

NEWCASTLE UNIVERSITY

SCHOOL OF ENGLISH LITERATURE, LANGUAGE &
LINGUISTICS

STYLE GUIDE *for work in* LITERATURE

Last updated Oct 2021

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Introduction

- The most important aspect of your work is always the quality of your research, understanding, and thinking, but clear presentation tends to go along with clear and intelligent thinking, so in order to do justice to that quality, to get a mark that reflects it, to avoid plagiarism, and to have the satisfaction of presenting your work professionally, you need to present your work correctly.
- This Guide is for the use of all undergraduates taking Literature, Creative Writing, Drama, or Film modules in the School of English Literature, Language and Linguistics (SELLL), and it sets out the conventions that you must follow in presenting your written work. The main focus is on referencing and bibliography, which are vital to the integrity of your writing. Full references must be given to all works that you quote, paraphrase or allude to. The conventions may look complicated at first, but once you have used them yourself they should come quite easily to you.
- Within SELLL, two styles are prescribed: one for work in literature based on Modern Language Association (MLA) conventions and one for work in language/linguistics (the Harvard-style author-date system). Students working across both disciplines need both. Other Schools have different systems so if you are unsure, please do check with the relevant Module Leader who can advise.

Acknowledging Sources

Why acknowledge?

Full and accurate acknowledgement of sources is essential in order to give the location of the material, to preserve academic integrity and avoid **plagiarism** (see page 20), and to situate your work in an ongoing scholarly debate.

How to acknowledge?

All primary and secondary sources used should be fully acknowledged in two or three ways. There are details on all this below, but essentially:

If you quote verbatim from a source, you must:

- a) indicate that it is a quotation by enclosing the quoted words in double quotation marks, or (in the case of a long quotation) indenting them
- b) give a reference at the point where you quote
- c) include the source in your bibliography

If you paraphrase an idea from a source (as distinct from quoting it verbatim), there are no quotation marks, but you must still give a reference and include the source in your list of works cited. This is necessary where the idea is not your own and where it can be regarded as the intellectual property of its author. It is not necessary in the case of

ideas that are very widely accepted or of well-known matters of fact (see the section on plagiarism, page 14, for examples).

Quoting, Paraphrasing and Alluding

There are two main ways of using other people's material in your essay: quoting (or citing) it directly and paraphrasing the argument or theory, i.e. summarising or explaining it in your own words. Most of the time, you will use a combination of both. As a third option you may occasionally want simply to allude generally to a published work, for instance as an example of a particular school of thought. In all cases you must always acknowledge your sources by referencing them fully, and in the case of direct quotations you will need to choose and format them carefully. Here's an example showing three possible uses of the same source, a work by Hirsch.

Quoting (using the exact words of the source; citing word for word or verbatim):

As Hirsch puts it, "The book [*David Copperfield*] is more faithful to psychological reality and to life itself, perhaps, than to any simple thesis about personal growth and development."

Paraphrasing:

Hirsch resists reducing the complexity of David's development to a simple theory.

Alluding:

... (though see an opposite argument by Hirsch).

How to Format Quotations

Short quotations (four typed lines or fewer of prose, or three lines of poetry)

Short extracts that you quote verbatim from a source text must be clearly placed within double quotation marks, e.g.:

Keach argues that the poem's irregular rhymes "are part of the evidence the poem offers that the arbitrary connections of thought and language need not leave the 'human mind's imaginings' in vacancy."

As in this example, you should **integrate short quotations smoothly into your own prose, so that the whole thing is grammatically coherent.**

- You may want to omit material from the original source. If you do this, you should mark the omission by using an ellipsis, which is three full stops preceded and followed by a space: ... In MLA style, brackets are not needed around ellipses unless they would add clarity.
- In order to make the quotation intelligible you may also need to make small changes or additions to the quoted material. If so you must put any changes

in square brackets. You might, for instance, need to replace “reject” by “reject[s]” or “he” by “[Browning].”

- A quotation within a quotation is placed within single quotation marks, as in the example above.
- When you include short quotations from poetry (fewer than three lines), mark the line break with a slash (/). A space should precede and follow the slash. If a stanza break occurs during the quotation, use a double slash (//). (If the quotation includes more than two lines of verse, set it out as verse: see below).

Longer quotations (more than four lines of prose, or three or more lines of verse)

Place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented from the left margin, while maintaining double-spacing. An example of verse quotation:

Shelley’s poem invites the reader to open up this closed world to imaginative

possibility: And what were thou, and earth, and stars, and sea,
If to the human mind’s imaginings
Silence and solitude were vacancy?

Keach argues that ...

