

MLA STYLE 8TH EDITION





MLA Style 8th edition index

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College students are expected to write papers that conform to certain academic standards. The following guide is based on the 8th edition of the 2016 MLA Handbook. [REF 808.027 M685 2016] with some adaptations. Instructors at Columbia will want you to follow these format requirements or another standard, such as the APA format for psychology courses.

Sample MLA style papers: <https://style.mla.org/sample-papers/>

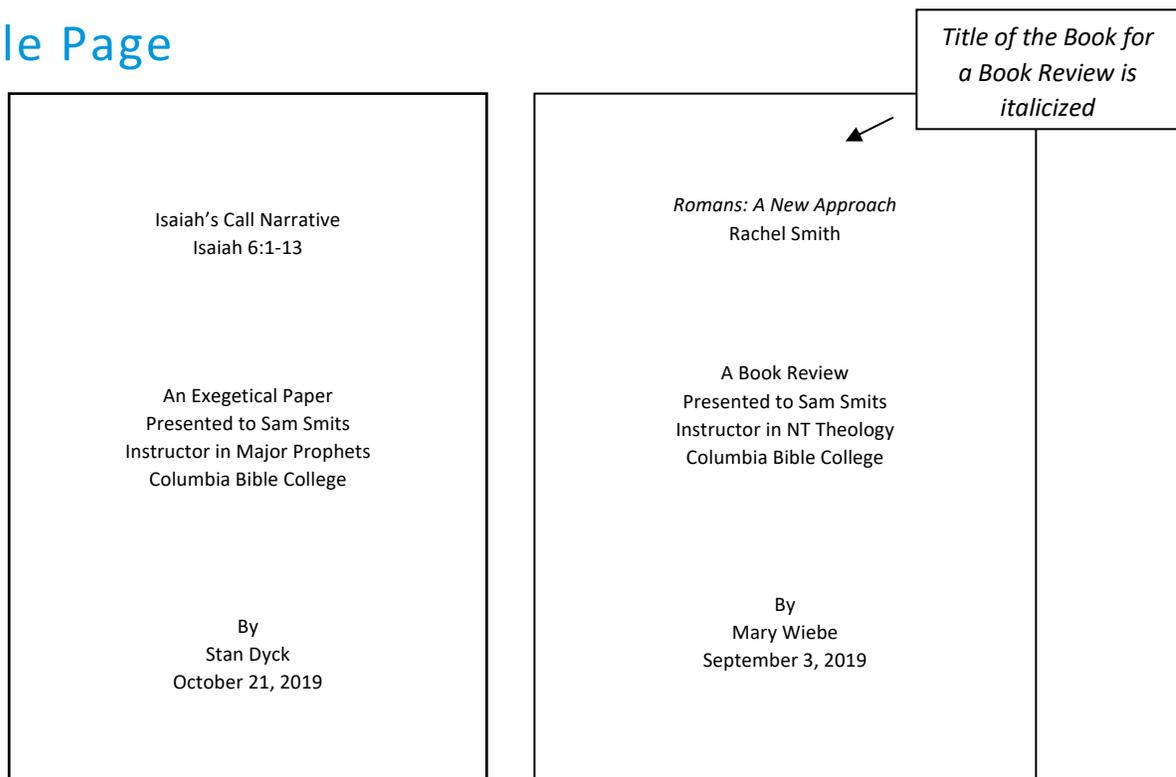
Format of Papers

While each instructor will evaluate Research Essays and Exegetical Papers a little differently, clear organization, careful explanations, and proper format will have a significant impact on your overall mark. The following describes format expectations here at Columbia.

A note of caution about open source software:

Free open source software programs, like Google Docs, SkyDrive, or Open Office, are great for basic personal use. HOWEVER, these software programs will NOT allow you to create the format mandated by Columbia Bible College. If you cannot afford to purchase a licenced software, like Microsoft Word (~\$80) or Pages (~\$25), then you should expect that it will be necessary to finish your papers on a computer in the library at Columbia in order to achieve the **necessary** format.

Title Page



Choosing a Title

The title of your paper functions as a mini-thesis for your paper. The title should describe the exact topic of your paper — no mysterious or vague titles as would be typical for *creative* writing. If you are writing your paper about a particular text, be sure to include the title of the text in your title. If you are writing your paper about a particular portion of Scripture, then your title should indicate the Scripture reference.

Page Layout

Margins: 1 inch (2.5 cm.) on left, top, right and bottom.

Font: Use a reasonable font size (e.g., Times New Roman 12). Do not change font size or style within the paper.

Spacing: Double space between lines; indent paragraphs ½ inch. Omit all extra spacing between paragraphs or between sections of the paper.

Pagination: Place page numbers (numbers only) in upper right-hand corner of paper. Your last name may be included before the number. The essay begins with page 1—but it is preferable to omit the number on the first page and include the number only on page 2.

