INTRODUCTION - REFERENCING STYLES

All academic writing must fully acknowledge the material that it draws upon, including the work of other writers, artists, photographers, etc. This is to give credit to the origin of the ideas and works being used (in doing so, avoiding plagiarism) and allows the reader to go back to your sources should they be interested in particular ideas that are contained within your work. The referencing system that you employ should therefore be clear, logically arranged and consistent throughout the document.

There are a variety of rules, or styles, that have been developed by universities and publishers to maintain a consistent and logical referencing system. It is common for different academic disciplines to use differing referencing styles (e.g., Sciences often use Harvard In-text referencing, while Humanities often employ MLA style). Some of the more popular styles are APA, Chicago Style, and Harvard. Different styles will determine whether endnotes, footnotes, or in-text referencing are used, how these references are formatted, and how the bibliography should appear. The style can also determine the layout of the document, including page margins, line-spacing, etc.

The rules for MLA citation are set forth in the *MLA Handbook for Writers of Research Papers, 7th ed.* (New York: MLA, 2009). This book is available in the VUW Architecture and Design Library. Note that there is now an 8th edition of the official MLA Handbook, which has some slight differences. Most online sources will be based on this more up-to-date version. It is acceptable to use either 7th or 8th edition rules.

This guide outlines the MLA (Modern Language Association) system for documenting sources, based on the 7th edition of the *MLA Handbook*. Other sources used in the compilation of this guide were:


MLA requires in-text citations that refer readers to a list of works cited. An in-text citation names the author of the source, often in a signal phrase, and gives the page number in parentheses. At the end of the paper, a list of works cited provides publication information about the source. The list is alphabetised by authors' last names (or by titles for works without authors).

You may request to use a different reference style by approaching the Course Co-ordinator.
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PART ONE: MLA IN-TEXT CITATIONS

Where you use the words or ideas of another writer, you must reference that writer as a source. You must do this, even if you are paraphrasing the words of that writer. The following text, taken from Dallas Moore’s *Old St. Paul’s: The First Hundred years*, is used to illustrate this:

Original Text

The tower was strengthened with eight braces in 1868. One of these timbers, on the south side of the doorway, has an angle cut out of it. This was to allow the south door to open fully for all the doors opened inward at first. They were altered to open outwards in 1904 as a fire protection measure.

Paraphrasing the original text

Historian Dallas Moore writes that the angle that has been cut out of the doorway reveals that the doors originally opened inward (17).

or

Quoting from the original text

Historian Dallas Moore explains that the doors “were altered to open outwards in 1904 as a fire protection measure” (17).

MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase indicates that something taken from a source (a quotation, summary, paraphrase, or fact) is about to be used; usually the signal phrase includes the author's name. The parenthetical reference, which comes after the cited material, normally includes at least a page number.

In the above case readers can look up the author's last name (Moore) in the list of works cited, where they will learn the work's title and other publication information. If readers decide to consult the source, the page number provided in the text will take them straight to the passage that has been cited.

BASIC RULES FOR PRINT AND ELECTRONIC SOURCES

The MLA system of in-text citations, which depends heavily on authors' names and page numbers, was created in the early 1980s with print sources in mind. Because some of today's electronic sources have unclear authorship and lack page numbers, they present a special challenge. Nevertheless, the basic rules are the same for both print and electronic sources.

The examples in this section (items 1.1–1.5) show how the MLA system usually works and explain what to do if your source has no author or page numbers.

1.1. AUTHOR NAMED IN A SIGNAL PHRASE

Ordinarily, introduce the material being cited with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.
Julia Gatley notes that the Modernist aesthetic of the Berhampore State Flats showed New Zealand architecture was coming under the influence of the International Style (53).

The signal phrase — Julia Gatley notes that — names the author; the parenthetical citation gives the page number where the quoted words may be found in the source material.

Notice that the period (full stop) follows the parenthetical citation. When a quotation ends with a question mark or an exclamation point, leave the end punctuation inside the quotation mark and add a period after the parentheses: “…?” (8).

1.2. AUTHOR NAMED IN PARENTHESES
If a signal phrase does not name the author, put the author’s last name in parentheses along with the page number.

Although Wagner was celebrated for his Florentine and Renaissance architectural work, his style changed dramatically at the same time that he was appointed as professor of Architecture at the Academy of Vienna (Giedion 2).

Use no punctuation between the name and the page number.

1.3. AUTHOR UNKNOWN
Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are written in italics; titles of articles are put in quotation marks.

