use the short form.

MLA long forms are required infrequently by DePauw faculty members; in footnotes/endnotes, all bibliographic information is included in the note. See the MLA Handbook for this longer form. The Writing Center has a copy of this book.

## “Works Cited” List

A “Works Cited” list following the MLA style is arranged alphabetically by author’s last name. If no author is provided, alphabetize by the title of the article or book.

The following examples show you the standard the humanities use for providing bibliographic information. Notice that whether the source is a book or journal article, the format includes three parts:

- Author (last name first)
- Title (both of the article and the source)
- Publishing information (City: Publisher, date)

The author and title are separated from the rest of the information by periods. Use a colon to separate a title from a subtitle (e.g. “Looking Back on the Seventies: Notes Toward a Cultural History”). The city is separated from the name of the publisher by a colon (:). The publisher is separated from the year of publication by a comma.

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

You will find the correct bibliographic information by looking at the title page, not the book jacket or book-binding. If several cities are listed with the publisher, use only the first city. Use the year of publication (often found in a line like “Published in Penguin Books 1990”). If the year of publication is not listed, use the latest copyright date.

The Works Cited should be double-spaced with no additional space between entries. The second and subsequent lines of an individual bibliographic entry are indented or “tabbed” in 5 spaces.

**Quotation marks vs. Underlining/Italicizing:** If you have questions about whether to underline a title or use quotation marks, the general rule of thumb is as follows: if the work is published as a separate entity, it is underlined; if the work is included in a larger collection, the title of the work is put in quotation marks and the title of the collection is underlined. Thus, you use quotation marks with the titles of plays or poems that are anthologized; you underline them if published as a separate work (e.g. “The Wasteland” or The Wasteland by T.S. Eliot depends on whether or not the poem is anthologized). You use quotation marks for the titles of magazine or journal articles, but the title of the magazine or journal itself is underlined (e.g. “Looking Back on the Seventies: Notes Toward a Cultural History.” The Atlantic). Titles of films, record albums, videos, television programs, paintings and sculptures are underlined.

## **Sample Works Cited**

### **A Book by a Single Author:**

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

### **An Edition:**

Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F.N. Robinson. 2<sup>nd</sup> ed. Boston: Houghton, 1957.

### **A Book by Two or More Persons:**

Blocker, Clyde E., Robert H. Plummer, and Richard C. Richardson, Jr. The Two-Year College: A Social Synthesis. Englewood Cliffs: Prentice, 1965.

Edens, Walter, et al., eds. Teaching Shakespeare. Princeton: Princeton UP, 1977.

### **A Work in an Anthology:**

Auerbach, Erich. "Odysseus' Scar." Mimesis: The Repression of Reality in Western Literature. Trans. Willard R. Transk. Princeton: Princeton UP, 1953. 3-23.

O'Connor, Flannery. "The Life You Save May Be Your Own." The Realm of Fiction: Seventy-Four Stories. Ed. James B. Hall and Elizabeth C. Hall. 3<sup>rd</sup> ed. New York: McGraw, 1977. 479-88.

### **A Previously Published Work Reprinted in an Anthology:**

Tompkins, Jane. "Masterpiece Theater: The Politics of Hawthorne's Literary Reputation." American Quarterly 36 (1984): 615-642. Rpt. in Falling into Theory: Conflicting Views on Reading Literature. Ed. David H. Richter. Boston: Bedford Books, 1994. 119-128.

### **An Article in a Reference Book:**

If the article is signed, give the author first (often articles in reference books are signed with initials identified elsewhere in the work); if it is unsigned, give the title first.

Chiappini, Luciano. "Este, House of." Encyclopedia Britannica: Macropaedia. 1974.

### **Articles in Periodicals:**

In citing articles in periodical, normally arrange the information in the following order:

1. Author's name
2. Title of the article
3. Name of the periodical
4. Series number or name
5. Volume number
6. Date of publication
7. Page numbers

### **An Article from a monthly or bimonthly periodical:**

Snyder, Mark. "Self-Fulfilling Stereotypes." Psychology Today July 1982: 60-68.

### **An Article in a Journal with Continuous Pagination:**

Spear, Karen. "Building Cognitive Skills in Basic Writers." Teaching English in the Two-year College 9 (1983): 91-98.

### **An Article from a Daily Newspaper:**

Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." New York Times 21Nov. 1983, late ed.; B17.

### **On-line Sources:**

When citing either **complete scholarly projects or information databases**, the following is typically included:

1. Title of project or database
2. Name of the editor of the project or database
3. Publication information: version number, date or latest update, sponsoring institution.
4. Date of access and web address

When citing a document within a scholarly project or database, the author's name and the title of the work (in quotation marks) precedes the above information. Examples of each type are given below.

