# 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. (Some examples are fictional.) For more detailed advice, consult the manuals and websites mentioned below for each system.

      **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. To create them in Word, click Insert Footnote in the References tab. (Footnotes are usually preferable to endnotes.) If you're writing about a single literary text, 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 Notes-Bibliography style set out in Turabian, *Manual for Writers*, 7th edition (LB2369 T8 2007). For advice on details such as number format and line spacing, and for examples of second references to the same sources, see the online version of this handout at **www.writing.utoronto.ca/advice/using-sources/documentation.**

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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]

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[1] William Shakespeare, *Hamlet*, in *Norton Introduction to Literature*, 12th ed., ed. Kelly J. Mays (New York: W.W. Norton, 2016), 1402. Subsequent parenthetical citations will refer to this edition.

[2] John Smith, "Renovating *Hamlet* for Contemporary Audiences," *UTQ* 78 (Summer 2009): 964.

[3] Alisa Zubar, "Acting Now," *Termagant Society Online*, http://www.nouniv.ca/terma/hands.html (accessed August 16, 2016).

[4] Joan Brown, *The Renaissance Stage* (Toronto: University of Toronto Press, 2008), 111.

[5] Peter Reynolds, *The Player's Chapbooke* (1587); quoted in Aline Mahieu, *Acting Shakespeare* (London: Shaw, 2009), 69.

[6] Brown, 220.

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

Brown, Joan. *The Renaissance Stage*. Toronto: University of Toronto Press, 2008.

Mahieu, Aline. *Acting Shakespeare*. London: Shaw, 2009.

Shakespeare, William. *Hamlet*. In *Norton Introduction to Literature*, 12th ed., ed. Kelly J. Mays. 1350-1445. New York: W.W. Norton, 2016.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences," *UTQ* 78 (Summer 2009): 960-69.

Zubar, Alisa. "Acting Now." *Termagant Society Online*. http://www.nouniv.ca/terma/hands.html (accessed August 16, 2016).

## MLA System: Parenthetical Author-Page References

Used largely in the humanities, the MLA citation format uses parenthetical in-text citations of author and page, with all sources itemised in the Works Cited. In 2016, MLA released the eighth edition of its *Handbook for Writers of Research Papers*. In-text citations remain largely unaffected, but references in the Works Cited section have changed significantly. Rather than providing a different protocol for each type of source, the eighth edition provides a list of "core elements" that cover the basic constituents of any source: Author, Title of Source. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location. The container is the larger whole in which the work appears—e.g., a journal or website or anthology. Provide only those core elements that apply to your source.

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When Hamlet protests to Gertrude, "Leave wringing of your hands" (3.4.34), he is naming a universally recognizable gesture. As Smith notes, similar broad gestures are "the most direct way of indicating inner turmoil" (964). Contemporary actors still use this body movement (Zubar), and Renaissance audiences would have recognized it as a signal for inner distress (Brown 111), perhaps for a condition the Elizabethan author Reynolds named "ague of the spirits" (qtd. in Mahieu 69).

<div align="center">Works Cited</div>

Brown, Joan. *The Renaissance Stage*. Toronto: University of Toronto P, 2008.

Mahieu, Aline. *Acting Shakespeare*. Shaw, 2009.

Shakespeare, William. *Hamlet*. *Norton Introduction to Literature*, edited by Kelly J. Mays, 12th ed., Norton, 2016, pp. 1350-1445.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences." *UTQ,* vol. 78, no.1, Fall 2009, pp. 960-69. *Project Muse*, doi: 10.1353/utq.0.0560.

Zubar, Alisa. "Acting Now." *Termagant Society Online*, 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 sixth edition of the *Publication Manual of the American Psychological Association* (2009) sets out detailed rules for one common system. The APA system uses only initials for authors' given names, no quotation marks for article titles, minimal capitalization for titles of books and articles, and italics for volume numbers as well as for journal titles. The 2009 edition also asks for Digital Object Identifier numbers (DOI), when available, to identify journal articles and other recent publications. DOIs are now supplied as part of publication information by nearly all journals and some book publishers. Note also the use of past tense to refer to sources. For further advice on APA requirements, see the Frequently-Asked Questions page at **www.apastyle.org/learn/faqs/index.aspx**. Strict APA style, as shown below, gives in-text page numbers only for quotations, not for paraphrases or summaries. However, many instructors prefer a modified system that gives page numbers for *all* references. Ask your instructor about expectations for page numbers.

