St. David Style Guide

Whenever you use another person’s words, ideas or pictures, you must give credit. Failure to do so constitutes plagiarism, which is a form of theft.

This Style Guide is based on the MLA (Modern Language Association) style of documentation.

A. In-Text Citations

When either a direct or an indirect quotation is used in your research paper, it is important to acknowledge the original source with in-text citations.

In-text citations (also known as parenthetical citations or embedded citations) are used in place of endnotes or footnotes. In-text citations identify the source immediately following the quotation or paraphrase. The complete bibliographic information for each reference is listed in the Works Cited at the end of the essay.

General Rules for In-Text Citations:

1. An essay which discusses ONE work:
Usually, the author’s name appears early in the text of the essay; if not, however, include it in the first parenthetical reference and thereafter cite the page number of the piece where the quotation appears:

- Atticus tells Scout that in order to understand others, she needs to learn to “walk in his shoes” (30).

To note:

- quotation mark follows the last word
- space before the first parenthesis
- period comes after the second parenthesis

SOME VARIATIONS:

When quoting two passages from the same work, place both page numbers at the end of the sentence, separating them with a comma.

- Atticus tells Scout that in order to understand others, she needs to learn to “walk in his shoes”; later he repeats himself when he advises her “to climb into someone’s skin and walk around in it” (30, 185).

When quoting a passage that is longer than four lines of your typed text, indent the passage one additional inch from the left margin only, double space, and omit quotation marks except to indicate dialogue (use single quotation marks around the dialogue):
I feel sorry for Denise sometimes, stuck between the two of us. They’ve been great to me over the years, my two sisters. They won’t let me tell them that, but they have; they’ve been just brilliant. I’d never have done what I did—I’d never have finished it—without them helping me. (8)

When quoting dialogue, the quoted dialogue appears within single quotation marks, which are enclosed in double quotation marks:

- When Nu speaks her first words after her illness, Tsila says to her, “‘Your mouth is lovely’” (261).

Or

- In “The Prospector’s Trail” by Cathy Jewison, Norman discovers that prospecting for trash has the potential to turn his life around. “‘I think I’ve got it,’ Norman announc[s]” at the end of the story (31).

To note:

- it is preferable to let the quotation flow out of your own sentences rather than to drop complete sentences from the piece between your commentary
- when dialogue forms only part of a quotation, a single quotation mark signals the end of the dialogue and the double quotation marks signal the end of the quotation
- when your own sentence extends beyond the quoted material, the page reference is still placed at the end of the sentence
- use square brackets to indicate a change you made in a quoted line (changes are made to maintain grammatical correctness and/or to add clarity)
- if the quotation is a question or exclamation, insert the appropriate punctuation before the closing quotation marks and end your own sentence with a period after the parentheses
- with long quotations, there is no period after the in-text citation

2. An essay which discusses two or more works:
Include the author’s name in the parenthetical reference:

- While Calum is the unlikely hero “whose great heart is left behind,” Briony is the unlikely villain who writes plays so, “everyone [will] adore her” (MacLeod 282; McEwan 11).

To note:
- no comma between author’s last name and page number of quotation
- use a semi-colon to separate the two citations
- if you were to use two books by one author, substitute the author’s name with the book titles

3. Quoting poetry:
When quoting Shakespeare, use Arabic numerals to indicate act, scene and line number
- “As flies to wanton boys, are we to the gods; / They kill us for their sport” (4.1.44-45).
When quoting poetry, indicate line changes with slashes (see above) when citing three lines or fewer. When the excerpt is four or more lines in length, omit the quotation marks and begin new lines at the indented left margin (as it would appear in the text):

    Our two souls therefore, which are one,

    Though I must go, endure not yet

    A breach, but an expansion,

    Like gold to aery thinness beat. (21-24)

To note:
- three lines or less are written into your essay like prose; the line divisions are indicted with slashes and quotation marks are used
- for poetry other than Shakespeare, provide line numbers, not page numbers

4. If No Author is Listed:
If there is no author given, include in parentheses ( ) the title, or a shortened version of the title, and the page number(s). Note that book and play titles are italicized, whereas titles of poems, stories and essays are placed in quotation marks “ ”.

B. Works Cited
You may use www.easybib.com to create proper sourcing for your Works Cited.

A list of works cited is included at the end of your essay. Its purpose is to let the reader locate your sources. Other names for such a listing are Bibliography (literally, “description of books”) and Literature Cited. Works Cited is a more precise descriptive term because your research may include periodicals, films, and other non-print sources.

To note:
- when more than one work appears on the Works Cited page, alphabetize by the author’s surname or web address, etc.
- use hanging indentation style: indent second and subsequent lines in the same reference so that the author’s surname stands out
- put foreign words in italics
- do not number the entries on the Works Cited list; the alphabetized surnames create order
- double space each entry; do not leave extra blank lines between entries
1. **Books and Novels – One Author**

2. **Books – More than One Author**

3. **Books – No Author Given**

4. **Books – Editor**

5. **Plays**

6. **Short Stories**

7. **Poems**

8. **Essays in an Anthology**

9. **Encyclopedia or Dictionary Entry**

10. **The Bible and documents of other major religions**
Treat these as books with no author. Refer to the version or edition, followed by the publisher and the date (if there is one). Do not italicize or underline the title.


11. **Magazine/Journal Article**

12. **Article in a Daily Newspaper**

13. **Film or Video/DVD**


14. **Television Program**

15. **Web Site**

**A blog**
Curran, Kevin. “The Newspaper and the Culture of Print in the Early American Republic.”


**A wiki**

16. **Map or Chart**
Treat maps or charts like a book with no author, but add the appropriate label (Map, Chart).


17. **E-Mail**
Author of e-mail message. “Subject line of message.” Email to recipient’s name (or to the author). Date of the email. E-mail.
Ross, David. “Comedy in Shakespeare’s Tragedies.” Email to the author. 27 October 2003. E-mail.

**18. Government document**

**19. Personal Interview**

**20. Online Databases (Knowledge Ontario, INFOTRAC, or EBSCO)**

**Magazine Article**
Frick, Robert. “Investing in Medical Miracles.” *Kiplinger’s Personal Finance*


Web. 18 Feb. 2007.

**Journal Article**

**Reference Works (Books/Subject Encyclopedias)**


**Online Encyclopedia**

**Article with an author given:**
**Article without an author given:**

For additional references see:
http://www.library.cornell.edu/resrch/citmanage  OR

https://owl.english.purdue.edu/owl/section/2/11/  OR

http://www.cuyamaca.edu/tpagaard/Generic/MLAFormat.pdf
Sample title page:

Student’s Name

Teacher’s Name

Course Code

Date (DD/Month/YYYY as in 15 June 2013)

Title of Essay

Subtitle

Text of essay begins…….

To Note:

▪ titles of essays are not underlined

▪ number and identify your surname on each page at the top right hand corner

▪ type the student/course information in the upper left hand corner, beginning
at the left margin, and double space the information

▪ double space before centering and typing the title and subtitle of the essay

▪ double space the text of the essay

▪ use a regular font (Times New Roman is recommended) and size 12 print

▪ indent all paragraphs, including paragraph one

▪ leave margins of 1” (one inch--standard) on each side of each page and 1” at
the top and bottom of each page (one inch--standard)

▪ the Works Cited is listed on a separate page at the end of the essay

▪ write your essay in active voice and in present tense whenever possible