

**MLA**

# **REFERENCING GUIDE**



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## Section 1 – Introduction

The aim of this guide is to offer an introduction to the practice of referencing to students who are preparing written assignments for academic credit at the Department of Media Studies of the University of Amsterdam. When writing an academic essay, students are required to refer to the work of other authors. Each time they do so, it is necessary to identify their work by making reference of it – both in the text of your essay and in a list at the end of your essay (in the reference list or bibliography). This practice of acknowledging authors is known as referencing.

There are many academic referencing systems used in academic writing. This guide explains the **MLA system**, which is one of the most used systems of citation (particularly in the humanities) and the system that we use at the Department of Media Studies. The MLA style of citation has been developed by the Modern Language Association (<http://www.mla.org/>) and provides an in-text method of referencing sources. Within this system, each reference consists of two parts: the *parenthetical reference*, which only provides brief identifying information within the text (author's surname and page numbers), and the *Reference List* (or *Works Cited*) which provides full bibliographic information.

The two-part references must be provided whenever you use – i.e. quote or paraphrase – someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, websites, videos, other print or electronic sources, and personal communications. All these different types of material need specific referencing. In other words, each type has an accepted 'format' for presentation within the Reference List (or Works Cited).

The following is a set of guidelines for formatting references in your Reference List as well for referencing sources in the body paragraphs of your assignment (in-text referencing). The coming three sections provide the format style (followed by an example) of all sorts of reference list entries. They are broadly separated into "Printed Material" (Section 2), "Electronic Material" (Section 3) and "Other Material" (Section 4). Section 5, entitled "FAQ", explains the format style of your in-text references and addresses particular issues you may encounter while formatting your references, both in your text and your Reference List. The question & answer format is used so that you can check areas of specific concern easily.

After reading this guide, you should be able to:

- understand how to use the MLA referencing system
- indicate others writers' ideas in your own work using an accepted citation style
- format appropriate references correctly from these citations
- deal with a range of bibliographic and electronically formatted material

Before you start reading, please keep in mind that one golden rule applies:

**Be consistent in everything you do!**

This consistency applies to format, layout, type-face and punctuation.

## Section 2 – Formats for Printed Material

### Nb.

- Always remember to use correct source information for all your references and the same punctuation consistently in each kind of format
- Note the consistency of use of *italics* for titles. Italics are the preferred format but it is acceptable to underline
- The place of publication is the city (normally the first stated), *not* the country
- Authors should appear in the order that they are presented on the title page of the source; only the first author's name is reversed

### 2.1 Book

Author Surname, First Name. *Title*. Place of publication: Publisher, Year of publication.

### Eg.

Fraser, Matthew. *Weapons of Mass Distraction: Soft Power and American Empire*. New York: St. Martin's Press, 2003.

### Nb.

If you refer to a republished book, add the original publication year after the title.

### Eg.

Klein, Naomi. *No Logo*. 2000. New York: Picador, 2002.

### Nb.

With titles in **Dutch, French, Spanish**, and most other non-English languages, only the first word is capitalized. With titles in **German** and **Luxembourgish**, all nouns are capitalized according to their writing system. The same holds for titles of chapters and articles. The title of a journal is always capitalized according to the title case capitalization (see also page 6, 18 and 20).

### Eg.

Hermes, Joke, and Maarten Reesink. *Inleiding televisiestudies*. Amsterdam: Boom, 2003.

Kracauer, Siegfried. *Von Caligari zu Hitler: eine psychologische Geschichte des deutschen Films*. Frankfurt am Main: Suhrkamp, 1984.

### 2.2 Book Chapter

To refer to a specific chapter of a book by one and the same author, add the chapter title and page numbers.

Author Surname, First Name. "Title Article." *Title Book*. Edition. Place of publication: Publisher, Year of publication. Page numbers.

### **Eg.**

Atton, Chris. "Approaching Alternative Media: Theory and Methodology." *Alternative Media*. London, Thousand Oaks and New Delhi: Sage Publications, 2001. 7-32.

## **2.3 Anthology or Edited Book**

To refer to the edited book as a whole, quote the editor(s) in the text. In the reference list you then indicate editorship by using either ed. for a single editor or eds. for more than one editor.

