Chinese International School

Yr. 10-13 Reference Style Handbook
(MLA Style : 7th edition)

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What is a bibliography (書目)?

A Bibliography shows all the resources you have read in your project or research paper.

What is a “Works Cited” (引用書目)?

Works Cited shows all the resources that you have quoted in your project or research paper.

Why is a “Work Cited” important?

Academic writing assumes that you have read widely and that you acknowledge the writings and ideas of other people by using a referencing system. There are many different formats for referencing. Two of the commonly used styles are the APA [American Psychological Association] and MLA [Modern Language Association].

Whenever students write an assignment that is based on information from other sources, you are expected to cite these resources in your writing. This is the case for all sources including books, journal or newspaper articles, personal interviews, items from the Internet and pictures or diagrams.

The uses of citations in your assignment show two things:

• The range of ideas and approaches to a topic that you have found and thought about.
• Your acknowledgement of where these ideas came from.

Appropriate citation is one skill that helps all writers avoid unintentional plagiarism.

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism includes any of the following, without full and appropriate acknowledgment of the original source(s):

(a) the use of the whole or part of a computer program written by another person;

(b) the use, in essays or other assessable work, of the whole or part of a written work from any source including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student’s work, any other person’s work, a website or database;

(c) the paraphrasing of another’s work.

What are the "rules"?

MLA is the style adopted by Chinese International School. All academic writings written by students in CIS should follow MLA style accordingly. Based on the MLA [Modern Language Association] format used in this guide, there are some rules for acknowledging sources of information.

1. When you
• paraphrase (express someone else’s idea in your own words)
• summarize (express someone else’s idea in a reduced form in your own words)
• quote (express someone else’s idea in their exact words) or
• copy (reproduce a diagram, graph or table from someone else’s work)
2. Each acknowledgment should consist of two parts:

- shown in the text of your assignment, i.e. intext referenced or put in the footnote area for certain disciplines AND
- listed once in the Bibliography / Works Cited at the end of the assignment. This listing has full details so that your reader can find the cited reference.

What is the purpose of a footnotes (註釋)?

Footnoting should only be used for "notes" purpose. In other words, they should only be used for additional information that is distractive in the body of the text. Footnotes should be very brief and used sparingly.

How to write footnotes

A footnote appears as a number directly after the actual text to which you are referring, and as a reference to that text, on the bottom of the same page. You must number your notes consecutively, from 1. When proofreading be sure that the number in the text matches the number in the note.

You should place each number right after the word or phrase you want to footnote. Some writers place the number at the end of a paragraph rather than at the end of a sentence. This is proper only if the footnote refers to the material in the paragraph as a whole.

If you are footnoting specific facts or quotations, the number should appear right after the facts or quoted material. If you are footnoting a general idea or opinion, place the number at the end of the paragraph or paragraphs that discuss it. All footnote numbers in the text should be in superscript, that is, a half-line above the line of type.

Note: All works quoted in the footnotes must be listed in the Bibliography / Works Cited.

There are two types of footnotes in the MLA style

A. Bibliographic notes which contain information about other publications that the readers may consult.

Example of bibliographic notes:

Many observers conclude that health care in the United States is inadequate. ¹

Technological advancements have brought advantages as well as expected problems.²

1. Several other studies point to this same conclusion.  See Johnson and Hull 45-79, Kather 23-31 for a detail explanation.

2. For a sampling of materials that reflect the range of problems see Armstrong and
Smith 39-53; Craner and Chen 23.

Citation detail used in the footnote should consist of: Author's last name (space and no punctuation) followed by page number. This is the same as the parenthetical references to be used for intext referencing, i.e. (Author's last name page no.) e.g. (Smith 252). For items (books and websites inclusive) without author use the title of the work instead.

B. Explanatory notes which refer to brief additional information that might be too digressive for the main text:

Example of explanatory notes:

Rational economic decisions can only be made on the basis of achieving an equilibrium price.³

3. In the paper, I use Krugman’s definition of equilibrium price as the basis of analysis. For a good definition of the term, see Krugman.

