MLA FORMAT GUIDE
BRIERCREST COLLEGE AND SEMINARY
2017–18

This document provides basic guidelines for formatting in MLA (Modern Languages Association) style, which is widely used in the humanities, most commonly in writing about language and literature. More extensive information and guidelines for documenting additional kinds of sources can be found online at OWL, Purdue University's online writing lab (https://owl.english.purdue.edu/owl/resource/747/22/). While most writing handbooks also contain MLA guidelines, the eighth edition of the *Handbook* was released only a few months ago; most printed handbooks will not yet be updated. Since there are some significant changes in formatting for entries on the Works Cited page, you will need to use a source that reflects these changes, such as this guide, the OWL website, or the complete *MLA Handbook: Eighth Edition*, which you can find in the library.

GENERAL

Use 8½" x 11" paper for academic essays and reports.

Do not use file folders or report covers (unless otherwise directed by your professor); simply staple your pages in the upper left corner.

Margins should be 1 inch (2.54 cm) on *all* sides. Use left justification for academic papers.

Use the *Times New Roman* font in its 12-point size in the main body of your paper; use the same font in 10-point size for footnotes/endnotes.

Double-space throughout, ***including*** the Works Cited page(s), footnotes/endnotes, and block quotations. If you are using Microsoft Word, you will need to change Microsoft's default line spacing to get regular double spacing throughout the document. The video below shows you how to make that adjustment.

A step-by-step guide to formatting a paper in MLA style can be found here: http://www.youtube.com/watch?v=24Y31UrG2q4&list=PL4917D9E21FA6EDFF.

INITIAL PAGE

Distance Education students, please follow the initial page sample at the end of this document. All other Briercrest students should follow the sample immediately below.

Heading:
- Enter your name and box number in the upper left-hand corner.

- Double-space down and enter your instructor's name and professional title (e.g., Dr. Descartes; Professor Pennywise).
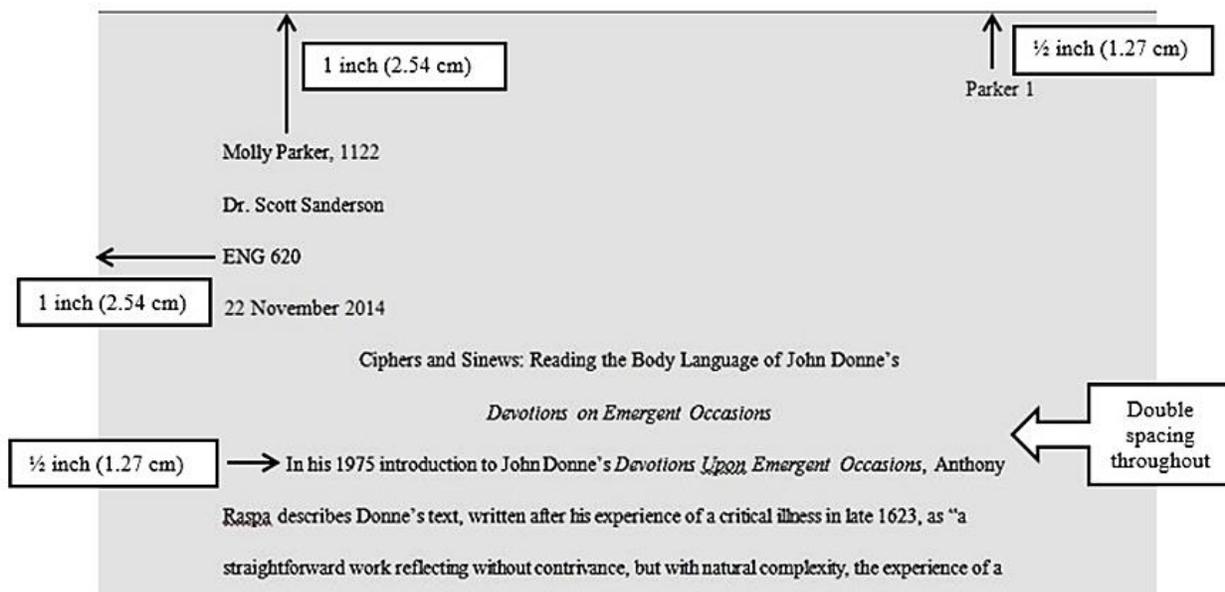
- Double-space and enter the course name/number (e.g., ENG 322); include the section number, if applicable (e.g., ENG 100C).

