STANDARD DOCUMENTATION FORMATS

Different disciplines use their own systems to give information about sources. Here are samples of the main systems, showing the kinds of information needed and some details of punctuation, typeface, and indentation for various types of sources. For more detailed advice, consult the manuals and websites mentioned below or use a general handbook such as Northey and Procter, *Writer's Choice* (available at the U of T Bookstore and in campus libraries).

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. Use the Insert and Reference functions in Word to create them easily. 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.**

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*, 8th ed., ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty (New York: W.W. Norton, 2001), 996. Subsequent parenthetical citations will refer to this edition.

[2] John Smith, "Renovating *Hamlet* for Contemporary Audiences," *UTQ* 78 (Summer 2009): 963.

[3] Alisa Zubar, "Acting Now," *Termagant Society Online*, http://www.nouniv.ca/terma/hands.html (accessed August 22, 2010).

[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.

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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*, 8th ed., ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty. 941-1033. New York: W.W. Norton, 2001.

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

Zubar, Alisa. "Acting Now." *Termagant Society Online*. http://www.nouniv.ca/terma/hands.html (accessed August 22, 2010).

MLA System: Parenthetical Author-Page References

This streamlined format gives author and page in parentheses in the text of the paper, and then sets out full references in a Works Cited (or Works Consulted) list. Developed by the Modern Language Association, it is now widely accepted in the humanities. For details, see the seventh edition (2009) of the *MLA Handbook for Writers of Research Papers*. This edition asks you to note the medium of each source, for instance "print" or "web." For journal articles read online, also include the name of the online database and the date you read the article to distinguish among slightly different versions. With all this information included, MLA no longer requires the URL in every case; ask whether your instructor expects it.

When Hamlet protests to Gertrude, "Leave wringing of your hands" (3.4.34), he is naming a universally recognizable gesture. As Smith says, similar broad gestures are "the most direct way of indicating inner turmoil" (963). Contemporary actors still use this body movement (Zubar), and Renaissance audiences would have recognized it as a specific signal for inner distress (Brown 111), perhaps specifically for a condition the Elizabethan author Reynolds named "ague of the spirits" (qtd. in Mahieu 69).

Works Cited

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

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

Shakespeare, William. *Hamlet*. *Norton Introduction to Literature*. Ed. Alison Booth, J. Paul Hunter, Kelly J. Mays, and Jerome Beaty. 8th ed. New York: W.W. Norton, 2001. 941-1033. Print.

Smith, John. "Renovating *Hamlet* for Contemporary Audiences." *UTQ* 78 (2009): 960-69. *Project Muse*. Web. 21 Sept. 2010.

Zubar, Alisa. "Acting Now." *Termagant Society Online*. 31 Nov. 2002. Web. 22 Aug. 2010. <http://www.nouniv.ca/terma/hands.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 latest edition also asks for Digital Object Identifier numbers (DOI) in Reference lists (with no period afterwards) to identify journal articles and other recent publications when available. DOIs are now supplied as part of publication information by nearly all journals and some book publishers. See the Frequently-Asked Questions page at **www.apastyle.org/learn/faqs/index.aspx** for further advice on this and other APA requirements. 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 <u>all</u> references. Ask your instructor whether to include page numbers.

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

Numbered Note Systems (e.g., IEEE, Medical and CSE systems)

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. The Engineering Communication Program offers detailed advice and samples at **www.ecf.utoronto.ca/~writing/handbook-docum1b.html.**
- 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 and the date of access (though not always 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 URL if useful. 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] *NOTE: This entry follows the MLA requirement to give both the date of publication or last update (20 July 2010) and the date of accessing the web page (1 Sept. 2010), but not the URL.*
Procter, Margaret. "Standard Documentation Formats." *Writing at the University of Toronto.* 20 July 2010. Web. 1 Sept. 2010.

[Web page: APA system, item in References list] *NOTE: This entry gives the retrieval date and URL to indicate the version seen.*
Procter, M. (2010). *Standard documentation formats*. Retrieved Sept. 1, 2010 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]
Hill, Robin. "What Sample Size Is 'Enough' in Internet Survey Research?" *Interpersonal Computing and Technology* 6:3-4 (July 1998): n. pag. Web. <http://www.emoderators.com/ipct-j/1998/n3-4/hill.html>. 11 July 2010.

[Article in journal published <u>only</u> online: APA system, item in References list]
Hill, R. (1998, July). What sample size is "enough" in Internet survey research? *Interpersonal Computing and Technology, 6*(3-4).

[Email: MLA system, item in Works Cited list]
Sills, Paige. <psills@mcmaster.ca>. "Did It Again!" Message to the author. 21 Sept. 2009. E-mail.

[Email: APA system, citation only in text: *NOTE: In the APA system, personal communications like email are not cited in the References list because they are not available for others to consult. Cite them only in your text, using parentheses for author and date.*
Another success has recently been reported (P. Sills, personal communication, Sept. 21, 2009).