

Using Notes and MLA at DePauw University Writing Center

When writing a documented paper, keep in mind two basic principles when citing your source:

1. Your reader must be able to find the source from the information in your citation.
2. Your reader must be able to immediately determine which information is borrowed from a source and which information is your own.

Forms for footnoting may vary depending upon the discipline or the department you are writing for. In general the humanities (English, Languages, History, Religion, Philosophy, Art, Music) use the style recommended by the Modern Language Association (MLA); at DePauw, some professors in History, Religious Studies, and Music prefer the Chicago style. The social sciences and hard sciences usually use a form similar to the one recommended by the American Psychological Association (APA). This guide is adapted from the MLA format.

Using Quotations

If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.

If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of the references; the best procedure is to acknowledge that you are paraphrasing. **WARNING:** If your “paraphrased” material uses primarily the wording of your source, you are in danger of plagiarizing. Either use quotation marks or completely reword and restate the source.

When writing an analytical research paper, you are expected to do more than simply string together quotes or paraphrased sections of sources; a substantial portion of the paper should be your own ideas, judgments and conclusions about the subject.

Notes and Citations

“Notes” are sometimes referred to as footnotes/endnotes or parenthetical notes depending on their position in the paper. A footnote is at the bottom of the page; an endnote is at the end of the chapter or work; a parenthetical note is included in parentheses () in the text. You should be aware of whether your instructor accepts a more informal documentation style (“short” form: parenthetical) or requires a more formal documentation style (“long” form: footnotes or endnotes).

In the “short” form, the reference is cited in parentheses in the text, usually by author’s last name and page number. In the “long” form, the reference is listed in a separate section at the end of the paper.

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A Boo y n A o

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

An d on

Chaucer, Geoffrey. The Works of Geoffrey Chaucer ET (-)1

An Article in an Encyclopaedia

If the article is signed, give the author first (often articles in reference books are signed with initials identified elsewhere in the work); if it is unsigned, give the title first.

Chiappini, Luciano. "Este, House of." Encyclopedia Britannica: Macropaedia. 1974.

An Article in a Periodical

In citing articles in periodical, normally arrange the information in the following order:

1. Author's name
2. Title of the article
3. Name of the periodical
4. Series number or name
5. Volume number
6. Date of publication
7. Page numbers

An Article in a Journal or in a Yearly Periodical

Snyder, Mark. "Self-Fulfilling Stereotypes." Psychology Today July 1982: 60-68.

An Article in an Online Journal or in an Online

Spear, Karen. "Building Cognitive Skills in Basic Writers." Teaching English in the Two-year College 9 (1983): 91-98.

An Article in a Newspaper

Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." New York Times 21 Nov. 1983, late ed.; B17.

Non-Periodical

When citing either a book or a document, the following is typically included:

1. Title of project or database
2. Name of the editor of the project or database
3. Publication information: version number, date or latest update, sponsoring institution.
4. Date of access and web address

When citing a document within a scholarly project or database, the author's name and the title of the work (in quotation marks) precedes the above information. Examples of each type are given below.

The Jane Austen Information Page. July 1996. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/janeinfo.html#janetoc>>.

Lank, Edith. "The Cancelled Chapters of *Persuasion*." The Jane Austen Information Page. March 3,

1997. The Republic of Pemberley. 10 October 2000

<<http://www.pemberley.com/janeinfo/pcanchap.html>>.

Citations for on-line books and journals resembles the citation style of traditional texts with the addition of the date of the electronic publication and name of any sponsoring institution, the date you accessed the text and the network address.

To cite these sources within your text, list whatever you list first in the Works Cited. For example, to show that information came from the first on-line source above, you would cite (The Jane Austen Information Page X); to cite the second you would write (Lank X). "X" represents the number of the paragraph or screen that you took the information for. For example, you could write, "par. 3" (to

Application Letter/Personal Statement Writing
DePauw University Writing Center

Unlike your resume, which you will probably send to each employer in the same form, the application

- **Name opening.** *Mention the name of a person who is well known to the reader and who has suggested that you apply for the job.*
- **Question opening.** *Pose an attention-getting question that shows you understand an organization's problem, need, or goal and have a genuine desire to help solve, meet, or attain it.*
- **News opening.** *Cite a publicized organizational achievement, contemplated change, or new procedure or product, and then link it to your desire to work for the organization.*
- **Personalized opening.** *Present one of your relevant interests or views, mention your previous experience with the organization, or cite your present position as a means of leading into a discussion of why you want to work for the organization.*
- **Creative opening.** *Demonstrate your flair and imagination with colorful phrasing, especially if the job requires these qualities.*

No matter how you capture your reader's attention, your opening paragraph also needs to clarify your reason for writing: You are applying for a job and you need to write something like I am seeking an entry-level position in web-technology.

Interest and Desire

In the middle section of your letter:

Summarize the qualifications directly relevant to this job

- **Do not repeat information on your resume; instead, interpret you past employment/education experience and tell the employer how your past experiences will help you in the job for which you are applying**
- **Relate aspects of your training or work experience to those of the target position**
- **Outline your education preparation for the job**