- Double-space once again and enter the due date for the assignment. Always use the original due date even if you submit the paper early or late (if you have an extension).

Date:
- The date should be formatted as follows: day month year (e.g., 16 May 2016). There is no punctuation between elements.

Title:
- Double space after the date and centre the title of your paper.

- Capitalize the first letter of the following words: (1) the first and last word in the title, (2) every noun, pronoun, verb, adjective, and adverb in the title, and (3) every preposition in the title that is longer than four letters long. The only words that *won't* be capitalized are short prepositions (*of, to, for, by, etc.*) and short articles (*the, a, an*) that appear in the middle of the title.

- If you are using a subtitle, separate the title from the subtitle with a colon. For titles longer than one line, break the lines to form an inverted pyramid shape. Double-space multi-line titles. (See the example below.)

- Do not **bold**, *italiciz*e, or <u>underline</u> the title; do not CAPITALIZE all letters in the title.

- Begin the first paragraph ONE double-spaced line below the title.

| 1 inch (2.54 cm) | ½ inch (1.27 cm) |

Parker 1

Molly Parker, 1122

Dr. Scott Sanderson

ENG 620

1 inch (2.54 cm)   22 November 2014

Ciphers and Sinews: Reading the Body Language of John Donne's

Devotions on Emergent Occasions

Double spacing throughout

½ inch (1.27 cm) → In his 1975 introduction to John Donne's *Devotions Upon Emergent Occasions*, Anthony

Raspa describes Donne's text, written after his experience of a critical illness in late 1623, as "a

straightforward work reflecting without contrivance, but with natural complexity, the experience of a

Page numbers:

- Page numbers should appear in the upper right-hand corner of every page (unless your instructor requests no page number on the first page).

- The page number header (your last name and page number) should be ½ inch (1.27 cm) from the top of the page and ½ inch from the first line of text, lining up with the right margin. (See the sample first page above.)

- Page numbers should continue on through to the very end of your paper, including the Notes and Works Cited pages.

To add the page header in MS-Word (Windows)
1. Insert → Page Number → Top of Page→ Choose the right-justified "Plain Number" option.
2. The cursor will jump automatically to the right place for you to type your surname.
3. Click "Close" in the menu ribbon or click anywhere in the body of the paper to exit the header area.

To add the page header in MS-Word (Mac)
1. Insert (in the top menu) → Page Numbers… → Set "Position" to "Top of Page (header)" and "Alignment" to "Right."
2. Click just to the left of the new page number, and type your surname.

IN-TEXT CITATION FORMAT

MLA format for sources seeks to meet two criteria: completeness (so that the reader can easily locate the source) and brevity (so that the reader experiences minimal interruptions in the text of the paper). To meet the latter criterion, MLA style uses in-text citations. A basic citation contains the last name of the author(s) and the page(s) where the material can be located, like this: (Parker 178). Note that there is *no punctuation* between the name and the page number.

When only one source is used in a paper, once you have provided the initial in-text citation, you can omit the author's name in subsequent citations, and give only the page or act/scene/line references.

Whenever possible, place the parenthetical citation where there is a natural pause in the text (e.g., just before a punctuation mark). If the author's name is used in the sentence itself, you need only the page number in parentheses. Place all in-text citations at the most appropriate point within a sentence, usually as a parenthetical just before the period or, when using the author's name to introduce the quote, with the page number to follow as a parenthetical.

For example: ". . . last words of quote" (Anderson 89).
OR
Anderson claims, "Quoted material…" (89).
NOT
Anderson claims, "Quoted material…" (Anderson 89)

There are three basic ways to provide essential citation information in MLA style. Note that all three formats require both the author's name and a page number.

