

# RESEARCH METHODOLOGY STUDY MATERIAL

Prescribed Text: MLA Handbook Eight  
Edition

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# Syllabus

**Semester : III**

**Subject code: 18MEN34E**

## **Unit III - The Mechanics of Scholarly Prose**

Names of persons

Titles of sources

Quotations

Numbers

Dates & Times

Abbreviations



*UNIT III*  
***THE MECHANICS OF  
SCHOLARLY PROSE***



# TITLE OF AUTHOR

- ▶ If the name of the author contains sources like *Dr.*, *Saint*, or *Sir* should be generally omitted in the works– cited list.
- ▶ A title should usually not be included when the name is mentioned in the text discussion.

## Example :

Augustine (not Saint Augustine)

Samuel Johnson (not Dr. Johnson)

Philip Sidney (not Sir Philip Sidney)



# First and Subsequent Uses of Names

- State the name fully while using it first time in your discussion.
- Write the name accurately, exactly as it appears in your source or in a reference work.
- Do not make any changes in writing a name for example Arthur George Rust, Jr., to Arthur George Rust, or dropping the hyphen in Victoria M. Sackville–West.

## Example:

Gabriel García Márquez Li Ang

Arthur George Rust, Jr. Victoria M. Sackville–West

- Referring to two or more persons with the same family use family name.

# NAME OF THE AUTHOR AND FICTIONAL CHARACTERS

- ▶ It is common and acceptable to use simplified names of famous authors and pseudonyms of authors.

## Example:

Dante (Dante Alighieri)

Virgil (Publius Vergilius Maro)

Molière (Jean-Baptiste Poquelin)

George Eliot (Mary Ann Evans)

Mark Twain (Samuel Clemens)

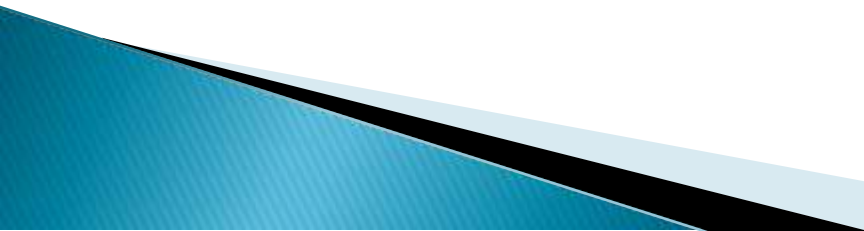
- ▶ Name of the fictional characters in your text in the same way as it appears in the fictional work.
- ▶ Need not always use their full names.
- ▶ May retain titles as appropriate

Example:

(Dr. Jekyll, Madame Defarge).

# NAMES IN LANGUAGES OTHER THAN ENGLISH

## *Asian Languages*

- The name of the author of a work published in Chinese, Japanese, Korean, or Vietnamese probably appears on the publication with the family name first.(the family name can be added in the first or last.)
  - In the works-cited list the author's name should be given in that order and not reversed.
  - If the name is not reversed, no comma is added to it.
  - Determine which part is the family name, and reverse the author's name in the works-cited list only if the family name is not first
- 



Example:

**Gao Xingjian** (family name first)

**Kenzaburō Ōe** (family name last)

They would appear in the list of works cited as:

**Gao Xingjian**

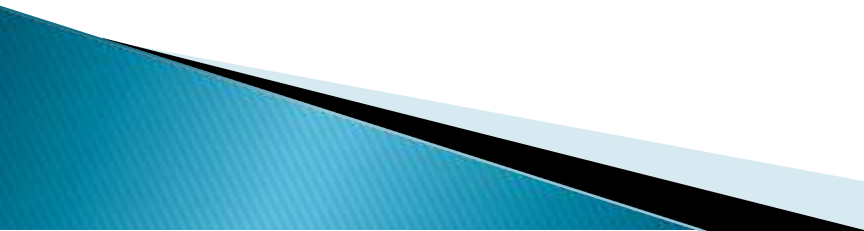
**Ōe, Kenzaburō**

They would appear in a text discussion after the initial use of the full name.

**Gao**

**Ōe**



- ▶ In an English–language context, names of persons, places, and organizations in Asian languages are romanized—spelled in the Latin alphabet as they are pronounced.
  - ▶ Various systems of romanization have been devised for most of these languages.
  - ▶ For example,
  - ▶ The Wade–Giles system was once widely used for Chinese,
  - ▶ Pinyin, the official romanization system in mainland China, is now standard among English speakers.
- 

# French

- ▶ French *de* following a first name or a title such as *Mme* or *duc* is usually not treated as part of the last name.

Example :

**La Boétie, Étienne de**

**Maupassant, Guy de**

**Nemours, Louis-Charles d'Orléans, duc de**

- ▶ When the last name has only one syllable, however, *de* is usually retained.

Example:

**de Gaulle, Charles**

- ▶ The preposition also remains, in the form *d'*, when it elides with a last name beginning with a vowel.

Example:

**d'Arcy, Pierre**

- ▶ The forms *du* and *des*, combinations of *de* with *le* and *les* are always used with last names and are capitalized.

Example:

**Des Périers, Bonaventure**

**Du Bos, Charles**

- ▶ In English–language contexts, *de* is often treated as part of the last name.

- ▶ Example:

**De Quincey, Thomas**

# *German*

- ▶ German *von* is generally not treated as part of the last name.

