

## GUIDELINES: DOCUMENTATION

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Degree Essays must be fully documented using the Modern Language Association (MLA) format, which combines in-text citations with a list of works cited (see Bibliography below); no footnotes or endnotes are required.

The *MLA Handbook for Writers of Research Papers*, 8<sup>th</sup> edition (MLA, 2016) and the MLA Style Center: <https://style.mla.org/>, are the authoritative sources for MLA style, but MLA guidelines and examples are readily available online from many websites (such as <http://owl.english.purdue.edu/owl/resource/747/01/>.) What follows here are general guidelines for in-text citations and the list of Works Cited. While the new edition of the MLA Handbook includes significant changes for bibliographic entries, the practices for in-text citations are virtually unchanged. Students should consult the MLA Style Center online or the MFA office with questions. A practice template for bibliographic entries is available at <https://style.mla.org/files/2016/04/practice-template.pdf>.

### IN-TEXT CITATIONS

*Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited List.*

- **If the author's name is included in a signal phrase, the in-text parenthetical citation consists of a page number. Punctuation follows the parentheses.**

As Christanne Miller observes, “[Dickinson’s] letters may be as elliptical metaphorically and syntactically as her poems” (6).

- **If the author is not named in a signal phrase, the author's last name must appear in parentheses along with the page number:**

Proust is “a Romantic in his anxiety to accomplish his mission, to be a good and faithful servant” (Beckett 61).

- **If the essay includes two or more texts by the same author, include the title of the work in a signal phrase or in the parenthetical reference:**

In Chekhov’s “Sleepy,” as in his other stories from this period, we often find inanimate objects animated: “When the light begins to flicker, the patch and the shadows come to life and are set in motion as though by a wind” (63-64).

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- When quoting fewer than four lines of typed prose or fewer than three lines of poetry, the quoted material may remain within the paragraph. Line breaks in poetry should be indicated by a forward slash, and the citation should be note line numbers rather than pages. Longer passages should be formatted as follows:

## FORMATTING LONG QUOTATIONS

- For quotations that extend to four or more lines of prose or three or more lines of verse: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented **one inch** from the left margin (do not indent the right margin). **Maintain double-spacing in prose quotations**; single-spacing is fine for poetry. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks; your parenthetical citation should be placed to the right of the final line, and should note the line numbers, not page numbers.

Since poetry deals with the singular, not the general, in cannot—if it is good poetry—look at things of this earth other than as colorful, variegated, and exciting, and so, it cannot reduce life, with all its pain, horror, suffering, and ecstasy, to a unified tonality of boredom or complaint. (Milosz 265)

But secretly, while the grandmother  
busies herself about the stove,  
the little moons fall down like tears  
from between the pages of the almanac  
into the flower bed the child  
has carefully placed in the front of the house. (31-36)

## Bibliography

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The MLA format for the works cited should be used not only in the Degree Essay (in which case the page should be labeled **Works Cited**), but also in the comprehensive bibliography, a list of all works read during the student's tenure in the Program which accompanies the final Semester Project Evaluation and is included (as submitted) in both the Thesis Volume and the student's narrative transcript. The student is responsible for attending to all matters of correct citation, spelling, punctuation and the like. It is therefore recommended that students also use the MLA format for the bibliography submitted at the end of each semester, in order to facilitate accurate compilation of the comprehensive bibliography.

### *Changes in the 8<sup>th</sup> edition:*

In the new MLA edition, the work's publication format is **not** considered. Instead of asking, "How do I cite a book [or DVD or Web page]?" the writer creates an entry by consulting the MLA's list of core elements—facts common to most works—which are assembled in a specific order. The MLA core elements are **Author, Title of source, title of container, other contributors, version, number, publisher, publication date, location**. In the new model, then, the writer asks, "Who is the author? What is the title?" and so forth—regardless of the nature of the source.

**Double-spacing** should be observed throughout a bibliography; no additional spacing is used between entries. The first line of the entry is flush left with the margin; the second and subsequent lines are indented one-half inch to create a hanging indent.

Periods occur after the author and title, but all other information is separated by commas. Publisher names should be given in full, but U and UP remain acceptable abbreviations for *University* and *University Press*.

The city of publication is no longer noted. Placeholders for unknown information like *n.d.* (*no date*) and *n. pag.* (*no pagination*) are no longer used.

**Entries should be alphabetized by the last names of the authors** or, if there is no author, the first words of the titles other than *a*, *an*, or *the*. Your running bibliography should present all reading as a single alphabetical continuum, with additions noted each packet or semester by bolding or asterisks; do not separate by “type” or genre (stories/poems, full collections, craft essays, letters, etc.).

- **Note translators and editors** after the title, unless a full anthology is being cited. Do not abbreviate (i.e., *ed.* or *trans.*)

*Beowulf*. Translated by Seamus Heaney, Norton, 2001.

Felstiner, John. Preface. *Selected Poems and Prose of Paul Celan*. By Paul Celan. Translated by John Felstiner, Norton, 2001, pp. xix-xxxvi.

- **To cite a source by two or more authors or editors**, list them as they appear on the title page, and reverse (last name, first name) only the first author. If citing a book by three or more authors, list only the **first** followed by *et al.*

Brown, Deborah et al., editors. *Lofty Dogmas: Poets on Poetics*. U. Arkansas, 2005.

Rankine, Claudia and Lisa Sewell, editors. *American Poets in the 21<sup>st</sup> Century: The New Poetics*. Wesleyan UP, 2007.

- **When listing multiple works by a single author**, type three hyphens and a period rather than repeat the author’s name, and present the titles alphabetically.

Sebald, W.G. *Austerlitz*. Translated by Anthea Bell. Random House, 2001.

---. *The Emigrants*. Translated by Michael Hulse. New Directions, 1997.

- In the semester and comprehensive bibliographies, **individual pieces** (for instance, single stories or poems) should be cited, in quotation marks and with appropriate page numbers (include p. or pp.), only when one has not read the entire volume.

Lahiri, Jhumpa. “When Mr. Pirzada Came to Dine.” *Interpreter of Maladies*. Houghton Mifflin, 1999, pp. 23-42.

- **Work from an anthology** should include the titles of both the selection and the anthology; the editor; and page numbers on which the selection appears.

Barker, Wendy. "Emily Dickinson and Poetic Strategy." *The Cambridge Companion to Emily Dickinson*, edited by Wendy Martin, Cambridge UP, 2002, pp. 77-90.

- **The citation for an item in a periodical** should use *vol.* and *no.* (previously these abbreviations were omitted) as well as the date (month/season and year) for an issue. While periods follow the author and title, the remaining information is separated only by commas.

Kincaid, Jamaica. "In History." *Callaloo*, vol. 24, no. 2, Spring 2001, pp. 620-26.

Metress, Christopher. "*Via Negativa*: The Way of Unknowing in Cormac McCarthy's *Outer Dark*." *The Southern Review*, vol. 37, no.1, Winter 2001, pp. 147-54.

- **Articles from online databases and articles on a website should include the URL.** Do not include <http://> or <https://>. There is no longer a requirement to note the date consulted.

Lorensen, Jutta. "Between Image and Word, Color, and Time: Jacob Lawrence's *The Migration Series*." *African American Review*, vol. 40, no. 3, 2006, pp. 571-86.

*EBSCOHost*, [search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=24093790&site=ehost-live](http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=24093790&site=ehost-live).

- It's sufficient to note "**e-book**" when that is the 'container,' but if the particular type of e-book consulted is known, that should be included in the bibliographic citation:

*MLA Handbook*. 8th ed., Kindle ed., Modern Language Association of America, 2016.