- As this shows, you should introduce the long quotation with a colon (though sometimes a comma is appropriate), then give the quotation, then start a new sentence rather than resuming your own sentence. i.e. don’t enclose a long quotation within a sentence of your main text, since it makes it difficult for a reader to follow the meaning of your sentence.
- You should not enclose long quotations in quotation marks.
- As in the case of shorter quotations, if you omit material from the original source, you need to mark this clearly by using an ellipsis, i.e. ... and if you alter or add to the quoted material you should signal this using square brackets, i.e. [].
- You must reference the sources of both shorter and longer quotations: see below.

Referencing and Works Cited, and how they relate to each other

You can find a full, very useful guide to MLA style with all the information you need here: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Referencing: Throughout your essay, you need to give citations. This means referencing the sources of your quotations and ideas, at the point where you mention them. In MLA style, this involves putting the name of the source's author in brackets after you have used their work, along with the relevant page number from the source. (See below).

Works Cited: This is an alphabetical list at the end of the essay gathering together all the sources that you reference.

References and works cited map onto each other very closely, so you can produce one from the other, compiling the works cited and producing the references from it, or the other way round: inserting the references as you go along and compiling the works cited from them. Either way, you should compile your references and works cited as you work on your essay: if you leave them to the final stages you may lose track and miss items out (thus risking plagiarism).

Begin your Works Cited page on a separate page at the end of your essay.

Label the page Works Cited (do not italicise the words Works Cited or put them in quotation marks) and centre the words Works Cited at the top of the page.

Only the title should be centred. The citation entries themselves should be aligned with the left margin.

Double space all citations, but do not skip spaces between entries.

Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

For online sources, you should include a location to show readers where you found the source. Many scholarly databases use a DOI (digital object identifier). Use a DOI in your citation if you can; otherwise use a URL. Delete "http://" from URLs. The DOI or URL is usually the last element in a citation and should be followed by a period.

All works cited entries end with a full stop.

An example of referencing and works in action

There's a useful extract at the end of this Guide illustrating "How to": how the conventions for referencing and bibliography work (pages 16-17). It acts as a summary of some of main points in the Guide, but it's also worth having a look at it now and noticing for yourself what information is being given, and in what formats.

Works Cited

Layout & Content of the List of Works Cited

Your works cited must be organised alphabetically by authors' surnames. It should be a single list, **not divided into primary and secondary texts**, and it should not contain bullet points.

It should not be a general list of 'Works Consulted', but must contain only the works that you reference (unless your module leader informs you otherwise).

Information required

For a book, for example, you need to give:

- A. SURNAME of author (then a comma)
- B. FIRST NAME(S) in full or initials (then a full stop)
- C. TITLE in italics (then a full stop)
- D. PUBLISHER (then a comma)
- E. YEAR PUBLISHED (then a full stop)

See below for examples of this and other types of publication.

Formatting the entries

You need to be clear what sort of publication you are referencing in order to choose the right information and format, as shown in the sample entries below.

The below guidelines show how to format a range of print sources (physical copies) and online sources.

Print Sources

Print sources refer to anything you use that you have a physical hard copy of.

Note that: You should always cite from a particular edition, usually edited by one or more scholar.

A literary work (novel, long poem or play), without an editor

Auster, Paul. *The Music of Chance*. Faber and Faber, 2000.

A literary work (novel, long poem or play) with an editor

Cite the book as you normally would (as above), but add the editor after the title with the label "edited by." E.g:

Chaucer, Geoffrey. *The Canterbury Tales*, edited by A. C. Cawley, Everyman, 1975.

A book by a single author

Lefebure, Molly. *Samuel Taylor Coleridge: A Bondage of Opium*. Stein and Day, 1974.

Note that the Lefebure is a monograph (secondary, critical text), while Auster, *The Music of Chance* (listed above) is a novel (primary, literary text), but the format is the same.

A work in an anthology (e.g. a poem or a short story)

For these sources you must include the page range on which the story or poem appears.

This comes at the end of the reference, e.g:

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*, edited by Tobias Wolff, Vintage, 1994, pp. 306-07.

An (entire) edited anthology

For an anthology by one author:

Shelley, Percy Bysshe. *The Major Works*, edited by Zachary Leader and Michael O'Neill, Oxford UP, 2003.

For an anthology that includes stories or poems by several different authors:

Jelf, F. S., editor. *An Anthology of Romantic Poetry*. Blackwell, 2002.

A book by two or more authors

Birkett, Jennifer, and James Kearns. *A Guide to French Literature: From Early Modern to Postmodern*. Macmillan, 1997.

Notice that the second author's forename and surname are not reversed, since they are not involved in the alphabetical order of the bibliography.

An edition of a book (second, third edition etc.)

Feuer, Jane. *The Hollywood Musical*. 2nd ed., Indiana University Press, 1993.

A translated book

Sartre, Jean-Paul. *Being and Nothingness: An Essay on Phenomenological Ontology*. Translated by Hazel Barnes, Routledge, 1995.