### **Eg.**

Yeager, Patricia, ed. *The Geography of Identity*. Michigan: University of Michigan Press, 1998.

## **2.4 Chapter in Anthology or Edited Book**

An edited book will often have a number of authors for different chapters (on different topics). To refer to a specific author's ideas (from a chapter), quote them in the text – not the editors. Then in your reference list indicate the chapter details *and* the book details from which it was published.

Author Surname, First Name. "Title Article." *Title Book*. Ed./Eds. First Name Surname editor(s). Place of publication: Publisher, Year of publication. Page numbers.

### **Eg.**

Fornäs, Johan. "Media Passages in Urban Spaces of Consumption." *Geographies of Communication: The Spatial Turn in Media Studies*. Eds. Jesper Falkheimer and André Jansson. Göteborg: Nordicom, 2006. 205-20.

## **2.5 Journal Article**

Author Surname, First Name. "Title of Article." *Journal Title* Volume.Part number (Year of publication): page numbers.

Do not worry about omitting the part number if not available.

### **Nb.**

The month of publication may be added prior to the year of publication, especially if the part number is not known. If you do, be consistent and include it in all your references to journal articles.

### **Eg.**

Gates, Philippa. "Always a Partner in Crime: Black Masculinity in the Hollywood Detective Film." *Journal of Popular Culture* 32.1 (Spring 2004): 20-9.

Scheijen, Suzanne van. "Financiële crisis in de media: framingsonderzoek naar berichtgeving over financiële crises in Nederlandse dagbladen." *Tijdschrift voor Mediageschiedenis* 1 (June 2011): 45-63.

## 2.6 Corporate Author

Sometimes it is impossible to find a named individual as an author. What has usually happened is that there has been a shared or 'corporate' responsibility for the production of the material. Therefore the 'corporate name' becomes the author (often called the 'corporate author'). Corporate authors can be government bodies, companies, professional bodies, clubs or societies, and international organizations.

Format is the same as for a book, but uses the 'corporate' (company, business, organisation) author in place of a named author.

### Eg.

Institute of Waste Management. *Ways to Improve Recycling*. Northampton: Institute of Waste Management, 1995.

### Nb.

For journal articles without authors the journal title becomes both author and cited journal title.

## 2.7 Conference Proceeding

Treat published proceedings of a conference like an edited book, but add information about the conference.

Editor Surname, First Name, ed./eds. *Title of Proceedings*. Conference Proceedings Title, Date, Place. Place of Publication: Publisher, Year of publication.

### Eg.

Freed, Barbara, ed. *Foreign Language Acquisition Research and the Classroom*. Conference Proceedings of Consortium for Language Teaching Conference, October 1989, University of Pennsylvania. Lexington: Heath, 1991.

Cite a paper in the proceedings like a work in a collection of pieces by different authors.

Author Surname, First Name. "Title of Paper." *Title of Proceedings, date, place*. Ed. Place of Publication: Publisher, Year of Publication. Page numbers.

### Eg.

Mann, Jill. "Chaucer and the Woman Question." *This Noble Craft: Proceedings of the Tenth Research Symposium of the Dutch and Belgian University Teachers of Old English and Historical Linguistics, Utrecht, 19-20 January 1989*. Ed. Erik Kooper. Amsterdam: Rodopi, 1991. 173-88.

## 2.8 Newspaper Article

Journalist Surname, First Name. "Title of News Item." *Name of Newspaper*. Date of publication, Page number.

### Eg.

Peters, Roger. "Picking up Maxwell's Bills." *Independent*. 4 June 1992, 28.

### Nb.

If the page number is not marked or otherwise unavailable, leave out this information. If it is a news article and does not attribute an author, begin the entry with the title of the article.

### Eg.

"Lottery for Breast Cancer Helps." *The Guardian*. 21 March 1995.

## 2.9 Article from Reference Book

Author Surname, First Name (if given). "Title of Article." *Name of Encyclopedia*. Edition. Year of publication.

### Eg.

Avery, Jennie. "Poland." *Encyclopaedia Britannica*. 2nd ed. 1994.  
"Accord." *The Oxford English Dictionary*. 2nd ed. 1989.

