

# MLA FORMAT GUIDE

## BRIERCREST COLLEGE AND SEMINARY

This document provides basic guidelines for formatting in MLA (Modern Languages Association) style, which is widely used in the humanities, most commonly in writing about language and literature. More extensive information and guidelines for documenting additional kinds of sources can be found in the complete *MLA Handbook: Ninth Edition* (2021); additional resources, templates, and hints can be found on the MLA website here: <https://style.mla.org/>. You will also find a number of helpful, up-to-date resources on this college library website: <https://libguides.sccsc.edu/c.php?g=1148909&p=8385841>. (Check the left sidebar for a list of resources.) If you consult other online sources, it is your responsibility to ensure that the source follows the format mandated in the ninth edition of the *Handbook*.

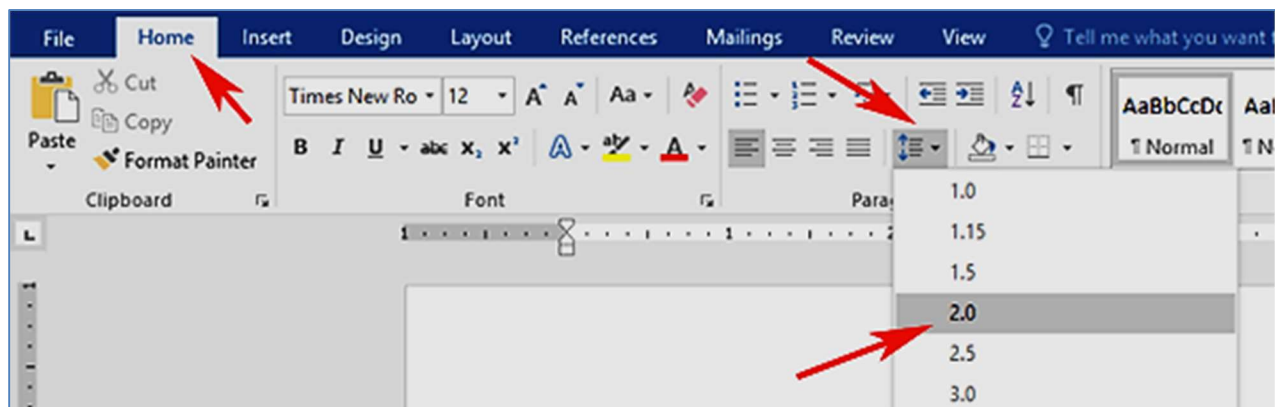
### GENERAL

Use 8½” x 11” paper for academic essays and reports.

Do not use file folders or report covers (unless otherwise directed by your professor); simply staple the pages of the paper in the upper left corner. Do not use a separate title page unless your instructor asks you to do so.

Use the *Times New Roman* font in its 12-point size in the main body of your paper *and* for page numbers; use the same font in 10-point size for footnotes/endnotes.

**Double-space throughout, including** the Works Cited page(s), footnotes/endnotes, and block quotations. If you are using Microsoft Word, you will need to change Microsoft’s default line spacing to get regular double spacing throughout the document. The picture below shows how to set double spacing in a Word doc.



**Heading:**

- The header for a paper includes the following, in the format and order shown in the picture on page 2:
  - Student's name
  - Instructor's name *and* title
  - Course name and number
  - Date
- Always include the instructor's professional title: e.g., Dr. Descartes; Professor Pennywise.
- If the course has multiple sections, include the section number after the course name and number: e.g., ENG 100C. Format the course name exactly as it is shown in College documents, such as the semester or exam schedule.
- Use the date on which you finished writing the paper, unless directed otherwise by your professor.

**Date:**

- The date should be formatted as follows: day month year (e.g., 16 April 2021). There is no punctuation between elements.

**Title:**

- Center the title ONE double-spaced line below the header; do not add extra spaces before or after the title.
- Capitalize the first letter of the following words: (1) the first and last word in the title, (2) every noun, pronoun, verb, adjective, and adverb in the title, and (3) every preposition in the title that is *longer* than four letters. The only words that *won't* be capitalized are short prepositions (*of, to, for, by, from, etc.*) and short articles (*the, a, an*) that appear in the middle of the title.
- If you are using a subtitle, separate the title from the subtitle with a colon. For titles longer than one line, break the lines to form an inverted pyramid shape. Double-space multi-line titles.
- Do not **bold**, *italicize*, or underline the title; do not CAPITALIZE all letters in the title.
- Begin the first paragraph ONE double-spaced line below the title. Use the "Tab" key to indent the first line of all paragraphs.

