

## **Protocol for Submission of Written Work for the Students of Julian Vigo**

### **Paper**

For academic work, you should use white, opaque, A4 paper. Print your work *only* the front of each sheet of paper.

### **Assembly**

If the document is not very thick, the pages are affixed in the upper left corner *with a paper clip* or assembled. Research papers should *not* be inserted into a sleeve or bound with a binder. Only submit your paper with a clip. Theses/dissertations should be presented in a binder. For a research and test interpretation, must register, aligned to the top left corner of the first page, the following information:

*the name of the student;*

*the name and course number;*

*the recipient (the professor);*

*date*

Title pages and table of contents are reserved for dissertations and theses. If the job contains several images and tables, it is necessary to cite these sources on the page where they are (as noted in footnotes or parentheses), and then again in the bibliography.

### **Margins**

Pages of work must all possess an invisible frame that set left, right, top and bottom blank margins. These margins should be 2.54 cm each side (left, right, top and bottom).

### **Fonts**

It is recommended to use an upright font ("normal"). I suggest Times font, 12 points or Arial or Helvetica 11 points. For footnotes, it is recommended to use a smaller font, 10 point. For ecological reasons, avoid using very large fonts (ie. Courier) which use more paper.

### **Paragraphs and Subparagraphs**

The first line of a paragraph should always be indented. Before long quotations (of more than 4 lines) the citation must be set in its own paragraph, indented five spaces. Do not add extra spaces between paragraphs and for essays or research papers under 15 pages, please do not use subtitles.

### **Spacing**

As for the alignment of text on the page, the text should be aligned at the left margin or justified. The text should be printed, for environmental reasons, with the spacing of a line a half (1.5). Again, do not add extra spacing between paragraphs. Between the title and first paragraph, triple spacing is recommended to distinguish the title text from the rest of the text. Word processing software (ie. Nisus and Microsoft Word) have multiple automatic options to format spacing for regular text, citations and bibliographies.

### **Formatting the First Page of Your Paper**

Do not make a title page for your paper unless specifically requested. In the upper left-hand corner of the first page, list your name, the course, your instructor's name, and the date. Again, be sure to use 1.5 spaced text. Then center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.

Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: *Fear and Loathing in Las Vegas* as *Morality Play*; *Human Weariness* in "After Apple Picking." Use 1.5 space between the title and the first line of the text. Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

## Pagination

The page number is written in Arabic numerals in the upper right corner of the page, *beginning with the second page*, preceded by your name. For example: Smith 2. The front page should observe the special front page format (see below in Assembly).

For theses and dissertations, the introduction, appendix and bibliography, are not numbered in Arabic numerals, but in Roman numerals (ie. I, II, III, IV, etc.).

## Quotes

A quote is when the text or the thought of an author is referred to. The direct quote as the text of the cited author goes into quotes. Indirect quotation paraphrase the thoughts of the author placed in a comment, explanation, or interpretation also is cited. Spelling, punctuation and syntax of direct quotations must be scrupulously observed. Any intervention in the citation is placed in [brackets]. To report an error or mistake in the quoted text, you can insert the Latin word "[sic]" (an abbreviation for "sicum" meaning "just as") in square brackets immediately after the error. If there are multiple errors, "[sic]" can be placed at the end of each sentence. The citation may direct short or long, resulting in a different presentation. For example, a citation of more than four lines is indented and quotation marks are not used, as per MLA standards.

## Quotation Marks

Quotation marks are used to frame any direct quotation. The opening quotation mark (") is followed by a non-breaking space. That of closure (") is preceded by a non-breaking space. There is also the half-quote: open (') and closing ('), for a citation within a citation. Use quotation marks when the citation is four lines or less. Short quotations of four lines or less are integrated with the text.

## Long Quotes

Long quotation (four lines or more) shall be single-spaced or 1.5 spaced, justified by five strokes in from the left margin. Word processors allow you to format paragraphs quite easily. The presentation of the long quotation is without quotes.