If the reference book does not arrange its articles alphabetically, try including the volume and page numbers:

"Cold War." *Columbia Encyclopedia*. 5th ed. 5th vol. 1998. 12-15.

If the reference book is not well known, provide full publication information:

"Euthanasia." *Encyclopedia of World Ethics*. 2nd ed. 7th vol. New York: Simon Press, 2001. 54-68.

## 2.10 Dissertation & Thesis

Cite a **published** dissertation like a book adding useful dissertation information before the publication facts.

Author Surname, First Name. *Title*. Diss. (Level of dissertation). Awarding Institution, Publisher: Place, Date.

### Eg.

Valentine, Mary-Blair Truesdell. *An Investigation of Gender-based Leadership Styles of Male and Female Officers in the United States Army*. Diss. (Ph.D Thesis). George Mason University, 1993. Ann Arbor: UMI, 1993.



An **unpublished** dissertation (or thesis) should have the title details enclosed in quotation marks, with the added descriptive label Unpublished Diss., and then add the level of the dissertation and the awarding institution followed by a comma and the year of completion.

Author Surname, First Name. "Title." Unpublished Diss. (Level of dissertation). Awarding Institution, Year of completion.

**Eg.**

Kirkland, John. "Lay Pressure Groups in the Education System: A Study of Two English Boroughs." Unpublished Diss. (Ph.D. Thesis). Brunel University, 1988.

## 2.11 Government or Legal Documents

Available data may vary for these, but where possible include the following:

Government Department/Institute. Subdivision of Department/Institute (if known). *Title of Document*. (Name of chairperson if it is a committee). Place of publication: Publisher, Year of publication.

**Eg.**

Department of Health and Social Services. *Inequalities in Health: Report of a Research Group*. (Chairman: Sir Douglas Black). London: DHSS, 1980.

Ministry of Education, Youth and Culture. Culture Division. *The National Cultural Policy of Jamaica: Towards Jamaica the Cultural Superstate*. Kingston: Culture Division, 2003.

## 2.12 Map

Creator's Surname, First Name. (may be mapmaker, cartographer compiler etc.) *Title*. Scale (normally given as a ratio). Place of publication: Publisher, Year of publication.

**Eg.**

Jones, Harold. *East Anglia: North*. 1:10,000. Peterborough: Grove, 1953.

**Nb.**

If the name of the creator/originator is not known, use the title of the map in its place.

## 2.13 Work of Art

Artist Surname, First Name. *Title*. Material type, measurements. Place: Gallery, Date of creation.

**Eg.**

Renoir, Pierre-August. *The Skiff*. Oil on canvas, 71 x 92 cm. London: The National Gallery, 1875.

## Section 3 – Formats for Electronic Material

### Nb.

- The principles for referencing electronic materials are in general the same as for other types of materials.
- The nature of web publications can often mean that author names and publication dates are unavailable. The solution to this problem is to decide who is responsible for producing the source and they will then become the 'author'.
- It is often easier to find information if you look at the Home Page link for the site you are in or at the 'About Us' or 'Contact Us' type of links.

### 3.1 General Web Page

*Name of website.* Editor(s) of the website (if given). Year of publication. Associated institution. Date of access. <URL>.

Do not worry about omitting the editor(s) of the website if not available.

### Eg.

*BBC on the Internet.* 2005. British Broadcasting Company. 12 April 2005. <<http://www.bbc.com>>.

### Nb.

The date of access is the date which you viewed or downloaded the document. It may be subject to changes or updating and including this date in your reference allows for this possibility.

### 3.2 Specific Web Article

Author Surname, First Name. "Title." *Name of Website.* Editor(s) of website (if given). Year of publication. Associated institution (if known). Date of access. <URL>.

Do not worry about omitting the editor(s) of the website and associated institution if not available.

### Eg.

Smith, Fred. "New Football Recruits." *Northwestern Football.* Ed. Alex Shokey. 2004. Northwestern University. 6 June 2004. <<http://www.football.northwestern.edu/recruits>>.

### Nb.

If a web article does not contain page numbers use n. pag. (no pagination) in place of page numbers.

