

GUIDELINES FOR ACADEMIC ESSAYS

Different types of research projects:

Expository *Analytic* *Argument*

Good essays generally combine the above elements and are not merely descriptive.

What research writing is not:

- A string of quotations.
- A personal essay with no research basis.
- Entirely theoretical with no research basis.
- A paper which uses information which is not documented correctly, i.e. plagiarised.

Choosing your topic:

Thesis vs. topic

Topic and Thesis:

All good research writing has a clearly identifiable thesis.

A topic provides you with something to talk about, a thesis makes a significant and specific statement about a subject.

A topic therefore is general, whereas a thesis is specific.

Thesis statement

This is the backbone of your essay. You should be able to state your thesis precisely in 1 or 2 lines for any shorter essay. TS should be clear from your introduction. Should express an opinion or attitude toward the topic chosen.

Organisation

Introduction:

- **Should include your thesis statement and briefly mention the points you intend to cover.**
- Should catch the reader's attention.

Conclusion:

- Should briefly reiterate your argument or main points.
- Do not introduce new issues in the final paragraph.
- Do not make apologies for what you haven't done or simply state what you have achieved.

Transitions:

Make connections between paragraphs smoother by using suitable transition words.

Format:

- Title page—includes your name, the title of your paper, the course name, the lecturer's name, date of submission and word count
- Page number—pages should always be numbered
- Line spacing—1.5 or double spacing should be followed throughout
- Margins—Use reasonable margins, headers and footers, your work will be judged on the basis of what you have written not the number of pages you have filled.
- Paragraphs—Clearly mark paragraph breaks by either indenting or leaving a line break. Every paragraph should have a topic sentence and be appropriately developed. Like the overall essay, paragraphs should consist of a beginning, some development and a conclusion or link to the next point you intend to make. Paragraphs consist of a minimum of three sentences.

Proofreading

Always proofread your work. Do not trust computer spelling and grammar checks absolutely.

Referencing

Plagiarism

If you use material from another source you must cite it correctly, if you do not you will be guilty of plagiarism. Use of source material may involve direct quotation, paraphrasing or summary. Do not read about your topic, use other's ideas and then claim you were 'inspired.' Keep account of the material you have used to learn about your chosen topic, take accurate notes or make photocopies so that you will be able to cite correctly. You will always need the following information about a source – a) author's name b) full title of text c) publisher, place of publication and year of publication d) whether you have taken the author's exact words or have paraphrased.

Citations

- **Paraphrase, Summary, Direct Quotations** – remember **all** these must be referenced.
- **Use EITHER double OR single quotation marks for direct quotations.** Do **not** use italics.
- **Context** – **avoid dropping in cited material without giving a context.** Usually an introductory tag i.e Shakespeare states that “....” or According to is stylistically preferable to an abandoned quote or paraphrase.
- **Short quotations of poetry** – when quoting a brief extract from a poem in the text of a paragraph, indicate the line breaks by using a slash (/).
- **Block quotations** – if you quote more than three lines of a text it is customary to format as follows:
According to Frank Budgeon,
xx
xx
xxxxxxxxxxxxxx.

In this case quotation marks are not used.

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- When using **in the text of your essay** the title of a book or the title of a text, a chapter or an article from a book, the **same rules regarding the use of italics or quotation marks apply as those for footnotes.**
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Footnotes

The Modern Languages Association (MLA) provides one of the most accessible models of referencing.

The department bases its essay guidelines on those given by the MLA but there are some key differences:

1. Use footnotes rather than in-text parenthetical citations; the exception to this would be when making repeated reference to a primary text (see the section headed NOTE below).
2. The latest MLA handbook requires that a footnote or bibliographic reference state whether the material appeared in print or on the web eg.

Golding, William. *Lord of the Flies*. New York: Penguin, 2006. Print.

As you will see from the guidelines below, this final part of the citation is **not** required by the department.

3. **Do include the full URL of any reference to material accessed online** even though current MLA guidelines say this is no longer required.

Please follow the guidelines outlined in this document precisely. If you have any doubts or queries, please approach your lecturer for clarification.

