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 LB 2369 N677). **NOTE:** The examples here are compressed into single spacing to fit on the sheet, but your papers should be double-spaced.

Traditional Endnotes or Footnotes with Superscript Numbers

Systems using small raised numbers are preferred in some humanities and some sciences because they don't interrupt the paper itself. You will still use parentheses inside your sentences to give page or line numbers for your primary text (the historical document or work of literature you're analysing), giving a footnote or endnote only for the first such reference. The excerpt below follows the system set out in Turabian, *Manual for Writers*, 6th edition (LB2369 T8 1996). You may also want to consult the *Chicago Manual of Style*, 15th edition (Z253 C45 2003). For more examples and further advice on such matters as handling second references to the same source, see the online version of this handout at **www.utoronto.ca/writing/document.html.**

When Hamlet protests to Gertrude, "Leave wringing of your hands" (III.iv.35),[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]

NOTES

[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* 67 (Summer 1998): 434.

[3]Alisa Zubar, "Acting Now," *Termagant Society Online*, http://www.nouniv.ca/terma/moral.html; accessed 22 August 2006.

[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.

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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* 67 (Summer 1998): 431-42.

Zubar, Alisa. "Acting Now." *Termagant Society Online*. http://www.nouniv.ca/terma/moral.html. Accessed 22 August 2006.

New MLA System: Parenthetical Author-Page References

This streamlined format gives author and page in parentheses within 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. See the latest edition of the *MLA Handbook for Writers of Research Papers* (LB 2369 G53). See also the MLA website at **www.mla.org/publications/style_faq**.

When Hamlet protests to Gertrude, "Leave wringing of your hands" (III.iv.35), he is naming a universally recognizable gesture. As Smith says, similar broad gestures are "the most direct way of indicating inner turmoil" (434). 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.

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

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.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences." *UTQ* 67 (1998): 431-42.

Zubar, Alisa. "Acting Now." 31 Nov. 2002. *Termagant Society Online*. Accessed 22 Aug. 2006 <http://www.nouniv.ca/terma/moral.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*, 5th edition (BF76.7 A46 2001) sets out detailed rules for one common system. See also **www.apastyle.org/elecref.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 journal titles. Strict APA format 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.

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 (2004) have so far failed to confirm the results originally claimed for chimpanzee learning of compound words.

<div align="center">References</div>

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. (2004). Learning and teaching words: Guided language acquisition among chimpanzees. *American Psychologist, 57,* 750-765. Retrieved September 20, 2006, from http://www.apa.org/journals/ap53/zelasko.html

Numbered Note Systems (e.g., IEEE, Vancouver and CBE systems)

Some other **sciences and applied sciences** use numbered notes in the text of the paper, matching a numbered list of sources at the end in the sequence the sources were mentioned (not an alphabetical Bibliography, as in the Footnote/Endnote system). 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 Writing Centre offers detailed advice and samples at **www.ecf.utoronto.ca/~writing/handbook-docum1b.html.**
- Another very compressed citation-sequence system is used (with variations) in the life sciences and medical sciences. Model your entries on what you see in journal articles in that field, or consult the detailed guides at **www.icmje.org/index.html#reference** (Medical) or **www.monroecc.edu/depts/library/cbe.htm** (Biology).

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ELECTRONIC SOURCES

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To refer to Internet sources, follow your chosen system as far as possible. That means giving the exact information about author, title, and date of publication as well as the URL; also try to indicate a publishing body (perhaps a professional organization) or the title of the entire site to confirm the reliability of the source. Since web pages change periodically, some systems (including MLA and APA) ask you to give the date when you read each one. You won't be able to give page numbers, but should include whatever extra information will help your reader find and identify the exact item. You may need to improvise by giving section titles or numbers, for instance. For more detailed advice, see the 2003 update of Harnack and Kleppinger, *Online! The Internet Guide for Students and Writers* (TK 5105.875 I57 H365; chapters online at **www.bedfordstmartins.com/online/index.html**). The boxes above include examples of in-text citations and entries in reference lists for Internet sources. Here are further examples showing some of the differences in format and content between MLA and APA style for entries in reference lists. **NOTE:** Don't use the system below for journals that you have accessed online but that are published in print form. Just give the information about the print form according to your chosen system.

[e-mail: MLA system, item in Works Cited list]
Paige Sills. <psills@mcmaster.ca>. "Did it Again!" Personal e-mail to Margaret Procter. 16 Nov. 2006.

[e-mail: APA system, reference in text only: *N.B. In the APA system, personal communication such as e-mail doesn't get cited in the reference list because it can't be consulted by other readers. Just give basic information in parentheses in your own sentence.]*
Did it again! (P. Sills, personal communication, November 16, 2006).

[Web page: MLA system, item in Works Cited] *N.B. This entry follows the MLA suggestion of giving both the date of publication or last update (31 Jan. 2005) and the date you accessed the web page (15 June 2006).*
Procter, Margaret. "Writing an Effective Admissions Letter." 31 Jan. 2005. *Writing at the University of Toronto.* 15 June 2006 <http://www.utoronto.ca/writing/admiss.html>.

[Web page: APA system, item in Reference list]
Procter, M. Writing an effective admissions letter. *Writing at the University of Toronto.* Retrieved June 15, 2006, from http://www.utoronto.ca/writing/admiss.html.

[article in journal published only online: MLA system, item in Works Cited]
Hill, Robin. "What Sample Size Is Enough in Internet Survey Research?" *Interpersonal Computing and Technology* 6:3 (July 1998) <http://nau.edu/ipct/1998/n3/hill.html>.

[article in journal published only online: APA system, item in Reference list]
Hill, R. (July 1998). What sample size is enough in Internet survey research? *Interpersonal Computing and Technology, 6:3.* Retrieved May 31, 2005 from http://nau.edu/ipct/1998/n3/hill.html.