



## A Regular Page, Showing Citations and Quotations

- Subheadings are not used unless required by the teacher. Simply begin a new paragraph to make each new point.
- When you finish summarizing or paraphrasing research information, add a citation immediately after it. The period or comma (if any) follows the citation.
- A brief quotation (less than four lines) is given in quotation marks in the body of the paper with a citation following directly. The period or comma (if any) follows the citation.
- Quotations of more than four lines are set off in block form, without quotation marks. They are indented twice the usual distance from the margin (2 tabs). In this case, the citation *follows* the closing punctuation.

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The text of the entire paper is double-spaced, with no extra space between the paragraphs.

Indent using the tab key when beginning each new paragraph, and remember the importance of topic sentences. When quoting less than four lines from a source, integrate the quotation into the text of your paper “being certain to use quotation marks” (Smith 56). Note that the citation follows the quotation immediately. See the Skills Centre handouts or the current edition of the *MLA Handbook* for correct citation forms.

When presenting longer quotations—of over four lines—note that they must be set off in block form as shown here:

Block quotations do not require quotation marks since their form and position identify them as quotations. Use the tab key twice to indent block quotations properly, and note that the closing punctuation in this special case—normally a period—comes before the citation. (Martinez 89)

When the text of your paper then resumes, you may continue the previous paragraph or indent and start a new one at this point.

It is essential to understand citation procedures in order to avoid unintentional plagiarism. Visit the Skills Centre if you have any questions.

## Works-Cited Page

- This page is numbered like all the others—in the header space at the upper right.
- The heading—Works Cited—appears at the top in the centre, as shown. Capitalize the W and C; do not italicize it, underline it, enlarge it, or use bold type.
- Sources are arranged in alphabetical order by first letter, ignoring “A,” “An,” or “The” in titles. Don’t separate sources by type; arrange them all in one list.
- The first line of each entry begins at the margin; any following lines are indented. (Use the ‘Hanging Indent’ feature to position these lines properly.)
- Entries are double-spaced with a single blank space between each one.
- Long URLs must be broken to avoid awkward gaps in the entry. Break them after a dash, dot, or slash.

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### Works Cited

Abrams, Joseph T. *A Short History of Television: 1950 – 1970*. 4th ed., Gilmore Publishers, 2005.

Bailey, Elizabeth F. *Media: Methods and Madness*. U of Northampton P, 1987. *Google Books*, books.google.com/books?isbn=0761941002.

“Culture of Mayhem: Barbarity in the American Media.” *US MediaWatch*. 2006. U of Ohio, www.unoh.edu/usmediawatch.cm/7j6/cm/001.

Feinstein, G. L. “An Essay on Current Trends in Docudrama.” *The Media and the Audience: An Anthology*. Edited by Catherine J. Habberfield, Midwest Press, 1998.

Munching, Phillip H. “Prejudice: Alive and on the Air.” *Media Journal*, vol. 52, no. 8, pp. 112-25. *Goldmine Database*, www.goldbase.org/media/phm/stable/0582U87.0.

Wilson, Melanie. “U.S. Primetime Extremes.” *Broadcast Media Month*, vol. 13, no. 1, Jan. 2004, pp. 51-55.

To prepare a works-cited entry for each of your sources, see the Skills Centre handout sheets E1.3 – E1.8, or consult the current edition of the *MLA Handbook*. The format is different for different types of sources—books, articles, database items, Web site material, etc. Certain standard abbreviations must be used, and the punctuation requires care.