> ***Example 1***: Weedon argues that the "power of fiction lies in its ability to construct for the reader ways of being and of understanding the world" (144).
> [*Author's name is given before the quotation; name is not required in the parentheses.*]

> ***Example 2***: Contemporary feminist critics insist that the "power of fiction lies in its ability to construct for the reader ways of being and of understanding the world" (Weedon 144).
> [*Author's name is not mentioned previously, thus it is required in the parentheses.*]

> ***Example 3***: Weedon promotes the idea that fiction is a powerful political tool that helps readers understand their place in the world (144).
> [*Although there is no direct quote, the citation summarizes Weedon's idea, not the writer's, and thus requires a citation of the appropriate page number to give credit.*]

If you include the title of a source within the text of your paper, use the appropriate format for the title.

- Use *italics* to indicate the title of an academic journal, book, magazine/newspaper, play, web site, art work, film, TV or radio program, CD, and dance performance.

- Use *quotation marks* to indicate the title of articles in journals and edited collections; articles on a website; individual pages within a web site, single episodes from television shows, and songs.

QUOTATIONS

Quotations should be typed exactly as they are in the original, including wording, spelling, and punctuation, although the end punctuation can be changed or dropped, depending on the structure of the sentence in which the quote appears. When you change the case of a letter, you should indicate that change in editorial, or square brackets. (**Note:** In the example below, the citation is placed just before a comma, an acceptable alternative to delaying the citation until the end of the sentence.)

Original quotation: "We live, as we dream—alone."

Integrated quotation: When the narrator claims that "[w]e live, as we dream—alone" (Conrad 82), he affirms the impossibility of understanding. . . .

Block style is used for quotes that would otherwise occupy more than four complete lines of text in your paper (not in the source). See the example below for an illustration of the following guidelines.

- The first word of the quote begins on a new line; quotation marks are not used. Whether or not the first word of a block quote is capitalized depends on how the quote is introduced grammatically.
- The entire quote is double-spaced and indented 1inch (2.54 cm) from the left margin (or hit "Tab" twice).

- The citation is placed at the end of the quote, *outside the closing punctuation*.

Even if it's the first time an author is mentioned, if you use key information (author's last name or the title of an unsigned work) in your text, do not repeat it in the parentheses. For example, Gibaldi explains:

> The information in your parenthetical references in the text must match the corresponding information in the entries in your list of works cited. For a typical works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. . . . If the work is listed by title, use the title, shortened or in full. (238–39)

Notice how the long quote is set off one inch from the left margin (double the half-inch paragraph indent). No quotations marks are used, and the period goes before the parenthetical citation.

FOOTNOTES AND ENDNOTES

While not used in MLA style for citations and referencing, footnotes or endnotes may be used to add supplementary comments or additional references at key points in the text. The only difference between footnotes and endnotes is their placement: footnotes appear at the bottom of the page on which the citation occurs, while endnotes appear at the end of the paper.

- Using the "Insert Footnote" or "Insert Endnote" option (under the "References" tab in Word) will automatically add the superscripted number in the text and take you to the bottom of the page (for footnotes) or the end of the document (for endnotes). Make sure that this number comes *outside* any quotation marks. Do not leave a space before the superscripted number.

- Inserting a footnote or endnote in Word will result in a superscripted number at the bottom of the page or at the end of the paper. For MLA style, the number should be indented (i.e., tab in), not flush with the left margin. Also, the number is not superscripted and is followed by a period. Thus, you must highlight the number, change the font to regular, and place a period after it. See the examples below.

- Subsequent lines are **not** indented.

- Make sure notes are numbered consecutively throughout the paper.

- Both endnotes and footnotes should be in a 10-point font and double-spaced.

- Endnotes should appear on a new page immediately following the main body of the paper. Title the page Notes (centred, no formatting). Use Note (as your heading) if there is only one note. The Notes page should appear before the Works Cited page(s). Insert one double-space after the title and begin the first note.