**Page numbers:**

- Page numbers should appear in the upper right-hand corner of every page (unless your instructor requests no page number on the first page).

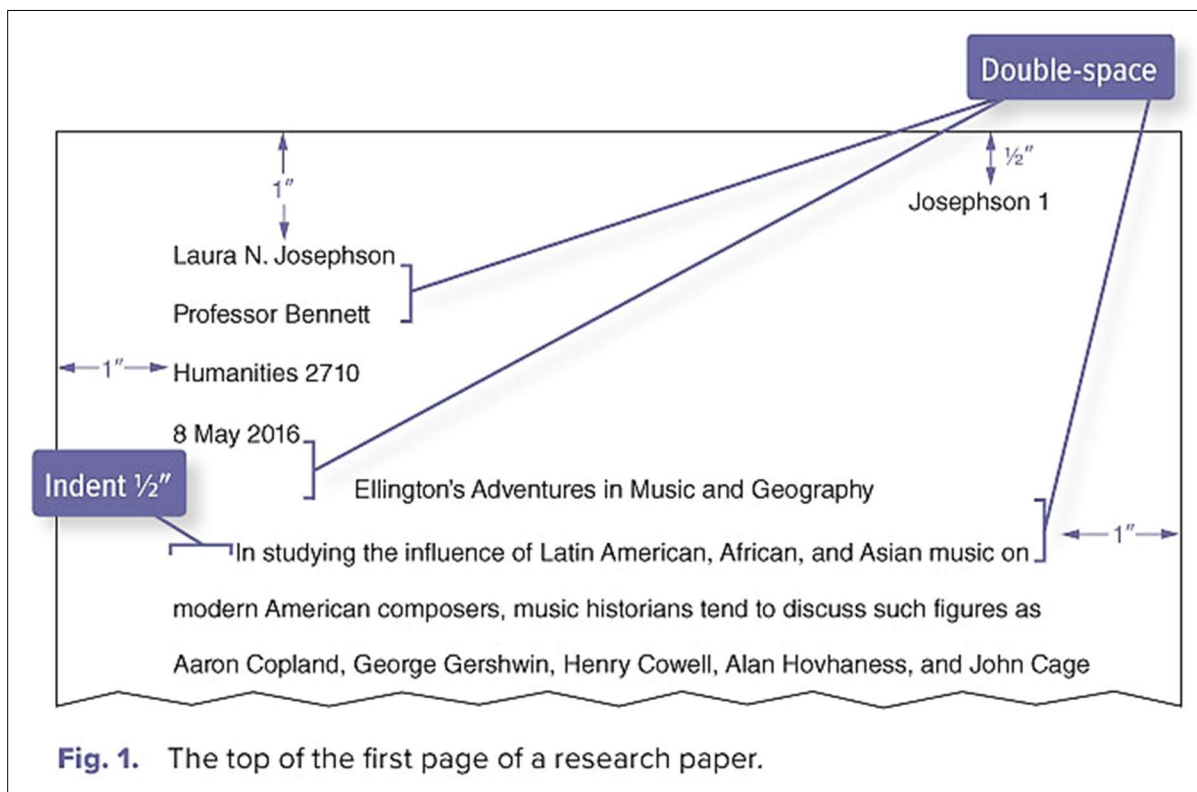
- The page number header (your last name and page number) should be ½ inch (1.27 cm) from the top of the page and ½ inch from the first line of text, lining up with the right margin. Keep a space between your last name and the page number. (See the sample first page below from the MLA website: <https://style.mla.org/formatting-papers/>.)
- Page numbers should continue on through to the very end of your paper, including the Notes and Works Cited pages.

*To add the page header in MS-Word (Windows)*

1. Insert → Page Number → Top of Page → Choose the right-justified “Plain Number” option.
2. The cursor will jump automatically to the right place for you to type your surname before the page number..
3. Click “Close” in the menu ribbon or click anywhere in the body of the paper to exit the header area.

*To add the page header in MS-Word (Mac)*

1. Insert (in the top menu) → Page Numbers... → Set “Position” to “Top of Page (header)” and “Alignment” to “Right.”
2. Click just to the left of the new page number, then type your surname.