**Example:**

**Droste-Hülshoff, Annette von Kleist,  
Heinrich von**

- ▶ Some exceptions exist in English-language contexts.

**Examples:**

**Von Braun,  
Von Trapp, Maria**

# *Italian*

- ▶ The names of many Italians who lived before or during the Renaissance are alphabetized by first name.

Example:

**Dante Alighieri**

- ▶ But other names of the period follow the standard practice.

Example:

**Boccaccio, Giovanni**

- ▶ The names of members of historic families are also usually alphabetized by last name.

Example:

**Medici, Lorenzo de'**

- ▶ In modern times, Italian *da*, *de*, *del*, *della*, *di*, and *d'* are usually capitalized and treated as part of the last name.

Example:

**D'Annunzio, Gabriele**

**Da Ponte, Lorenzo**

**Del Buono, Oreste**

# *Latin*

- ▶ Roman names most common in English.
- ▶ The full name in a parenthesis in the works- cited list.

## Examples:

**Cicero (Marcus Tullius Cicero) Horace**

**(Quintus Horatius Flaccus) Julius Caesar**

**(Gaius Julius Caesar) Livy (Titus Livius)**

**Ovid (Publius Ovidius Naso) Virgil (Publius Vergilius Maro)**

- ▶ Some medieval and Renaissance figures are best known by their adopted or assigned Latin names.

## Examples:

**Albertus Magnus (Albert von Bollstädt)**

**Copernicus (Mikołaj Kopernik)**

# *Spanish*

- ▶ Spanish *de* is usually not treated as part of the last name.

Examples:

**Madariaga, Salvador de**

**Rueda, Lope de**

**Timoneda, Juan de**

- ▶ Spanish *del* is formed from the fusion of the preposition *de* and the definite article *el*, is capitalized and used with the last name.

Example:

**Del Río, Ángel**



- ▶ A Spanish surname may include both the paternal name and the maternal name, with or without the conjunction *y*.
- ▶ The surname of a married woman usually includes her paternal surname and her husband's paternal surname, connected by *de*.

Examples:

**Carreño de Miranda, Juan**

**Cervantes Saavedra, Miguel de**

- ▶ Authors commonly known by the maternal portions of their surnames, such as Galdós and Lorca, should nonetheless be alphabetized by their full surnames.

Examples:

**García Lorca, Federico**

**Pérez Galdós, Benito**

# CAPITALIZATION AND PUNCTUATION

- ▶ When you copy an English title or subtitle, capitalize the first word, the last word, and all principal words, including those that follow hyphens in compound terms.

Capitalize the following parts of speech:

- ▶ **Nouns** (e.g., *flowers*, as in *The Flowers of Europe*)
- ▶ **Pronouns** (e.g., *our*, as in *Save Our Children*; *it*, as in *Some Like It Hot*)
- ▶ **Verbs** (e.g., *watches*, as in *America Watches Television*; *is*, as in *What Is Literature?*)
- ▶ **Adjectives** (e.g., *ugly*, as in *The Ugly Duckling*)
- ▶ **Adverbs** (e.g., *slightly*, as in *Only Slightly Corrupt*; *down*, as in *Go Down, Moses*)
- ▶ **Subordinating conjunctions** (e.g., *after*, *although*, *as if*, *as soon as*, *because*, *before*, *if*, *that*, *unless*, *until*, *when*, *where*, *while*, as in *One If by Land*)

# TITLES OF SOURCES

▶ Do not capitalize the following parts of speech when they fall in the middle of a title:

- ▶ **Articles** (*a, an, the*, as in *Under the Bamboo Tree*)
- ▶ **Prepositions** (e.g., *against, as, between, in, of, to*, as in *The Merchant of Venice* and “A Dialogue between the Soul and Body”)
- ▶ **Coordinating conjunctions** (*and, but, for, nor, or, so, yet*, as in *Romeo and Juliet*)
- ▶ **The *to* in infinitives** (as in *How to Play Chess*)

- ▶ When an untitled poem is known by its first line or when a short untitled message is identified in the works-cited list by its full text, the line or full text is reproduced exactly as it appears in the source.

### Example:

## “‘I’m Ready for My Close-Up’: Lloyd Webber on Screen”

- ▶ Use a colon and a space to separate a title from a subtitle, unless the title ends in a question mark or an exclamation point.

### Examples:

*Storytelling and Mythmaking: Images from Film and Literature*

*Whose Music? A Sociology of Musical Language*

# ITALICS AND QUOTATION MARKS

- ▶ Italicize the titles of sources that are self-contained and independent such as the name of the book, pamphlets, journals, periodical, films, web site etc.

**Example:**

*The Awakening* (book)

*The Metamorphosis* (novella)

*New Jersey Driver Manual*(pamphlets)

*PMLA* (Journal )

- ▶ Use quotation marks for the titles of sources that are contained in larger works such as title of articles, essay, short stories etc published within chapters of books, page in web site etc.