In order for students to gain knowledge of the use of materials and processes in design, practical craft training became a key aspect of Bauhaus teaching philosophy under Gropius (“Walter Gropius Bauhaus Period” 2).

TIP: Before assuming that a Web source has no author, do some detective work. Often the author’s name is available but is not easy to find. For example, it may appear at the end of the source, in tiny print. Or it may appear on another page of the site, such as the home page.

NOTE: If a source has no author and is sponsored by a corporate entity, such as an organisation or a government agency, name the corporate entity as the author (see item 1.8).

1.4. PAGE NUMBER UNKNOWN
You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don’t always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated.

The Roman authorities used depictions of aqueducts on only the lowest denomination of their coins (Mallott).

According to Matthew Keith Mallott, this indicates that the images were used as a form of propaganda to indicate to the poorest inhabitants to indicate how dependant they were on the Roman authorities.

When the pages of a Web source are stable (e.g. PDF files), however, supply a page number in your in-text citation.
NOTE: If a Web source numbers its paragraphs or screens, give the abbreviation "par." or "pars." or the word "screen" or "screens" in the parentheses: (Smith, par. 4).

1.5. ONE-PAGE SOURCE

If the source is one page long, MLA allows (but does not require) you to omit the page number. Many instructors will want you to supply the page number because without it readers may not know where your citation ends or, worse, may not realise that you have provided a citation at all.

No page number given

Maurice Tebbs writes that John Wilcox was an architect who was known for his excellent draftsmanship. Such manual skills have long been much respected within the profession, but this is changing as new modes of representation are taken up.

Page number given

Maurice Tebbs writes that John Wilcox was an architect who was known for his excellent draftsmanship (28). Such manual skills have long been much respected within the profession, but this is changing as new modes of representation are taken up.

NOTE: In this example the reference is drawn from a one-page article in a periodical. Because that single page number is provided in the works cited, it is not necessarily relevant in the in-text citation. However, as can be seen above, if it is omitted, it becomes difficult to determine which parts of the material is drawn from the source – the second sentence is not drawn from the source. In practice, it is always ‘safer’ to include the page number for clarity.

VARIATIONS ON THE BASIC RULES

This section describes the MLA guidelines for handling a variety of situations not covered by the basic rules just given. Again, these rules on in-text citations are the same for both traditional print sources and electronic sources.

1.6. TWO OR MORE TITLES BY THE SAME AUTHOR

If your list of works cited includes two or more titles by the same author, mention the title of the work in the signal phrase or include a short version of the title in the parentheses.

In 1978 Alington describes the ongoing project of architectural modernity - that of emerging technology and materials, as well as the “systematic examination of human needs” (“Architecture” 350). More recently in 2005 he writes that even in the 21st century a real opportunity exists for the continued advancement of this ‘project’ (“The Mason’s Rod” 13).

Titles of articles and other short works are placed in quotation marks, as in the example just given. Titles of books are written in italicised text, as in the case below.
In the cases where both the author's name and a short title must be given in parentheses, separate them with a comma.

The introduction of white cubist forms to the architectural language of the period between 1925-30 can largely be attributed to the influence of Walter Gropius (Pevsner, An Outline 413).

1.7. A SOURCE WITH MULTIPLE AUTHORS

Name the authors in a signal phrase, as in the following example, or include their last names in the parenthetical reference: (Walker and Clark 108).

Paul Walker and Justine Clark state that architectural photographs are not only representations of actual buildings, but also of “concepts, propositions, ideologies” (108).

When three authors are named in the parentheses, separate the names with commas: (Alcorn, Skates, Taylor 11).

For more than three authors name all of the authors or include only the first author's name followed by "et al." (Latin for “and others”). Make sure that your citation matches the entry in the list of works cited (see item 2.2).

The book was written to with the aim of assisting people to improve building performance (Baird et al. xxiii).

1.8. CORPORATE AUTHOR

When the author is a corporation, an organisation, or a government agency, name the corporate author either in the signal phrase or in the parentheses.

A public spaces study commissioned by the Wellington City Council found that the waterfront route largely consisted of unattractive street frontages (36).

In the list of works cited, the Wellington City Council is treated as the author and alphabetised under W.

When a government agency, ministry, or department is treated as the author, it will be alphabetised in the list of works cited under the name of the government, such as "New Zealand" (see item 2.3). For this reason, you must name the government in your in-text citation.

The New Zealand Ministry of Culture and Heritage describes the New Zealand Memorial in London as a symbol both of our common heritage and of New Zealand's distinct identity.