A multi-authored anthology or a collection of essays

Armstrong, Isobel, editor. *New Feminist Discourses: Critical Essays on Theories and Texts*. Routledge, 1992.

An article or chapter in a multi-authored anthology or a collection of essays

Jordan, Elaine. "The Dangers of Angela Carter". *New Feminist Discourses: Critical Essays on Theories and Texts*, edited by Isobel Armstrong, Routledge, 1992, pp. 119-31.

Note that you need to specify the title of the article ("The Dangers of Angela Carter") then of the book (*New Feminist Discourses*). You must specify page numbers to show the location of the item in the book. If you cite two or more chapters from the same collection you can enter the collection in the bibliography (e.g. Armstrong above), then enter the articles more briefly (to avoid writing out the publishing information for each separate chapter). For example:

Jordan, Elaine, "The Dangers of Angela Carter." Armstrong, pp. 119-31.

An article in a scholarly journal

Duvall, John. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's *White Noise*." *Arizona Quarterly*, vol. 50, no. 3, 1994, pp. 127-53.

i.e. this kind of source takes the form of:

Author(s). "Title of Article." *Title of Journal*, vol. no, issue no., year, page range.

Please note that the above format should be used when the journal is print-only; see below for how to cite an article in a scholarly journal that you access online.

An article in a newspaper

Schmidt, Michael. "Tragedy of Three Star-Crossed Lovers." *Daily Telegraph*, 1 February 1990, p. 14.

A review

To cite a review, include the title of the review (if available), then the phrase, "Review of" and provide the title of the work being reviewed (in italics for books, plays, and films; in quotation marks for articles, poems, and short stories). Finally, provide performance and/or publication information.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Review of *Radiant City*, directed by Gary Burns and Jim Brown. *New York Times*, 30 May 2007, p. E1.

Weiller, K. H. Review of *Sport, Rhetoric, and Gender: Historical Perspectives and Media Representations*, edited by Linda K. Fuller. *Choice*, Apr. 2007, p. 1377.

Electronic Sources

A film

The Grapes of Wrath. Directed by John Ford, 20th Century Fox, 1940.

To emphasise specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title for that person:

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977. For further film conventions, see page 13.

A recorded episode of a television programme

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*, written by Andrew Reich and Ted Cohen, directed by Kevin Bright, Warner Brothers, 2004.

A broadcast TV or radio programme

Note that you need to include the date on which the programme was broadcast:

"The Blessing Way." *The X-Files*. Fox, Atlanta, 19 Jul. 1998.

Course materials

NB. Quoting from, or paraphrasing, course materials may or may not be appropriate on a particular module. If in doubt, please ask your module leader. If you do use course materials, you must acknowledge them:

- a) **A lecture** (if you are using words or ideas used by the lecturer):
Pincombe, Mike. "Hamlet, Revenge." *Introduction to Literary Studies II*, 4 October 2014, Newcastle University. Lecture.
- b) **A handout** (when giving an in-text citation for a hand out - see below - remember to add a page number):
Pincombe, Mike. "Hamlet, Revenge." *Introduction to Literary Studies II*, 4 October 2014, Newcastle University. Lecture handout.
- c) **Powerpoint presentation posted on Canvas** (when giving an in-text citation for this item - see below - remember to add the slide number): Pincombe, Mike, "Hamlet, Revenge." *Introduction to Literary Studies II*, 4 October 2014, Newcastle University. Powerpoint presentation from lecture.
- d) **Primary texts posted on Canvas:**
If all the usual publication information is provided then use this, you don't need to specify that you accessed the material through Canvas. If the information is incomplete, give as much as possible, adding 'text posted on Canvas'.
- e) **Zoom session** (if you wish to cite content from a Zoom session):
Jennifer Orr, 'The Vernacular Revival: Robert Fergusson's poetry 1770-1780', a seminar given on [date].

Other Electronic Sources (websites, e-books, online journal articles etc)

With more and more scholarly work published on the Internet, you may have to cite sources you found in digital environments. While many sources on the Internet should not be used for scholarly work, some Web sources are perfectly acceptable for research. Listed below are a few common examples of online sources you might use for your essays.

Because online information can change or disappear, it is always a good idea to keep personal copies of important electronic information whenever possible. Downloading or even printing key documents ensures you have a stable backup. You can also use the Bookmark function in your web browser in order to build an easy-to-access reference for all of your project's sources (though this will not help you if the information is changed or deleted).

It is also wise to keep a record of when you first consult with each online source. MLA uses the phrase, "Accessed" to denote which date you accessed the web page when available or necessary. It is not required to do so, but it is encouraged (especially when there is no copyright date listed on a website).

Include a URL or web address to help readers locate your sources. Because web addresses are not static (i.e., they change often) and because documents sometimes appear in multiple places on the web (e.g., on multiple databases), MLA encourages the use of citing containers such as Youtube, JSTOR, Spotify, or Netflix in order to easily access and verify sources. However, MLA only requires the www. address, so eliminate all https:// when citing URLs.