Titles of books: Titles of books are *italicized* (e.g., *An Introduction to Mennonite History*). The first letters of first words, last words, and all-important words are capitalized in titles.

Titles of the chapters of books, articles, or songs are encased with quotation marks and not italicized (e.g., “Fly Me to the Moon”). The first letters of first words, last words, and all-important words are capitalized in titles.

Headings: If headings are included, they should be underlined and flush with the left-hand margin. They should not, however, take the place of transitions. If all the headings were removed from the paper, the paper should still be clearly understandable.

Writing in Academic Voice

Even though you should not try to be artificially “scholarly” in your choice of words, your vocabulary needs to be more formal than that used in everyday speech.

Formal Language: Avoid informal language, including contractions (e.g., isn’t, aren’t), colloquialisms (e.g., “kicked the bucket”), slang, text-speak, and hyperbolic/emphatic language (e.g. the worst, the best, everything, everyone, incredibly, terrible, so (when used for emphasis))

Point of View (POV): Unless your paper includes a section for personal reflection, all papers should be written in third person point of view (e.g., one, someone, the church, Western culture, Christians, etc.). Avoid the use of first person (“I”, “me”) and first-person plural (“we”). Never use second person point of view (“you”) in your papers — this POV directly confronts the reader as if you are commanding them to do things! This can become very problematic and interfere with the logic and/or readability of your paper (e.g., When you struggle with the temptation of pornography...).

Inclusive Language: We encourage the use of inclusive language when in our writing we are referring to both male and female. Use words like humanity, humankind, persons, people, all and everyone rather than man or mankind. Also, use inclusive terms when referring to groups that include both male and female (e.g., fire fighter rather than fireman or layperson rather than layman, etc.). Since the English language does not have an inclusive third-person pronoun that means both male and female, try to find an alternative way of expressing the idea without having to use a male pronoun. For example, replace “A man shows his love for God by...” with “People show their love for God by....”

Acronyms: Always give the whole title followed by the acronym in brackets the first time you introduce the acronym. Once you have introduced the full title, you may then proceed with using the acronym throughout the body of your paper. For example: The United Nations (UN) is holding a summit... **OR** The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V) categorizes behavioral addictions as...

Pronouns Referring to God: Avoid using unnecessary gender-specific pronouns in reference to the Godhead. In those cases when such pronouns are unavoidable, they should not be capitalized (thus *he*, *him*, *his*; but for expressions like *Third Person of the Trinity*, or nouns *Creator*, *Messiah*, *Redeemer*, are capitalized.

Abbreviations: Abbreviate books of the Bible in the parenthetical notes.

Gen.	1 Kgs.	Ecc.	Obad.	Mt.	Col.
Ex.	2 Kgs.	Song Sol.	Jon.	Mk.	1-2 Thess.
Lev.	1 Chr.	Is.	Mic.	Lk.	1-2 Tim.
Num.	2 Chr.	Jer.	Nah.	Jn.	Tit.
Dt.	Ezra	Lam.	Hab.	Acts	Philem.

Josh.	Neh.	Ezek.	Zeph.	Rom.	Heb.
Judg.	Esth.	Dan.	Hag.	1-2 Cor.	Jas.
Ruth	Job	Hos.	Zech.	Gal.	1-2 Pet.
1 Sam.	Ps.	Joel	Mal.	Eph.	1-2-3 Jn.
2 Sam.	Pr.	Amos	Phil.	Jude	Rev.

In abbreviations of chronological eras, while BC and AD are typically used, you are free to use BCE and CE at your discretion. Be consistent in using of either terminology within your paper.

Plagiarism Policy

Christians are called to be consistently honest in all that is said and done. As a result, Columbia Bible College desires to maintain an atmosphere where academic honesty and integrity are held in high esteem. Plagiarism conflicts with academic integrity and will not be tolerated.

Definition of Plagiarism

When you incorporate the ideas of another author into your research, either as a direct quote or as a paraphrase, you must indicate the source accurately and completely. Plagiarism is taking, using, or passing off “the thoughts, writings, inventions, etc. of another person as one’s own” (The Canadian Oxford Dictionary: 1108).

Plagiarism includes:

- ♦ not citing the source of a quote or idea (please consult the term paper guide for more information)
- ♦ submitting the work of another person in one’s own name
- ♦ using a citation in order to mislead the reader as to the nature or authenticity of the source (for example, citing a quotation from a secondary source that is itself quoting a primary source, and identifying the source as the primary source)
- ♦ purchasing or copying a section of or an entire essay or other work from any source and submitting it under one’s own name (this includes taking someone’s thesis or main arguments without citation)

- ♦ submitting in a course an essay or other work previously submitted for credit in another course taken anywhere in the past without prior written and signed permission from the present course instructor.
- ♦ The following actions are not considered plagiarism:
 - asking someone to read your assignment and suggest editorial revisions, unless specifically forbidden by the instructor
 - discussing assignments with other students, unless specifically forbidden by the instructor
 - asking your instructor or another college staff member for help with an assignment

For information about academic misconduct and its consequences, please refer to the [Academic Manual in the Academic section of the Columbia webpage](#).

