

STANDARD DOCUMENTATION FORMATS

Different disciplines use their own systems to give information about sources. Here are samples of the main systems, showing the kinds of information needed and some details of punctuation, typeface, and indentation. For more detailed advice, consult the manuals and websites mentioned below or use a general handbook such as Northey and Procter, *Writer's Choice* (available at the U of T Bookstore and in campus libraries at LB2369 N677).

NOTE: The examples here are single-spaced to fit on the sheet, but academic papers should be double-spaced.

Traditional Endnotes or Footnotes with Superscript Numbers

Some humanities and science disciplines prefer systems using small raised numbers and separate notes. You can use the Insert and Reference functions in Word to create them easily. Footnotes are usually preferable to endnotes. If you're writing about a single literary text, you will use parentheses inside your sentences to give page or line numbers, with a footnote or endnote only for the first reference. The excerpt below follows the Chicago Bibliography Style set out in Turabian, *Manual for Writers*, 7th edition (LB2369 T8 2007). For further advice on details such as number style and line spacing in the notes and Bibliography, see the online version of this handout at www.writing.utoronto.ca/advice/using-sources/documentation.

When Hamlet protests to Gertrude, "Leave wringing of your hands" (3.4.34),¹ he is naming a universally recognizable gesture. As Smith says, similar broad gestures are "the most direct way of indicating inner turmoil."² Contemporary actors still use this body movement,³ and Renaissance audiences would have recognized it as a signal for inner distress,⁴ perhaps specifically for a condition the Elizabethan author Reynolds named "ague of the spirits."⁵ Brown argues that poor sight lines in Elizabethan theatres required highly visible body movements.⁶

¹ William Shakespeare, *Hamlet*, in *Norton Introduction to Literature*, 8th ed., ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty (New York: W.W. Norton, 2001), 996. Subsequent parenthetical citations will refer to this edition.

² John Smith, "Renovating *Hamlet* for Contemporary Audiences," *UTQ* 76 (Summer 2007): 963.

³ Alisa Zubar, "Acting Now," *Termagant Society Online*, <http://www.nouniv.ca/terma/hands.html> (accessed August 22, 2009).

⁴ Joan Brown, *The Renaissance Stage* (Toronto: University of Toronto Press, 2000), 111.

⁵ Peter Reynolds, *The Player's Chapbooke* (1587); quoted in Aline Mahieu, *Acting Shakespeare* (London: Shaw, 2003), 69.

⁶ Brown, 220.

BIBLIOGRAPHY

Brown, Joan. *The Renaissance Stage*. Toronto: University of Toronto Press, 2000.

Mahieu, Aline. *Acting Shakespeare*. London: Shaw, 2004.

Shakespeare, William. *Hamlet*. In *Norton Introduction to Literature*, 8th ed., ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty. 941-1033. New York: W.W. Norton, 2001.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences," *UTQ* 76 (Summer 2007): 960-69.

Zubar, Alisa. "Acting Now." *Termagant Society Online*. <http://www.nouniv.ca/terma/hands.html> (accessed August 22, 2009).

MLA System: Parenthetical Author-Page References

This streamlined format gives author and page in parentheses in the text of the paper, and then sets out full references in a Works Cited (or Works Consulted) list. Developed by the Modern Language Association, it is now widely accepted in the humanities. For details, see the seventh edition (2009) of the *MLA Handbook for Writers of Research Papers*. This edition asks you to note the medium of each source, for instance "print" or "web." For online sources, also include the name of the online database, if used, and the date you consulted the source. Most instructors will expect you to include the URL.

When Hamlet protests to Gertrude, "Leave wringing of your hands" (3.4.34), he is naming a universally recognizable gesture. As Smith says, similar broad gestures are "the most direct way of indicating inner turmoil" (963). Contemporary actors still use this body movement (Zubar), and Renaissance audiences would have recognized it as a specific signal for inner distress (Brown 111), perhaps specifically for a condition the Elizabethan author Reynolds named "ague of the spirits" (qtd. in Mahieu 69).

Works Cited

Brown, Joan. *The Renaissance Stage*. Toronto: U of Toronto P, 2000. Print.

Mahieu, Aline. *Acting Shakespeare*. London: Shaw, 2004. Print.

Shakespeare, William. *Hamlet*. *Norton Introduction to Literature*. Ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty. 8th ed. New York: W.W. Norton, 2001. 941-1033. Print.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences." *UTQ* 76 (2007): 960-69. *Project Muse*. Web. 21 Sept. 2009.

Zubar, Alisa. "Acting Now." *Termagant Society Online*. 31 Nov. 2002. Web. 22 Aug. 2009. <<http://www.nouniv.ca/terma/hands.html>>.