**Fig. 1.** The top of the first page of a research paper.

## IN-TEXT CITATION FORMAT

MLA format for sources seeks to meet two criteria: 1) completeness (so that the reader can easily locate the source), and 2) brevity (so that the reader experiences minimal interruptions in the text of the paper). To meet the latter criterion, MLA style uses in-text citations. A basic citation contains the last name of the author(s) and the page(s) where the material can be located, like this: (Parker 178). Note that there is **no punctuation** between the name and the page number.

When only one source is used in a paper, once you have provided the initial in-text citation, you can omit the author's name in subsequent citations, and give only the page or act/scene/line references.

Whenever possible, place the parenthetical citation next to a punctuation mark. If the sentence is short, put the citation at the end of the sentence; if the sentence is longer, put the citation just before an internal punctuation mark, like a comma.

If the author's name is used in the sentence itself, you need only the page number in parentheses.

*For example:* “. . . last words of quote” (Anderson 89).

**OR**

Anderson claims, “Quoted material...” (89).

**but NOT**

Anderson claims, “Quoted material...” (Anderson 89).

Note that if the direct quote from Anderson is taken from **another** source you are using and you have not checked the original source (i.e., Anderson) yourself, include the author's name in the sentence, then indicate in the citation that the source is indirect by using “qtd. in,” followed by the name of the author who quotes Anderson: (qtd. in Jackson 123). Record the information for the original source of the quote and incorporate that information in the Works Cited, as well as the source (Jackson) that includes the quote by Anderson.

There are three basic ways to provide essential citation information in MLA style. Note that all three formats require both the author's name and a page number.

**Example 1:** Weedon argues that the “power of fiction lies in its ability to construct for the reader ways of being and of understanding the world” (144).

*[Author's name is given before the quotation; name is not required in the parenthetical citation.]*

**Example 2:** Contemporary feminist critics insist that the “power of fiction lies in its ability to construct for the reader ways of being and of understanding the world” (Weedon 144).

*[Author's name is not mentioned previously, thus it is required in the citation.]*

**Example 3:** Weedon promotes the idea that fiction is a powerful political tool that helps readers understand their place in the world (144).

*[Although there is no direct quote, the citation summarizes Weedon's idea, not the writer's, and thus requires a citation of the appropriate page number to give credit.]*

If you include the title of a source within the text of your paper, use the appropriate format for the title.

- Use *italics* to indicate the title of an academic journal, book, magazine/newspaper, play, web site, artwork, film, TV or radio program, CD, or dance performance.
- Use *quotation marks* to indicate the title of articles in journals and edited collections; articles on a website; individual pages within a web site, single episodes from television shows, and songs.

For guidelines on citing generative AI, please refer to pages 12-13 of this guide.

## QUOTATIONS

Quotations should be typed exactly as they are in the original, including wording, spelling, and punctuation, although the end punctuation can be changed or dropped, depending on the structure of the sentence in which the quote appears. When you change the case of a letter, you should indicate that change in editorial, or square brackets. (*Note:* In the example below, the citation is placed just before a comma, an acceptable alternative to delaying the citation until the end of the sentence.)

**Original quotation:** “We live, as we dream—alone.”

**Integrated quotation:** When the narrator claims that “[w]e live, as we dream—alone” (Conrad 82), he affirms the impossibility of understanding. . . .

**Block style** is used for quotes that would otherwise occupy more than four complete lines of text in your paper (not in the source). Format a block quote as follows:

- The first word of the quote begins on a new line; quotation marks are not used. Whether or not the first word of a block quote is capitalized depends on how the quote is introduced grammatically.
- The entire quote is double-spaced and indented ½ inch (1.27 cm) from the left margin (or hit “Tab” once, as for the beginning of the paragraph).
- The citation is placed at the end of the quote, *outside the closing punctuation*.

Even if it’s the first time an author is mentioned, if you use key information (author’s last name or the title of an unsigned work) in your text, do not repeat it in the parentheses. For example, Gibaldi explains:

The information in your parenthetical references in the text must match the corresponding information in the entries in your list of works cited. For a typical works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. . . . If the work is listed by title, use the title, shortened or in full. (238–39)

Notice how the long quote is set off one inch from the left margin (double the half-inch paragraph indent). No quotation marks are used, and the period goes before the parenthetical citation.

While not used in MLA style for citations and referencing, footnotes or endnotes may be used to add supplementary comments or additional references at key points in the text. The only difference between footnotes and endnotes is their placement: footnotes appear at the bottom of the page on which the citation occurs, while endnotes appear at the end of the paper.