### 3.3 E-book

Referencing an e-book, first include the same information as a regular book. After citing the original publication information, add the electronic publication information. The format is then as follows:

Author Surname, First Name. *Title*. Place of publication: Publisher, Year of publication. *Name of website*. Editor of the website (if given). Date of electronic publication (if known). Associated institution (if known). Date of access. <URL>.

Do not worry about omitting the editor(s) of the website, the date of electronic publication, and associated institution if they are not available.

#### Eg.

Hutcheon, Leonell. *Politics of Postmodernism*. London: Routledge, 2002. *Elib*. 3 August 2009. <<http://reader.ebib.com/Reader.aspx?p=181639&o>>.

### 3.4 Article in Electronic Journal (WWW)

Some journals are published **freely** and **solely** on the internet, and therefore it is advised to add information about its online presence when citing an article from such a journal. The format for this is:

Author Surname, First Name. "Title." *Journal Title* Volume number.Issue number (Year of Publication): Page numbers. Date of access. <URL>.

#### Eg.

Hillis, Ken. "Los Angeles as Moving Picture." *Aether: The Journal of Media Geography* 6.A (2010): 1-9. 17 August 2011. <[http://130.166.124.2/~aether/pdf/volume\\_06/hillis.pdf](http://130.166.124.2/~aether/pdf/volume_06/hillis.pdf)>.

#### Nb.

- The month of publication may be included before the year of publication, especially is the part number is not known. If you do, be consistent and add it in all your references of journal articles.
- If a journal exists in both print and electronic form it is often simpler to use the print journal format for referencing the item, regardless of which item you have viewed.

### 3.5 Wiki Article

Wiki name. "Title of Article." *Associated Institution*. Year of publication. Date of access. <URL>.

#### Eg.

Wikipedia. "William Shakespeare." *Wikimedia Foundation*. 2008. 3 July 2010. <[http://en.wikipedia.org/wiki/William\\_shakespeare](http://en.wikipedia.org/wiki/William_shakespeare)>.

### 3.6 Blog

Author Surname, First name. "Title of Blog Entry." *Title of Blog*. Associated institution. Date of posting. Date of access. <URL>.

#### Eg.

Shaw, Andrea. "Tia Dalma's Portrayal in *Pirates of the Caribbean*." *Ordinary Anointments*. 10 June 2011. 11 August 2011. <<http://blogs.jamaicans.com/ordinarya/>>.

### 3.7 Online Video (e.g. YouTube)

For online videos, provide the author only if you are sure that person created the video. Do not list the person who posted the video online as the author. If you are unsure, treat the citation as having no author.

Creator (if available). "Title of Post." *Title of Website*. Date of creation/upload. Date of access. <URL>.

#### Eg.

Takayma-Ogawa, Joan, and Jeanne Willette. "What is Information Literacy?" *YouTube*. 14 March 2007. 20 April 2010. <<http://www.youtube.com/watch?v=yeopJX5jJV8>>.

"Slingshot Fun." *YouTube*. 29 January 2007. 30 April 2010. <<http://www.youtube.com/watch?v=CCmZYce0J2E>>.

### 3.8 E-mail

Senders Surname, First Name. (Senders e-mail address), "Subject of Message." E-mail to: First Name Surname (Recipients email address). Date sent (Day month year).

#### Eg.

Halmond, Kirsty. ([Khalmond@imaginary.co.uk](mailto:Khalmond@imaginary.co.uk)), "Changes to Report Style Format." E-mail to: Carl Brown ([Carl-brown234@daylight.com](mailto:Carl-brown234@daylight.com)). 12 July 2008.

#### Nb.

E-mail messages are usually only cited in the running text ("In an email to the author on July 12, 2010, Kirsty Halmond revealed . . .") and are rarely listed in the reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

## Section 4 – Formats for Other Material Types

### Nb.

- It is advised to create a separate **Film List** or **Media List** when you have used more than two films or other (non-print) media resources (including online videos) respectively.
- If you literally include **written or spoken words** from a **film, radio/TV programme** or **game** (e.g. from a voice-over, character or announcer), you should **treat them as a quote** (see also question 6 of the “FAQ”).