1.9. AUTHORS WITH THE SAME LAST NAME

If your list of works cited includes works by two or more authors with the same last name, include the author's first name in the signal phrase or first initial in the parentheses.

Estimates of the number of accidents caused by distracted drivers vary because little evidence is being collected (D. Smith 7).
1.10. INDIRECT SOURCE (SOURCE QUOTED IN ANOTHER SOURCE)
When a writer's or a speaker's quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation "qtd. in."

According to J J Sweeney, "the plastic organization of forms suggested by line and colour on a flat surface" (qtd. in Giedion 394).

1.11. ENCYCLOPEDIA OR DICTIONARY
Unless an encyclopedia or a dictionary has an author, it will be alphabetised in the list of works cited under the word or entry that you consulted — not under the title of the reference work itself (see item 2.13). Either in your text or in your parenthetical reference, mention the word or the entry. No page number is required, since readers can easily look up the word or entry.

In practice the word architecture, defined as “the art or practice of designing and constructing buildings”, is much vaguer than this simple definition suggests ("Architecture").

1.12. TWO OR MORE TITLES IN THE SAME REFERENCE
To cite more than one source in the parentheses, give the citations in alphabetical order and separate them with a semicolon.

Le Corbusier’s “five points” have been well documented by 20th century historians (Blake 60; Giedion 434; Jencks 86).

Multiple citations can be distracting, however, so you should not overuse the technique.

1.13. AN EntIRE WORK
Use the author's name in a signal phrase or a parenthetical reference. There is of course no need to use a page number.

In The Master Builders Peter Blake provides the career biographies of Le Corbusier, Mies van der Rohe and Frank Lloyd Wright.

1.14. WORK IN AN ANTHOLOGY
Put the name of the author of the work (not the editor of the anthology) in the signal phrase or the parentheses.

In "Into the Post-War World," William Toomath describes the aims of the Architectural Group in Auckland, and the Architecture Centre in Wellington (44).

In the list of works cited, the work is alphabetised under Toomath, not under the name of the editor of the anthology (Walker).


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LITERARY WORKS AND SACRED TEXTS

Literary works and sacred texts are usually available in a variety of editions. Your list of works cited will specify which edition you are using, and your in-text citation will usually consist of a page number from the edition you consulted (see item 1.16).

However, MLA suggests that when possible you should give enough information — such as book parts, play divisions, or line numbers — so that readers can locate the cited passage in any edition of the work (see items 2.19–2.21).

1.15. VERSE PLAYS AND POEMS

For verse plays, MLA recommends giving act, scene, and line numbers that can be located in any edition of the work. Use arabic numerals, and separate the numbers with periods.

In Shakespeare's *King Lear*, Gloucester, blinded for suspected treason, learns a profound lesson from his tragic experience: "A man may see how this world goes / with no eyes" (4.2.148-49).

For a poem, cite the part (if there are a number of parts) and the line numbers, separated by a period.

When Homer's Odysseus comes to the hall of Circe, he finds his men "mild / in her soft spell, fed on her drug of evil" (10.209-10).

For poems that are not divided into parts, use line numbers. For a first reference, use the word "lines": (lines 5-8). Thereafter use just the numbers: (12-13).

1.16. SACRED TEXTS

When citing a sacred text such as the Bible or the Qur'an, name the edition you are using in your works cited entry (see item 2.14). In your parenthetical citation, give the book, chapter, and verse (or their equivalent), separated by periods. Common abbreviations for books of the Bible are acceptable.

Consider the words of Solomon: "If your enemies are hungry, give them food to eat. If they are thirsty, give them water to drink" (*Holy Bible*, Prov. 25.21).
PART TWO: MLA LIST OF WORKS CITED

An alphabetised list of works cited, which appears at the end of your research paper, gives publication information for each of the sources you have cited in the paper.

NOTE: Unless your instructor asks for them, omit sources not actually cited in the paper, even if you read them.

PREPARING THE LIST OF WORKS CITED

Begin the list of works cited on a new page at the end of the paper (unless otherwise instructed by your course coordinator).

Alphabetising the list - Alphabetise the list by the last names of the authors (or editors); if a work has no author or editor, alphabetise by the first word of the title other than A, An, or The.

If your list includes two or more works by the same author, use the author's name only for the first entry. For subsequent entries use three hyphens followed by a period. List the titles in alphabetical order. See item 2.5.

Indenting - Do not indent the first line of each works cited entry, but indent any additional lines 35mm (or five spaces). This technique highlights the names of the authors, making it easy for readers to scan the alphabetised list.