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In his classic study, Pinker (1994) summarized the skepticism of current researchers and observers about whether the signs produced in the Washoe project were really American Sign Language. His conclusion was that chimpanzees' abilities at "anything one would want to call language" are almost nil (p. 339). A group of statisticians (Tannenbaum, Leung, Sudha, & White, 2005) who re-analysed published data argued that the compound words once claimed as inventions of a particular chimpanzee are the results of repeated random juxtapositions. Even Premack (2007) has rejected his own past claims for chimpanzee cognition, outlining the key differences between chimpanzees and humans revealed by brain imaging and calling for closer scrutiny of experimental results.

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

Pinker, S. (1994). *The language instinct: How the mind creates language*. New York: Morrow.

Premack, D. (2007). Human and animal cognition: Continuity and discontinuity. *Proceedings of the National Academy of Sciences of the United States of America, 104*, 13861-13867. doi:10.1073/pnas.0706147104

Tannenbaum, R. V., Leung, K., Sudha, J. R., & White, M. A. (2005). A re-examination of the record: Pitty Sing's creation of compound words. *Journal of Biostatistics, 20,* 368-396.

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## Numbered Note Systems (e.g., IEEE, Medical and Life Sciences)

Many **sciences and applied sciences** use a citation-sequence system. They give numbered notes in square brackets 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. See **www.ieee.org/documents/ieeecitationref.pdf** for helpful examples.
- 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.**

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### INTERNET SOURCES

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To refer to journal articles and books read online but based on print forms, follow the system for the print publication; MLA also asks for the database used, if any, and the date of access (though not the URL). See the boxes above for examples of sources read online and documented in different systems. To refer to sources that exist only online (e.g., websites or email messages), also follow your chosen system as far as possible, giving information about the author, the page title and the site title, the publication date, and the DOI or URL if required. Here are examples for some common Internet entries, set up to show differences between pairs of entries for the same items in the current MLA and APA systems.

**[Web page: MLA system, item in Works Cited list]** *URL required; date of access not required.*
   Procter, Margaret. "Standard Documentation Formats." *Writing at the University of Toonto*, http://www.writing.utoronto.ca.

**[Web page: APA system, item in References list]** ***NOTE:*** *This entry uses* n.d. *to indicate that no publication date is available; it also provides the retrieval date and URL to indicate the version seen.*
   Procter, M. (n.d.). *Standard documentation formats*. Retrieved Sept. 1, 2012 from http://www.writing.utoronto.ca/advice/ using-sources/documentation

**[Article in journal published <u>only</u> online: MLA system, item in Works Cited list]** *No DOI available so URL supplied instead; date of access not required.*
   Horning, Alice S. "Where to Put the Manicules: A Theory of Expert Reading." *Across the Disciplines*, vol. 8, no. 2,  6 Oct. 2011, http://wac.colostate.edu/ATD/articles/horning2011/index.cfm.

**[Article in journal published <u>only</u> online: APA system, item in References list]** *No DOI available; retrieval date and URL given.*
   Horning, A.S. (2011, October 6). Where to put the manicules: A theory of expert reading. *Across the Disciplines, 8*(2).  Retrieved June 20, 2012 from http://wac.colostate.edu/atd/articles/horning2011/index.cfm

**[Email: MLA system, item in Works Cited list]** *Medium is not required; include the receiver under the category Other Contributors.*
   Sills, Paige. "Did It Again!" Received by Margaret Procter,  21 Sept. 2011.

**[Email: APA system, citation only in text:** ***NOTE:*** *In the APA system, personal communications like email are not included in the References because they are not available for others to consult. Here is an in-text citation, using parentheses for author and date.*
   Another success has recently been reported (P. Sills, personal communication, Sept. 21, 2011).

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