### 4.1 Film

The most common entry for a film consists of the title, director, distributor and year of release.

*Title.* Dir. Name Director. Distributor, Year of release.

You may also choose to include the names of the writer(s), performer(s) and producer(s).

### Eg.

*The Apartment.* Dir. Billy Wilder. United Artists, 1960.

*Once Were Warriors.* Screenplay by Riwia Brown. Dir. Lee Tamahori. Prod. Robin Scholes. Perf. Rena Owen and Temuera Morrison. Communicado Productions, New Zealand Film Commission and New Zealand On Air, 1994.

### 4.2 TV/Radio Programme

“Episode Title.” Episode number. *Programme/Series Title.* Network. Transmission date.

Do not worry about omitting the episode title and number if they are not available.

### Eg.

“The Empty Child.” Episode 9. *Doctor Who.* BBC1. 21 May 2005.

*The Voice of Holland.* RTL4. 15 October 2010.

*Women’s Hour.* BBC Radio 4. 29 July 2004.

### 4.3 Video Game

*Title.* Version number (if available). Designed by First Name Surname Designer (if available). Publisher, Release Year.

### Eg.

*Donkey Kong.* Designed by Shigeru Miyamoto. Nintendo, 1991.

*The Sims. 2.* Electronic Arts, 2004.

#### 4.4 Musical Score

Composer Surname, First Name. *Title of Work*. Ed./Eds. Name Editor(s). You could also add other arrangers, for example Scored by or Arranged by (note that name is not written surname first). Place of publication: Publisher, Year of publication.

##### Eg.

Mozart, Wolfgang Amadeus. *Flute Concertos: Concerto no. 2 in D, K. 314 and Andante in C, K. 315*. Ed. Tony Wye. Sevenoaks: Novello, 1983.

#### 4.5 Online Image

Originator. *Title of Image*. Year of creation/upload. Date of Access. <URL>.

##### Eg.

Daisy Chains. *Victoria Butterfly Gardens*. 2009. 3 August 2009. <<http://www.flickr.com/photos/69561650@N00/3784458656/>>.

#### 4.6 Personal Communication; Conversations, Interviews and Telephone Calls

As this data has not been published anywhere (and is therefore not recoverable), details should only be recorded within the text.

Surname, First name. Type of communication (e.g. interview or Personal communication), Date of communication.

##### Eg.

...we need to "invest more money in student accommodation" (Jones, Sally. Interview, 25 August 2005) and until we do...

#### 4.7 Lecture Notes

Lecturer's Surname, First name. "Title of Lecture." *Course/Series Title*. Institution. City, Date.

##### Eg.

Martens, Emiel. "Introduction: Towards a Theory of Media Activism." *Media Activism*. University of Amsterdam. Amsterdam, 9 September 2011.

If you use your own (unpublished) notes taken at the lecture, details should only be recorded within the text.

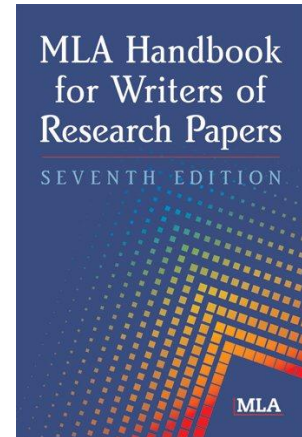
##### Eg.

During the first lecture of the course *Media Activism*, entitled "Introduction: Towards a Theory of Media Activism" (9 September 2011), Emiel Martens showed that...

## Section 5 – FAQ

### 1. What is referencing?

When preparing a piece of written work you will inevitably come across other peoples' ideas, theories or data which you will want to make reference to in your own work. Making reference to others is called "**citing**", and the list of these authors' works are given at the end of a piece of written work in the form of a "**reference list**" or "**works cited**". The process of citing authors (and the associated reference list) can be done in a number of styles. This guide presents the **MLA Style** (<http://www.mla.org/>) as described in the *MLA Handbook for Writers of Research Papers*, 7th ed. New York: The Modern Language Association of America, 2009. This is the style we use at the Department of Media Studies.