**Example:**

**“Literary History and Sociology” (journal article)**

**“The Lottery” (Short story)**

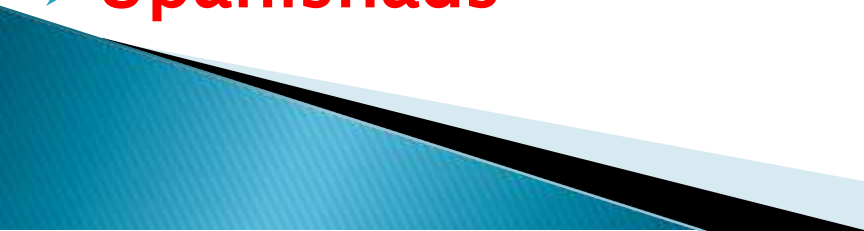
**“Kubla Khan” (Poem)**

**“The American Economy before the Civil War” (Chapter in Book)**

**“Philosophy of Economics” (Web site)**

- ▶ Names in the following categories are capitalized like titles but are not italicized or enclosed in quotation marks.

## Scripture

- ▶ **Bible**
  - ▶ **Old Testament**
  - ▶ **Genesis**
  - ▶ **Gospels**
  - ▶ **Talmud**
  - ▶ **Koran *or* Quran *or* Qur'an**
  - ▶ **Upanishads**
- 



- ▶ Titles of individual published editions of scriptural writings, however, should be italicized and treated like any other published work.

**Example:**

*The Interlinear Bible*

*The Talmud of the Land of Israel: A Preliminary Translation and Explanation*

*The Upanishads: A Selection for the Modern Reader*

## **Laws, Acts, and Similar Political Documents**

- **Magna Carta**
- **Declaration of Independence Bill of Rights**
- **Treaty of Trianon**

## **Musical Compositions Identified by Form, Number, and Key**

- **Beethoven's Symphony no. 7 in A, op. 92 Vivaldi's Concerto for Two Trumpets and Strings in C, RV539**

## **Series**

- **Critical American Studies Bollingen Series**

## **Conferences, Seminars, Workshops, and Courses**

- **International Symposium on Cultural Diplomacy 2015**
- **Introduction to Calculus**
- **Anthropology 102**
- **Geographic Information Analysis Workshop**
- **MLA Annual Convention**

▶ Words designating the divisions of a work are also not italicized or put in quotation marks or capitalized when used in the text .

▶ **preface**

▶ **introduction**

▶ **list of works cited**

▶ **appendix**

▶ **scene 7**

▶ **stanza 20**

▶ **chapter 2**

▶ **bibliography**

▶ **canto 32**

▶ **act 4**

▶ **index**

# SHORTENED TITLES

If you refer to a title often in your discussion, you may, after stating the title in full at least once, use an abbreviation.

Example :

*All's Well That Ends Well (AWW).*



# TITLES WITHIN TITLES

- ▶ Italicize a title normally indicated by italics when it appears within a title enclosed in quotation marks.

## Example:

“*Romeo and Juliet* and Renaissance Politics” (an article about a play)

“Language and Childbirth in *The Awakening*” (an article about a novel)

- ▶ When a title normally indicated by quotation marks appears within another title requiring quotation marks, enclose the inner title in single quotation marks.

## ▶ Example:

“Lines after Reading ‘Sailing to Byzantium’” (a poem about a poem)

- ▶ Use quotation marks around a title normally indicated by quotation marks when it appears within an italicized title.

Example:

- ▶ *“The Lottery” and Other Stories* (a book of stories)
- ▶ If a period is required after an italicized title that ends with a quotation mark, place the period before the quotation mark.

Example:

The study appears in *New Perspectives on “The Eve of St. Agnes.”*

- ▶ When a normally italicized title appears within another italicized title, the title within is neither italicized nor enclosed in quotation marks; it is in roman.

Example:

*Approaches to Teaching Murasaki Shikibu’s*

- ▶ *The Tale of Genji* (a book about a novel)

# TITLE OF THE SOURCE IN LANGUAGE IN ENGLISH

- ▶ If difficult to understand provide a translation in a parenthesis.

Example:

Isabel Allende based her novel *La casa de los espíritus* (*The House of the Spirits*) on a letter she had written to her dying grandfather.

# French

- ▶ French begin the sentences or, sometimes, lines of verse:
- ▶ (1) the subject pronoun *je* (“I”),
- ▶ (2) the names of months and days of the week,
- ▶ (3) the names of languages,
- ▶ (4) adjectives derived from proper nouns,
- ▶ (5) titles preceding personal names, and
- ▶ (6) the words meaning “street,” “square,” “lake,” “mountain,” and so on, in most place-names.
- ▶ In a title or a subtitle, capitalize only the first word and all words normally capitalized.



# German

- ▶ The following terms are generally not capitalized unless they begin sentences or, usually, lines of verse: (

1) the subject pronoun *ich* (“I”),

(2) the names of languages and of days of the week used as adjectives, adverbs, or complements of prepositions, and (

3) adjectives and adverbs formed from proper nouns, except when the proper nouns are names of persons and the adjectives and adverbs refer to the persons’ works or deeds.

- ▶ In a title or a subtitle, capitalize only the first word and all words normally capitalized.

Example:

*Lethe: Kunst und Kritik des Vergessens Ein treuer Diener seines Herrn*  
*Zeitschrift für vergleichende Sprachforschung*

# *Italian*

In prose and verse, Italian capitalization is the same as English except that in Italian

- ▶ The following terms are not capitalized unless they begin sentences or, usually, lines of verse:

- (1) the subject pronoun *io* (“I”),
- (2) the names of months and days of the week,
- (3) the names of languages and nationalities,
- (4) nouns, adjectives, and adverbs derived from proper nouns, (
- 5) titles preceding personal names, and
- (6) the words meaning “street,” “square,” and so on, in most place-names.