The Jane Austen Information Page. July 1996. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/janeinfo.html#janetoc>>.

Lank, Edith. "The Cancelled Chapters of *Persuasion*." The Jane Austen Information Page. March 3,

1997. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/pcanchap.html>>.

Citations for on-line books and journals resembles the citation style of traditional texts with the addition of the date of the electronic publication and name of any sponsoring institution, the date you accessed the text and the network address.

To cite these sources within your text, list whatever you list first in the Works Cited. For example, to show that information came from the first on-line source above, you would cite (The Jane Austen Information Page X); to cite the second you would write (Lank X). "X" represents the number of the paragraph or screen that you took the information for. For example, you could write, "par. 3" (to indicate the third paragraph on the page, or "screen 8" to signify that your information came from the 8<sup>th</sup> screen down on the web-page.

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DePauw Writing Center tutors are happy to assist you with further questions. More information can be found in:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5<sup>th</sup> ed. New York: The Modern Language Association of America, 1999.

Hacker, Diana. *A Pocket Style Manual*. 2<sup>nd</sup> ed. Boston: Bedford Books, 1997.

# Application Letter/Personal Statement Writing

DePauw University Writing Center

Unlike your resume, which you will probably send to each employer in the same form, the application letter is usually tailored to each individual employer. (The same may or may not hold true if you are writing a personal statement for medical, law, or graduate school).

Like your resume, an application letter gives you the opportunity to advertise yourself to the potential employer. For this reason, you need to peak the reader's interest and show how you can fulfill the organization's needs.

The letter should also reflect your personal style – **be yourself! BUT** – be business-like too; avoid sounding too cute, gimmicky, or overly creative. If you're applying to a job that requires imagination (like advertising), you have more creative liberty; otherwise, err on the conservative side.

It never hurts to show potential employers that you've "done your homework." Knowing something about the company (school, program, etc.) allows you to write about how your qualifications fit its needs.

As you begin organizing your resume, keep in mind the **AIDA** model:

Attention	(Opening Paragraph)
Interest	(Next Several
Desire	Paragraphs)
Action	(Closing Paragraph)

## Attention

The opening paragraph needs to capture the reader's attention. Some potential ways to do this follow.

**Solicited Application Letters** are those sent in response to an announced job opening. Try opening your letter in one of these ways:

- **Source opening.** When responding to a job ad, identify the publication in which the ad appeared and briefly describe how you meet each requirement stated in the ad.
- **Summary opening.** Present your strongest, most relevant qualifications, with an explanation of how they can benefit the organization.

**Unsolicited Application Letters**, those sent to an organization that has not announced a job, but one that you would like to work for, will have more trouble capturing a reader's attention. One of the following tactics may be appropriate:

- **Name opening.** *Mention the name of a person who is well known to the reader and who has suggested that you apply for the job.*
- **Question opening.** *Pose an attention-getting question that shows you understand an organization's problem, need, or goal and have a genuine desire to help solve, meet, or attain it.*
- **News opening.** *Cite a publicized organizational achievement, contemplated change, or new procedure or product, and then link it to your desire to work for the organization.*
- **Personalized opening.** *Present one of your relevant interests or views, mention your previous experience with the organization, or cite your present position as a means of leading into a discussion of why you want to work for the organization.*
- **Creative opening.** *Demonstrate your flair and imagination with colorful phrasing, especially if the job requires these qualities.*

*No matter how you capture your reader's attention, your opening paragraph also needs to clarify your reason for writing: You are applying for a job and you need to write something like I am seeking an entry-level position in web-technology.*

### **Interest and Desire**

**In the middle section of your letter:**

**Summarize the qualifications directly relevant to this job**

- **Do not repeat information on your resume; instead, interpret you past employment/education experience and tell the employer how your past experiences will help you in the job for which you are applying**
- **Relate aspects of your training or work experience to those of the target position**
- **Outline your education preparation for the job**

**Show how you have put your qualifications to use**

- **Back up your claims of ability by citing specific achievements**
- **Demonstrate a knowledge of the organization and a desire to join it by citing its operations or industrial trends**
- **Provide evidence of desirable personal qualities**
  - **Eliminate boasting**
  - **Provide proof that you learn quickly, are a hard worker, can handle responsibility, and get along well with others**
  - **Present evidence of personal qualities and work attitudes that are desirable for job performance**
  - **If asked to state salary requirements, provide current salary or a desired salary range and link these to the benefits of hiring you**
  - **Refer to your resume**

### **Action**

**Your closing paragraph has two main purposes: to ask the reader for a specific action and to make a reply easy. When you write this section, try to sound natural and appreciative.**