

# SETON SCHOOL RESEARCH DOCUMENTATION

**For all papers written at Seton two forms of documentation are required: parenthetical notes in the text of the paper and a Works Cited page. Do this for any facts, ideas, images or exact wording you get from any source.**

Seton School requires the use of the MLA style for all papers or projects using research. In its 8<sup>th</sup> Edition Handbook, the Modern Language Association revised its documentation format for Works Cited entries; citations in the text (parenthetical notes) are in the same format as before. The new Works Cited format is shown below in its simplest form, the book with a single author. See page 2 for the new MLA format for Electronic sources (now required at Seton) and for a link to information on other types of sources. See page 3 for a sample Works Cited page, also showing other types of sources.

\*\*Please note that teachers often collect pages of cited books, articles, etc. to check the accuracy of the research. Students usually photocopy book and magazine pages (and print Internet pages), marking or highlighting the information used in the paper.

## Parenthetical Notes: Documenting Sources in the Text of the Paper (No Change)

In the paper's text, use parenthetical notes to indicate the source of the information. Immediately after the information or quotation taken from the source, place the author's last name and the page number, with no punctuation, in parentheses. Place this after quotation marks, if any, but before the period of the sentence. See examples below.

## The Works Cited Page (Revised)

On a separate page at the end of the paper, list all cited sources on the Works Cited page. For each source, list information using the correct order and punctuation, arranging sources in alphabetical order according to authors' last names. Indent the 2<sup>nd</sup> and subsequent lines in each entry. **Double space between lines and between entries.**

### Book, One Author: Works Cited and Parenthetical Note

#### **Parenthetical Note:**

Author's last name followed by page number in parentheses. [Note: If the author's name is given in the sentence, it may be omitted from the note.]

#### **Works Cited:**

Author's last name, first name. *Book Title*. Publisher, publication date. [Note: Italicize book titles.]

#### **Example:**

Carroll, Warren. *The Glory of Christendom*. Christendom Press, 1993.

One extremely influential figure in the twelfth century was Bernard of Clairvaux (Carroll 31).

Carroll writes, "The second quarter of the twelfth century . . . was dominated throughout most of Christendom by a single extraordinary, indeed unique figure: St. Bernard of Clairvaux" (31).

Electronic/Internet Sources—New MLA Format (Required)

**Parenthetical Note:**

Author's last name (check for author at beginning and end of article) or the first word or two of the article title if no author is given, followed by page number, within parentheses. If no page number is given, students do not need to include one.

**Works Cited:**

Author's last name, first name. "Article Title." *Website Name*, Complete Web address. Date accessed.

[Note: Italicize website names. Also, while MLA **recommends** Web addresses and dates of access, Seton **requires** them.]

**Examples:**

Chaput, Archbishop Charles J. "The Splendor of Truth in 2017." *First Things*,

[www.firstthings.com/article/2017/10/the-splendor-of-truth-in-2017](http://www.firstthings.com/article/2017/10/the-splendor-of-truth-in-2017). Accessed 3 January 2018.

The author summarizes a message of *Veritatis Splendor*, "The truth may not make us comfortable, but it does make us free. And knowing and living the truth ennoble our lives. It is the only path to lasting happiness" (Chaput).

"St. Elizabeth Ann Seton." *New Advent*, [www.newadvent.org/cathen/13739a.htm](http://www.newadvent.org/cathen/13739a.htm). Accessed 3 January 2018.

When Elizabeth Ann Seton was thinking of becoming a Catholic, she prayed, "If I am right Thy grace impart still in the right to stay. If I am wrong Oh, teach my heart to find the better way" ("St. Elizabeth").

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**COMPLETE INFORMATION ON MLA FORM:**

- See the excellent Purdue OWL Website for all types of sources and clear explanations of the MLA Format:

<https://owl.english.purdue.edu/owl/resource/747/01/>

- You may also "Google" the MLA format of the type of source you are using (e.g. "book with two or more authors MLA format 8<sup>th</sup> edition").

See sample Works Cited page, page 3.

Sample Page:

**Works Cited**

Barnet, Sylvan. Introduction. *Hamlet*, by William Shakespeare, Signet Classics, 1998, pp. lxiii-xcii.

[Introduction to a book. Page numbers are first and last pages of the introduction]

Carroll, Anne. *Building a Civilization of Love*. Draft Version II, 2016. [Print book, one author, edition, no publisher]

---. *Christ and the Americas*. Tan Books and Publishers, 1997. [2<sup>nd</sup> book same author]

Chaput, Archbishop Charles J. "The Splendor of Truth in 2017." *First Things*,

[www.firstthings.com/article/2017/10/the-splendor-of-truth-in-2017](http://www.firstthings.com/article/2017/10/the-splendor-of-truth-in-2017). Accessed 3 January.

[Internet source]

Mack, Maynard. "The World of Hamlet." *Hamlet*, edited by Sylvan Barnet, Signet Classics, 1998,

pp. 191-214.

[Article from an edited collection of articles (book) with a variety of authors. Page numbers are the first and last of the article]

Poniewozik, James. "TV Makes a Too-Close Call." *Time*, 20 Nov. 2000, pp. 70-71. [Print magazine article]

Shakespeare, William. *Hamlet*. Edited by Sylvan Barnet, Signet Classics, 1998. [Book with editor]

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Information in this document on the MLA format, 8<sup>th</sup> Edition, is taken from this source:

Russell, Tony, et al. "MLA Formatting and Style Guide." *The Purdue OWL*, Purdue U Writing Lab, 15 Nov.

2017. [www.owl.english.purdue.edu/owl/resource/747/01/](http://www.owl.english.purdue.edu/owl/resource/747/01/). Accessed 30 December 2017.

[“et al” is used to show two or more additional writers or editors]