Web addresses - MLA does not require that URL’s are provided as part of the citation in the works cited list. However, your instructor may insist that the web addresses are provided - the following examples are provided on this basis.

Do not insert a hyphen when dividing a Web address (URL) at the end of a line. Break the line after a slash. Also insert angle brackets around the URL. If your word processing program automatically turns Web addresses into hot links (by underlining them and highlighting them in color), turn off this feature.

GENERAL GUIDELINES FOR LISTING AUTHORS

Alphabetise entries in the list of works cited by authors' last names (if a work has no author, alphabetise it by its title). The author's name is important because citations in the text of the paper refer to it and readers will be looking for it at the beginning of an entry in the alphabetised list.

Name cited in text

According to Dallas Moore, …

Beginning of works cited entry

Moore, Dallas.

Items 2.1–2.5 show how to begin an entry for a work with a single author, multiple authors, a corporate author, an unknown author, and multiple works by the same author. What comes
after this first element of your citation will depend on the kind of source you are citing. (See items 2.6–2.56.)

2.1. SINGLE AUTHOR
For a work with one author, begin with the author’s last name, followed by a comma; then give the author’s first name, followed by a period.

Giedion, Siegfried.

2.2. MULTIPLE AUTHORS
For works with two or three authors, name the authors in the order in which they are listed in the source. Reverse the name of only the first author.

Walker, Paul, and Justine Clark.

Alcorn, Andrew, Henry Skates, and John Taylor.

For a work with four or more authors, either name all of the authors or name the first author, followed by "et al." (Latin for "and others").

Baird, George, John Gray, Nigel Isaacs, David Kernohan and Graeme McIndoe.

or

Baird, George, et al.

2.3. CORPORATE AUTHOR
When the author of a print document or Web site is a corporation, a government agency, or some other organisation, begin your entry with the name of the group.

Wellington City Council.

New Zealand. Ministry of Culture and Heritage.

2.4. UNKNOWN AUTHOR
When the author of a work is unknown, begin with the work’s title. Titles of articles and other short works, such as brief documents from Web sites, are put in quotation marks. Titles of books and other long works, such as entire Web sites, are written in italic text.

Article or other short work

"Pritzker for Thom Mayne."

Book or other long work


Before concluding that the author of a Web source is unknown, check carefully. Also remember that an organisation may be the author (see item 2.3).

2.5. TWO OR MORE WORKS BY THE SAME AUTHOR
If your list of works cited includes two or more works by the same author, use the author’s name only for the first entry. For other entries, use three hyphens followed by a period. The three hyphens must stand for exactly the same name or names as in the first entry. List the titles in alphabetical order (ignoring the article A, An, or The at the beginning of a title).


BOOKS

Items 2.6–2.19 apply to print books. For online books, see item 2.29.

2.6. BASIC FORMAT FOR A BOOK

For most books, arrange the information into three units, each followed by a period and one space: the author’s name; the title and subtitle (in italics); and the place of publication, the publisher, publication date, and the publication medium (for printed books, this will be “Print”).


Take the information about the book from its title page and copyright page. Use a short form of the publisher’s name; omit terms such as Press, Inc., and Co. except when naming university presses (Harvard UP, for example). If the copyright page lists more than one date, use the most recent one.

2.7. AUTHOR WITH AN EDITOR

Begin with the author and title, followed by the name of the editor. In this case the abbreviation "Ed." means "Edited by," so it is the same for one or multiple editors.


2.8. AUTHOR WITH A TRANSLATOR

Begin with the name of the author. After the title, write "Trans." (for "Translated by") and the name of the translator.


2.9. EDITOR

An entry for a whole work with an editor is similar to that for a work with an author except that the name is followed by a comma and the abbreviation "ed." for "editor" (or "eds." for "editors").
2.10. ARTICLE OR CHAPTER IN AN EDITED BOOK

Begin with the name of the author of the selection, not with the name of the editor of the anthology. Then give the title of the selection; the title of the anthology; the name of the editor (preceded by "Ed." for "Edited by"); publication information; the pages on which the selection appears; and the publication medium.


If you wish, you may cross-reference two or more works from the same anthology. Provide an entry for the anthology (see item 2.9). Then in separate entries list the author and title of each selection, followed by the last name of the editor of the anthology and the page numbers on which the selection appears (see example above).

Alphabetise the entry for the anthology under the name of its editor (Jenkins); alphabetise the entries for the selections under the names of the authors (Fairburn, Wilson).