- ▶ In a title or a subtitle, capitalize only the first word and all words normally capitalized.

# *Latin*

- ▶ Latin most commonly follows the English rules for capitalization, except that *ego* (“I”) is not capitalized.
- ▶ In the title or subtitle of a classical or medieval work capitalize only the first word and all words normally capitalized.

Example:

*De senectute Pro Marcello*

- ▶ Titles of postmedieval works in Latin are often capitalized like English titles.

Example:

*Tractatus de Intellectus Emendatione*

# *Spanish*

- ▶ In prose and verse, Spanish capitalization is the same as English except that the following terms are not capitalized in Spanish unless they begin sentences or lines of verse:

- (1) the subject pronoun *yo* (“I”),
- (2) the names of months and days of the week,
- (3) the names of languages and nationalities,
- (4) nouns and adjectives derived from proper nouns,
- (5) titles preceding personal names, and
- (6) the words meaning “street,” “square,” and so on, in most place-names.

- ▶ In a title or a subtitle, capitalize only the first word and all words normally capitalized.

# *Romanized Languages*

- ▶ Arabic, Chinese, Greek, Hebrew, Japanese, Russian give their titles and quotations from them consistently in the original writing system or in romanization.
- ▶ In a romanized title or subtitle, capitalize the first word and any words that would be capitalized in English prose.

**Example:**

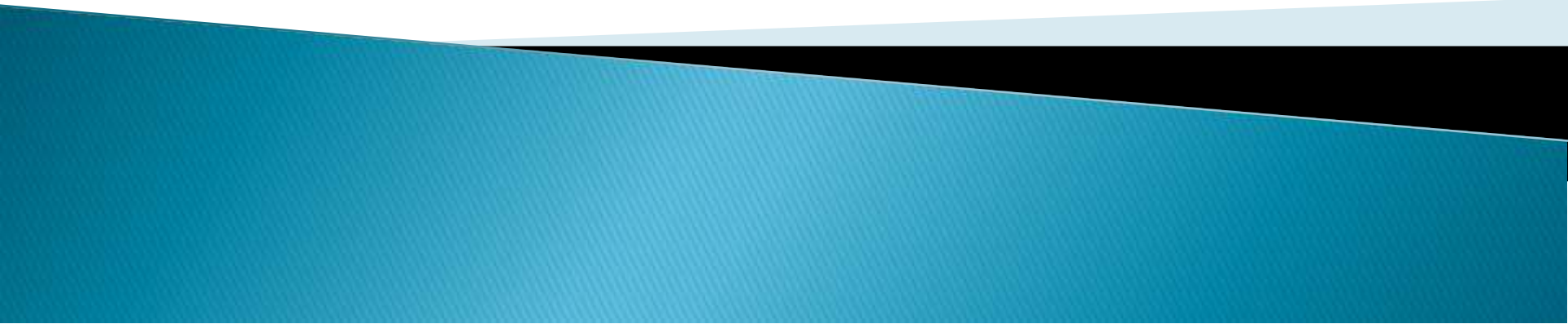
*(Adrift on the Nile)*

ثرثرة فوق النيل

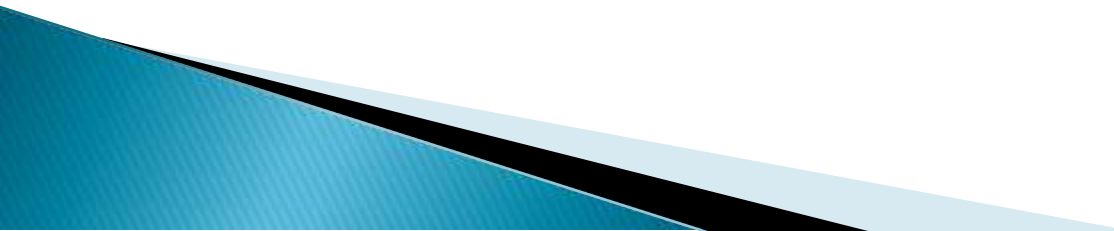
# *Other Languages*

- ▶ When you copy a title or a subtitle in nearly any language using the Latin alphabet it is appropriate to capitalize only the first word and all words capitalized in regular prose in the same work.

# QUOTATIONS



# USE AND ACCURACY OF QUOTATION

- ▶ Quote only words, phrases, lines, and passages that are particularly apt, and keep all quotations as brief as possible.
  - ▶ Your project should be about your own ideas, and quotations should merely help you explain or illustrate them.
  - ▶ The accuracy of quotations is crucial.
  - ▶ They must reproduce the original sources exactly.
- 



# PROSE

- ▶ If a prose quotation runs no more than four lines and requires no special emphasis.

**“It was the best of times, it was the worst of times,” wrote Charles Dickens of the eighteenth century.**

- ▶ Sometimes you may want to quote just a word or phrase as part of your sentence.

**For Charles Dickens the eighteenth century was both “the best of times” and “the worst of times.”**

- ▶ Put a quotation at the beginning, middle, or end of your sentence or, for the sake of variety or better style, divide it by your own words.