### 2. Why should I reference?

- To show evidence of the breadth of your research
- To strengthen your argument
- To acknowledge other peoples' ideas correctly
- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas
- To avoid plagiarism
- To avoid losing marks!

### 3. What is a Reference List or Works Cited?

At the end of your essay under the heading "**Reference List**" or "**Works Cited**" you list all the items you have made reference to in your essay. This list of books, journals, newspaper articles (or whatever) is organised alphabetically by the surnames of the authors (or originators) of the work.

As a student in Media Studies, you will often refer in your essay to films, television programmes, websites and other media works. To maintain a clear arrangement, it is advised to include a separate "**Film List**" or "**Media List**" when you have used these media. List all these items alphabetically by title.

### 4. Where do I find the information that I need for my list of references?

Usually from the title page (or reverse title page) of the book or document you are citing. Remember though that:

- The *order* of authors' names should be retained
- Cite the first named *place* of publication

- Edition dates are *not* reprint dates (new editions will have new text and must be cited as such). The copyright sign © will often indicate the date of production

If your material has not originated from a commercial publisher and lacks obvious title page data, then the appropriate information should be gleaned from any part of the publication, if you can say with some certainty that it fulfils the required criteria for your reference list.

## 5. How do I present referred material in my essay?

You present material in two main ways:

- **Quoting** material directly from its source – word for word as it was in its original form. Your essay should not be a ‘cut and paste’ exercise using other peoples’ words. Use quotations only when you have to use the text in its original form or for presenting a longer quote which you use to highlight and expand on ideas or issues in your essay.
- **Paraphrasing (or summarizing)** text that you have read. Putting the ideas into your own words (in the context of answering the question) and then stating where that information came from (see next section). Paraphrasing and summarizing is a skill that needs to be practiced and developed.

## 6. How do I format parenthetical references?

Each source in the reference list at the end of your essay corresponds to a reference in the text. In MLA style, in-text references are called parenthetical references. When you quote or paraphrase someone else’s work, you give the author’s surname followed by the page number(s) in parentheses, generally at the end of the sentence.

There is no punctuation between the name and the page number. When you mention the author in the sentence itself, you need only give the page number. You do not need to cite page numbers if you are referring to an entire work, or if the work is only one page long.

**Eg.**  
(Beeton 23)

**If the author's name is mentioned in the text**, only the page number(s) need(s) to appear in the parentheses.

Beeton argues that “film-induced tourism was not the sole driver for international tourism growth of the 1980s” (23).

**Citations when you are using more than one work by the same author.** If you are referring to more than one of a particular person’s works in your essay, you add an abbreviated title in parentheses, with a comma between the surname of the author and the title of the work.



(Klein, *No Logo* 177)  
(Klein, *Shock Doctrine* 235)

Again, if you mention the author's name in the sentence, you leave it out of the parentheses. If you also mention the title of the work in your sentence, you leave that out as well.

Naomi Klein, in her *No Logo*, states that "when we try to communicate with each other by using the language of brands and logos, we run the very real risk of getting sued" (177).

### **Nb.**

You also include the abbreviated title of the works when you use two different authors with the same surname.

**Citing work by two or three authors.** Use the last names of each.

(Falkheimer and Jansson 15)  
(Ashcroft, Griffiths and Tiffin 8)

**Citing work by more than three authors.** Give all the authors' last names or just use the first and 'et al.' (meaning 'and others') for the rest. *In any case, use the same form as the entry in your Reference List.*

(Bia, Pedreno, Small, Finch and Patterson 161)  
(Bia et al. 161)

**Citing work by groups or corporate authors.** Use full name of group or a shortened form.

(Modern Language Association 115) (MLA 115)

**Citing work by an unknown author.** Use a few words of the title.

(*Recent Innovations* 231)

Citing more than one work. Use semicolons to separate the citations.

(Leane 54; Johnston 80-3)

### **Nb.**

For exact quotations from sources without page numbers, use paragraph numbers, if available. If the work does not have page numbers or paragraph numbers, you leave out this information.

**Citations taken from a secondary source** should generally be avoided; consult the original work whenever possible. If only an indirect source is available, put the abbreviation 'qtd. in' (quoted in) before the indirect source in the parenthetical reference and include the indirect source in the Reference List.