2.11. EDITION OTHER THAN THE FIRST

If you are citing an edition other than the first, include the number of the edition after the title (or after the names of any translators or editors that appear after the title).


2.12. MULTIVOLUME WORK

Include the total number of volumes before the city and publisher, using the abbreviation "vols."


If your paper cites only one of the volumes, give the volume number before the city and publisher and give the total number of volumes after the date.


2.13. ENCYCLOPEDIA OR DICTIONARY ENTRY

When an encyclopedia or a dictionary is well known, simply list the author of the entry (if there is one), the title of the entry, the title of the reference work, the edition number (if any), the date of the edition and the publication medium.


Volume and page numbers are not necessary because the entries in the source are arranged alphabetically and therefore are easy to locate.

If a reference work is not well known, provide full publication information as well.

2.14. SACRED TEXT

Give the title of the edition of the sacred text (taken from the title page), (in italics); the editor's or translator's name (if any); publication information; and the publication medium.


2.15. FOREWORD, INTRODUCTION, PREFACE, OR AFTERWORD

Begin with the author of the foreword or other book part, followed by the name of that part. Then give the title of the book; the author of the book, preceded by the word 'By'; and the editor of the book (if any). After the publication information, give the page numbers for the part of the book being cited, and followed by the publication medium.


If the book part being cited has a title, include it in quotation marks immediately after the author's name.


2.16. BOOK WITH A TITLE IN ITS TITLE

If the book contains a title normally in italics, neither italicise the internal title nor place it in quotation marks.


If the title within the title is normally put in quotation marks, retain the quotation marks and italicise the entire title.


2.17. BOOK IN A SERIES

Before the publication information, cite the series name as it appears on the title page, followed by the series number, if any.

**2.18. REPUBLISHED BOOK**

After the title of the book, cite the original publication date, followed by the current publication information.


**2.19. PUBLISHER'S IMPRINT**

If a book was published by an imprint (a division) of a publishing company, link the name of the imprint and the name of the publisher with a hyphen, putting the imprint first.


**ARTICLES IN PERIODICALS**

This section shows how to prepare works cited entries for articles in magazines, scholarly journals, and newspapers. In addition to consulting the examples in this section, you will at times need to turn to other models as well:

- More than one author: see item 2.2
- Corporate author: see item 2.3
- Unknown author: see item 2.4
- Online article: see item 2.32
- Article from a subscription service: see item 2.31

**NOTE:** For articles appearing on consecutive pages, provide the range of pages (see items 2.21 and 2.22). When an article does not appear on consecutive pages, give the number of the first page followed by a plus sign: 32+.

**2.20. ARTICLE IN A MAGAZINE**

List, in order, separated by periods, the author’s name; the title of the article, in quotation marks; and the title of the magazine, written in italicised text. Then give the date and the page numbers, separated by a colon. If the magazine is issued monthly, give just the month and year. Abbreviate the names of the months except May, June, and July.


If the magazine is issued weekly, give the exact date.

2.21. ARTICLE IN A JOURNAL PAGINATED BY VOLUME

Many scholarly journals continue page numbers throughout the year instead of beginning each issue with page 1. At the end of the year, the issues are collected into a single volume. To find an article, readers need only the volume number, the year, and the page numbers.


2.22. ARTICLE IN A JOURNAL PAGINATED BY ISSUE

If each issue of the journal begins with page 1, you need to indicate the number of the issue. After the volume number, put a period and the issue number.


2.23. ARTICLE IN A DAILY NEWSPAPER

Begin with the name of the author, if known, followed by the title of the article. Next give the name of the newspaper, the date, and the page numbers (including the section letter). Use a plus sign (+) after the page number if the article does not appear on consecutive pages.


If the section is marked with a number rather than a letter, handle the entry as follows:


When an edition of the newspaper is specified on the masthead, name the edition after the date and before the page reference (eastern ed., late ed., natl. ed., and so on), as in the example just given.

If the city of publication is not obvious, include it in brackets after the name of the newspaper:

The Dominion Post [Wellington].

2.24. EDITORIAL IN A NEWSPAPER

Cite an editorial as you would an article with an unknown author, adding the word "Editorial" after the title.


2.25. LETTER TO THE EDITOR

Name the writer, followed by the word "Letter" and the publication information for the periodical in which the letter appears.

2.26. BOOK OR FILM REVIEW

Name the reviewer and the title of the review, if any, followed by the words "Rev. of" and the title and author or director of the work reviewed. Add the publication information for the periodical in which the review appears.