Many scholarly journal articles found in databases include a DOI (digital object identifier). If a DOI is available, cite the DOI number instead of the URL.

Online newspapers and magazines sometimes include a “permalink,” which is a shortened, stable version of a URL. Look for a “share” or “cite this” button to see if a source includes a permalink. If you can find a permalink, use that instead of a URL.

Here are some common features you should try to find before citing electronic sources in MLA style. Not every web page will provide all of the following information. However, collect as much of the following information as possible:

- Author and/or editor names (if available); last names first.
- "Article name in quotation marks."
- *Title of the website, project, or book in italics.*
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- DOI (if available), otherwise a URL (without the https://) or permalink.
- Date you accessed the material (Date Accessed). While not required, saving this information it is highly recommended, especially when dealing with pages that change frequently or do not have a visible copyright date.

Citing An Entire Web Site

When citing an entire website, follow the same format as listed above, but include a compiler name if no single author is available.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

A page on a web site

For an individual page on a Web site, list the author or alias if known, followed by an indication of the specific page or article being referenced. Usually, the title of the page or article appears in a header at the top of the page. Follow this with the information covered above for entire Web sites. If the publisher is the same as the website name, only list it once.

Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, www.ehow.com/how_10727_make-vegetarian-chili.html. Accessed 6 July 2015.

An e-book

Citations for e-books closely resemble those for physical books. Simply indicate that the book in question is an e-book by putting the term "e-book" in the "version" slot of the MLA template.

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. E book, American Psychological Association, 2007.

If the e-book is formatted for a specific reader device or service, you can indicate this by treating this information the same way you would treat a physical book's edition number. Often, this will mean replacing "e-book" with "[App/Service] ed."

Machiavelli, Niccolò. *The Prince*, translated by W. K. Marriott, Kindle ed., Library of Alexandria, 2018.

Note: The MLA considers the term "e-book" to refer to publications formatted specifically for reading with an e-book reader device (e.g., a Kindle) or a corresponding web application. These e-books will not have URLs or DOIs. If you are citing book content from an ordinary webpage with a URL, use the "A Page on a Web Site" format above.

An article in an online scholarly journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication. Include a DOI if available, otherwise provide a URL or permalink to help readers locate the source.

Article in an Online-only Scholarly Journal

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, indicate the URL or other location information.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

Article in an Online Scholarly Journal That Also Appears in Print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the URL and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases*, vol. 6, no. 6, 2000, pp. 595-600, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2640916/>. Accessed 8 Feb. 2009.

An article from an online database (or other electronic subscription service e.g. JSTOR)

Cite online databases (e.g. ProQuest, JSTOR, Wiley Online Library) and other subscription services as containers. Thus, provide the title of the database italicised

before the DOI or URL. If a DOI is not provided, use the URL instead. Provide the date of access if you wish.

Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. *Wiley Online Library*, doi:10.1002/tox.20155. Accessed 26 May 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi:10.1017/S0018246X06005966. Accessed 27 May 2009.

A Tweet

Begin with the user's Twitter handle in place of the author's name. Next, place the tweet in its entirety in quotations, inserting a period after the tweet within the quotations. Include the date and time of posting, using the reader's time zone; separate the date and time with a comma and end with a period. Include the date accessed if you deem necessary.

@tombrokaw. "SC demonstrated why all the debates are the engines of this campaign." *Twitter*, 22 Jan. 2012, 3:06 a.m., twitter.com/tombrokaw/status/160996868971704320.

@PurdueWLab. "Spring break is around the corner, and all our locations will be open next week." *Twitter*, 5 Mar. 2012, 12:58 p.m., twitter.com/PurdueWLab/status/176728308736737282.

A YouTube video

Video and audio sources need to be documented using the same basic guidelines for citing print sources in MLA style. Include as much descriptive information as necessary to help readers understand the type and nature of the source you are citing. If the author's name is the same as the uploader, only cite the author once. If the author is different from the uploader, cite the author's name before the title.

McGonigal, Jane. "Gaming and Productivity." *YouTube*, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

"8 Hot Dog Gadgets put to the Test." *YouTube*, uploaded by Crazy Russian Hacker, 6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.

References in the Text

As well as providing a list of works cited, you need include references in your main text. In MLA, these are called in-text citations. These generally take the same form whether you are referring to a primary or a secondary source.

After you have quoted from (or otherwise referred to) a primary or secondary source, you need to include the name of the author in brackets, as well as the page number to which you are referring. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase.

For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterised by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Each of these citations tell us that the idea in the sentence appears on page 263 of a work by Wordsworth. If the reader wants more information about this source they can look at the reference to Wordsworth that appears in the bibliography, which would appear as: *Wordsworth, William. Lyrical Ballads. Oxford UP, 1967.*

Citing a novel or a monograph

Use the format above: Human beings have been described as "symbol-using animals" (Burke 3).