- Using the “Insert Footnote” or “Insert Endnote” option (under the “References” tab in Word) will automatically add the superscripted number in the text and take you to the bottom of the page (for footnotes) or the end of the document (for endnotes). Make sure that the note number comes *outside* any quotation marks.
- Inserting a footnote or endnote in Word will result in a superscripted number at the bottom of the page or at the end of the paper. In MLA style, the number should be indented (i.e., tab in), not flush with the left margin.
- Subsequent lines in a single footnote or endnote are *not* indented.
- Make sure notes are numbered consecutively throughout the paper.
- Both endnotes and footnotes should be in a 10-point font and double-spaced throughout.
- If you are using a font *other than* the default font already set in your word processing program, you will have to highlight the footnote or endnote and change the font.
- Endnotes should appear on a new page immediately following the main body of the paper. Title the page Notes (centred, no formatting) or Note, if there is only one note. Insert one double-space after the title and begin the first note.
- The Notes page should appear before the Works Cited page(s). The latter should begin on a new page.

### **The In-text Citation** (for both footnotes and endnotes)

... others have strongly disagreed with Johnson’s point of view.<sup>1</sup>

... Many studies have found similar results.<sup>2</sup>

### **The Corresponding Footnote or Endnote**

<sup>1</sup>For a comprehensive discussion in opposition to Johnson, see Lewis 5–15.

<sup>2</sup>For a sampling of studies that have been conducted, see Simpson 3; Jones 24–38; Armstrong, Wilson, and Cuneo 124–25; and Yu 67.

## LIST OF WORKS CITED

The Works Cited page is intended to meet the MLA criterion for completeness. This listing of your sources comes at the end of the paper and provides the necessary bibliographic information your audience needs to find the sources you have cited parenthetically in your paper. (Check carefully to be sure that *all* sources used in your paper are included in the Works Cited.) Title the new page Works Cited, leave one double space, and then begin the citations.

All bibliographic references should be listed in alphabetical order by author's last name with the first line of an entry flush left and subsequent lines indented (called a hanging indent). *Use standard double-spacing throughout, including within entries.* Do not place an extra double-spaced line between entries. For a short tutorial on creating a hanging indent, check out this YouTube video:

<http://www.youtube.com/watch?v=h9NrgPOys>.

Another short visual demonstration can be found on this page: <https://libguides.csudh.edu/citation/mla>. (Scroll down to “How do I make a hanging indent in Word?”)

The *MLA Handbook* offers the following guidance for the format of publishers' names in the Works Cited.

- Provide the full name of the publisher; *omit* any business words like *Company (Co.)*, *Corporation (Corp.)*, *Incorporated (Inc.)*, and *Limited (Ltd.)*. Omit initial articles (*The*) and change any ampersands to “and.”
- In citing academic presses, replace *University Press* with *UP*. If the words are separated, replace them with *U* and *P*: U of Chicago P, Oxford UP, etc.
- If the title or copyright page lists both a parent company and a division of it, generally cite only the division—e.g., Routledge, rather than Taylor & Francis Group. Similarly, if the information includes the name of an imprint, along with the division, only the name of the division should be cited—e.g., Vintage Books, rather than Vintage International.

### MLA: 8<sup>TH</sup> EDITION CHANGES

In 2016, the 8<sup>th</sup> edition of the *MLA Handbook* introduced some significant changes to formatting. If you have used the 7<sup>th</sup> edition in the past, be aware of the following formatting guidelines.

- Common terms in the Works Cited list like *editor*, *edited by*, *translator*, an *review of* are no longer abbreviated. (See the 9<sup>th</sup> edition for expanded lists of recommended abbreviations.)
- When a source has *three or more* authors, cite only the first name, followed by *et al.*
- Page numbers in the Works Cited list *only* are now preceded by *p.* or *pp.*
- For books, the city of publication is no longer given, except in special cases.
- For journals, volume and page numbers are preceded by identifying terms: vol. 64, no.1 (rather than 64.1).
- If a journal is dated with a month or a season, the latter is now cited along with the year.
- The inclusion or omission of URL's for websites should follow the preference of the instructor and/or the institution.
- The citing of DOIs (digital object identifiers) is strongly encouraged.
- Citing the date when an online source was consulted is now optional.
- Placeholders for unknown information (e.g., n.d. for “no date”) are no longer used. If the information is available in an external source, it is included in editorial brackets.

## WORKS CITED: CORE ELEMENTS

The recent eighth edition (2016) of the *MLA Handbook* focuses on prioritizing “facts common to most works” (3), rather than centering on specific publication formats. The *Handbook* identifies nine core elements for entries on a Works Cited page, along with the required punctuation after each element.