ELECTRONIC SOURCES

This section shows how to prepare works cited entries for a variety of electronic sources, including Web sites, online books, articles in online periodicals and databases, and e-mail.

NOTE: When a Web address in a works cited entry must be divided at the end of a line, MLA recommends that you break it after a slash. Do not insert a hyphen.

2.27. AN ENTIRE WEB SITE

Begin with the name of the author or corporate author (if known) and the title of the site, written in italicised text. Then give the names of any editors, the date of publication or last update, the name of any sponsoring organisation, the source medium (in this case 'Web'), the date you accessed the source, and the URL in angle brackets. Provide as much of this information as is available.

With author


With corporate (group) author


Author unknown


With editor


NOTE: If the site has no title, substitute a description, such as "Home page," for the title. Do not italicise the words or put them in quotation marks.

2.28. SHORT WORK FROM A WEB SITE

Short works are those that appear in quotation marks in MLA style: articles, poems, and other documents that are not book length. For a short work from a Web site, include as many of the following elements as apply and as are available: author's name; title of the short work, in quotation marks; title of the site (written in italicised text); date of publication or last update; sponsor of the site (if not named as the author or given as the title of the site); the source medium (in this case ‘Web’); the date you accessed the source; and the URL in angle brackets.

Usually at least some of these elements will not apply or will be unavailable. In the following example, no sponsor or date of publication was available. (The date given is the date on which the researcher accessed the source.)

With author


Author unknown


NOTE: When the URL for a short work from a Web site is very long, you may give the URL for the home page and indicate the path by which readers can access the source.


2.29. ONLINE BOOK

When a book or a book-length work such as a play or a long poem is posted on the Web as its own site, give as much publication information as is available, followed by your date of access and the URL. (See also the models for print books: items 2.6–2.19.)


If the book-length work is posted on a scholarly Web site, provide information about that site.

2.30. PART OF AN ONLINE BOOK

Place the part title before the book's title. If the part is a short work such as a poem or an essay, put its title in quotation marks. If the part is an introduction or other division of the book, do not use quotation marks.


2.31. WORK FROM A Database SERVICE such as avery

For sources retrieved from a library's subscription database service, give as much of the following information as is available: publication information for the source (see items 2.20–2.26); the name of the database, written in italicised text; the name and location of the library where you retrieved the source; the source medium (in this case ‘Web’); and the date that you accessed the source. There is no need to record the URL for the article, or for the online service used to locate it.

The following models is for an article retrieved through Avery Index to Architectural Periodicals:


2.32. ARTICLE IN AN ONLINE PERIODICAL

When citing online articles, follow the guidelines for printed articles (see items 2.20–2.26), giving whatever information is available in the online source. End the citation with your date of access and the URL.

NOTE: In some online articles, paragraphs are numbered. For such articles, include the total number of paragraphs in your citation, as in the next example.

From an online scholarly journal


From an online magazine


From an online newspaper

2.33. CD-ROM

Treat a CD-ROM as you would any other source, remembering to specify CD as the medium.


2.34. E-MAIL

To cite an e-mail, begin with the writer's name and the subject line. Then write "Message to" followed by the name of the recipient. End with the date of the message.


2.35. BLOGS, DISCUSSION BOARDS, AND OTHER ONLINE POSTS

Cite Web postings as you would a standard Web entry. Provide the author of the work, the title of the posting in quotation marks, the Web site name in italics, the publisher, and the posting date. Follow with the medium of publication the date of access, and URL. Include screen names as author names when author name is not known. If both names are known, place the author’s name in square brackets. If the publisher of the site is unknown, use the abbreviation n.p.

Discussion board post


Blog post


Comment on blog post


MULTIMEDIA SOURCES (INCLUDING ONLINE VERSIONS)

Multimedia sources include visuals (such as works of art), audio works (such as sound recordings), audiovisuals (such as films), and live events (such as the performance of a play).

When citing multimedia sources that you retrieved online, consult the appropriate model in this section and give whatever information is available for the online source; then end the citation with your date of access and the URL. (See items 2.37, 2.40, and 2.44 for examples.)
2.37. WORK OF ART (PAINTING, SCULPTURE, PHOTOGRAPH)
Cite the artist’s name; the title of the artwork, italicised; the date of composition; the medium of composition (for instance, “Lithograph on paper,” “Photograph,” “Charcoal on paper”); and the institution and city in which the artwork is located. For artworks found online, omit the medium of composition and include the title of the Web site, the medium (“Web”), and your date of access.