Citing a poem

When quoting lines from a poem, include the relevant line numbers in brackets, rather than page numbers. E.g.:

In "Dover Beach," Arnold writes "The moon lies fair / Upon the straits" (2-3). See below for more information on citing poetry.

Citing works in a journal, anthology, or collection

If you make use of a source that appears as part of a larger work, cite the author of the shorter work (e.g. the author of specific article, story, poem, or chapter that you have used).

E.g. to cite Albert Einstein's article "A Brief Outline of the Theory of Relativity," which was published in *Nature* in 1921, you might write something like this: *Relativity's theoretical foundations can be traced to earlier work by Faraday and Maxwell (Einstein 782).*

Citing films, television, radio, and online sources

Sometimes writers are confused about how to create in-text citations for electronic sources because these sources do not have page numbers. In these instances, there is often no need to include page numbers in the in-text citation. For example, when making a general reference to a film, make sure your sentence makes it clear which film source you are referring to. E.g., you may write:

Werner Herzog's Fitzcarraldo stars Herzog's long-time film partner, Klaus Kinski. During the shooting of Fitzcarraldo, Herzog and Kinski were often at odds, but their explosive relationship fostered a memorable and influential film.

In this example, the inclusion of "Herzog" (the name of the director) leads the reader to the entry on the works cited page:

Herzog, Werner, dir. Fitzcarraldo. Filmverlag der Autoren, 1982.

However, for some references to non-print sources, including references to specific moments in films and podcasts, you can include the relevant range of hours, minutes, and seconds (these take the place of page numbers).

For example: (00:02:15-00:02:35).

For electronic and Internet sources, follow the following guidelines:

- Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).
- Do not provide paragraph numbers or page numbers based on your Web browser's print preview function.
- Do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like *CNN.com* or *Forbes.com*, as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

Multiple references to the same primary source

If you repeatedly quote from/refer to the same primary source - for example when writing an essay on *Jane Eyre* - you do not need to include Brontë's name every time. As long as it is obvious that the reference is to *Jane Eyre*, you can simply include the relevant page number.

E.g.: Jane notes that "Bessie's presence [...] seemed cheerful" (31).

You can also include abbreviated titles of primary sources, if this would add clarity. You may be aware of accepted abbreviations for works you are writing about (e.g. *PL* for *Paradise Lost*, or *MO* for *Murder on the Orient Express*), but if not, use a short title (like *Murder*). Do not abbreviate authors' names in the form of initials. For example:

- a) Citations with abbreviated titles for **prose**: (*Jane* 57) or (*Jane* 57-58).
- b) Citations with abbreviated titles for **poetry**:
 - for a long poem: (*AM* 17) or (*AM* 17-21)
 - for a short poem: ("Ode" 23) or ("Ode" 23-25)
- c) For classic plays in verse, give act, scene and line numbers, e.g. (*King Lear* i. 4.2.11-14).
- d) Some long poems in parts are formatted similarly, e.g. *Paradise Lost* has cantos and line numbers, e.g. (*PL* 2.189).

In-text citations for sources with no known author

If you do not know the author of a source, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (such as an article) or italicize it if it's a longer work (e.g. plays, books, television shows, entire web sites) and provide a page number if it is available. E.g.:

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming").

Citing a work by multiple authors

For a source with two authors, list the authors' last names in the text or in the parenthetical citation:

Best and Marcus argue that one should read a text for what it says on its surface, rather than looking for some hidden meaning (9).

The authors claim that surface reading looks at what is "evident, perceptible, apprehensible in texts" (Best and Marcus 9).

Multiple Citations

If you use more than one source in the same sentence, you need to include all of them in the same in-text reference. Separate the sources by a semi-colon:

as has been discussed elsewhere (Burke 3; Dewey 21).

Citing several works by the same author

If you cite more than one work by an author, include a shortened title for the particular work from which you are quoting to distinguish it from the others. Put short titles of books in italics and short titles of articles in quotation marks.

a) Several **books** by the same author:

Murray states that writing is "a process" that "varies with our thinking style" (*Write to Learn* 6). Additionally, Murray argues that the purpose of writing is to "carry ideas and information from the mind of one person into the mind of another" (*Writer Teaches* 3).

b) Several **articles** by the same author:

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

c) If you do not mention the author's name in the sentence, your citation in brackets should include the author's name, then a comma, a shortened title, and the page number(s):

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63)

Secondary Quoting

This is the case of second-hand quotation: using a quotation that is cited in the source you are reading. I.E. You are reading author Y, who quotes author X's observation that 'blah, blah, blah'. You want to use the 'blah, blah, blah'.

How to handle this?

