

RESEARCH METHODOLOGY STUDY MATERIAL

Prescribed Text: MLA Handbook Eight
Edition

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Syllabus

Semester : III

Subject code:18MEN34E

Unit II - Creating Documentation

Core elements

Author

Title of Source

Title of Container

Other contributors

Version

Number

Publisher

Publication date

Location

Optional elements



UNIT II

CREATING DOCUMENTATION

CORE ELEMENT

- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

Each entry in the list of works cited is made up of core elements given in a specific order.

The core elements should be listed in the order in which they appear here. Each element is followed by the punctuation mark shown here.

Author

Author.

Begin the entry with the author's last name, followed by a comma and the rest of the name, as presented in the work. End this element with a period.

Examples:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

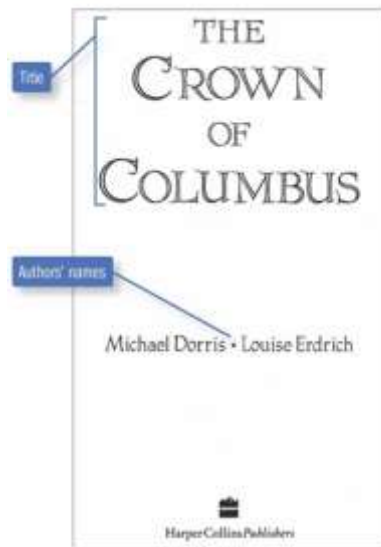
Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

- ▶ When a source has **two authors**, include them in the order in which they are presented in the work
- ▶ Reverse the first of the names as just follow it with a comma and *and*, and give the second name in normal order.

Example

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. HarperCollins Publishers, 1999.

Two Authors



- ▶ When a source has **three or more authors**, reverse the first of the names as just described and follow it with a comma and *et al.* (“and others”).

Example

- ▶ Burdick, Anne, et al. *Digital_Humanities*. MIT P, 2012.

- ▶ If the source is an edited volume of essays that you need to document as a whole, the “author” for your purposes is the person who assembled the volume—its **editor**. Since the editor did not create the main content, the name is followed by a descriptive label.

Example

- ▶ Nunberg, Geoffrey, editor. *The Future of the Book*. U of California P, 1996.

- ▶ A source with **two or more editors** : et al.,

Example

- ▶ Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts P / Center for the Book, Library of Congress, 2007.
- ▶ Holland, Merlin, and Rupert Hart-Davis, editors. *The Complete Letters of Oscar Wilde*. Henry Holt, 2000.

▶ When you discuss a source that was **translated from another language** and your focus is on the translation, treat the translator as the author.

Example

- ▶ Pevear, Richard, and Larissa Volokhonsky, translators. *Crime and Punishment*. By Feodor Dostoevsky, Vintage eBooks, 1993.
- ▶ Sullivan, Alan, and Timothy Murphy, translators. *Beowulf*. Edited by Sarah Anderson, Pearson, 2004.

- ▶ If the name of the creator of the work's main content does not appear at the start of the entry give that name, preceded by *By*, in the position of other contributors.

Example

Pevear, Richard, and Larissa Volokhonsky, translators. *Crime and Punishment*. By Feodor Dostoevsky, Vintage eBooks, 1993.

- ▶ Works in media such as **film and television** are usually produced by many people playing various roles. If your discussion of such a work focuses on the contribution of a particular person mention the performance of an actor or the ideas of the screenwriter, begin the entry with his or her name, followed by a descriptive label.

Example

Gellar, Sarah Michelle, performer. *Buffy the Vampire Slayer*. Mutant Enemy, 1997- 2003.

Whedon, Joss, creator. *Buffy the Vampire Slayer*. Mutant Enemy, 1997-2003.

- ▶ If you are writing about a film or television series without focusing on an individual's contribution, begin with the title and information about the director and other key participants in the position of other contributors.

Example

Buffy the Vampire Slayer. Created by Joss Whedon, performance by Sarah Michelle Gellar, Mutant Enemy, 1997-2003.

- ▶ Online usernames, are mostly given like regular author names.

Examples

[@persiankiwi](#). “We have report of large street battles in east & west of Tehran now - #Iraelection.” *Twitter*, 23 June 2009, 11:15 a.m.,

twitter.com/persiankiwi/status/2298106072

Stendhal. *The Red and the Black*. Translated by Roger Gard, Penguin Books, 2002. Tribble, Ivan. “Bloggers Need Not Apply.” *The Chronicle of Higher Education*, 8 July 2005, chronicle.com/article/Bloggers-Need-Not-Apply/45022.