NOTE:

- Detailed Footnotes are needed only for sources cited for the first time. **When citing the same work more than once**, it is no longer fashionable to use *ibid.* or *op cit.*, the current trend is to **use a short title or author's last name instead** (see below, item 23).
- When referring to your primary text it is cumbersome to provide a footnote for every single quotation, even if it is only a shortened one. If, for example, you are writing an essay on *Pamela* by Samuel Richardson, provide a footnote for the first reference and then include parenthetical page references within the main body of your essay for all future references. Here is an example from a student's essay:

By confining the flow and swirl of experience to letters, Pamela gives reported experience a truth which is tangible, fixed and examinable. She sees words as directly related to truth, confirming flatly, "I have only writ Truth."¹ With disarming honesty she argues, "tho' I don't remember all I wrote, yet I know I wrote my Heart and that is not deceitful" (156). The sincere heart as a measure of truth opens the way to the novel and heroine of sentiment.

¹ Samuel Richardson, *Pamela; or, Virtue Rewarded*, ed. Thomas Keymer, (Oxford: OUP, 2001) 32. All future page references will be to this edition and will be included in parentheses in the text.

- Quoting from sources in other languages:

You may sometimes wish to quote from a source in another language: for example, you may be writing on Shakespeare but want to cite a Czech secondary source in support of your argument. In this case, you may include your own translation in the main body of your essay. Make sure to include the words "My translation" at the end of the footnote. You may also provide the original quotation in Czech in your footnote.

1. Book with one author or editor
2. Book with two authors or editors
3. Book with three or more authors or editors
4. Book with no author or editor stated
5. Book that has been translated
6. Article in a collection by several authors, with an editor
7. Article from an encyclopedia with no author stated
8. Article from an encyclopedia with one author
9. Article from a magazine, journal, or newspaper with no author stated
10. Article from a magazine, journal, or newspaper with one or more authors or editors
11. Pamphlet or brochure with no author stated
12. Book, product, or software review
13. Government document
14. Interview
15. Film or video recording
16. Audio recording
17. Television or radio
18. Computer software or CD-ROM
19. Internet
20. Reference to Shakespeare
21. Reference from the Bible, Catechism, or Sacred Texts
22. Citations for a single work throughout essay
23. Sources used more than once

1. Book with one author or editor:

¹ Frank Feather, *Canada's Best Careers Guide 2000* (Los Angeles: Warwick, 2000) 152-3.

2. Book with two authors or editors:

² R.D. Hogg and Michael G. Mallin, *Preparing Your Income Tax Returns: 2001 Edition for 2000 Returns* (Toronto: CCH Canadian, 2001) 969.

² Andrew Cohen and J.L. Granatstein, eds. *Trudeau's Shadow: The Life and Legacy of Pierre Elliott Trudeau* (Toronto: Random, 1998) 391.

3. Book with three or more authors or editors:

³ Jack Canfield, et al., *Chicken Soup for the Kid's Soul: 101 Stories of Courage, Hope and Laughter* (Deerfield Beach, FL: Health Communications, 1998) 68.

³ Mans O. Larsson, et al., eds. *Let's Go: Germany 1998* (New York: St. Martin's, 1998) 96-98.

4. Book with no author or editor stated:

⁴ *The 1990 Charlton Coin Guide*, 29th ed. (Toronto: Charlton, 1989) 39.

⁴ *Microsoft PowerPoint Version 2002 Step by Step*, (Redmond, WA: Perspection, 2001) 235.

5. Book that has been translated:

⁵ *Anne Frank: The Diary of a Young Girl*, trans. M. Moyaart-Doubleday (Toronto: Bantam, 1993) 95.

6. Article in a collection by several authors, with an editor:

⁶ Carmen DaSilva, "Life Insurance as a Tool for Estate Planning," *Death and Taxes: Beating One of the Two Certainties in Life*, ed. Jerry White (Los Angeles: Warwick, 1998) 57-71.

7. Article from an encyclopedia with no author stated:

⁷ "Malcolm X," *Encyclopedia of Social Issues*, 1997 ed.

8. Article from an encyclopedia with one author:

⁸ Lawrence A. Presley, "DNA Fingerprinting," *World Book Encyclopedia*, 2000 ed.

9. Article from a magazine, journal, or newspaper with no author stated:

⁹ "Dr. Martin Luther King Jr.'s Life and Legacy Celebrated across U.S. during National Holiday," *Jet* 11 Feb. 2002: 4+.