**Joseph Conrad writes of the company manager in *Heart of Darkness*, “He was obeyed, yet he inspired neither love nor fear, nor even respect.”**

**“He was obeyed,” writes Joseph Conrad of the company manager in *Heart of Darkness*, “yet he inspired neither love nor fear, nor even respect.”**

- ▶ If a quotation ending a sentence requires a parenthetical reference, place the sentence period after the reference.

**For Charles Dickens the eighteenth century was both “the best of times” and “the worst of times” (35).**

**“He was obeyed,” writes Joseph Conrad of the company manager in *Heart of Darkness*, “yet he inspired neither love nor fear, nor even respect” (87).**

If a quotation extends to more than four lines when run into your text, set it off from the text as a block indented half an inch from the left margin.

- ▶ At the conclusion of *Lord of the Flies*, Ralph, realizing the horror of his actions, is overcome by **great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage the island; and infected by that emotion, the other little boys began to shake and sob too. (186)**

- ▶ If a new paragraph begins in the middle of the quotation, indent its first line.

In *Moll Flanders* Defoe follows the picaresque tradition by using a pseudo autobiographical narration:

My true name is so well known in the records, or registers, at Newgate and in the Old Bailey, and there are some things of such consequence still depending there relating to my particular conduct, that it is not to be expected I should set my name or the account of my family to this work.

...

It is enough to tell you, that . . . some of my worst comrades, who are out of the way of doing me harm . . . know me by the name of Moll Flanders ..... (1)

# POETRY

- ▶ If you quote part or all of a line of verse that does not require special emphasis, put it in quotation marks within the text.
- ▶ You may also incorporate two or three lines using a forward slash with a space on each side ( / ) to indicate to the reader where the line breaks fall.

**Bradstreet frames the poem with a sense of mortality:  
“All things within this fading world hath end           ”**

**Reflecting on the “incident” in Baltimore, Cullen concludes, “Of all the things that happened there / That’s all that I remember.”**

- ▶ If a stanza break occurs in the quotation, mark it with two forward slashes ( // ).

The *Tao te ching*, in David Hinton's translation, says that the ancient masters were "so deep beyond knowing / we can only describe their appearance: // perfectly cautious, as if crossing winter streams "

Verse quotations of more than three lines indent ir half a inch from left margin.

In Walt Whitman's "When Lilacs Last in the Dooryard

Bloom'd," the poet's gaze sweeps across the nation from east to west like the sun:

Lo, body and soul—this land,

My own Manhattan with spires, and the sparkling and  
hurrying tides, and the ships,

The varied and ample land, the South and the North in  
the light, Ohio's shores and flashing Missouri,

And ever the far-spreading prairies cover'd with grass  
and corn. (canto 12)



- ▶ If the layout of the lines in the original text, including indention and spacing within and between them, is unusual, reproduce it as accurately as possible.

E. E. Cummings concludes the poem with this vivid description of a carefree scene, reinforced by the carefree form of the lines themselves:

it's

spring

and

the

goat-footed

balloonMan whistles

far

and

wee (16-24)

- ▶ When a verse quotation begins in the middle of a line, the partial line should be positioned where it is in the original and not shifted to the left margin.

In “I Sit and Sew,” by Alice Dunbar-Nelson, the speaker laments that social convention compels her to sit uselessly while her male compatriots lie in need on the battlefield:

My soul in pity flings

Appealing cries, yearning only to go

There in that holocaust of hell, those fields of woe—

But—I must sit and sew.

# DRAMA

- ▶ Begin each part of the dialogue with the appropriate character's name, indented half an inch from the left margin and written in all capital letters: HAMLET.
- ▶ Follow the name with a period and then start the quotation.
- ▶ Indent all subsequent lines in that character's speech an additional amount.
- ▶ When the dialogue shifts to another character, start a new line indented half an inch.
- ▶ Maintain this pattern throughout the entire quotation.



# ELLIPSIS

- ▶ Whenever you omit a word, a phrase, a sentence, or more from a quoted passage, you should be guided by two principles:
- ▶ Fairness to the author quoted and the grammatical integrity of your writing.
- ▶ A quotation should never be presented in a way that could cause a reader to misunderstand the sentence structure of the original source.
- ▶ . If the fact that you omitted material from a sentence or series of sentences must mark the omission with ellipsis points, or three spaced periods.

# *Omission within a Sentence*

- ▶ Identify an omission within a sentence by using three periods with a space before each and a space after the last ( . . . ).

## **Original**

Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease, ignoring sanitation or visible carriers. From Barbara W. Tuchman's *A Distant Mirror: The Calamitous Fourteenth Century* (Ballantine, 1979)

## **Quotation with an Ellipsis in the Middle**

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes, “Medical thinking . . . stressed air as the communicator of disease, ignoring sanitation or visible carriers” (101–02).

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

### **Quotation with an Ellipsis at the End**

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 parenthetical reference follows the ellipsis at the end of your sentence, use three periods with a space before each, and place the sentence period after the final parenthesis.

### **Quotation with an Ellipsis at the End Followed by a Parenthetical Reference**

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).

# *Omission in a Quotation of More Than One Sentence*

An ellipsis in the middle of a quotation can indicate the omission of any amount of text.

## Original

Presidential control reached its zenith under Andrew Jackson, the extent of whose attention to the press even before he became a candidate is suggested by the fact that he subscribed to twenty newspapers. Jackson was never content to have only one organ grinding out his tune. For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs, and there were fifty-seven journalists on the government payroll.