2.38. CARTOON
Begin with the cartoonist's name, the title of the cartoon (if it has one) in quotation marks, the word "Cartoon," and the publication information for the publication in which the cartoon appears.


2.39. ADVERTISEMENT
Name the product or company being advertised, followed by the word "Advertisement." Give publication information for the source in which the advertisement appears.


2.40. MAP OR CHART
Cite a map or a chart as you would a book or a short work within a longer work. Add the word "Map" or "Chart" following the title.


2.41. MUSICAL COMPOSITION
Cite the composer’s name, followed by the title of the work. Italicise the title of an opera, a ballet, or a composition identified by name, but do not italicise or use quotation marks around a composition identified by number or form.

- Haydn, Franz Joseph. Symphony no. 88 in G.
2.42. SOUND RECORDING

Begin with the name of the person you want to emphasise: the composer, conductor, or performer. For a long work, give the title, written in italicised text, followed by names of pertinent artists (such as performers, readers, or musicians) and the orchestra and conductor (if relevant). End with the manufacturer and the date.


For a song, put the title in quotation marks. If you include the name of the album, italicise it.


2.43. FILM OR VIDEO

Begin with the title, written in italicised text. For a film, cite the director and the lead actors or narrator ("Perf." or "Narr."), followed by the name of the distributor and the year of the film's release. For a videotape or DVD, add "Videocassette" or "DVD" before the name of the distributor.


To emphasize specific performers (perf.) or directors (dir.), begin the citation with the name of the desired performer or director, followed by the appropriate abbreviation.


2.44. RADIO OR TELEVISION PROGRAM

Begin with the title of the radio segment or television episode (if there is one) in quotation marks, followed by the title of the program, written in italicised text. Next give relevant information about the program's writer ("By"), director ("Dir."), performers ("Perf."), or host ("Host"). Then name the network, the local station (if any), and the date the program was broadcast, followed by medium of publication.


If there is a series title, include it after the title of the program, neither italicised nor in quotation marks.

2.45. RADIO OR TELEVISION INTERVIEW
Begin with the name of the person who was interviewed, followed by the word "Interview." End with the information about the program as in item 2.44.


2.46. LIVE PERFORMANCE
For a live performance of a play, a ballet, an opera, or a concert, begin with the title of the work performed. Then name the author or composer of the work (preceded by the word "By"), followed by as much information about the performance as is available: the director ("Dir."); choreographer ("Chor."); the major performers ("Perf."); the theater, ballet, or opera company; the theater and its city; and the date of the performance.


2.47. LECTURE OR PUBLIC ADDRESS
Provide the speaker’s name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g., Address, Lecture, Reading, Keynote Speech, Guest Lecture, Conference Presentation).


2.48. PERSONAL INTERVIEW
To cite an interview that you conducted, begin with the name of the person interviewed. Then write "Personal interview," followed by the date of the interview.


2.49. ARCHITECTURAL DRAWING
Cite the name of the person who made the drawing (this may not be the actual architect), or, if no such name is provided, the name of the architectural practice – followed by the title and number of the drawing (or a description if no title is indicated), usually underlined, the work's date (if known), and any identifying number assigned to it. Provide the name and location of any library, archive, or other research institution housing the material, and the medium. For a drawing you viewed online, end your citation with your date of access and the URL.


**OTHER SOURCES (INCLUDING ONLINE VERSIONS)**

This section includes a variety of traditional print sources not covered elsewhere. For sources obtained on the Web, consult the appropriate model in this section and give whatever information is available for the online source; then end the citation with the date on which you accessed the source and the URL. (See the second example under item 2.49.)

2.50. GOVERNMENT PUBLICATION

Treat the government agency as the author, giving the name of the government followed by the name of the agency and the medium of publication.


For government documents published online, give as much publication information as is available and end your citation with the date of access and the URL.


2.51. PAMPHLET

Cite a pamphlet as you would a book.


2.51. THESIS OR DISSERTATION

Begin with the author's name, followed by the dissertation title in quotation marks, the abbreviation "Diss.," the name of the institution, and the year the dissertation was accepted.

For dissertations that have been published in book form, italicise the title. After the title and before the book's publication information, add the abbreviation "Diss.," the name of the institution, and the year the dissertation was accepted.


2.53. PUBLISHED PROCEEDINGS OF A CONFERENCE
Cite published conference proceedings as you would a book, adding information about the conference after the title.


2.54. PUBLISHED INTERVIEW
List the interview by the name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks. Place the title of the larger work in italics. If the interview appears as an independent title, italicise it. Determine the medium of publication (e.g., print, Web, DVD) and fill in the rest of the entry with the information required by that medium. For books, include the author or editor name after the book title.