The In-text Citation (for both footnotes and endnotes)

. . . others have strongly disagreed with Johnson's point of view.[1]

. . . . Many studies have found similar results.[2]

The Corresponding Footnote or Endnote

1. For a comprehensive discussion in opposition to Johnson, see Lewis 5–15.

2. For a sampling of studies that have been conducted, see Simpson 3; Jones 24–38; Armstrong, Wilson, and Cuneo 124–25; and Yu 67.

LIST OF WORKS CITED

The Works Cited page is intended to meet the MLA criterion for completeness. The Works Cited comes at the end of your paper and provides the necessary bibliographic information your audience needs to find the sources you have cited in your paper. Title the new page Works Cited, leave one double space, and then begin the citations.

All bibliographic references should be listed in alphabetical order by author's last name with the first line of an entry flush left and subsequent lines indented (called a hanging indent). **Use standard double-spacing throughout, including within entries**. Do not place an extra double-spaced line between entries. For a short tutorial on creating a hanging indent, check out this YouTube video: http://www.youtube.com/watch?v=__h9NrgPOys.

The *MLA Handbook* offers the following guidance for the format of publishers' names in the Works Cited.

- Omit business words like *Company* (*Co.*), *Corporation* (*Corp.*), *Incorporated* (*Inc.*), and *Limited* (*Ltd.*).

- In the names of academic presses, replace *University Press* with *UP*. If the words are separated, replace them with *U* and *P*: U of Chicago P, MIT P, Teachers College P.

▪ If the title or copyright page lists both a parent company and a division of it, generally cite only the division—e.g., Routledge, rather than Taylor & Francis Group. Similarly, if the information includes the name of an imprint, along with the division, only the name of the division should be cited—e.g., Vintage Books, rather than Vintage International.

WORKS CITED: CORE ELEMENTS

The recent eighth edition (2016) of the *MLA Handbook* focuses on prioritizing "facts common to most works" (3), rather than centering on specific publication formats. The *Handbook* identifies nine core elements for entries on a Works Cited page, along with the required punctuation after each element.

Author	Think of "author" as the person or group primarily responsible for producing the work or aspect of the work on which you focused. Most typically, this would be the author of a single work/text, but could also be an editor of an essay collection, a creator of a television series, a corporate author like the Canada Council, etc.
Title of source	Title should be taken from the title page, if citing a book, including any subtitle. Capitalization and punctuation should be standardized. The title of a source which appears as part of a larger whole is placed ***in quotation marks*** (e.g., essay, poem, song, episode in a series, etc.). The title of a source that is independent or self-contained should be ***italicized*** (e.g., book, play, movie, t.v. series, etc.).
Title of container	If a cited source is part of a larger whole, the larger whole is the "container." The title of the container is normally italicized and followed by a comma, since the information that comes next describes the container. Sometimes the container exists within a larger container, such as a database (e.g., JSTOR), subscription service (e.g., *Netflix*), digital library, or multi-volume series.
Other contributors	Other contributors that are important to your research or to an identification of the work should also be credited, with their role specified. Some common descriptions: directed by, translated by, edited by, etc.
Version	If the source exists in more than one form, identify the version of your source (e.g., revised edition, expanded edition, director's cut).
Number	If the source is part of a numbered sequence, document that information (e.g., volumes in a set, most journal articles, weekly publications, seasons of a t.v. series, etc.).

Publisher   Cite the organization primarily responsible for producing the source or
                    making it available to the public (e.g., publishers, websites, media
                    companies, etc.). Publication information is not typically needed for journal
                    or magazine articles.

Publication date   Many sources may be associated with more than one publication date; cite
                    the date most meaningful or most relevant to your use of a source.

Location   A source's location depends on the medium of publication. Articles in
                    books/journals are identified by page numbers whenever possible, even if
                    the book or journal appears online. (Open the PDF file of the article rather
                    than simply look at the web version.) URLs should be included for sources
                    taken directly from the Web. If the source has a DOI (digital object
                    identifier), which remains stable, use it rather than a URL, which may
                    change. Locations of performances, lectures, or other live presentations
                    should be indicated by venue and city.
                    *Note***:** If you are submitting your paper in hard copy, remove all hyperlinks.