1. Avoid it if at all possible: if you can access the original source, you should do so.
2. Ask yourself whether you really need this quotation.

3. If you do need to include this kind of reference, use "qtd. in" to indicate the source you actually consulted. For example:

Whaley argues that the nautical meaning of the word "is contextually plausible but not supported by usage elsewhere" (qtd. in Jesch 174).

The entry included in the works cited should then be to Jesch, not Whaley:

Jesch, Judith. *Ships and Men in the Late Viking Age*. Boydell, 2001.

Guidelines for Presenting and Submitting Work

Including Visual Materials: Illustrations, Tables, Screenshots etc.

When presenting visual materials of any kind (diagrams, tables, screenshots from films, photographs of paintings etc.), include them in the main text (not as an appendix), number them (fig. 1 etc), and provide explanatory captions. Ensure that all visual material is presented large enough to be understood. You should refer to sources in two places: in the main document (e.g. see fig. 1) and near the source itself (fig. 1).

An example:

While the long shot is by far the most numerous shot distance in the original, the most numerous shot distance in the remake is the medium close-up.



Fig. 1: Corresponding shots from the 1965 and 2004 versions, respectively, of *Flight of the Phoenix*.

Tight singles are even used in sequences where the plot emphasises collective action. For example... (see fig. 1)...

Titles

- a) Titles of books, plays, long poems and periodicals must be in italics, e.g. *Twelfth Night*.
- b) Titles of short poems, short stories and articles must be enclosed in double quotation marks and not italicised, e.g. Keats's "Ode to a Nightingale". What counts as a long or short poem? As a rule of thumb, italics are used for items that are published separately.

Word count

Word limits vary, and while the following normally apply, it is vital that you check the instructions for each individual submission.

Stage 1

Please follow the word limits stated for individual assessments.

Stage 2/3

Submitted Work for 20-credit module (if 100% of assessment): 4,000 words
Independent Research Project: 3,500 words+ 500-word essay plan and annotated bibliography (please check module guide for further details)
Independent Essay I and II: 4,500 words

Dissertation (Stage 3 only): a range of 8,000 to 10,000 words + 500-word essay plan and annotated bibliography (please check module guide for further details)

The word count *includes* quotations, references and footnotes, but *excludes* the works cited and any diagrams or tables.

You should aim for the word limit stated (and writing concisely is an important skill).

Double- check the rules for word limits with your module leader but, as a general rule, work may be 10% longer or shorter than the stated limit. If submissions go more than 10% over the limit markers will not read the excess, and at 10% or more below the limit work risks being self- penalising, i.e. it may well have insufficient breadth or depth.

NB: Your submission **must contain a statement of the number of words**: you should both type this on the front page of the submission, and write it on the Feedback Sheet.

Overall Presentation

- Your work must be presented according to the conventions for referencing, works cited etc. as set out in this Style Guide. **It must include a list of all sources (printed or electronic) used.**
- You should present and proof-read your work carefully. See the Essay Presentation Checklist in this Guide.
- The feedback sheet is a useful guide to the qualities looked for in submitted work. You should also see the Criteria of Assessment on the school website and follow any subject specific advice given by the director of your module(s).
- Double-space the text of your paper and in the interests of accessibility, please use a readable font (e.g. Arial, Calibri, Century Gothic, Open Sans, Tahoma, Trebuchet or Verdana). The font size should be 12 pt. Use margins of 1 inch (2.54cm) or the default in Word. When submitting hard copies, print on both sides of the paper.
- You should include page numbers in a single sequence.
- At Stage 2 and 3, your work must be **anonymous**, identified by your student number but not your name.
- Your work should have a title page on which is typed:
 - The title of the essay
 - The name and number of the module
 - Your student number

- The statement:

I hereby certify that this submission is wholly my own work, and that all quotations from primary or secondary sources have been acknowledged. I have read the section on Plagiarism in the School Style Guide / my Stage & Degree Manual and understand that plagiarism and other unacknowledged debts will be penalised and may lead to failure in the whole examination or degree.

Submission Instructions

Information about your assessments and the hand in dates can be found in the Module Handbooks. The hand in procedure may vary from one assessment to the next so it is important to make sure you follow the instructions you are given.

Some assignments can be submitted up to 7 days before the deadline.

Electronic Submission of Work through CANVAS

If you are required to submit work via CANVAS, a submission box will be created in the Assignments section of the relevant course. Your submission should be a single file uploaded to this submission box.

Detailed submission instructions for Canvas are available on the SELLL website:

<https://www.ncl.ac.uk/ell/students/assessment-feedback/>

FILE NAMES: Please remember to include your full 9-digit student ID number in the file name

BROWSERS: Use Chrome or Firefox (NOT Internet Explorer– there are known issues with Explorer)

PLATFORM: Use a Windows device if possible. There have been issues at times with Macs in the past.