## Omissions and Additions

If it occurs in a quotation, it must report the addition, modification or omission by the use of hooks. In the omission ellipsis "[...]" are used within brackets: eg beginning, middle or end of a sentence that is not quoted in full; or modify a word as verb tense "believe[d]"; or to mark the omission of a paragraph in a short quote; etc. ... etc. ... If you want to point out one or two words in the quote by placing these words in italics, you must put at the end of the quotation in brackets: "[emphasis mine]."

## Poetry

If we must quote verses, separate the line breaks with a slash (/) preceded and followed by a space. For a longer quotation of poetry beyond a few lines, respect the original layout of the poem.

## Plays

To quote from a play, the opening quote at the beginning of the quotation is used as well as a closing quotation mark at the end of the quote. If citing more than one character, you need to include each character's name ideally set up as with any citation over four lines, set apart from the main text.

## Foreign Languages

A quote in a foreign language should be in italics. If the translation of a short quote in a foreign language is required, this goes immediately after the original quote, inside quotation marks and brackets to follow the rule about work inside quotes. For a long quote, place the translation in a footnote. If the author consulted puts quotation translated in the text, a reference to the original quote and reference should be made in the notes.

## Notes and References

Notes and references are an integral part of academic ethics that dictates the requirement of citing sources and references for fear of being accused of plagiarism, misconduct which may result in dismissal from the university in accordance with regulations. The diplomatic, legal and commercial levels, the rules require compliance with copyright. In the humanities the most commonly used form of notes and bibliographical referencing systems are the MLA and Chicago styles.

**Omitting the source is plagiarism! Plagiarism is copying another text (that of an author or another student) or an omission of the origin of a text.**

To enable the reference to a footnote or bibliographical work, there must be a footnote or parenthetical reference. This figure of a footnote is presented as an exponent greater than or without brackets, placed slightly above the line of text. If the text is 12 points, use a character size 9 or 10 for the footnotes. The footnote generally follows the punctuation mark. At the end of a sentence, a footnote will follow the full stop, even if preceded by a short paragraph accompanying word. The footnote is placed after the closing quotation mark. Footnotes can be repeated for each page numbering or establish a continuous manner, from the beginning to the end of the text. Endnotes follow a consecutive order.

## Location of Footnotes or Endnotes

Footnotes or endnote references may be placed at the end of the chapter or at the end of the work (ie. dissertation). The student will choose the least burdensome presentation, given the number and magnitude of his notes. Word processors automatically generate the location and arrangement of footnotes at the bottom of each page and endnotes at the end of each section, but the endnotes may be transferred to the end of the manuscript.

## Annexes

Appendices are used to present the figures, tables, documents and additional parts to support the purpose and demonstration more accurately. The appendices complete the job. They must be numbered and identified according to the category to which they belong.

## Presentation

The endnotes, footnotes, and references are always single-spaced and utilize a font smaller than that of the text. For a text consisting of a 12-point font, a 10-point font will be used for notes and references. The footnotes are placed at approximately 2 or 3 points above the level of the line. Word processors generate footnotes automatically. The software returns the cursor to the bottom of the page, depending on the automatically generated number in the text of the note. To increase readability, it is recommended that this number is aligned with the left margin, not followed by a point but by a tab (equivalent to  $\pm 5$  hits) upon which the rest of the text will be aligned. All subsequent paragraph in the same note should also begin with a tab. Any notes or references must end with a period. In working with a word processor, each section can be separated from the following section with a spacing of 3 points.

## The MLA Style of Formatting

The MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citation in their essays and Works Cited pages.

Writers who properly use MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental uncredited use of source material by other writers. You are advised to purchase the *MLA Handbook for Writers of Research Papers* (7th edition). See the Additional Resources section of the student website for a list of helpful books and sites about using the MLA style.

### Basic rules

Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.

Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page. Space all citations with 1.5 spacing and you have the option to skip spaces between entries, or not. Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent. List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50. Note that MLA style uses a hyphen in a span of pages.