Optional Elements   The inclusion of optional elements depends on 1) their importance to your
                    source or audience, and 2) the instructions of your instructor
                    ▪ Date of original publication
                    ▪ City of publication (usually only for books published before 1900)
                    ▪ Additional facts about sources (e.g., number of volumes in a set,
                      series name, unusual type of source, date of access, etc.)

WORKS CITED: EXAMPLES OF SOURCES

The following examples show the order and format of elements for some basic types of Works
Cited entries. For more detailed information, check the OWL website, clicking on the relevant
link in the left sidebar (https://owl.english.purdue.edu/owl/resource/747/22/), or consult the
complete *Handbook*.

BOOK

Last, First name. *Title of Source*. Publisher, Publication date.

Pennee, Donna Palmateer. *Moral Metafiction: Counterdiscourse in the Novels of Timothy*

   Findley. ECW, 1991.

Book: An Edition

Last, First. *Title of Source*. Edition Information, Publisher, Date.

Rae, Douglas W. *The Political Consequences of Electoral Laws*. Revised ed., Yale UP, 1971.

Austen, Jane. *Sense and Sensibility*. Edited by Claudia Johnson, Norton, 2001.

Book or independent publication in a series

Wellek, René. *A History of Modern Criticism, 1750–1950*. Vol. 5, Yale UP, 1986.

Clowes, Daniel. *David Boring*. *Eightball*, no. 19, Fantagraphics, 1998.

WEBSITE (Individual and Organization)

Hollmichel, Stefanie. *So Many Books*. 2003–13, somanybooksblog.com.

Manifold Greatness: The Creation and Afterlife of the King james Bible. Folger Shakespeare

      Library / Bodleian Libraries, U of Oxford / Harry Ransom Center, U of Texas, Austin,

      manifoldgreatness.org.

SOURCE IN A CONTAINER (e.g., anthology or collection)

Last, First. "Title of Source." *Title of Container*, Other contributors, Version, Publisher,

      Date, Location.

Joyce, James. "From Ulysses." *The Norton Anthology of English Literature*, edited M. H.

      Abrams et al., 4th ed., vol. 2, Norton, 1996, pp. 2374–413.

Source in a container that occurs in a series

Poe, Edgar Allan. "The Masque of the Red Death." *The Oxford Complete Works of Edgar Allan*

      Poe, edited by James A. Harrison, vol. 4, Thomas Y. Crowell, 1902, pp. 250–58.

Note: If the source in the container was originally published independently, ***italicize the title of both source and container***. (Optional: You may choose to provide the year of original publication after the title of the source.)

Hansberry, Lorraine. *A Raisin in the Sun*. 1959. *Black Theater: A Twentieth-Century Collection*

      of the Work of Its Best Playwrights, edited by Lindsay Patterson, Dodd, 1971, pp. 221–

276.

ARTICLE IN A JOURNAL OR MAGAZINE

Last, First. "Source Title." ***Container Title*****, vol., no., [month or season] year, location.**

Pesciarelli, Enzo. "Aspects of the Influence of Francis Hutcheson on Adam Smith." *History of*

Political Economy, vol. 31, no. 3, 1999, pp. 525–45.

Belton, John, "Painting by the Numbers: The Digital Intermediate." *Film Quarterly*, vol. 61,

no. 3, Spring 2008, pp. 58–65.

Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur."

The Atlantic, 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/

the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/.

MULTIPLE CONTAINERS

The container in which a source appears may be "nested" inside a larger container, most typically in cases where the source is accessed on the Web. Please note that while the *MLA Handbook* now requires the inclusion of URLs and does ***not*** require the inclusion of a date of access for every web source, you should ***check with your instructor*** to determine her/his preference for assignments.

Last, First. "Title of Source." ***First Container*** **[with relevant information as outlined**

above]. ***Second Container*** **[with relevant info as outlined above].**

Journal article in a database

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia*

Review, vol. 64, no. 1, 2010, pp. 69–88. *JSTOR*, www.jstor.org/stable/41403188.