Note: If the interview from which you quote does not feature a title, add the descriptor "Interview" (unformatted) after the interviewee’s name.


2.55. PERSONAL LETTER
To cite a letter that you have received, begin with the writer's name and add the phrase "Letter to the author," followed by the date and medium (here being typescript rather than print use manuscript (MS) for handwritten letters – see 2.56 below).

Primak, Shoshana. Letter to the author. 6 May 2005. TS.
2.56. MANUSCRIPT OR TYPESCRIPT

To cite a manuscript (i.e. handwritten), or typescript (i.e. typed) documents, which are unpublished, state the author, the title or a description of the material (e.g. Notebook), the form of the material (ms for manuscript, ts for typescript), and any identifying number assigned to it. Give the name and location of any library, archive, or other research institution housing the material.


Twain, Mark. Notebook 32. Mark Twain Papers. U. of California, Berkeley. MS.

2.57 ARCHIVAL RECORDS

To cite an unpublished document or record held in an archive, list the author, title (or description), the date of the work (if known), and the form of the material (ms for manuscript; ts for typescript; drawing; etc) before providing the location details for where the work can be found. The location details will include the accession/file number, the name of the holding institution, and location details (city).


2.58 PUBLIC SIGNS AND PLAQUES

List the author (in most cases the commissioning institution), the title of the plaque/sign, the date (if known), and a brief descriptor. Follow that basic information with the location details, including a full address.


Author and date unknown


2.59 UNKNOWN FORMATS (HOW TO CRAFT YOUR OWN REFERENCE)

This MLA Citation Style Guide provides only a summary of the range of types of sources that might need to be listed in a reference list. When references need to be created for types of source material not listed in this guide, first check with the other MLA referencing sources.
listed in the introduction of this guide. Remember that the *MLA Handbook* is the authoritative source of information, and is available in the Architecture and Design Library.

When all else fails, it is sometimes necessary to create your own referencing format. To do this, you need to keep in mind the four parts basic of an MLA reference:

- **Author/creator**
- **Title of work/piece, including, where relevant, the title of the larger work it is part of (+if necessary, additional brief descriptor)**
- **Date (published/released/created)**
- **Location (publisher details, online details, physical location details as appropriate)**

As long as this information is provided for your source (with the end goal of creating a reference that can direct your readers to the actual source of information), and the usual MLA punctuation conventions are followed, the resulting reference will be perfectly adequate.

The example below is a combination of the reference formats for a work of art for the author/date/title details, and a public sign for location details (BMD is the name signed on the wall by the street artist)

```
BMD. Ban shark finning. Graffiti. 2013. 100 Cable Street, Te Aro, Wellington, New Zealand.
```

For maps generated from the Google Map tool, use the short URL, which can be generated by checking the ‘short URL’ checkbox in the share link. Because Google Maps does not provide titles, the actual title has been omitted, leaving the description to indicate what the subject of the source is.

```
<https://goo.gl/maps/MrMDE6V4ZT72>
```
PART THREE: MLA INFORMATION NOTES

Researchers who use the MLA system of parenthetical documentation may also use information notes for one of two purposes:

- to provide additional material that might interrupt the flow of the paper yet is important enough to include
- to refer readers to any sources not discussed in the paper

Information notes may be either footnotes or endnotes. Footnotes appear at the foot of the page; endnotes appear on a separate page at the end of the paper, just before the list of works cited. For either style, the notes are numbered consecutively throughout the paper. The text of the paper contains a raised arabic numeral that corresponds to the number of the note.

**TEXT**

Gropius is most often associated with the Bauhaus movement that arose in Germany after WW1.¹

**NOTE**

¹ For a discussion of Post-War Germany and the Bauhaus, see Giedion 417.
PART FOUR: VISUALS

MLA classifies visuals as tables and figures (figures include graphs, charts, maps, photographs, and drawings). Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear caption that identifies the subject. The label and caption should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:


For each figure (picture or illustration), place a label and a caption below the figure, flush left. They need not appear on separate lines. The word "Figure" may be abbreviated to "Fig." Include source information following the caption.

Visuals should be placed in the text, as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix. As source information is provided for along with the figures, it is not necessary to repeat that information in the works cited list (unless you have also referred to that same source elsewhere in your text).

Fig. 1. Alington House Plan. Source: S Bonny and M Reynolds, Living with 50

Fig. 2. Alington House courtyard. Source: Author’s photograph.