C. Footnotes vs parenthetical documentation

Some subject areas prefer to put the citation information in the Footnotes area instead of putting them in parentheses. It is acceptable in MLA style to do this under the condition that “when the citations are not short and would be cumbersome in the text” (Wirth).

Example of using Footnotes for citation purpose:

Interpretations of the origins of the Cold War remain subject to revision as new evidence¹ is released from former Soviet and PRC archives.²

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1. Gaddis 134 (can add further explanatory/bibliographical notes).

**Note:**
1. When the citation is short, however (e.g., "Sakala 151-188" alone), MLA recommends putting it in a parenthesis in the text, so that the reader does not have to go to the notes area (footnote / endnote inclusive) to find only a citation (Wirth).
2. If you are not sure which style to follow, check with your EE/PP supervisor for advice.
Organizing a Bibliography / “Works Cited” list

A bibliography is an alphabetical listing of the resources you have used in writing your paper. Your bibliography must include all of the resources that appear in your essay / footnotes and all of the sources that contributed towards your research paper. MLA style suggests that all resources be listed alphabetically regardless of media or document type. All lists should be is alphabetized according to the last name of the author. If a work has no author (or editor or translator), alphabetize it according to the first word (except for "A," "An", "The") of the title. The followings are some tips for organizing your works cited:

- No need to categorize items.
- No need to put a number in front of the items.
- Arrange your English items according to alphabetical order of the main entry.
- Arrange your Chinese items according to the number of strokes of the main entry.
- Double line spacing to be used in between items.
- Should be put at the end of the essay.

1. Print materials

1.1 Book [Single author] 單一作者

Author. Title of the book. Publishing place: Publisher, year of publication. Print.

Bibliographic Format (書目格式):


Intext reference (內文引註格式):

(Smith 52); (周春塘 57)

1.2 Book [2 or more authors] 兩位作者

Bibliographic Format (書目格式):


葉啟政、顧忠華、黃瑞祺 編著。社會科學概論。台北市：國立空中大學, 2008. Print.

Intext reference (內文引註格式):

(Carr, Menard and Walsh 61); (葉啟政、顧忠華、黃瑞祺 32)

1.3 Books [ 3 or more authors] 三位或以上作者

If there are more than three authors, you may name only the first and add “et al.” [“and others”],
or you may give all names in full in the order in which they appear on the title page.
Bibliographic Format (書目格式):


Intext reference (內文引註格式):
(Gilman et al 103)
(陸冠啟 et al 32)

1.4 Book [no known author or editor] 作者或編者不詳
If the author’s name is unknown, alphabetize by the title, ignoring any initial A, An or The.

Bibliographic Format (書目格式):

Intext reference:
(Encyclopedia of Copyright 241)

1.5 Chapter of a book or a separate work in an anthology 選集中的作品


Bibliographic Format (書目格式):

Intext reference (內文引註格式):
(Elliott 33)
(張揚名 112)

1.6 Translated work 翻譯作品
Bibliographic Format (書目格式):


Intext reference (內文引註格式):

(Holborn 103)
(科爾賀 42)

1.7 Two or more works by the same author 同一個作者的不同著作

To cite two or more books by the same author, give the names in the first entry only. Thereafter, in the place of names, type three hyphens, followed by a period and the title. The three hyphens stand for exactly the same names as in the preceding entry:

Bibliographic Format (書目格式):


Intext reference (內文引註格式):

同一個作者的不同著作，要在作者的姓氏後面註明著作名稱。

(author, name of the work page no.)

(Gilbert, Ghost Volcano 58) (沈從文, 邊城 35)

(Gilbert, Inventions of Farewell 69) (沈從文,來客 42)

1.8 Book by a corporate author [Government or other organisation] 團體著作的文獻

A corporate author may be an organization, an association, a government or semi-government committee. Omit any initial article [A, An, The] in the name of the corporate author.

Name of the organization. *Title of the book*. Name of the editor. Publication place: Publisher, Year of publication. Print.

團體名稱. 書名. 編者. 出版地：出版社, 年份. Print.