⁹ "Tobacco Companies to Anti-Smokers: Butt Out," *Maclean's* 26 Aug. 2002: 12.

⁹ "New Chips Aimed at Wireless Market," *Toronto Star* 19 Feb. 2002: C5.

10. Article from a magazine, journal, or newspaper with one or more authors or editors:

Please note that when citing from an article included in a scholarly journal, you must take care to include the volume and issue number as well as the year of publication and page number, eg:

¹⁰ Nicholas Grene, "Friel and Transparency," *Irish University Review* 29.1 (1999): 139.

The following two examples illustrate correct footnote references for magazine and newspaper articles:

¹⁰ Chris Wood, "Gold Diggers of 2002," *Maclean's* 26 Aug. 2002: 36-37.

¹⁰ Tim Gray, et al., "Softwood Lumber: Let's Stop Blaming the U.S.," *Globe and Mail* [Toronto] 19 Feb. 2002: A19.

For guidance on how to cite from a scholarly journal you have accessed online (eg via JSTOR), please see the **Internet** section below.

11. Pamphlet, with no author stated:

¹¹ *2001 Chevy Tracker: Chevy Trucks* (General Motors of Canada, 2000).

¹¹ *Fosamax* (Kirkland, PQ: Merck, Jan. 2000).

12. Book, product or software review:

¹² Henry Gordon, review of *China! The Grand Tour*, CD-ROM by Hopkins Technology, in *We Compute* Feb. 1998: 15.

13. Government document:

¹³ *Canada, Minister of Indian Affairs and Northern Development, Gathering Strength: Canada's Aboriginal Action Plan* (Ottawa: Minister of Public Works and Government Services Canada, 2000) 12-13.

¹³ *United States, National Council on Disability, Carrying on the Good Fight - Summary Paper from Think Tank 2000 - Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures* (Washington: GPO, 2000) 6.

14. Interview:

¹⁴ Hellmut Longin, President, European Steel Industries, Personal interview, 8 Sept. 2002.

15. Film or video recording:

¹⁵ *Eternal Earth*, prod. Rhombus Media, dir. Larry Weinstein, 1987, 16 mm, 28 min. 37 sec.

16. Audio recording:

¹⁶ Ginger, *Solid Ground*, Netzwerk, Vancouver, SPRO003, 1994.

17. Television or radio:

¹⁷ *Larry King Live*, CNN, Nassau, Bahamas, 7 Mar. 2002.

¹⁷ *Abbey Lincoln Sings Her Career*, WBGO, Newark, NJ, 4 Mar. 2002.

18. Computer software or CD-ROM:

¹⁸ *National Parks: The Multimedia Family Guide*, CD-ROM, Woodland Hills, CA: Cambrix, 1995.

¹⁸ *Norton AntiVirus*, CD-ROM, Symantec, 2002.

¹⁸ *QuickTax: Tax Year 2001*, CD-ROM, Intuit Canada, 2002.

19. Internet:

Publications on the Web present special challenges for documentation because of the fluidity of the online network. Many sources do not provide all the desired information – for example, many texts do not provide page or paragraph numbers. In the face of such difficulties, students should aim for comprehensiveness and cite whatever information is available to them using the guidelines below.

Standard web pages:

Note: First date = Web page creation or modification date. Second date = the date you accessed the Web page. If the Web page does not have a modification or creation date, leave it out, but always indicate your access date just after the URL.

¹⁹ Joshua Green, "The Rove Presidency," *The Atlantic.com*, Atlantic Monthly Group, Sept 2007 <URL> 29 Nov 2009. ¹⁹ A.S Byatt, "Rereading Middlemarch: Wit and Wisdom," *The Guardian.co.uk*, Guardian News and Media Ltd, 4 Aug 2007 <<http://www.guardian.co.uk/books/2007/aug/04/fiction.asbyatt>> 12 Sept 2012.

JSTOR, EBSCO and similar databases of academic articles:

Treat these resources as e-libraries, which means that you must include the full publication details, and page number(s) with articles, followed by the name of the database, URL and access date, such as:

Nicholas Grene, "Friel and Transparency," *Irish University Review* 29.1 (1999): 139, JSTOR <URL>, access date.

20. Reference to Shakespeare:

(Shakespeare's plays are cited with Roman capitals for the Act, small Roman numerals for the Scene, and Arabic numerals for the Lines).