### Dates

The date used and adopted is that of the edition consulted, so it is important to note if this is the original edition dating from the eighteenth century or republication annotated and translated in 1995, for example. In the acronym author date not using the © symbol found in the full bibliographic record. In some cases, we will use two dates, for example Baudry 1978 and 1984, and Chastel 1989-1990 listed in the bibliography of this guide. For Baudry, you can use two publishing dates to caution the reader of this dual existence; as part of a term paper, only the date of the edition consulted should be referenced. If, for the same author's name, it refers to several papers published the same year, a letter specification will be added immediately after the day after taking care previously to classify the references in alphabetical order, for example:

*Dufrenne 1995a, 1995b Dufrenne, Dufrenne 1995c.* For references to articles, use the exact date noted in the international system, for example XXX 1987/08/07 where the 08 refers to the 07 months to the day. In the case of seasonal publications where the month of publication is not indicated, we propose to use the month of March for the spring issue (03), the month of June for the summer issue (06), the September for the fall issue (09) and December for the winter issue (12).

### Using the Author-Date System

It presents the author date reference note or in the text in parentheses, immediately after the sentence or statement concerned. Full instructions are supplied in the bibliography. Always give the precise reference, quoting in order: (. Fig X) volume, volume, page, footnote, figure, catalog number (. Cat No. y) or the table appropriate. Treat repetitions of references in the same way as in the traditional system, as in the following example:

(Derome 1974b, p. 154, quoted in Derome 1996a, p. 11).

Referring to various authors, they are presented in the same reference to the one after the other, each author date field being separated from each other by semicolons, for simple reference, or by points for long complex references which mixed comments and interpretations. The section on the author above provides examples of simple and complex references.

References should be placed chronologically ascending to get used to well reconstruct the chronology of the documentary channel, so the new borrowings, breaks, and new ideologies.

### Bibliography

The bibliography is essential to academic work. It is through that work and the arguments are constructed, expanded and justified, hence the important role accorded to it. With the bibliography manifests intellectual that any university must comply with its code of ethics and conduct property. I ask that students use the MLA format for the bibliography for research papers. If you are more comfortable with another style, you can continue to use it as long as you employ it correctly.

### The Alphabetizing of the Names of Authors

At the undergraduate level, the work involves, in general, a bibliography containing few books. The simplest presentation system is then used either alphabetically by authors' names.

### **The Classification of Works in a Bibliography**

How to present a bibliography is not random. Indeed, it is through literature that we judge the extent of the procedure performed, but also the quality and validity of the sources consulted. By itself, the bibliography to determine the difference between a scholarly publication and a popular work among research scholarship, or a repetition of myths and agreed. The classification of the literature by levels of sources emphasizes this approach; that is why it is applied immediately to theses. By cons, it is essential to present it here as a guide, since it is important to know, although the student cycle I only rarely conduct archival research.

Besides the two models to rank the most frequently used, either alphabetically or by the kind of sources, there are also bibliographies arranged by subject matter or by featured, as well as annotated bibliographies, rational and analytical.

### **The Presentation of Paragraphs**

The bibliographic output is single spaced. Between each bibliographical entry, one and one-half space is used to separate entries. Each entry's first line is aligned to the left margin and all other lines in the same reference are indented five strikes. Here is an example of how your bibliography should look with the MLA format:

Arac, Jonathan, ed. *Postmodernism and Politics*. Minneapolis: University of Minnesota Press, 1986. Print.

Barthes, Roland. "The Death of the Author." *The Rustle of Language*. Trans. Richard Howard. Berkeley: University of California Press, 1989. Print.

Barthes, Roland. *The Pleasure of the Text*. Trans. Richard Miller. New York: The Noonday Press, 1975. Print.