- ▶ Anonymous work skip the author element and begin the entry with the work's title.

Example

Beowulf. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson, 2004.

- ▶ A work may be created by a corporate author an institution, an association, a government agency, or another kind of organization.

Example

United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Taylor and Francis, 1991.

When a work is published by an organization that is also its author, begin the entry with the title, skipping the author element, and list the organization only as publisher.

- ▶ *Reading at Risk: A Survey of Literary Reading in America*. National Endowment for the Arts, June 2004

Title of the Source

▶ Title of the book , a volume that is a collection of essays, stories and poems b various author should be in italics.

▶ Example:

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*.
Oxford UP, 2011.

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print
Culture Studies after Elizabeth L. Eisenstein*. U of
Massachusetts P / Center for the Book, Library of Congress,
2007.

▶ The title of **an essay, a story, or a poem** in a collection, as a part of a larger whole, is placed in quotation marks.

▶ **Example:**

Dewar, James A., and Peng Hwa Ang. “The Cultural Consequences of Printing and the Internet.” *Agent of Change: Print Culture Studies after L. Eisenstein*, edited by Sabrina Alcorn Baron et al., U of Massachusetts P / Center for the Book, Library of Congress, 2007, pp. 365-77.

- ▶ If novels appears in collection the title of the work should be in italics.

Example:

Euripides. *The Trojan Women. Ten Plays*, translated by Paul Roche, New American Library, 1998, pp. 457-512.

- ▶ The title of a **periodical** (journal, magazine, newspaper) is set in italics, and the title of an **article** in the periodical in quotation marks. When you copy a title and subtitle in your text or works-cited list, add a colon between them.

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no.1, 2010, pp.69-88.

- ▶ The title of a **television series** in Italics.
- ▶ The title of an **episode** of a television series in Quotation marks.

▶ **Examples:**

Buffy the Vampire Slayer. Created by Joss Whedon, performance by Sarah Michelle Gellar, Mutant Enemy, 1997-2003.

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

- ▶ A **Web site** in Italics.

Example:

Hollmichel, Stefanie. *So Many Books*. 2003-13,
somanycbooksblog.com.

- ▶ A **posting or an article** at a Web site in Quotation marks.

Example:

Hollmichel, Stefanie. “The Reading Brain: Differences between Digital and Print.” *So Many Books*, 25 Apr. 2013,
somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/.

- ▶ A **song or other piece of music** on an album? Quotation marks.

Example:

Beyoncé. “Pretty Hurts.” *Beyoncé*, Parkwood Entertainment, 2013,

www.beyonce.com/album/beyonce/?media_view=songs.

- ▶ When a source is **untitled**, provide a generic description of it, neither italicized nor enclosed in quotation marks, in place of a title. Capitalize the first word of the description and any proper nouns in it.

Example:

Mackintosh, Charles Rennie. Chair of stained oak. 1897-1900, Victoria and Albert Museum, London.

- ▶ The description may include the title of another work to which the one being documented is connected. Examples include the description of an untitled comment in an online forum and the description of an untitled review.

Jeane. Comment on “The Reading Brain: Differences between Digital and Print.” *So Many Books*, 25 Apr 2013, 10:30p.m., somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/#comment-83030.

- ▶ When you document an e-mail message, use its subject as the title. The subject is enclosed in quotation marks and its capitalization standardized

Boyle, Anthony T. "Re: Utopia." Received by Daniel J. Cahill, 21 June 1997.

Title of Container

- ▶ The title of the container is normally italicized and is followed by a comma, since the information that comes next describes the container.
- ▶ The container may be a **book that is a collection** of essays, stories, poems,

Example:

Bazin, Patrick. “Toward Metareading.” *The Future of the Book*, edited by Geoffrey Nunberg, U of California P, 1996, pp. 153- 68.

▶ **Periodical** (journal, magazine, newspaper) with articles,

Example:

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Williams, Joy. “Rogue Territory.” *The New York Times Book Review*, 9 Nov. 2014, pp. 1+.

▶ **A television series**, which is made up of episodes,.