²⁰ *Hamlet* IV, i, 15-18.

In-text Footnotes or Endnotes are also appropriate in an essay on a single Shakespearean play:

²⁰ Lear sums up his whole tragedy when he says, "I am a man more sinned against than sinning." (III, ii, 57)

21. Reference from the Bible, Catechism, or Sacred Texts:

Example in text:

An interesting reference was made to the picking of corn on the Sabbath.¹

Example of Footnote citation, long form:

¹ Matthew 12:1-8.

Example of Footnote citation, short form:

¹ Mt 12:1-8.

Example in text:

The Catechism of the Catholic Church states that "Because of its common origin *the human race forms a unity*, for 'from one ancestor [God] made all nations to inhabit the whole earth.'"²

Example of first Footnote or Endnote citation of the above quote taken from Catechism of the Catholic Church, Part I, Section 2, Chapter 1, Article 1, Paragraph 6I, Reference Number: 360, Page 103, would be:

² *Catechism of the Catholic Church* (New York: Doubleday, 1994) 360.

Subsequent citation of the same quote:

³ *Catechism*, 360.

Citation of a different quote from the same book:

⁴ *Catechism*, 1499.

22. Citations for a single work throughout essay:

If the entire essay is about one book, e.g. *Carrie* only and there are no other sources used, a Footnote or Endnote is needed only for the first quotation as follows:

Stephen King, *Carrie* (New York: New American, 1974) 40.

All subsequent quotations are from this edition.

After this, it is only necessary to supply the page number of the text:

Sheriff Otis Doyle testified that Miss Snell told him that "Carrie did it. Carrie did it." (198)

23. Sources used more than once:

1. If a source was footnoted earlier, you can use a shortened Footnote or Endnote providing only the author's surname and the reference page number:

¹ King 197.

2. When two or more books by the same author are used as reference material, or there are sources by two or more authors with the same last name, include the short title or an abbreviated form of the title:

² King, *Fire-Starter* 279.

² King, *It* 13.

Bibliography

Sometimes for a longer piece of work a bibliography is also required. Entries should always be listed in alphabetical order according to the author's surname.

A bibliography is a list of works cited not works read: in other words, you should only include works which you have referred to directly in your essay.

1. Book with one author or editor

2. Book with two authors or editors

3. Book with three authors or editors

4. Book with more than three authors or editors

5. Book with compilers and editors

6. Book with no author or editor stated

7. Book with one author, translated by another

8. Work in an anthology, a collection by several authors, with one or more editors and/or compilers

9. Article in an encyclopedia with no author stated

10. Article in an encyclopedia with an author

11. Article in a magazine, journal, periodical, newsletter, or newspaper with no author stated

12. Article in a magazine, journal, periodical, newsletter, or newspaper with one or more authors

13. Article from SIRS (Social Issues Resources Series)

14. Booklet, pamphlet, or brochure with no author stated

15. Booklet, pamphlet, or brochure with an author

16. Book review

17. Government publication

18. Cassette Tape Recording

19. CD-ROM

20. Computer service, e.g. BRS, DIALOG, MEAD, etc.

21. Computer software

22. Film, Movie

23. Internet

24. Interview

25. Letter

26. Map or Chart

27. Performance (ballet, concert, musical, opera, play, theatrical performance)

28. Radio

29. Recording - Music CD, LP, magnetic tape

30. Television

31. Videocassette

32. Advertisement

33. Definition from a dictionary

1. Book with one author or editor:

Author(s). *Title of Book*. City of Publication: Publisher, Year.

Barrett, Andrea. *Servants of the Map*. New York: Norton, 2002.

2. Book with two authors or editors:

Bolman, Lee G., and Terrence E. Deal. *Leading with Soul: An Uncommon Journey of Spirit*. New and Rev. ed. San Francisco: Jossey-Bass, 2001.

3. Book with three authors or editors:

Clancy, Tom, Carl Stiner, and Tony Koltz. *Shadow Warriors: Inside the Special Forces*. New York: Putnam, 2002.

4. Book with more than three authors or editors:

You have a choice of listing all the authors or editors in the order as they appear on the title page of the book, or you may use "et al." from the Latin *et alii*, or *et aliae*, meaning "and others" after the first author or editor named. A book written by Ken Blanchard, Sheldon Bowles, Don Carew and Eunice Parisi-Carew, for example, may be listed under the first named author: Blanchard, Kenneth H., et al.