Author	Think of “author” as the person, group, or entity primarily responsible for producing the work you are citing. An author may be an individual, group, organization, or government. Most typically, this would be the author of a single work/text, but could also be an editor of an essay collection, a creator of a television series, a corporate author like the Canada Council, etc. If work is published without an author’s name, skip the Author element and being the entry with the work’s title. Do not list the author as <i>Anonymous</i> .
Title of source	List the complete title of the work you are citing. Capitalization, the punctuation between the main title and a subtitle, and the styling of titles that normally appear in italic typeface are standardized. If you are citing a book title, check the title page for the full title, including any subtitle. The title of a source which appears as part of a larger whole is placed <i>in quotation marks</i> (e.g., essay, poem, song, episode in a series, etc.). The title of a source that is independent or self-contained should be <i>italicized</i> (e.g., book, play, movie, artwork, television series, etc.). If the work does not have a title, provide a concise, informative description of the work.
Title of container	A <i>container</i> is a work that contains another work. Containers might be an academic journal, a website or database, a podcast series, et. The title of the container is normally italicized and followed by a comma, since the information that comes next describes the container. Sometimes the container exists within a second, larger container. For example, an essay may be published in a print book, which is then digitized and accessed as an e-book. Other larger containers might be a database (e.g., JSTOR), subscription service (e.g., <i>Netflix</i> ), digital library, or multi-volume series. Both containers must be cited. (See the complete <i>Handbook</i> for detailed guidelines on how to determine if a website, app, or database function as a container.)
Other contributors	People, groups, and organizations can contribute to a work while not being its primary creator. Key contributors (e.g., editors, translators) should always be listed. See the <i>Handbook</i> for examples of other contributors who might be included. Always credit contributors with their specified role: directed by, translated by, edited by, created by, etc.



Version	If the source exists in more than one form, identify the version of your source (e.g., number of edition, revised edition, expanded edition, director's cut).
Number	The source you are documenting may be part of a sequence, like a numbered volume, issue, episode, etc. Include the number in your entry, preceded by a common abbreviation or term that identified the kind of division indicated by the number. Examples of numbered sources include most journal articles, newspapers, seasons of a t.v. series, musical works, etc.
Publisher	The publisher is the entity primarily responsible for producing the source or making it available to the public (e.g., book publishers, organizational websites, media companies, theatre company producing a specific play, etc.). Publication information is not typically needed for journal or magazine articles.
Publication date	The publication date specifies when the version of the work you are citing was published. This element may include such information as the date or a letter or email, the date on which you saw a play you are reviewing, the date on which a web source was most recently revised, etc.
Location	A source's location depends on the medium of publication. Articles in books/journals are identified by page numbers whenever possible, even if the book or journal appears online. (Open the PDF file of the article rather than simply look at the web version.) Online works may be identified by—in order of preference—a DOI, a permalink, or a URL. Locations of performances, lectures, or other live presentations should be indicated by venue and city. <b>Note:</b> If you are submitting your paper in hard copy, remove all hyperlinks.
Optional Elements	The inclusion of optional elements depends on 1) their importance to your source or audience, and 2) the instructions of your instructor. Examples of such elements: <ul style="list-style-type: none"> <li>▪ date of original publication;</li> <li>▪ shelf location of a manuscript in a research library; or</li> <li>▪ Additional facts about sources (e.g., number of volumes in a set, series name, unusual type of source, date of access,<sup>1</sup> etc.).</li> </ul>

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<sup>1</sup> According to the *Handbook*, date of access is generally not necessary, but should be included if the work you are citing lacks a publication date or if you suspect the work has been altered or removed since you consulted it.

## WORKS CITED: EXAMPLES OF SOURCES

The following examples show the order and format of elements for some basic types of Works Cited entries. Note that the Works Cited entries should be double-spaced. Consult the complete *Handbook* or the MLA website for more detailed information and additional examples.

### BOOK

**Last name, First name. *Title of Source*. Publisher, Publication date.**

Pennee, Donna Palmateer. *Moral Metafiction: Counterdiscourse in the Novels of Timothy Findley*. ECW, 1991.

### Book: An Edition

**Last, First. *Title of Source*. Edition Information, Publisher, Date.**

Rae, Douglas W. *The Political Consequences of Electoral Laws*. Revised ed., Yale UP, 1971.

Austen, Jane. *Sense and Sensibility*. Edited by Claudia Johnson, Norton, 2001.