Bibliographic Format (書目格式):


Intext reference (內文引註格式):

(American Medical Association 124)

(中华人民共和国教育部 35)

1.9 Article in a Reference Book/Encyclopedia 參考工具書中的文章

Do not cite the editor of a reference book. If the article is signed give the author’s name first, if unsigned give the title first. When citing familiar reference books, especially those that frequently appear in new editions, do not give full publication detail, list only the edition [if stated] and the year of publication (Modern Language Association of America 160).

Bibliographic Format (書目格式):

“Title of the article.” Name of the work. Edition year of publication. Medium.


“農村社群的形成.” 中華文化百科全書. 台北：中華文化基金會，2007. Print

Intext reference (內文引註格式):

(“Indian Philosophy” 238)

(“農村社群的形成” 128)

1.10 Dictionary definition – Print and Online 字典－實體或線上

If you are citing a specific definition, among several, add the abbreviation “Def.” [definition] and the appropriate designation [e.g., number, letter]

For the case of online dictionary, add date accessed and URL at the end of the entry.

Bibliographic Format (書目格式):


<http://www.merriam-webster.com/dictionary/eclipse>


5 Sept. 2015.

<http://dict.revised.moe.edu.tw/cgi-bin/newDict/dict.sh?cond=%A6%A8%A5%5C&pieceLen=50&fld=1&cat=&ukey=-275791558&serial=1&recNo=4&op=f&imgFont=1>

Intext reference (內文引註格式):

(“Noon” def. 4b)

(“成功” def. 3)

1.11 An anthology or compilation [edited book] 選集或編撰作品
For a book that has been compiled by an editor, whose name appears on the title page, begin the entry with the Editor’s surname followed by the abbreviation “ed.” [Editor] or “comp.” [Compiler]

**Bibliographic Format** (書目格式):


**Intext reference** (內文引註格式):

(Lopate 57)

(林業凱 340)

### 1.12 Poem 詩

**Bibliographic Format** (書目格式):


**Intext reference** (內文引註格式):

(Jonson 234-234)

(李白 33-34)

### 1.13 Magazine or journal articles 雜誌或期刊

Author. “Article Title.” *Name of Journal* Day Month Year: Page no. Medium.

**Bibliographic Format** (書目格式):


**Intext reference** (內文引註格式):

(Iriye 39)

(黃清龍 28)
1.14 Newspaper articles 報紙

To cite an English-language newspaper, give the name as it appears on the masthead, but omit any introductory article [e.g. New York Times, NOT The New York Times]. It is important to state the edition as different editions of the same issue of a newspaper contain different material.

Author [if stated]. “Article Title.” Name of Newspaper [italics] day, month, year of publication, edition, section, page number. Medium.

Bibliographic Format (書目格式):

Intext reference (內文引註格式):
(Jeromack B8)
(蔡元貴 C4)
2. Electronic resources

2.1 Articles in online subscription databases 線上資料庫的期刊文章

Author. “Article Title.” Name of the Journal issue no. (publication year): Page no. Subscription Service Name. Medium. Date of Access. <URL>

Bibliographic Format (書目格式):

Intext reference (內文引註格式):
(Green)

2.2 Articles in online newspapers and magazines 線上報紙或雜誌的文章

[Not from subscription online database]

Author. “Article Title.” Name of the newspaper issue no. (publication date): Page no. Medium. Date of Access. <URL>

Bibliographic Format (書目格式):

Intext reference (內文引註格式):
“The people in the South have been waiting this for more than a century…” (Keith)

2.3 Web pages 網站

Web page here refers to personal or organizational homepage. Online Databases e.g. Student Resource Centre should NOT be classified in this category.

Author. “Title of the work”, Publisher of the site. Date of publication. Web. Date of accessed. <URL>

Bibliographic Format (書目格式):


Intext reference (內文引註格式):
“creating a bibliography is a daunting task” (Landa)

“一代明臣陆贽……” (郑介文)
2.4 Webpages with no author / editor 作者或編者不詳的網站

Title of the article. (if no title is given, use a descriptor e.g. Homepage, online posting and no punctuation is needed) Title of the overall website. (italics) Publisher / sponsor of the site (if none given, use N.p.). Date of publication. (if none, use n.d.) Medium. Date of access. <URL>

Bibliographic Format (書目格式):


Intext reference (內文引註格式):
("Lake Mead Could Be Dry by 2021")
(“唐太宗李世民”)

3. Other sources of information

3.1 E-mail 電郵 / 電子郵件
Author. “Title of the message” [if any, taken from the subject line and enclosed in quotation marks.]
The recipient. The date. The medium.