From William L. Rivers's *The Mass Media: Reporting, Writing, Editing* (2nd ed., Harper and Row, 1975)

## Quotation Omitting a Sentence

- ▶ Presidential control reached its zenith under Andrew Jackson, the extent of whose attention to the press even before he became a candidate is suggested by the fact that he subscribed to twenty newspapers ..... For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs, and there were fifty-seven journalists on the government payroll. (7)



## Quotation with an Omission from the Middle of One Sentence to the End of Another

- ▶ In discussing the historical relation between politics and the press, William L. Rivers notes, “Presidential control reached its zenith under Andrew Jackson .....For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs, and there were fifty–seven journalists on the government payroll” (7).

## Quotation with an Omission from the Middle of One Sentence to the Middle of Another

- ▶ In discussing the historical relation between politics and the press, William L. Rivers notes that when presidential control “reached its zenith under Andrew Jackson, . . . there were fifty– seven journalists on the government payroll” (7).

# *Omission in a Quotation of Poetry*

- ▶ Use three or four spaced periods in quotations of poetry, as in quotations of prose.
- ▶ The omission of a line or more in the middle of a poetry quotation that is set off from the text is indicated by a line of spaced periods approximately the length of a complete line of the quoted poem.

## **Quotation with an Ellipsis at the End**

Elizabeth Bishop's "In the Waiting Room" is rich in evocative detail:

## **Quotation Omitting a Line or More in the Middle**

Elizabeth Bishop's "In the Waiting Room" is rich in evocative detail:



# *Omission in a Quotation of Poetry*

Use three or four spaced periods in quotations of poetry, as in quotations of prose. The omission of a line or more in the middle of a poetry quotation that is set off from the text is indicated by a line of spaced periods approximately the length of a complete line of the quoted poem

## Quotation with an Ellipsis at the End

In Worcester, Massachusetts,  
I went with Aunt Consuelo  
to keep her dentist's appointment  
and sat and waited for her  
in the dentist's waiting room.  
It was winter. It got dark  
early. The waiting room  
was full of grown-up people. . . .

## Quotation Omitting a Line or

In Worcester, Massachusetts,  
I went with Aunt Consuelo  
to keep her dentist's appointment  
.....  
It was winter. It got dark  
early.

# *An Ellipsis in the Source*

- ▶ If the author you are quoting uses ellipsis points, you should distinguish them from your ellipses by putting square brackets around the ones you add or by including an explanatory phrase in a parenthesis after the quotation.

## Example

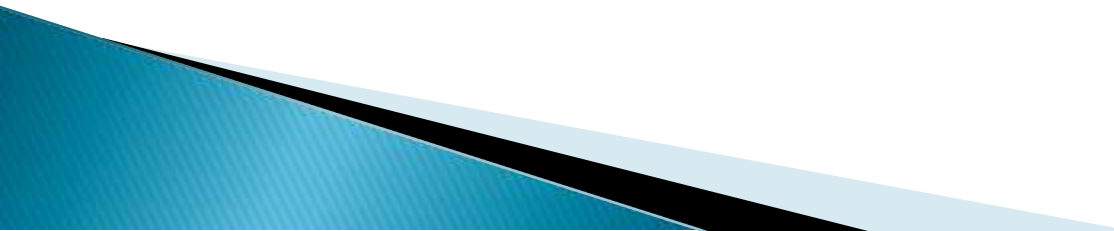
- ▶ **Original**

“We live in California, my husband and I, Los Angeles      This is beautiful country; I have never been here before.” From N. Scott Momaday’s *House Made of Dawn* (Harper and Row, 1977)

## Quotation with an Added Ellipsis

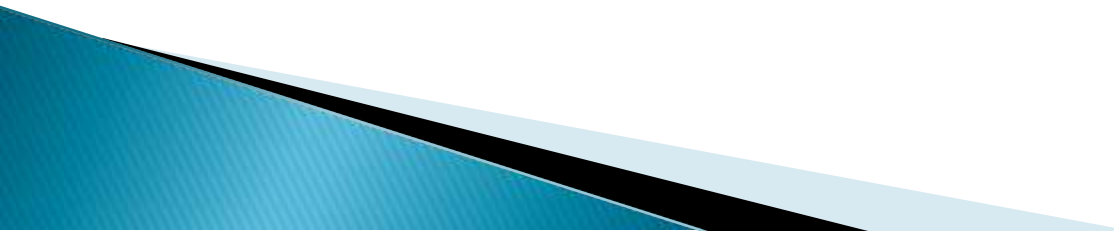
In N. Scott Momaday’s *House Made of Dawn*, when Mrs. St. John arrives at the rectory, she tells Father Olguin, “We live in California, my husband and I, Los Angeles      ....This is beautiful country [....]” (29).