### Book or independent publication in a series

Wellek, René. *A History of Modern Criticism, 1750–1950*. Vol. 5, Yale UP, 1986.

Clowes, Daniel. *David Boring. Eightball*, no. 19, Fantagraphics, 1998.

### WEBSITE (Individual and Organization)

Hollmichel, Stefanie. *So Many Books*. 2003–13, somanybooksblog.com.

*Manifold Greatness: The Creation and Afterlife of the King James Bible*. U of Texas, Austin, Harry Ransom Center / U of Oxford, Bodleian Libraries / Folger Shakespeare Library, 2016, manifoldgreatness.org.

### SOURCE IN A CONTAINER (e.g., anthology or collection)

**Last, First. “Title of Source.” *Title of Container*, Other contributors, Version, Publisher, Date, Location.**

Joyce, James. "From Ulysses." *The Norton Anthology of English Literature*, edited M. H. Abrams et al., 4th ed., vol. 2, Norton, 1996, pp. 2374–413.

### Source in a container that occurs in a series

Poe, Edgar Allan. "The Masque of the Red Death." *The Oxford Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y. Crowell, 1902, pp. 250–58.

**Note:** If the source in the container was originally published independently, *italicize the title of both source and container*. (Optional: You may choose to provide the year of original publication after the title of the source.)

Hansberry, Lorraine. *A Raisin in the Sun*. 1959. *Black Theater: A Twentieth-Century Collection of the Work of Its Best Playwrights*, edited by Lindsay Patterson, Dodd, 1971, pp. 221–276.

### ARTICLE IN A JOURNAL OR MAGAZINE

**Last, First.** "Source Title." *Container Title*, vol., no., [month or season] year, location.

Pesciarelli, Enzo. "Aspects of the Influence of Francis Hutcheson on Adam Smith." *History of Political Economy*, vol. 31, no. 3, 1999, pp. 525–45.

Belton, John, "Painting by the Numbers: The Digital Intermediate." *Film Quarterly*, vol. 61, no. 3, Spring 2008, pp. 58–65.

Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur." *The Atlantic*, 28 Dec. 2014, [www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/](http://www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/).

### MULTIPLE CONTAINERS

The container in which a source appears may be "nested" inside a larger container, most typically in cases where the source is accessed on the Web. Since the *Handbook* does not mandate URLs and dates of access in all instances, *check with your instructor* to determine her/his preference for assignments.

**Last, First. “Title of Source.” *First Container* [with relevant information as outlined above]. *Second Container* [with relevant info as outlined above].**

**Journal article in a database**

Goldman, Anne. “Questions of Transport: Reading Primo Levi Reading Dante.” *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69–88. *JSTOR*, [www.jstor.org/stable/41403188](http://www.jstor.org/stable/41403188).

**E-Book**

Gikandi, Simon. *Ngugi wa Thiong’o*. Cambridge UP, 2000. *ACLS Humanities E-book*, [hdl.handle.net/2027/heb.07588.0001.001](http://hdl.handle.net/2027/heb.07588.0001.001).

**Episode in a television series watched online**

“Under the Gun.” *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu*, [www.hulu.com/watch/511318](http://www.hulu.com/watch/511318).

**GENERATIVE AI<sup>2</sup>**

The use of any generative AI tool is prohibited unless explicitly authorized in writing by the course instructor. For further information, please review the [Academic Honesty and Integrity Policy](#). When use is permitted, you must cite all AI generated content incorporated into your own work as well as acknowledge any functional uses of an AI tool (such as editing or translation).

**IN-TEXT CITATION FORMAT**

When citing content created by generative AI, whether direct quotation or paraphrase, there is no author element. Use an abbreviated Title of Source.

**Example:** If the prompt was “Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald,” abbreviate as (“Describe the symbolism”).

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<sup>2</sup> These guidelines are adapted from the MLA Style Center page “How do I cite generative AI in MLA style?”, accessed on April 10, 2024 (<https://style.mla.org/citing-generative-ai/>). Guidelines may change as this is an evolving topic.

## WORKS CITED EXAMPLES

Note that in MLA, content created using generative AI has no author. This element is therefore omitted.

**“Title of source” prompt. *Name of AI Tool*, version, Company, Date content was generated,  
General web address of tool.**

“Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald”  
prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Further, detailed information and examples can be found at the MLA Style Center (<https://style.mla.org/citing-generative-ai/>).