E-Book

Gikandi, Simon. *Ngugi wa Thiong'o*. Cambridge UP, 2000. *ACLS Humanities E-book*,

hdl.handle.net/2027/heb.07588.0001.001.

Episode in a television series watched online

"Under the Gun." *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu,*

> www.hulu.com/watch/511318.

ADDITIONAL FORMATTING REQUIREMENTS

PUNCTUATION

Double Quotation Marks[1]
Use the following guidelines when using punctuation with double quotation marks:

<div align="center">." ," "? "! ": ";</div>

"?   "!—If the punctuation mark pertains to the entire sentence of which the quotation is part.

?"   !"—If the punctuation mark is part of the quoted material.

If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.

When you quote from the Bible, the punctuation is placed after the parentheses. Example:

> "Jesus wept" (John 11.35).

Single Quotation Marks

.'   ,'   Generally, single quotation marks come after the punctuation marks. In North American usage, single quotations are used ***only*** for a direct quotation within a larger direct quotation.

Spacing After Punctuation
Leave a single space after all punctuation marks (e.g., , ; : . ? !).

Do not leave a space after colons when used in Scripture references or between hours and minutes (e.g., Rom 3:23; 6:30 p.m.).

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1. The placement of quotation marks in relation to punctuation differs between countries. For example, North American usage places commas and periods *inside* quotation marks and semicolons and colons *outside* quotation marks. UK usage reverses these conventions. ***Unless you are quoting directly from a source, follow North American usage.***

Do not leave a space after periods in abbreviations (e.g., i.e., e.g., a.m., p.m.)

Leave a single space after periods following initials in names (e.g., J. R. R. Tolkien).

Hyphens and Dashes
A hyphen is made with one stroke of the hyphen key. A dash is made with two conjoined hyphens (or one e-m dash, to be technical).
Do not leave a space before or after hyphens or dashes. Examples:

> Vancouver is a fast-growing city.

> The proposal may—in fact, does—meet all the requirements.

Ellipses . . .
Ellipses show that you have omitted part of the material you are quoting. If you are quoting only a word or phrase, no ellipsis points are needed. For simple omissions from the middle of a single sentence, use three periods with a space before each and a space after the last (. . .).

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

> In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes: "Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . ."

If a quote at the end of the sentence is followed by a parenthetical reference, use three periods with a space before each, and place the sentence period after the final parenthesis.

> In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes: "Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease . . ." (101–02).

See the *Handbook* for examples of how to use ellipsis points when one or more sentences are omitted from a quotation.

Note that if the source you quote already contains ellipsis points, you should distinguish them from your ellipsis points by putting square brackets around any you add.

ABBREVIATIONS AND CONTRACTIONS

Scholarly abbreviations, such as e.g. and i.e., should be used sparingly and within parenthetical expressions. (*Note the difference in meaning between i.e., "in other words," and e.g., "for example."*)

Example: "Restrictions on the sulphur content of fuel oil are already in effect in some cities (e.g., Paris, Milan, and Rome), and the prospect is that limits will be imposed sooner or later in most cities."

Contractions (e.g., isn't, don't) are not typically used in academic papers.