### **Citing Sources in the Text**

In MLA style, writers place references to sources in the paper to briefly identify them and enable readers to find them in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

- Give only the information needed to identify a source. Usually the author's last name and a page reference suffice.
- Place the parenthetical reference as close as possible to its source. Insert the parenthetical reference where a pause would naturally occur, *preferably at the end of a sentence*. Only if there are two separate sources within one sentence should you cite the references directly after the cited material or authors' names.
- Information in the parenthesis should complement, not repeat, information given in the text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
- Electronic and online sources are cited just like print resources in parenthetical references. If an online source lacks page numbers, omit numbers from the parenthetical references. If an online source includes fixed page numbers or section numbering, such as numbering of paragraphs, cite the relevant numbers.

## Textual Citation Examples

### If the author's name is mentioned in the text

If the author's name is used in the text introducing the source material, then cite the page number(s) in parentheses:

Branscomb argues that "it's a good idea to lurk (i.e., read all the messages without contributing anything) for a few weeks, to ensure that you don't break any of the rules of netiquette" (7) when joining a listserv.

### If the author's name is not mentioned in the text

If the author's name is not used in the sentence introducing the source material, then include the author's last name in the parenthetical citation before the page number(s). Note that no comma appears between the author's name and the page number(s).

The modern world requires both the ability to concentrate on one thing and the ability to attend to more than one thing at a time: "Ideally, each individual would cultivate a repertoire of styles of attention, appropriate to different situations, and would learn how to embed activities and types of attention one within another" (Bateson 97).

### If there is more than one work by the same author

If a document uses more than one work by an individual author, include an abbreviated form of the title of the work in addition to the author's name and relevant page number(s). Separate the author's name and the title with a comma:

Hypertextuality makes text borderless as it "redefines not only beginning and endings of the text but also its borders—its sides, as it were" (Landow, Hypertext 2.0 79).

### If two authors have the same last name

If the document uses two sources by authors with the same last name, include the author's first name in the text or the parenthetical citation:

Tom Peters talks about a company that facilitates employees' renewal by shutting down its factory for several hours per week while teams work through readings on current business topics (57).

### If there are two or three authors

If a source has two or three authors, place all of the authors' last names in the text or in the parenthetical citation:

A team can be defined as "a small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable" (Katzenbach and Smith 45).

### **If there are four or more authors**

If a source has four or more authors, include the first author's last name followed by et al. (Latin for and others), either in the text or in the parenthetical citation. You can also name all of the authors:

Cogdill et al. argue that "making backchannel overtly available for study would require making its presence and content visible and its content persist, affecting the nature of the backchannel and raising social and ethical issues" (109).

### **If the source has a corporate author**

If a source has a corporate author, include the author's name and the page(s). If the corporate author's name is long, it should be included in the text rather than the parentheses:

According to the Centre for Development and Population Activities, interest in gender roles and responsibilities over the past decade has been "driven by the realization that women often do not benefit from development activities and in some cases become even poorer and more marginalized" (3).

### **If no author is identified**

If a source does not include an author's name, substitute for the author's name the title or an abbreviated title in the text or parenthetical citation. Underline the title if the source is a book; if the source is an article, use quotation marks:

The use of Customer Relationship Management (CRM) systems has grown substantially over the past five years as companies attempt to adapt to customer needs and to improve their profitability ("Making CRM Work").