## AI ACKNOWLEDGEMENT

Ask your course instructor to clarify his/her expectations regarding the acknowledgement location within your assignment and the elements to include. The following guidelines are recommended as best practice:

- Place the acknowledgement on a new page between the conclusion and the works cited page.
- Name the section “Acknowledgement of AI Use”.
- The acknowledgement should include:
  - o A clear, honest statement about your AI use.
  - o A list of the tools used and the purpose they served in your process (brainstorming, drafting, understanding complex concepts, generating examples, summarizing readings, editing, etc.)
  - o A reflection on the impact the AI use had on your creative/analytical/learning process.

## ADDITIONAL FORMATTING REQUIREMENTS

### PUNCTUATION

#### Double Quotation Marks<sup>3</sup>

Use the following guidelines when using punctuation with double quotation marks: .” ,” ”?”  
”! ”: ”;

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<sup>3</sup> The placement of quotation marks in relation to punctuation differs between countries. North American usage places commas and periods *inside* quotation marks and semicolons and colons *outside* quotation marks. UK usage reverses these conventions. *Unless you are quoting directly from a source, follow North American usage.*

”? ”! If the punctuation mark pertains to the entire sentence of which the quotation is part.

?” !” If the punctuation mark is part of the quoted material.

If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.

When you quote from the Bible, the punctuation is placed after the parentheses. Example:

“Jesus wept” (John 11.35).

### Single Quotation Marks

.’ ,’ Generally, single quotation marks come after the punctuation marks. In North American usage, single quotations are used *only* for a direct quotation within a larger direct quotation.

### Spacing After Punctuation

Leave a single space after all punctuation marks (e.g., , ; : . ? !).

Do not leave a space after colons when used in Scripture references or between hours and minutes (e.g., Rom 3:23; 6:30 p.m.).

Do not leave a space after periods in abbreviations (e.g., i.e., e.g., a.m., p.m.)

Leave a single space after periods following initials in names (e.g., J. R. R. Tolkien).

### Hyphens and Dashes

A hyphen is made with one stroke of the hyphen key. A dash is made with two conjoined hyphens (or one e-m dash, to be technical).

Do not leave a space before or after hyphens or dashes. Examples:

Hyphen: Vancouver is a fast-growing city.

The proposal may—in fact, does—meet all the requirements.

### Ellipses . . .

Ellipses show that you have omitted part of the material you are quoting. If you are quoting only a word or phrase, no ellipsis points are needed. For simple omissions from the middle of a single sentence, use three periods with a space before each and a space after the last ( . . . ).

When the ellipsis coincides with the end of your sentence, place a period after the last word of the quotation, then add three periods with a space preceding each one.

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes: “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . .”

If a quote at the end of the sentence is followed by a parenthetical reference, use three periods with a space before each, and place the sentence period after the final parenthesis.

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes: “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease . . .” (101–02).

See the *Handbook* for examples of how to use ellipsis points when one or more sentences are omitted from a quotation.

Note that if the source you quote already contains ellipsis points, you should distinguish them from your ellipsis points by putting square brackets around any you add.

## ABBREVIATIONS AND CONTRACTIONS

Scholarly abbreviations, such as e.g. and i.e., should be used sparingly and within parenthetical expressions. (*Note the difference in meaning between i.e., “in other words,” and e.g., “for example.”*)

Example: “Restrictions on the sulphur content of fuel oil are already in effect in some cities (e.g., Paris, Milan, and Rome), and the prospect is that limits will be imposed sooner or later in most cities.”

Contractions (e.g., isn’t, don’t) are not typically used in academic papers.

### Abbreviations for Shakespeare’s Works

<i>1H4</i>	<i>The First Part of King Henry the Fourth</i>	<i>MM</i>	<i>Measure for Measure</i>
<i>1H6</i>	<i>The First Part of King Henry the Sixth</i>	<i>MND</i>	<i>A Midsummer Night’s Dream</i>
<i>2H4</i>	<i>The Second Part of King Henry the Fourth</i>	<i>MV</i>	<i>The Merchant of Venice</i>
<i>2H6</i>	<i>The Second Part of King Henry the Sixth</i>	<i>Oth.</i>	<i>Othello</i>
<i>3H6</i>	<i>The Third Part of King Henry the Sixth</i>	<i>Per.</i>	<i>Pericles</i>
<i>Ado</i>	<i>Much Ado About Nothing</i>	<i>PhT</i>	<i>The Phoenix and Turtle</i>
<i>Ant.</i>	<i>Antony and Cleopatra</i>	<i>PP</i>	<i>The Passionate Pilgrim</i>
<i>AWW</i>	<i>All’s Well That Ends Well</i>	<i>Q</i>	Quarto Edition
<i>AYL</i>	<i>As You Like It</i>	<i>R2</i>	<i>King Richard the Second</i>
<i>Cor.</i>	<i>Coriolanus</i>	<i>R3</i>	<i>King Richard the Third</i>
<i>Cym.</i>	<i>Cymbeline</i>	<i>Rom.</i>	<i>Romeo and Juliet</i>
<i>Edw.</i>	<i>Edward III</i>	<i>Shr.</i>	<i>The Taming of the Shrew</i>