Example:

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

- ▶ **Web site**, which contains articles, postings,

Example:

Hollmichel, Stefanie. “The Reading Brain: Differences between Digital and Print.” *So Many Books*, 25 Apr. 2013,

somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/.

- ▶ An issue of a **comic book** is contained by the series or other kinds of works.

Example:

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

Fantagraphics, 1998. Soule, Charles, et al. *She-Hulk*.

No. 1, Marvel Comics, 2014.

OTHER CONTRIBUTORS

- ▶ In addition to the author, there may be other contributors to the source who should be credited, such as editors, illustrators, performers, translators, etc. If their contributions are relevant to your research, or necessary to identify the source, include their names in your documentation.
- ▶ contributors like guest editors, general editors) cannot be described with a phrase, must be expressed as a noun followed by a comma.

Example:

general editor, Edwin H. Cady

- ▶ The **editors** of scholarly editions and of collections and the **translators** of works originally published in another language are usually recorded in documentation because they play key roles.

Example:

Chartier, Roger. *The Order of Books: Readers, Authors, and Libraries in Europe between the Fourteenth and Eighteenth Centuries*. Translated by Lydia G. Cochrane, Stanford UP, 1994.

Dewar, James A., and Peng Hwa Ang. “The Cultural Consequences of Printing and the Internet.” *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*, edited by Sabrina Alcorn Baron et al., U of Massachusetts P / Center for the Book, Library of Congress, 2007, pp. 365-77.

- ▶ Source such as a film, television episode, or performance has **many contributors**, include the ones most relevant to your project like key character etc.

Example:

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

A contributor who did not play a role in the entire collection: such contributor are mentioned after the title of the source rather than after that of the collection.

Example:

Fagih, Ahmed Ibrahim al-. *The Singing of the Stars*. Translated by Leila El Khalidi and Christopher Tingley. *Short Arabic Plays: An Anthology*, edited by Salma Khadra Jayyusi, Interlink Books, 2003, pp. 140-57.

VERSION

- ▶ Books are commonly issued in versions called editions. A revised edition of a book may be labeled revised edition, or be numbered (second edition, etc.). A film may be released in different versions, such as expanded or director's cut.

Example:

Newcomb, Horace, editor. *Television: The Critical View*. 7th ed., Oxford UP, 2007.

Cheyfitz, Eric. *The Poetics of Imperialism: Translation and Colonization from The Tempest to Tarzan*. Expanded ed., U of Pennsylvania P, 1997.

Miller, Casey, and Kate Swift. *Words and Women*. Updated ed., HarperCollins Publishers, 1991.

Works in other media may also appear in versions.

Example:

Schubert, Franz. *Piano Trio in E Flat Major D 929*.

Performance by Wiener Mozart- Trio, unabridged version, Deutsch 929, Preiser Records, 2011.

Scott, Ridley, director. *Blade Runner*. 1982.

Performance by Harrison Ford, director's cut, Warner Bros., 1992.

Shakespeare, William. *The Tragedy of Othello*.

Edited by Barbara Mowat and Paul Werstine, version 1.3.1, Luminary Digital Media, 2013.

NUMBER

- ▶ If a source is part of a numbered sequence, such as a multi-volume book, or journal with both volume and issue numbers, those numbers must be listed in your citation.

Example:

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

If your source uses another numbering system, include the number in your entry, preceded by a term that identifies the kind of division the number refers to.

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

- ▶ **one volume of a numbered multivolume set,** indicate the volume number.

Example:

Rampersad, Arnold. *The Life of Langston Hughes*. 2nd ed., vol. 2, Oxford UP, 2002.

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

- ▶ **Journal issues** are typically numbered. Some journals use both **volume and issue numbers**.

Example:

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193–200.

- ▶ Few journals do not use volume numbers but only use issue number.

Example:

Kafka, Ben. “The Demon of Writing: Paperwork, Public Safety, and the Reign of Terror.” *Representations*, no. 98, 2007, pp. 1-24.

- ▶ **Comic books** are commonly numbered like journals with issue numbers.