If you have to use a Mac, please ensure that Mac specific file types (e.g. .pages) are converted to an accepted file format. Unless otherwise stated, accepted file formats include: doc, docx, pdf, txt, and rtf.

CONFIRMATION: In Canvas you **DO NOT** receive a confirmation email when you submit. You can check submission status by viewing the confirmation notification in Canvas. You are also encouraged to check your submissions, in order to verify that you have submitted the correct file.

Canvas allows multiple versions of a file to be submitted. By default, the last file submitted before the deadline will be marked. If you make an error and a different submission should be marked, you must let us know by emailing english@ncl.ac.uk clearly stating your 9-digit student ID number and the module code within 24 hours of the submission deadline.

Late Submission of Assessed Work

The normal expectation is that students will hand their work in on time. For SELLL modules, you can submit work as soon as the details of your assignment are released in Canvas. Any summative assessment submitted after the deadline will be marked as late,

unless a PEC has been granted, but the work is not submitted by the agreed extension deadline, it will be recorded as late and the penalties for late submission will be applied from that point.

For semester 2 of the 2020-21 academic year onwards, the following policy for late submission penalties will apply.

Assignments handed in after the submission deadline will be subject to penalty, with a 5% deduction of the final agreed mark for each calendar day that the work is submitted late. The same deduction will be applied each day for up to seven days, or until the mark reaches the pass mark (40 for undergraduate modules, 50 for integrated masters and PGT modules, and the relevant pass grade for non-modular programmes).

There may be pieces of coursework for which no late work is allowed. You will receive prior notification in these instances.

If you have a valid reason for submitting your work late (e.g. illness), you should submit a PEC form; there is more information on this form earlier in the handbook. Computer failures and transportation problems are not considered a legitimate excuse for late submission (unless NUIT has confirmed a University-wide computer failure).

Further information on deadlines and late submission of work can be found on the SELL undergraduate website: <https://www.ncl.ac.uk/e111/students/assessmentfeedback/>

Marking and Feedback

Stage 1 work is first marked by module leaders or seminar tutors and moderated by a second member of staff.

Stage 2/3 work is normally marked by the module leader or a member of the teaching team and moderated by another member of staff with related expertise. External examiners — experts in the relevant subjects from other universities — oversee the whole examining process and sample work to check overall fairness of assessment and marking according to the Criteria of Assessment, published in the School Handbook. Your work will be returned to you, annotated with comments from the first marker, in addition to the comments on the Feedback Sheet, once available (approximately 20 working days after the end of the assessment period), and in the next semester there will be an opportunity to raise any queries with the module leader.

Formative (non-assessed) essays: Arrangements for these are somewhat different and will be announced in the context of individual modules.

Plagiarism

Definition

Plagiarism is the use of any source, published or unpublished, without full and specific acknowledgement. It is a form of cheating which can be quite easily detectable and can result in failure of modules or in disciplinary action.

Please read the following carefully:

- "Any source": this may be printed, electronic, or another student's work (whether at this university or another). It can also involve course materials.
- Purchasing an essay from someone else is a form of plagiarism.
- Submitting the same work for different modules is self-plagiarism.

- Plagiarism is not necessarily deliberate: it can result from incomplete notetaking, or haste in the final stages of an essay or project.
- It can occur in an examination script as well as in submitted work.
- Proper acknowledgement: merely listing a source in a bibliography is not enough — see the sections on referencing in this Guide.
- You must acknowledge fully if you quote verbatim from a source, but also if you paraphrase a source or use its distinctive ideas.
- You do not need to provide references for ideas that are widely accepted as matters of fact, or for any information of a general nature. For example, you don't have to indicate a source when you mention that Shakespeare died in 1616, that Saussure was a Swiss linguist, or that /b/ is a voiced bilabial plosive.

Avoiding Plagiarism

At the writing-up stage, follow the guidelines above, but you can help yourself at the earlier stages too:

- In taking notes, make sure you very clearly distinguish between your source material and your own material. One suggestion would be to use different colour pens to differentiate between your ideas and those taken from another source.
- Make sure that any notes, photocopies, or electronic files that you keep are fully documented with the name of the author and the source from which they were taken, so that you have this information readily available for your write-up. *Never* import material from an electronic source into your drafts with the intention of modifying it, or attempt to make an essay out of a patchwork of material from electronic or printed sources that you have lightly modified. Even if you acknowledge the sources it will be a very poor essay, and if you do not, it will constitute plagiarism.
- Insert your references and compile your bibliography as you draft your essay.
- Some plagiarism comes about because of last-minute panic, so organise your time well. Don't be tempted to plagiarise because of difficult circumstances: there are ways of dealing with those.
- See also the Newcastle University 'Right-Cite' webpages for further information and advice: <http://www.ncl.ac.uk/right-cite/>

Essay Presentation Checklist

Word Limits: check carefully that you are adhering to the word limit for your assignment.