Bibliographic Format (書目格式):
張明天. “Re: 菊花的種植方法” 應李橋的通訊. 7 月 4 日 2013. E-mail.

Intext reference (內文引註格式):
Anthony Boyce’s email ..... (should there be more than 1 email communication, state the date as well)
e.g. Anthony Boyce’s email on 21st June 2007...... ;
張明天的電郵中提及......
3.2 Interviews 訪談

3.2.1 Published/recorded interview 已出版/播出的訪談

Bibliographic Format (書目格式):

章子怡. 訪問者為魯豫. 魯豫有約. 鳳凰衛視, 香港. 5月 6 日 2012. Television.

Intext reference (內文引註格式):
David Beckham’s interview with David Letterman on 15th June 2009 ……
章子怡在與魯豫於 2009 年的訪談中提及……

3.2.2 Personal interview 作者自己主導的訪談

For an interview that you conducted, give the name of the person interviewed, the KIND of interview and the date or dates:

Bibliographic Format (書目格式):
Pei, I. M. Personal interview. 22 July 1993.

貝聿銘. 當面訪談. 7月 22 日 1993.

Intext reference (內文引註格式):
I.M. Pei’s interview on 22nd July 1993 ……；貝聿銘在 7 月 22 日的當面訪問中……

3.2.3 Telephone interview 電話訪談

Bibliographic Format (書目格式):
Poussaint, Alvin F. Telephone interview. 10 Dec. 2007.

貝聿銘. 電話訪談. 7 月 22 日 1993.

Intext reference (內文引註格式):
Alvin F. Poussaint’s telephone interview on 10th December 2007 ……；
貝聿銘在 7 月 22 日的電話訪談中……

3.3 Television and radio programs 電視或電台節目

Title of the episode or segment. [in quotation marks if appropriate]; Name of Narrator [if given use”Narr.”]. *Title of the program* [italics].Name of the network, Call letters and city of the television station [if given]; Broadcast date. Medium.

Bibliographic Format (書目格式)

Intext reference (內文引註格式):

In the television program “Yes ... but is it Art?” in the Sixty Minutes .... or (“Yes ... but is it Art?”)

香港每四個兒童中便有一人生活在貧窮線下（“香的窮困問題”）

3.4 Recordings 錄音

Composer, conductor or performer’s name. Title of recording [italics] Manufacturer and the date. Medium.

Bibliographic Format (書目格式)


Intext reference (內文引註格式):

Billie Holliday’s “The Essence of Billie Holiday” offers a soothing effect ...

陳奕迅在其 “金曲精選” 中……

3.5 Films and AV materials 電影及影音資料, 例如 DVD

Begin with Title [italics], includes facts similar to film details and concludes with the site of the performance.

Bibliographic Format (書目格式)


悲情城市. 侯孝賢 導演. 梁朝偉 主演. 年代，1989. DVD.

Intext reference (內文引註格式):

Richard Burton's Hamlet in 1968 .....;

梁朝偉在電影悲情城市的表演.......

3.6 Photographs retrieved from the Internet 網上圖片

This format refers to images / photos that are retrieved from search engines. It is not necessary to cite the name of the search engine. You will only need to cite the website where the image(s) are being kept.

Bibliographic Format (書目格式)

Name of the photographer. Title of the photograph. Year Created. Photograph. Website Title. Web. Date accessed. <URL>


Intext reference (內文引註格式):
(Dewey)
在互動百科的”紐約古根海姆博物館”圖片中……

3.7 Digital files e.g. doc., pdf., jpg., gif., mp3 數位檔案
These refer to files that are obtained from a source other than the Internet.

**Bibliographic Format** (書目格式)


Intext reference (內文引註格式):
(Delano)

(Hudson)
Works Cited