<i>Err.</i>	<i>The Comedy of Errors</i>	<i>Son.</i>	<i>Sonnets</i>
<i>F1</i>	First Folio edition (1623)	<i>STM</i>	<i>Sir Thomas Mor</i>
<i>F2</i>	Second Folio edition (1632)	<i>TGV</i>	<i>The Two Gentlemen of Verona</i>
<i>H5</i>	<i>King Henry the Fifth</i>	<i>Tim.</i>	<i>Timon of Athens</i>
<i>H8</i>	<i>King Henry the Eighth</i>	<i>Tit.</i>	<i>Titus Andronicus</i>
<i>Ham.</i>	<i>Hamlet</i>	<i>Tmp.</i>	<i>The Tempest</i>
<i>JC</i>	<i>Julius Caesar</i>	<i>TN</i>	<i>Twelfth Night</i>
<i>Jn.</i>	<i>King John</i>	<i>TNK</i>	<i>The Two Noble Kinsmen</i>
<i>LC</i>	<i>A Lover's Complaint</i>	<i>Tro.</i>	<i>Troilus and Cressida</i>
<i>LLL</i>	<i>Love's Labour's Lost</i>	<i>Ven.</i>	<i>Venus and Adonis</i>
<i>Lr.</i>	<i>King Lear</i>	<i>Wiv.</i>	<i>The Merry Wives of Windsor</i>
<i>Luc.</i>	<i>The Rape of Lucrece</i>	<i>WT</i>	<i>The Winter's Tale</i>
<i>Mac.</i>	<i>Macbeth</i>		

### Biblical Abbreviations

Briercrest College and Seminary has certain formatting expectations when citing the Bible that vary from those found in the *MLA Guide*. For instance, in MLA format, a period follows the biblical book's abbreviation. Briercrest students, however, should abbreviate biblical books as follows. (*Please note that no punctuation follows the abbreviated name.*)

Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1 Sam, 2 Sam, 1 Kgs, 2 Kgs, 1 Chr, 2 Chr, Ezra, Neh, Esth, Job, Ps (Pss), Prov, Eccl, Song, Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, Matt, Mark, Luke, John, Acts, Rom, 1 Cor, 2 Cor, Gal, Eph, Phil, Col, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Titus, Philm, Heb, Jas, 1 Pet, 2 Pet, 1 John, 2 John, 3 John, Jude, Rev

Abbreviate these common English-language Bibles as follows:

JB	Jerusalem Bible
KJV	King James Version
LB	Living Bible
RSV	Revised Standard Version
NCB	New Century Bible
ESV	English Standard Version
NEB	New English Bible
NIV	New International ersion
NKJV	New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
NASV	New American Standard Version

The following abbreviations are acceptable when followed by a number (except at the beginning of a sentence). Example:

chap(s). = chapter(s)



v(v). = verse(s)

Do not write out the words ‘chapter’ or ‘verse’ when citing.

Incorrect: Matthew chapter 5 verse 13

Correct: Matthew 5:13 or Matt 5:13

Abbreviated biblical references are not permitted in the middle of a sentence.

Incorrect: In Matt 5:13 Jesus says . . .

Correct: In Matthew 5:13 Jesus says . . .

### **Quoting the Bible**

There are two ways to cite the Bible:

(1) in the body of the text. Example:

In Matthew 5:8 Jesus says, “Blessed are the pure in heart, for they will see God.”

(2) within parentheses prior to the final period. Example:

“Blessed are the pure in heart, for they will see God” (Matt 5:8).

If study-Bible notes are consulted, the Bible must appear in the references. Otherwise, do not include the Bible.

Indicate which version of the Bible you are referencing in your paper. The first citation should indicate the version. Example:

“Jesus wept” (John 11:35 NIV).

Subsequent references need not note the version unless another version is being cited.