APA System: Parenthetical Author-Date References

The social sciences and many sciences emphasize the author and date. The *Publication Manual of the American Psychological Association* (2001) sets out detailed rules for one common system. A new version will be published in July 2009. See also www.apastyle.org/electref.html for updated advice on referencing Internet material. The APA system uses only initials for authors' given names, no quotation marks, no angle brackets for URLs, minimal capitalization for titles of books and articles, and italics for volume numbers as well as for journal titles. Strict APA format, as shown below, gives page numbers only for actual quotations, not for paraphrases or summaries. However, many instructors prefer a modified system that gives page numbers for all references. Ask your instructor whether to include page numbers.

A group of statisticians, for instance, has re-analysed published data and argued that the compound words claimed as inventions of one chimpanzee are the results of repeated random juxtapositions (Tannenbaum, Leung, Sudha, & White, 1996). Even more damagingly, Pinker (1994) summarizes the skepticism of various original researchers and observers about whether the signs produced in the Washoe project were really American Sign Language. His conclusion is that chimpanzees' abilities at "anything one would want to call language" are almost nil (p. 339). Experiments being conducted by Zelasko (2006) have so far failed to confirm the results originally claimed for chimpanzee learning of compound words.

References

- Pinker, S. (1994). *The language instinct: How the mind creates language*. New York: Morrow.
- Tannenbaum, R. V., Leung, K., Sudha, J. R., & White, M. A. (1996). A re-examination of the record: Pitty Sing's creation of compound words. *Journal of Biostatistics*, 9, 368-396.
- Zelasko, J. (2006). Learning and teaching words: Guided language acquisition among chimpanzees. *American Psychologist*, 57, 750-765. Retrieved September 20, 2009, from <http://www.apa.org/journals/ap57/zelasko.html>.

Numbered Note Systems (e.g., IEEE, Medical and CSE systems)

Many **sciences and applied sciences** use a citation-sequence system. They give numbered notes in the text of the paper that match a numbered list of sources at the end—given in the sequence the sources were mentioned, not in alphabetical order as in most other systems. Look at copies of journals in your field to see formatting details.

- The system worked out by the Institute of Electrical and Electronics Engineers (IEEE) is often used in Computer Science and Engineering. The Engineering Communication Program offers detailed advice and samples at www.ecf.utoronto.ca/~writing/handbook-docum1b.html.
- Another very compressed citation-sequence system is used in the life sciences and medical sciences. Model your entries on journal articles in those fields, or consult the detailed guide (intended for medical journals) at www.nlm.nih.gov/bsd/uniform_requirements.html.

INTERNET SOURCES

To refer to online sources, follow your chosen system as far as possible. Give information about the author, the page title and the site title, the publication date, and the URL. Some systems (including MLA and APA) also ask you to state the date when you accessed the page. Including other information such as section title may help your reader find the exact item in a larger site. Note how publications in your field handle electronic sources. See the boxes above for examples of online sources in different systems. Here are further examples, set up to show some of the differences between entries for the same items in the MLA system (seventh edition, 2009) and the APA system (fifth edition, 2001).

[e-mail: MLA system, item in Works Cited list]

Paige Sills. <psills@mcmaster.ca>. "Did It Again!" Personal e-mail to Margaret Procter. 21 Sept. 2009.

[e-mail: APA system, citation only in text: **NOTE:** *In the APA system, personal communication like e-mail is not cited in the References list because it can't be consulted by other readers. Cite it only in your text, using parentheses to give author and date.*

Sills has recently indicated another success (P. Sills, personal communication, Sept. 21, 2009).

[Web page: MLA system, item in Works Cited list] **NOTE:** *This entry follows the MLA specification of giving both the date of publication or last update (31 Jan. 2008) and the date you accessed the web page (15 June 2009) It includes the URL.*

Procter, Margaret. "Writing an Effective Admissions Letter." *Writing at the University of Toronto*. 31 Jan. 2008. Web. 15 June 2009. <<http://www.utoronto.ca/writing/admiss.html>>.

[Web page: APA system, item in References list]

Procter, M. Writing an effective admissions letter. *Writing at the University of Toronto*. Retrieved June 15, 2009, from <http://www.utoronto.ca/writing/admiss.html>.

[article in journal published only online: MLA system, item in Works Cited list]

Hill, Robin. "What Sample Size Is 'Enough' in Internet Survey Research?" *Interpersonal Computing and Technology* 6:3-4 (July 1998): n. pag. Web. <<http://www.emoderators.com/ipct-j/1998/n3-4/hill.html>>. 11 July 2009.

[article in journal published only online: APA system, item in References list]

Hill, R. (July 1998). What sample size is "enough" in Internet survey research? *Interpersonal Computing and Technology*, 6:3-4. Retrieved July 11, 2009 from <http://www.emoderators.com/ipct-j/1998/n3-4/hill.html>.