Blanchard, Kenneth H., et al. *High Five! The Magic of Working Together*. New York: Harper, 2001.

Hogan, David J., et al., eds. *The Holocaust Chronicle: A History in Words and Pictures*. Lincolnwood, IL: Publications International, 2000.

5. Book with compilers and editors:

McClay, John B., and Wendy L. Matthews, comps. and eds. *Corpus Juris Humorous: A Compilation of Outrageous, Unusual, Infamous and Witty Judicial Opinions from 1256 A.D. to the Present*. New York: Barnes, 1994.

6. Book with no author or editor stated:

Maclean's Canada's Century: An Illustrated History of the People and Events that Shaped Our Identity. Toronto: Key Porter, 1999.

7. Book with one author, translated by another:

Muller, Melissa. *Anne Frank: The Biography*. Translated by Rita and Robert Kimber. New York: Metropolitan, 1998.

8. Work in an anthology, a collection by several authors, with one or more editors and/or compilers:

Fox, Charles James. "Liberty Is Order, Liberty Is Strength." *What Is a Man? 3,000 Years of Wisdom on the Art of Manly Virtue*. Ed. Waller R. Newell. New York: Harper, 2001. 306-7.

9. Article in an encyclopedia with no author stated:

"Nazi Party." *New Encyclopaedia Britannica*. 1997 ed.

10. Article in an encyclopedia with an author:

If the encyclopedia is well known and articles are arranged alphabetically, it is not necessary to indicate the volume and page numbers. But if the encyclopedia is not well known, you must give full publication information including author, title of article, title of encyclopedia, name of editor or edition, number of volumes in the set, place of publication, publisher and year of publication.

Kibby, Michael W. "Dyslexia." *World Book Encyclopedia*. 2000 ed.

Midge, T. "Powwows." *Encyclopedia of North American Indians*. Ed. D.L. Birchfield. 11 vols. New York: Marshall Cavendish, 1997.

11. Article in a magazine, journal, periodical, newsletter, or newspaper with no author stated:

"100 Years of Dust and Glory." *Popular Mechanics* Sept. 2001: 70-75.

12. Article in a magazine, journal, periodical, newsletter, or newspaper with one or more authors:

Use "+" for pages that are not consecutive.

Example: When numbering pages, use "24-25" if page numbers are consecutive. Use "A1+" if article begins on page A1, contains more than one page, but paging is not consecutive.

Note also that there is no period after the month. The period in "Mar." is for the abbreviation of March. If there are 4 or less letters in the month, e.g. May, June, and July, the months are not abbreviated. For instance, if the publication date is June 17, 2002, citation will be 17 June 2002.

Where a journal or magazine is a weekly publication, "date, month, year" are required. Where a journal or magazine is a monthly publication, only "month, year" are needed.

Where a newspaper title does not indicate the location of publication, add the city of publication between square parentheses, e.g. *National Post* [Toronto]. Square parentheses are used to enclose a word (or words) not found in the original but has been added by you.

Author(s). "Title of Article." *Magazine or Newspaper*. Date: Pages.

Barnes, Dan. "'Justice' for Canadian Skaters: IOC Awards Second Gold to Canada's Salé, Pelletier." *Ottawa Citizen* 16 Feb. 2002: A1+.

Cave, Andrew. "Microsoft and Sun Settle Java Battle." *Daily Telegraph* [London] 25 Jan. 2001: 36.

13. Article from SIRS (Social Issues Resources Series):

Example from SIRS:

Bluestone, Barry, and Irving Bluestone. "Workers (and Managers) of the World Unite." *Technology Review* Nov./Dec. 1992: 30-40. Reprinted in WORK. (Boca Raton, FL: Social Issues Resource Series, 1992), Article No. 20.

Example in MLA style:

Bluestone, Barry, and Irving Bluestone. "Workers (and Managers) of the World Unite." *Technology Review* Nov./Dec. 1992: 30-40. Work. Ed. Eleanor Goldstein. Vol. 5. Boca Raton: SIRS, 1992. Art. 20.