Abbreviations for Shakespeare's Works

1H4	*The First Part of King Henry the Fourth*		MND	*A Midsummer Night's Dream*
1H6	*The First Part of King Henry the Sixth*		MV	*The Merchant of Venice*
2H4	*The Second Part of King Henry the Fourth*		Oth.	*Othello*
2H6	*The Second Part of King Henry the Sixth*		Per.	*Pericles*
3H6	*The Third Part of King Henry the Sixth*		PhT	*The Phoenix and Turtle*
Ado	*Much Ado About Nothing*		PP	*The Passionate Pilgrim*
Ant.	*Antony and Cleopatra*		R2	*King Richard the Second*
AWW	*All's Well That Ends Well*		R3	*King Richard the Third*
AYL	*As You Like It*		Rom.	*Romeo and Juliet*
Cor.	*Coriolanus*		Shr.	*The Taming of the Shrew*
Cym.	*Cymbeline*		Son.	*Sonnets*
Edw.	*Edward III*		STM	*Sir Thomas Mor*
Err.	*The Comedy of Errors*		TGV	*The Two Gentlemen of Verona*
H5	*King Henry the Fifth*		Tim.	*Timon of Athens*
H8	*King Henry the Eighth*		Tit.	*Titus Andronicus*
Ham.	*Hamlet*		Tmp.	*The Tempest*
JC	*Julius Caesar*		TN	*Twelfth Night*
Jn.	*King John*		TNK	*The Two Noble Kinsmen*
LC	*A Lover's Complaint*		Tro.	*Troilus and Cressida*
LLL	*Love's Labour's Lost*		Ven.	*Venus and Adonis*
Lr.	*King Lear*		Wiv.	*The Merry Wives of Windsor*
Luc.	*The Rape of Lucrece*		WT	*The Winter's Tale*
Mac.	*Macbeth*			
MM	*Measure for Measure*			

Biblical Abbreviations

Briercrest College and Seminary has certain formatting expectations when citing the Bible that vary from those found in the *MLA Guide*. For instance, in MLA format, a period follows the biblical book's abbreviation. Briercrest students, however, should abbreviate biblical books as follows. (*Please note that no punctuation follows the abbreviated name.*)

Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1 Sam, 2 Sam, 1 Kgs, 2 Kgs, 1 Chr, 2 Chr, Ezra, Neh, Esth, Job, Ps (Pss), Prov, Eccl, Song, Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, Matt, Mark, Luke, John, Acts, Rom, 1 Cor, 2 Cor,

Gal, Eph, Phil, Col, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Titus, Philm, Heb, Jas, 1 Pet, 2 Pet, 1 John, 2 John, 3 John, Jude, Rev

Abbreviate these common English-language Bibles as follows:

JB	Jerusalem Bible
KJV	King James Version
LB	Living Bible
RSV	Revised Standard Version
NCB	New Century Bible
ESV	English Standard Version
NEB	New English Bible
NIV	New International ersion
NKJV	New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
NASV	New American Standard Version

The following abbreviations are acceptable when followed by a number (except at the beginning of a sentence). Example:

chap(s). = chapter(s)

v(v). = verse(s)

Do not write out the words 'chapter' or 'verse' when citing.

Incorrect: Matthew chapter 5 verse 13

Correct: Matthew 5:13 or Matt 5:13

Abbreviated biblical references are not permitted in the middle of a sentence.

Incorrect: In Matt 5:13 Jesus says . . .

Correct: In Matthew 5:13 Jesus says . . .

Quoting the Bible

There are two ways to cite the Bible:

(1) in the body of the text. Example:

In Matthew 5:8 Jesus says, "Blessed are the pure in heart, for they will see God."

(2) within parentheses prior to the final period. Example:

"Blessed are the pure in heart, for they will see God" (Matt 5:8).

If study-Bible notes are consulted, the Bible must appear in the references. Otherwise, do not include the Bible.

Indicate which version of the Bible you are referencing in your paper. The first citation should indicate the version. Example:

"Jesus wept" (John 11:35 NIV).

Subsequent references need not note the version unless another version is being cited.

Sample Initial Page
(Distance Education students only)

½ inch (1.27 cm)

1 inch (2.54 cm)

Parker 1

Molly Parker, Distance Education

Dr. Scott Sanderson

ENG 620, Assignment 2

1 inch (2.54 cm)

22 November 2014

Ciphers and Sinews: Reading the Body Language of John Donne's

Devotions on Emergent Occasions

½ inch (1.27 cm)

In his 1975 introduction to John Donne's *Devotions Upon Emergent Occasions*, Anthony

Double spacing throughout

Raspa describes Donne's text, written after his experience of a critical illness in late 1623, as "a

straightforward work reflecting without contrivance, but with natural complexity, the experience of a