In a May 1800 letter to Watt, Creighton wrote, "The excellent Satanism reflects immortal honor on the Club" (qtd. in Hunt and Jacob 493).

**If the reference is a film, radio/TV programme or game**, you only refer to the title of the film, programme (episode or series) or game. The **first time** you mention the film, programme or game in the running text, you also include the year of publication (release/transmission) in parenthesis following the title.

*The Apartment* (1960)      "The Empty Child" (2005)      *Women's Hour* (2004)  
*Donkey Kong* (1991)      *The Sims 2* (2004)

**If you quote from a film, radio/TV programme or game** (e.g. from a voice-over. Character or announcer), the in-text citation consists of the title of the source.

(*The Apartment*)      ("The Empty Child")      (*Women's Hour*)  
(*Donkey Kong*)      (*The Sims 2*)

## 7. How do I incorporate long quotations in my essay?

Any quotation that is three lines or less is considered a short quotation and should be incorporated into your sentence.

Longer quotations of **four typed lines** or more should be:

- preceded by a colon
- indented from your main text
- *not* have quotation marks
- typed single space
- cite author (if not mentioned in the text) and page numbers
- The final punctuation comes before the parentheses

### Eg.

Certain passages are remarkable for their poetic quality:

It was just a fragment, no more than 30 seconds: The Euston Road, hansoms, horse drawn trams, passers-by glancing at the camera but hurrying by without the fascination or recognition that came later. It looked like a still photograph, and had the superb picture quality found in expert work of the period, but this photograph moved. (Walkley 83)

## 8. What are the MLA conventions regarding punctuation?

In MLA, the following conventions regarding punctuation apply:

- Double quotation marks are used for quotations from other texts
- Commas and periods that come directly after a quotation go inside, not outside the quotations marks. However, if the parenthetical reference comes directly after the quotation, then the comma or period should be placed after the reference

**Eg.**

While Beth Fowkes Tobin focuses on “the representation of cultural encounters that occurred in British colonies during the eighteenth century,” she specifically addresses “paintings of colonial officials and colonized places, plants, and peoples” (1).

**9. What will my Reference List/Works Cited look like?**

All works that you have mentioned throughout your essay must be listed **alphabetically** by surname of author (or originator). They should have **hanging indents**, that is, the first line of an entry should be flush left, and the second and subsequent lines should be indented ½ (or five spaces). The MLA style specifies using **title case capitalization**, i.e. capitalize the first words and all principal words, including those that follow hyphens in compound terms. Separate author, title, and publication information with a period (.) followed by one space. Use a colon (: ) and a space to separate a title from a subtitle.

Some other important points to remember:

- Only include works to which you have actually referred in the essay
- The main title of the document should be distinguishable
- The date is the year of publication *not* printing
- For a book the edition is only mentioned if other than the first
- The place of publication is the city *not* the country
- Journal titles should be given in full
- Volume and part numbers should be written: 25.2
- Page numbers should be written: 33-9, 44-67
- Capitalize all words, except articles (“the” and “a”), (short) prepositions (e.g. “of” “on”, “in”, “into”, “at”, “up”), and other “small” words (“and”, “if”, “it”) when they are not at the beginning of the title (or subtitle)

**Nb.**

With book, chapter and article titles in **Dutch, French, Spanish**, and most other non-English languages, only the first word is capitalized. With titles in **German** and **Luxembourgish**, all nouns in these titles are capitalized according to their writing system. The title of a journal is always capitalized according to the title case capitalization.

**Eg.**

Ashcroft, Bill, Gareth Griffiths and Helen Tiffin, eds. *The Post-Colonial Studies Reader*. London and New York: Routledge, 1995.

Benshoff, Harry, and Sean Griffin. *America on Film: Representing Race, Class, Gender, and Sexuality at the Movies*. Malden, Oxford and Carlton: Blackwell Publishing, 2006.

Gates, Philippa. “Always a Partner in Crime: Black Masculinity in the Hollywood Detective Film.” *Journal of Popular Culture* 32.1 (Spring 2004): 20-9.