14. Booklet, pamphlet, or brochure with no author stated:

Diabetes Care: Blood Glucose Monitoring. Burnaby, BC: LifeScan Canada, 1997.

15. Booklet, pamphlet, or brochure with an author:

Lee, I. *Creating Your Own Web Site: A Crash Course for Beginners*. Mississauga, ON: Dufferin-Peel CDSB, Summer Institute, 2001.

16. Book review:

May use short forms: Rev. (Review), Ed. (Edition, Editor, or Edited), Comp. (Compiled, Compiler).

Groskop, Viv. "Chinese Torture - at Five." Rev. of *The Binding Chair* by Kathryn Harrison. *International Express*, Canadian ed. 6 June 2000: 37.

Hoffman, Michael J. "Huck's Ironic Circle." Rev. of *The Adventures of Huckleberry Finn* by Mark Twain. In *Modern Critical Interpretations of Mark Twain's Adventures of Huckleberry Finn* ed. by Harold Bloom. New York: Chelsea, 1986, 31-44.

17. Government publication:

Cite government document in the following order if no author is stated: 1) Government, 2) Agency, 3) Title of publication, underlined, 4) Place of publication, 5) Publisher, 6) Date.

Canada. Minister of Indian Affairs and Northern Development. *Gathering Strength: Canada's Aboriginal Action Plan*. Ottawa: Minister of Public Works and Government Services Canada, 2000.

United States. *National Council on Disability. Carrying on the Good Fight - Summary Paper from Think Tank 2000 - Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000.

Note: GPO = Government Printing Office in Washington, DC which publishes most of the U.S. federal government documents.

18. Cassette Tape Recording:

Covey, Stephen R. *Living the 7 Habits: Applications and Insights*. Cassette tape recording read by author. New York: Simon, Audio Div., 1995. 1 hr. 30 min.

Ginger. *Solid Ground*. Cassette tape recording from album Far Out. SPRO003. Vancouver: Nettwerk, 1994. 3 min. 47 sec.

19. CD-ROM:

LeBlanc, Susan and Cameron MacKeen. "Racism and the Landfill." *Chronicle-Herald* 7 Mar. 1992: B1. CD-ROM. SIRS 1993 Ethnic Groups. Vol. 4. Art. 42.

20. Computer service - e.g. BRS, DIALOG, MEAD, etc.:

Landler, Mark. "Can U.S. Companies Even Get a Bonjour?" *New York Times*, Late Ed. - Final Ed., 1. 2 Oct. 1995. DIALOG File 472, item 03072065197653951002.

21. Computer software:

ThinkPad ACP Patch for ThinkPad 600, 770, and 770E. IBM Vers. 1.0. IBM, 1998. 3.5" disk.

22. Film, Movie:

Short forms may be used, e.g. dir. (directed by), narr. (narrated by), perf. (performers), prod. (produced by), writ. (written by). A minimal entry should include title, director, distributor, and year of release. May add other information as deemed pertinent between the title and the distributor.

Hannibal. Dir. Ridley Scott. Prod. Dino De Laurentiis, Martha De Laurentiis, and Ridley Scott. Screenplay David Mamet and Steven Zaillian. Music Hans Zimmer. Perf. Anthony Hopkins and Julianne Moore. MGM and Universal, 2000.

Titanic. Dir., writ., prod., ed. James Cameron. Prod. Jon Landau. Twentieth Century Fox and Paramount, 1997.

23. Internet:

Web: basic

Author(s) or Editor(s). "Title of Page." *Title of Web Site*. Publisher or sponsor of site, Date of Publication. <URL> Date of Access.

If you cannot find some of the information, cite what is available.

"de Kooning, Willem." *Encyclopædia Britannica Online*. Encyclopedia Britannica, 2007. <<http://www.britannica.com/EBchecked/topic/153632/Willem-de-Kooning>> 11 Sep. 2012.

Quade, Alex. "Elite Team Rescues Troops behind Enemy Lines." *Cnn.com*. Cable News Network, 19th Mar. 2007. <<http://edition.cnn.com/2007/WORLD/meast/03/15/search.rescue/index.html>> 20 Nov. 2008.

Tyre, Peg. "Standardised Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. <<http://www.thedailybeast.com/newsweek/2008/09/07/struggling-school-age-boys.html>> 27 Apr. 2009.