Candidates must not draw substantially on the same material in more than one answer or reproduce work already submitted for assessment.

Since the criteria for awarding marks explicitly include the following, you should check that you have in fact taken them into account.

	✓
1. Accurate English: grammar, syntax, no sentence fragment, correct punctuation and use of vocabulary. Appropriate styles (e.g. don't use contractions such as "don't", "won't" etc.	
2. Layout: 1 inch margins, double spaced lines, readable font used (e.g. Arial, Calibri, Verdana) pages numbered and bearing your student number (but not your name), paragraphs clearly indicated by indentation or line-space.	
3. Spelling and proof-reading: spellcheck used if available, essay read through for things the spellcheck won't spot, correct use of apostrophe to mark possessives and omission of letters (e.g. society's and societies). Note <i>its</i> , not <i>it's = of it</i> .	
4. Quotations: short quotations and longer quotations handled correctly as in this style guide	
5. Titles, referencing and notes: titles, references and notes (if any) as per this style guide. All quotation and paraphrase referenced	
6. Works cited: complete; in alphabetical order of author, all required information in the right order and punctuated correctly	

How To: An Example of MLA Referencing and Presentation

The next pages offers an extract from a sample essay, followed by a sample list of works cited.

The full examples are here: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html

Use them as guidelines, but if in doubt always follow the instructions of your module leader and seminar leader.

This improvement allowed the relations between the rural and urban populations to strengthen, resulting in an increase in trade. The urban population (defined as having over 2,500 inhabitants) in the northern states increased rapidly after 1820.¹ This increase accompanied the decrease in rural populations, as farmers who “preferred trade, transportation, or ‘tinkering’” to the tasks of tending to crops and animals found great opportunities in the city (Danhof 7). Trade and transportation thus began to influence farming life significantly. Before 1820, the rural community accounted for eighty percent of consumption of farmers’ goods (Hurt 127). With the improvements in transportation, twenty-five percent of farmers’ products were sold for commercial gain, and by 1825, farming “became a business rather than a way of life” (128). This business required farmers to specialize their production and caused most farmers to give “less attention to the production of surplus commodities like wheat, tobacco, pork, or beef” (128). The increase in specialization encouraged some farmers to turn to technology to increase their production and capitalize on commercial markets (172).

Use endnotes to explain a point in your paper that would otherwise disrupt the flow of the text.

In-text citations occur after the quote but before the full stop.

If you cite the same source multiple times in a row, you do not have to repeat the author’s last name until you start a cite a different author or start a new paragraph.

Works Cited

The Works Cited page begins on a new page. Centre the title "Works Cited" without underlining, bolding, or italicising

The Works Cited page is a list of all the sources cited in your paper.

MLA now requires only the publisher, and not the city of publication. The 9th edition also does not require sources to have a publication marker, (such as "Print",).

Allen, R.L. *The American Farm Book; or Compend of American Agriculture; Being a Practical Treatise on Soils, Manures, Draining, Irrigation, Grasses, Grain, Roots, Fruits, Cotton, Tobacco, Sugar Cane, Rice, and Every Staple Product of the United States with the Best Methods of Planting, Cultivating, and Preparation for Market.* Saxton, 1849.

Baker, Gladys L., et al. *Century of Service: The First 100 Years of the United States Department of Agriculture.* [Federal Government], 1996.

Danhof, Clarence H. *Change in Agriculture: The Northern United States, 1820-1870.* Harvard UP, 1969.

Demaree, Albert Lowther. *The American Agricultural Press 1819-1860.* Columbia UP, 1941.

Drown, William, and Solomon Drown. *Compendium of Agriculture or the Farmer's Guide, in the Most Essential Parts of Husbandry and Gardening; Compiled from the Best American and European Publications, and the Unwritten*

If a source has three or more authors, only the first one shown in the source is given. It is followed by et al.

If a print source does not list a publisher and you can infer who the publisher is, place the publisher's name in brackets.

MLA now requires URLs (when possible) when citing online sources. Omit "http://" from the address.

Opinions of Experienced Cultivators. Field, 1824.

"Historical Census Browser." *University of Virginia Library*, 2007,

→ www.mapserver.lib.virginia.edu/. Accessed 6 Dec. 2008.

Hurt, R. Douglas. *American Agriculture: A Brief History.* Iowa State UP, 1994.

Lorain, John. *Nature and Reason Harmonized in the Practice of Husbandry.*

Carey, 1825. "Morrill Land Grant Act of 1862." *Prairie View A&M*, 2003. ←

www.pvamu.edu/library/about-the-library/history-of-the-library-at-prairie-view/1890-land-grant-history/. Accessed 6 Dec. 2008.

List the title of the source in quotation marks, and the title of the container in italics, followed by a comma and the date of publication. Since this is an online source, include the URL and date of access.