Example:

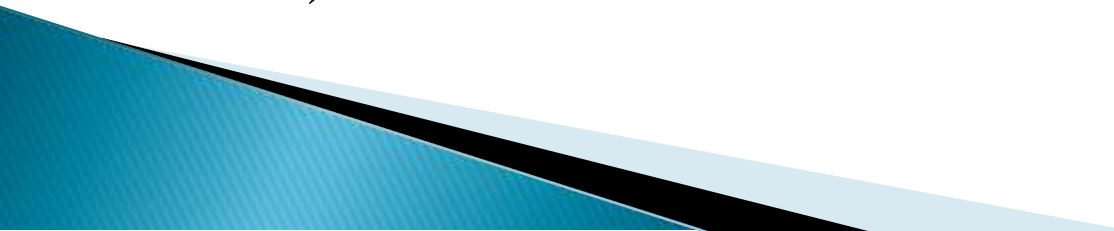
Clowes, Daniel. *David Boring*. *Eightball*, no. 19, Fantagraphics, 1998.

- ▶ The **seasons of a television series** are numbered in sequence, and **episodes** in a season.

Example:

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

PUBLISHER

- ▶ The publisher produces or distributes the source to the public. If there is more than one publisher, and they are all relevant to your research, list them in your citation, separated by a forward slash (/).
 - ▶ The publisher's name need not be included in the following sources: periodicals, works published by their author or editor, a Web cite whose title is the same name as its publisher, a Web cite that makes works available but does not actually publish them (such as *YouTube*, *WordPress*, or *JSTOR*).
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▶ *Examples:*

Harris, Charles “Teenie.” *Woman in a Paisley Shirt behind Counter in Record Store. Teenie Harris Archive, Carnegie Museum of Art, Pittsburgh, teenie.cmoa.org/interactive/index.html#date08.*

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

Kuzui, Fran Rubel, director. *Buffy the Vampire Slayer*. Twentieth Century Fox, 1992.

▶ **Films and television series** are often produced and distributed by several companies performing different tasks. When documenting a work in film or television cite the organization that had the primary overall responsibility for it.

▶ *Example:*

Kuzui, Fran Rubel, director. *Buffy the Vampire Slayer*. Twentieth Century Fox, 1992.

- ▶ **Web sites** are published by various kinds of organizations, including museums, libraries, and universities and their departments. The publisher's name can often be found in a copyright notice at the bottom of the home page or on a page that gives information about the site.

Example:

Harris, Charles "Teenie." *Woman in Paisley Shirt behind Counter in Record Store. Teenie Harris Archive*, Carnegie Museum of Art, Pittsburgh,

teenie.cmoa.org/interactive/index.html#dat

A **blog network** may be considered the publisher of the blogs it hosts.

Example:

Clancy, Kate. “Defensive Scholarly Writing and Science Communication.” *Context and Variation*, Scientific American Blogs, 24 Apr. 2013,

blogs.scientificamerican.com/context-and-variation/2013/04/24/defensive-scholarly-writing-and-science-communication/

A publisher's name may be omitted for the following kinds of publications

- ▶ A periodical (journal, magazine, newspaper)
- ▶ A work published by its author or editor A Web site whose title is essentially the same as the name of its publisher
- ▶ A Web site not involved in producing the works it makes available (e.g., a service for users' content like *WordPress.com* or *YouTube*, an archive like *JSTOR* or *ProQuest*).
- ▶ If the contents of the site are organized into a whole, as the contents of *YouTube*, *JSTOR*, and *ProQuest* are, the site is named earlier as a container, but it still does not qualify as a publisher of the source.

PUBLICATION DATE

- ▶ The same source may have been published on more than one date, such as an online version of an original source. When the source has more than one date, use the date that is most relevant to your use of it.

Example:

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

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, Mutant Enemy, 1999.

Reference

J. Anderson, B.H. Durston, and M. Poole, Thesis and Assignment Writing, Wiley Eastern Limited, New Delhi, 1970.

Gibaldi, Joseph, MLA Handbook for Writings of Research Papers. 8th ed. New York mla Publication,2004.

Maimon, E.P., Peritz, J.H., & Blake Yancey, K. (2006). A writer's resource: A handbook for writing and research. Boston, MA: McGraw Hill. PE1408.M3366 2006 .

Modern Language Association of America. (2009). MLA handbook for writers of research papers (7th ed.). New York, NY: Modern Language Association of America. REFERENCE AC1.G53 2009 .

Modern Language Association of America. (2008). MLA style manual and guide to scholarly publishing (3rd ed.). New York, NY: Modern Language Association of America. REFERENCE AC1.G444 2008.