# Other Alterations of Quotation

- A comment or an explanation that immediately follows the closing quotation mark appears in a parenthesis.
  - A comment or an explanation that goes inside the quotation must appear within square brackets.
  - If a pronoun in a quotation seems unclear, you may add an identification in square brackets.
- 

# Punctuation with Quotation

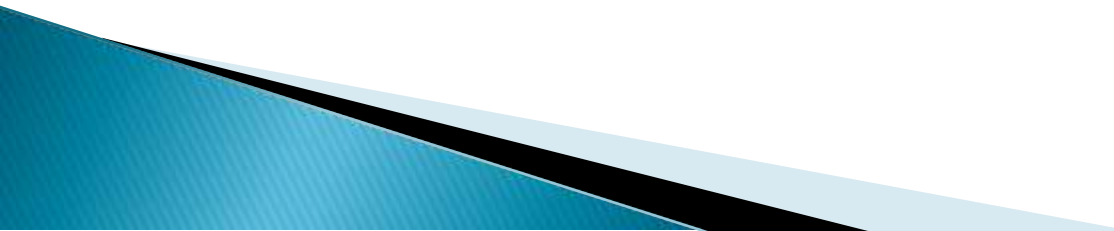
- ▶ Quoted material is usually preceded by a colon if the quotation is formally introduced.
- ▶ A comma or no punctuation if the quotation is an integral part of the sentence structure.
- ▶ Do not use opening and closing quotation marks to enclose quotations set off from the text.
- ▶ Use double quotation marks around quotations incorporated into the text and single quotation marks around quotations within those quotations.
- ▶ should reproduce internal punctuation exactly as in the original.
- ▶ If the quotation ends with a question mark or an exclamation point, however, the original punctuation is retained, and no comma is required.
- ▶ If a quotation ends with both single and double quotation marks, the comma or period precedes both.

- ▶ All other punctuation marks like semicolons, colons, question marks, and exclamation points—go outside a closing quotation mark, except when they are part of the quoted material.
  - ▶ If a quotation ending with a question mark or an exclamation point concludes your sentence and requires a parenthetical reference, retain the original punctuation within the quotation mark and follow with the reference and the sentence period outside the quotation mark.
- 

# Translation of Quotation

- ▶ The translation should immediately follow the quotation whether the two passages are incorporated into or set off from the text.
- ▶ If the pair of passages are incorporated into the text, distinguish them from each other by placing the second one in double quotation marks and parentheses or in single quotation marks and not in parentheses.
- ▶ Separate elements in parentheses with semicolons.
- ▶ If you created the translation, insert *my trans.* in place of a source in the parenthetical citation.



- ▶ The endnote would be located immediately after your first translation.
  - ▶ Do not use quotation marks around quotations and translations set off from the text
  - ▶ Quotations from works in a language not written in the Latin should be given consistently in the original writing system or in romanization.
  - ▶ Names of persons, places, and organizations are usually romanized.
- 

# NUMBERS

# Use of Numerals and Words

## Use numerals for

- All numbers that precede technical units of measurement (*30 inches, 5 kilograms*).
- Numbers that refer to similar things such as in comparisons or reports of experimental data.
- abbreviations or symbols (*6 lbs., 4:00 p.m., \$3.50*)
- in street addresses (*4401 13th Avenue*).
- Dates (*1 April 2006*); in decimal fractions (*8.3*).
- Items in numbered series (*year 3, chapter 9, volume 1*—or, in documentation, *ch. 1* and *vol. 1*).

Large numbers may be expressed in a combination of numerals and words (*4.5 million*).

# Commas in Numbers

- ▶ Commas are usually placed between the third and fourth digits from the right, the sixth and seventh so on.

1,000

20,000

7,654,321

- ▶ Commas are not used in page and line numbers, in street addresses, or in four– digit years.
- 

# Inclusive Numbers

- ▶ In a range of numbers, give the second number in full for numbers up to ninety- nine.

2-3

10-12

21-48

89-99

- ▶ For larger numbers, give only the last two digits of the second number, unless more are necessary for clarity.

96-101

103-04

395-401

923-1,003

1,003-05

1,608-774

In a range of years beginning AD 1000 or later, omit the first two digits of the second year if they are the same as the first two digits of the first year. Otherwise, write both years in full.

2000-03

1898-1901

In a range of years beginning from AD 1 through 999, follow the rules for inclusive numbers in general. Do not abbreviate ranges of years that begin before AD 1.

# Roman Numbers

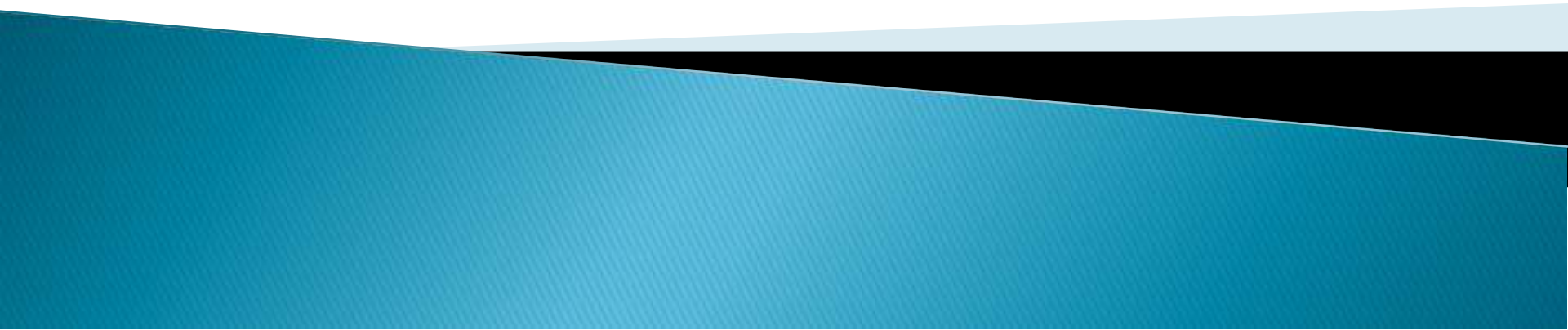
- ▶ Use capital roman numerals for the primary divisions of an outline and as suffixes for the names of persons.