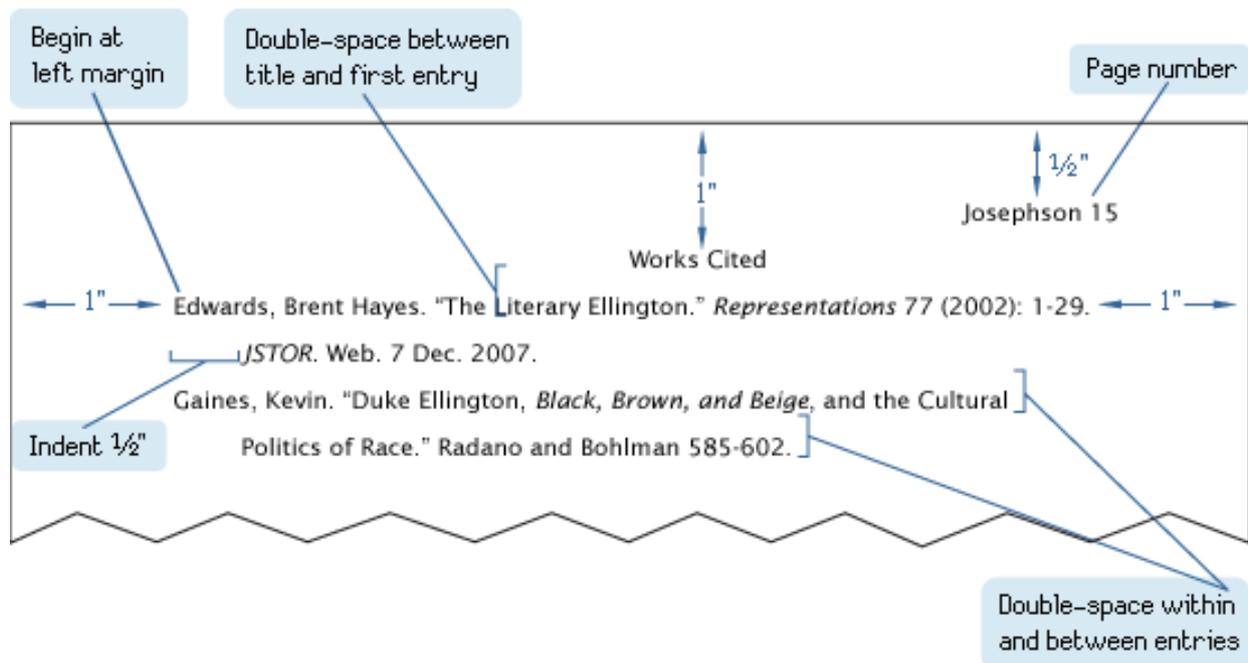
## **Placement of Citations**

- Place a citation as close to the quoted or paraphrased material as possible without disrupting the sentence.
- When material from one source and the same page numbers is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence.
- Parenthetical citations usually appear after the final quotation mark and before the period. *An exception occurs, however, in quotes of four or more lines since these quotes are presented as block quotes: that is, they are indented and use no quotation marks.* In such cases, the parenthetical citation goes after the period, as the following example shows:

Bolles argues that the most effective job hunting method is what he calls the creative job hunting approach:

figuring out your best skills, and favorite knowledges, and then researching any employer that interests you, before approaching that organization and arranging, through your contacts, to see the person there who has the power to hire you for the position you are interested in. This method, faithfully followed, leads to a job for 86 out of every 100 job-hunters who try it. (57)

## Formatting Your Bibliography in the MLA System



**NOTE:** **Name of author inverted** = author's last name, author's first name. "Print" refers to any work that is physically available or that is reproduced in page format even if consulted through a pdf or online reader. And "web" refers to works that are uniquely available online and that have no other presence such as a film or video watched online that is available in a physical format should be cited in its physical format. Only sources and films which are *only* available online should use the Internet format.

## The Most Commonly Used Bibliographical Formats

### Book with One Author:

**Name of author inverted.** *Title of book.* Place of publication: **Name of publisher,** **Year of publication.** Print.

Lipson, Charles. *Reliable Partners: How Democracies Have Made a Separate Piece.* Princeton: Princeton UP, 2003. Print.

### Book with Multiple Authors:

**Author's las name, first name, and Author's first name Author's last name.** *Title of book.* Place of publication: **Name of publisher,** **Year of publication.** Print.

Binder, Guyora, and Robert Weisberg. *Literary Criticisms of Law.* Princeton: Princeton UP, 2000. Print.

**Book with More Than Three Authors:**

Author's last name, first name, et al. *Title of book*. Place of publication: Name of publisher, Year of publication. Print.

Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: U of California Press, 1993. Print.

**Book with Editors:**

Name of author inverted. *Title*. Ed. Editor's first name Editor's last name. Place: Pub, Year. Print.

Shakespeare, William. *Hamlet*. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. Print.

**Book with No Author or Editor:**

*Title*. Edition. Place: Pub, Year. Print.

*Peterson's Annual Guides to Graduate Study*. 33rd ed. Princeton, NJ: Peterson's, 1999. Print.

**Multivolume work:**

Name of author inverted. *Title*. Volume Numbers. Place: Pub, Year. Print.

Morison, Samuel Eliot, Henry Steele Commager, and William E. Leuchtenburg. *The Growth of the American Republic*. 2 vols. New York: Oxford UP, 1980. Print.

**Entire Website:**

Full Title of Website. Publisher, Publication date. Web. Access date.

*Broadway.com*. Broadway.com, Inc., 2012. Web. 12 Feb. 2012.

**Article or Contribution in a Website:**

Name of author inverted (if given). *Article Title*. Website title. Publication date. Web. Access date.

"Opening Night: *Wit* Starring Cynthia Nixon." *Broadway.com*. Broadway.com, Inc., 2012. Web. 12 Feb. 2012.

**Article or Essay in Book with Editors:**

Name of author inverted. "Article Title." *Title*. Ed. Editor's first name last name. Place: Pub, Year. Print.

Adorno, Theodor and Max Horkheimer. "The Culture Industry: Enlightenment as Mass Deception." *The Cultural Studies Reader*. Ed. Simon During. London: Routledge, 2007. Print.

**Scholarly Journal Article (Print):**

Name of author inverted. "Article Title." Title of Journal Volume (Year): Pages. Print.

Melborne, Samuel. "Living in Iran." *Mosaic* 19 (1986): 133-49. Print.

**Scholarly Journal Article (Internet):**

Name of author inverted. "Article Title." *Title of Journal* Volume (Year): Pages. Web. Access date.

Sohmer, Steve. "Opening Day at Shakespeare's Globe." *Journal of Modern Literary Studies* 3.1 (1997). Web. 27 May 2009.

**Newspaper Article (Print):**

Name of author inverted. "Article Title." Name of Newspaper Year or date of publication: page numbers. Print.

Harris, Nicole. "Airports in the Throes of Change." *Wall Street Journal* 27 Mar. 2002: B1+. Print.

**Newspaper Article (Found on the Internet):**

Name of author inverted. "Article Title." Name of Newspaper Year or date of publication: page numbers. Web. Access date.

Achen, Joel. "America's River." *Washington Post* 5 May 2002. Web. 27 Feb. 2012.

**Newspaper article, no author:**

"Article Title." Name of Newspaper Year or date of publication: page numbers. Medium. Access date.

"Africa Day Celebrated in Havana." *Granma International* 31 May 2009: 16. Print. 27 Jan. 2012.

**Magazine Article (Print):**

Name of author inverted. "Article Title." Magazine Title. Date: Pages. Print.

Simpson, Rhonda P. "Exercising in the New Millennium: A Plan to Meet the Modern Woman's Needs." *Health and Fitness* 15 June 1995: 56-61. Print.

**Magazine Article (Internet):**

Name of author inverted. "Article Title." Magazine Title. Date: Pages. Web. Access date.

Brooks, David. "The Culture of Martyrdom." *Atlantic Online* June 2007. Web. 22 Sept. 2005.

**ELibrary:**

Name of author inverted. "Article Title." *Title of Journal*. Date. Website Name. Web. Access date.

Palmer, Aaron. "Colors and Blood: Flag Passions of the Confederate South." *History*. 2 Mar. 2005: 64-6. *ELibrary*. ProQuest. Web. 3 Feb. 2004.

**Government Publication (Print):**

Author or Government Agency. *Title of publication*. Publication Information, date. Print.