Lott, Tommy. “Hollywood and Independent Black Cinema.” Eds. Steve Neale and Murray Smith. *Contemporary Hollywood Cinema*. London and New York: Routledge. 1998. 211-28.

Miller, Toby, et al. *Global Hollywood*. Berkeley: University of California Press, 2002.

- Oostindie, Gert. "Caraïbische dilemma's." *Het paradijs overzee: de 'Nederlandse' Caraïben en Nederland*. Amsterdam: Uitgeverij Bert Bakker, 1997. 277-304.
- Richardson, Michael. *Otherness in Hollywood Cinema*. New York and London: Continuum, 2010.
- Shaw, Andrea. "Tia Dalma's Portrayal in *Pirates of the Caribbean*." *Ordinary Anointments*. 10 June 2011. 11 August 2011. <<http://blogs.jamaicans.com/ordinarya/>>.

## 10. What do I do if publication details are not given?

Occasionally you will come across documents that lack basic publication details. In these cases it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used:

- |                                |   |
|--------------------------------|---|
| - (corporate) author not given | use the title of the work               |
| - no page numbers              | use n. pag in place of the page numbers |
| - no date                      | use n.d.                                |
| - no place of publication      | use n.p. before the colon               |
| - no publisher                 | use n.p. after the colon                |
| - not known                    | use n.k.                                |

### Eg.

n.p: University of Gotham, 1993.	no place of publication
New York: n.p., 1993.	no publisher

## 11. What do I do if a material type is not covered in this guide?

When you want to make reference to a material type that is not covered in this guide, you can always search online to try to find the way in which you have to include it in your reference list.

The official website of the MLA style can be found at <http://www.mla.org>. In addition, you could simply go to an online search engine (e.g. Google) and type "MLA" followed by the type of material or format exception that you are looking for, e.g. 'MLA painting'. You will probably find different ways to list the material in your reference list – just keep in mind: be consistent in everything you do!

## 12. Why is this guide written in English?

This guide is written in English for two main reasons. First of all, the English language is the common language of science and MLA is a style rendered in English. The *MLA Handbook for Writers of Research Papers* is originally published in English and when you search online for a material type that is not covered in this guide (see question 11) you will mainly find examples in English. Secondly, this guide is used for all our courses at the Department of Media Studies and these courses are increasingly offered in the English language and followed by non-Dutch students. By having the guide in English, all courses and students are able to use it.

### 13. What do I do if I am writing my essay in Dutch?

When you write your essay in Dutch, you maintain the MLA style and only translate the necessary details of the references, particularly the abbreviations:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| • Editor = Ed.                     | Redacteur = Red.                     |
| • Editors = Eds.                   | Redacteurs = Reds.                   |
| • no date = n.d.                   | zonder datum = z.d.                  |
| • no place = n.p.                  | zonder plaats = z.p.                 |
| • no publisher = n.p.              | zonder uitgeverij = z.u.             |
| • no pagination = n. pag.          | zonder paginering = z. pag.          |
| • not known = n.k.                 | niet bekend = n.b.                   |
| • quoted in = qtd. in              | Geciteerd in = gecit. In             |
| • Diss. (Ph.D Thesis)              | Diss. (proefschrift)                 |
| • Unpublished Diss. (Ph.D. Thesis) | Ongepubliceerde diss. (proefschrift) |
| • Plaatsnamen = London             | Londen                               |
- 
- “en” instead of “and” when listing the authors, editors or places of publication.

#### Nb.

With book, chapter and article **titles in Dutch**, only the first word is capitalized. The title of a journal is always capitalized according to the title case capitalization.

#### Eg.

Hermes, Joke, en Maarten Reesink. *Inleiding televisiestudies*. Amsterdam: Boom, 2003.

Oostindie, Gert. “Caraïbische dilemma’s.” *Het paradijs overzee: de ‘Nederlandse’ Caraïben en Nederland*. Amsterdam: Uitgeverij Bert Bakker, 1997. 277-304.

#### Nb.

When you **literally translate** sentences from English (or other foreign language) sources into the Dutch language and include them in your work, these sentences must be **treated as a quote**. If you provide a **free translation** that reproduces the general meaning of the original text, then it should be treated as a **paraphrase**.