Elizabeth II

John D. Rockefeller IV

- ▶ Use lowercase roman numerals for citing pages of a book that are so numbered (e.g. *xxv-xxvi*, *x/vi-xlix*.)

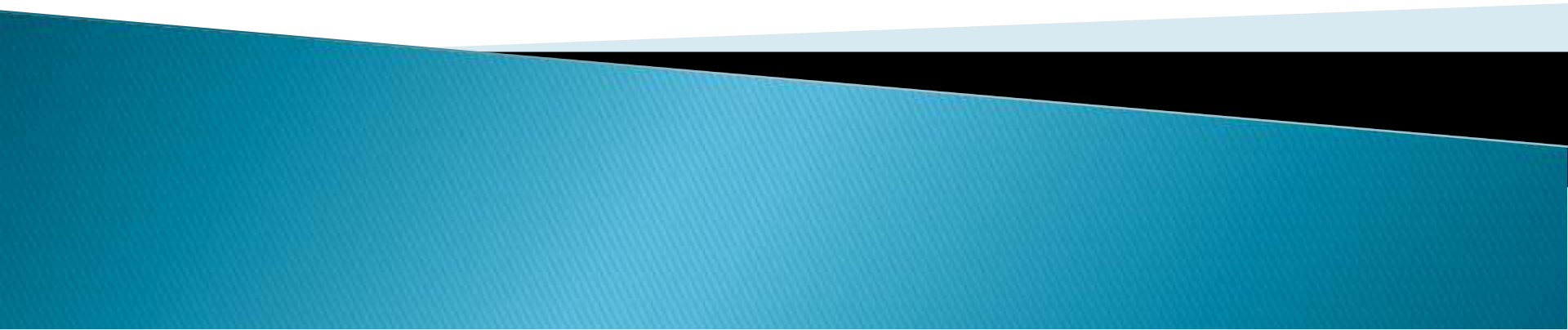
# **Dates and Times**



- ▶ Do not abbreviate dates in the body of your writing.
- ▶ Use of either the day–month–year style (*12 January 2014*) or the month– day–year style (*January 12, 2014*)
- ▶ In the list of works cited, use the day– month–year style (*12 Jan. 2014*) to minimize the number of commas. Months may be abbreviated.
- ▶ Dates in the works–cited list should be given as fully as they appear in your sources.
- ▶ Times should be expressed consistently in either the twelve–hour or the twenty–four–hour clock.



# Abbreviations



- ▶ If you use abbreviations, always choose accepted forms.
- ▶ The chief exception is the initials used in the names of persons: a period and a space follow each initial unless the name is entirely reduced to initials.
- ▶ Abbreviations that end in lowercase letters are followed by periods.

ed.

pp. vol.

- ▶ Abbreviations made up of lowercase letters that each represent a word, a period follows each letter, but no space intervenes between letters.

a.m.

e.g.

i.e.

The names of months that are longer than four letters are abbreviated in the works-cited list.

Jan.

Feb.

# Common Academic Abbreviations

- ▶ The following abbreviations are recommended for use in the works-cited list and in in-text citations.
- ▶ **ch.** chapter
- ▶ **dept.** department
- ▶ **ed.** edition
- ▶ **et al.** and others
- ▶ **etc.** and so forth
- ▶ **i.e.** that is
- ▶ **no.** number
- ▶ **P** Press (used in documentation in names of academic presses: “MIT P”)
- ▶ **p., pp.** page, pages
- ▶ **par.** paragraph
- ▶ **qtd. in** quoted in
- ▶ **rev.** revised
- ▶ **sec.** section
- ▶ **trans.** Translation
- ▶ **U** University
- ▶ **UP** University Press
- ▶ **vol.** volume

# Publishers Names

- ▶ Omit business words while giving publishers' names in the list of works cited.
- ▶ *Company (Co.),*
- ▶ *Corporation (Corp.),*
- ▶ *Incorporated (Inc.),*
- ▶ *Limited (Ltd.).*

# Titles of the Works

- ▶ A title in a parenthetical citation often has to be abbreviated.

## Hebrew Bible or Old Testament (OT)

- ▶ Amos Amos
- ▶ Cant. of Cant.
- ▶ Canticle of Canticles (also called Song of Solomon and Song of Songs)
- ▶ Eccles. Ecclesiastes (also called Qoheleth)
- ▶ Esth. Esther
- ▶ Exod. Exodus
- ▶ Ezek. Ezekiel
- ▶ Ezra Ezra
- ▶ Gen. Genesis
- ▶ Hab. Habakkuk
- ▶ Hag. Haggai
- ▶ Hos. Hosea
- ▶ Isa. Isaiah
- ▶ Jer. Jeremiah
- ▶ *LC A Lover's Complaint*
- ▶ *LLL Love's Labour's Lost*
- ▶ *Lr. King Lear Luc.*

# Reference

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

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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 .

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