United States Dept. of Health and Human Services. *Healthy People 2010: Understanding and Improving Health*. Washington: GPO, 2000. Print.

**Government Publication (Internet):**

Author or Government Agency. *Title of publication*. Publication Information, date. Web.

United States Dept. of Health and Human Services. *Healthy People 2010: Understanding and Improving Health*. Washington: GPO, 2000. Web.

**Review:**

Review Author. "Title of Review" (if there is one). Rev. of Performance Title, by Author/Director/Artist. *Title of Periodical* day month year: page. Medium of publication.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Rev. of *Radiant City*, dir. Gary Burns and Jim Brown. *New York Times* 30 May 2007 late ed.: E1. Print.

**Film or Video:**

Title. Dir. Director's name. Perf. Performer's name(s). Distributor, year of release. Film.

*The Usual Suspects*. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benicio del Toro. Polygram, 1995. Film.

**Online Video or Installation:**

Author's Name or Poster's Username. "Title of Image or Video." Media TypeText. *Name of Website*. Name of Website's Publisher, date of posting. Medium. date retrieved.

Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. *YouTube*. YouTube, 22 Apr. 2006. Web. 9. Sept. 2010.

**Live Television/Radio Broadcast (Online Database):**

"Title of episode or segment." *Title of Program or Series*. Name of the network (if any). Call letters and city of the local station (if any), Broadcast date. Medium of Reception (e.g. Radio, Television). Access date.

"This Government Has Been dishonest." *The Bolt Report*. Ten Network, 26 May 2013. Television. Web. 2 Aug. 2013.

**Television/Radio Broadcast (Online Database):**

"Title of episode or segment." *Title of Program or Series*. Name of the network (if any). Call letters and city of the local station (if any), Broadcast date. Medium of Reception (e.g. Radio or Television). Web. Access Date.

"Summer Movies with Julia Rigg." *Breakfast*. National Radio. ABC, 18 Jan. 2012. Radio. Web. 4 July 2014.

**Painting, Sculpture or Photograph**

Name of artist inverted. Title of artwork in italics. Date of composition, or if unknown, write *n.d.* Medium. Name of institution where art is housed, location of institution.

Goya, Francisco. *The Family of Charles IV*. 1800. Oil on canvas. Museo del Prado, Madrid.

**Thesis, dissertation:**

Name of author inverted. *Title of thesis*. Unpublished dissertation. Name of university, Year of publication.

Johnstone, Sue. "Feminism and Pornography: Policing the Boundary between Art and Popular Culture." Unpublished dissertation. Rutgers University, 1993.

**Lecture Notes:**

Name of lecturer inverted. Class Notes. Course. Location. Date of lecture. Lecture.

Stewart, Jayne. Class Notes. English 3 Honors/IB. Trabuco Hills High School, Mission Viejo. 26 Sept. 2003. Lecture.

**Speech:**

Name of speaker inverted. "Title of Presentation." Sponsoring Organization. Location. Date.

Harris, Muriel. "Writing Labs: A Short History." 2003 Writing Center Conference. National Writing Centers Association. La Swank Hotel, Seattle. 28 Mar. 2003.

**Published Interview**

Interviewee last name, first name. "Title of Interview" or Descriptor. *Title of Publication*. Publication information (according to format) and Date. Format.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men*. By Dale Salwak. San Bernardino: Borgo, 1984. Print.

**First-Person Interview:**

Interviewee last name, first name. Personal Interview. Date of interview.

Purdue, Pete. Personal Interview. 1 Dec. 2000.

**Dictionary Online:**

"Word searched." *Website Title*. Created or updated date if available. Sponsoring organization of applicable. Web. Date of access written in MLA style.

"Hysteria." *Bartlett's Familiar Quotations*. 2000. Web. 25 Sept. 2006.

**Sources come in many forms. As a general rule, arrange the information in your Works Cited in the following order:**

Author. *Title*. Place of publication. Publisher. Date and any information that could help with retrieval. Medium.