Article or eBook from an Online Database (e.g Google Books, JSTOR, EBSCO)

For a database article, use the normal citation for a similar print source (or as much of it as you can find), then add the following information:

...*Database Name*. <URL> Date of Access.

Greene, Nicholas. "Friel and Transparency." *Irish University Review* 29.1 (1999): 136-44. JSTOR <URL>. 11 Sep 2012.

Daschle, Tom, Jeanne M. Lambrew, and Scott S. Greenberger. *Critical: What We Can Do About the HealthCare Crisis*. New York: St. Martin's Press, 2008. Google Books. <http://books.google.cz/books/about/Critical.html?id=b4ZOip6AqK8C&redir_esc=y> 29 Feb. 2012.

Internet citation for a cartoon, chart, clipart, map, painting, photo, sculpture, sound clip, etc.:

"Islamic State of Afghanistan: Political Map." Map. *Atlappedia Online*. 1993-2001.14 Oct. 2001 <http://www.atlappedia.com/online/maps/political/Afghan_etc.htm>.

"Woodhull, Victoria C." American History 102 Photo Gallery. 1997. State Historical Society of Wisconsin. 2 Sept. 2001 <<http://us.history.wisc.edu/hist102/photos/html/1023.html>>.

Internet citation of a software download:

Note: It is not absolutely essential to include the file size, but the knowledge is helpful.

RAMeSize. Vers. 1.04. 15K. 24 Sept. 2000. Blue Dice Software. 12 Nov. 2000

<http://www.pcworld.com/downloads/file_download.asp?fid=7605>.

24. Interview:

Longin, Helmut. President. Industry Union of Austria. Vice-President. Association of Austrian Industrialists. Telephone interview. 25 June 2002.

25. Letter:

Published letter in a collection.

Twain, Mark. "Banned in Concord. Letter to Charles L. Webster." 18 Mar. 1885. Letter 850318 of *Mark Twain*. Ed. Jim Zwick. 1995-2001. 27 Nov. 2001

<<http://www.boondocksnet.com/twaintexts/letters/letter850318.html>>.

A letter you received from John Smith.

Smith, John. Letter to the author. 27 Nov. 2001.

26. Map or Chart:

Treat citation as if it is a book with no author stated. Indicate if the citation is for a chart or a map.

2001 Andex Chart for Canadian Investors. Chart. Windsor, ON: Andex Associates Inc., 2001.

27. Performance: (ballet, concert, musical, opera, play, theatrical performance)

The Hobbit. By J.R.R. Tolkien. Dir. Kim Selody. Perf. Herbie Barnes, Michael Simpson, and Chris Heyerdahl. Living Arts Centre, Mississauga, ON. 20 Apr. 2002.

28. Radio:

Basic Black. Host. Arthur Black. Exec. Prod. Chris Straw. CBC, Vancouver. 8 Feb. 1996.

29. Recording - Music CD, LP, magnetic tape:

Basic components:

Name of author, composer, singer, or editor. Title of song (in quotation marks). Title of recording (underlined). Publication medium (LP, CD, magnetic tape, etc.). Edition, release, or version. Place of publication: Publisher, Date of publication. If citing from Internet, see *Item 23* above.

Backstreet Boys. *Larger than Life*. Millennium. CD. Exclusive Management by The Firm, Los Angeles, CA. Mastered by Tom Coyne, Sterling Sound, NYC. Zomba, 1999.

30. Television:

Law and Order. Prod. Wolf Film in assoc. with Universal Television. NBC Television Network. WHEC, Rochester, NY. 25 Feb. 1998.

31. Videocassette:

Jane Austen's *Emma*. Videocassette. Meridian Broadcasting. New York: New Video Group, 1996. Color. 107 min.

32. Advertisement:

Put in square parentheses [] important information you have added that is not found in the source cited. To cite an advertisement found on the Internet, see *Item 23* above.

"Now the Left Hand Knows What the Right Hands Are Doing." Microsoft. Advertisement. *eWeek*. 17 June 2002: 24-25.

33. Definition from a dictionary:

When citing a definition from a dictionary, add the abbreviation Def. after the word. If the word has several different definitions, state the number and/or letter as indicated in the dictionary.

"Mug." Def. 2. The New Lexicon Webster's Encyclopedic Dictionary of the English Language. Canadian ed. 1988.