Introduction to Citations & Research

In order to avoid plagiarism, all information that is drawn from research sources, whether quoted or written in your own words (i.e. paraphrased), needs to be cited in text and on the Works Cited page.

As an academic writer, your main job is to read the work of other scholars, analyze its credibility, and synthesize the valuable findings into a cohesive structure. The strength of your argument rests on the quality of the scholarly work you have cited and the clarity and finesse of your presentation of said work.

Introduction to Scholarly Research

Before you begin citing sources, it is important to make sure that you are conducting ACADEMIC research and not the type of research that anybody's cousin Fred could do using Google. Choosing research sources is like eating a fast food burger combo versus a delicious home-cooked meal. Sure, both fill you up, but the price of convenience is a lack of quality and future regret!

The Tools of Academic Research

Library Catalogue: Searchable on the [library webpage](#). Gives the status and location of physical materials (Books, magazines, DVDs, etc.) held in the library collection.

Online Databases of e-Books: Searchable on the [library webpage](#) through the Library Catalogue or the E-Books link. Student ID number required when off campus network. Contains over 170,000 books available online.

Online Databases of Scholarly Journals: Searchable on the [library webpage](#). Student ID number required when off campus network. Scholarly journals are periodicals (like magazines) used by academics to publish their smaller research work (i.e. works that are not book length). Each database hosts journals relevant to a specific field of study (e.g. *PsycArticles* hosts a variety of journals about different topics in Psychology).

Research Guides: Searchable on the [library webpage](#) and available in print in the library. These guides pinpoint the best research resources to use when doing research for specific courses or academic disciplines.

The Librarian: Drop by Anne's office or book an appointment in order to get her help with finding research material or help with citing resources in your paper. Other library staff can help you to find materials in the stacks if you are not sure how to find books in the library collection.

ASK A LIBRARIAN "AskAway" chat: An instant chat service that lets you ask a librarian questions in real time. The librarian provides answers to your questions based on Columbia's library resources. The link is on the main [library webpage](#).

Integrating Research into Your Writing

Paraphrase

Paraphrasing is when you are giving credit to someone for an idea or special/specific information but you are not using the exact words of the original source. For example, you should paraphrase to give statistics, historical facts, details about scientific theories, definitions, etc.

Most of the research that you present should be paraphrased because it shows that you understood the concepts enough to summarize them in your own words. Even though your own words are not as sophisticated and scholarly as the original research source (which they probably will not be because you

are not a professional scholar quite yet), this is the preferred way to report what you have learned from your research.

No quotation marks or block quoting are needed but an in-text citation is still provided to show that you have taken the information from a reputable source [e.g., Loving God and loving one's neighbour were the central covenantal foundations for Israel's everyday life (Wright 227).].

Do NOT mix paraphrasing and direct quoting. To paraphrase properly, you should be using new language and sentence structure. The exception is short titles, names, and terms that the original author has coined in their work. These may be used in a paraphrase when put in quotation marks. For example: The musical style of Sufjan Stevens can be described as "baroque pop" because it has the structural elements of music of the baroque era (Johnson 8).

Direction Quotation

Direct quotations are reproduced exactly as in the original (wording, spelling, punctuation). The text goes in quotation marks, but the end punctuation will go *after* the in-text citation.

Use direct quotations only when it is absolutely necessary to show your reader the exact language and/or structure used by the original author. This is most often used for literary analysis or to demonstrate the argumentative strategy of the original author.

Quoting a Whole Sentence: Use a capital letter at the beginning of your quote to show that your quote started at the beginning of the sentence.

Quoting a Partial Sentence: Use a lowercase letter at the beginning of your quote to show that you have not started your quote from the beginning of the sentence.

Removing an Irrelevant Portion in the Middle of a Quote: An ellipsis (. . .) indicates the omission of part of the quotation. Use three spaced periods to indicate the omission of a section in the middle of a sentence and four to signal an omission at the end of a sentence: "And God said, 'Let the land produce living creatures according to their kinds. . . .' And it was so" (Gen.1:24 NIV). The omission of any words must not, however, change the meaning of the quotation. Do not use an ellipsis at the beginning or end of the quote.

Adding Emphasis: Any changes in the quotation (e.g., italicizing a word) must be followed by the expression in brackets [e.g., "It is *beyond argument* that the book of Hebrews uses some specifically Pauline expressions" (Smith 45 emphasis added).].

Making Clarifications: If you add any words to clarify something or to make the quote consistent with the grammar of your sentence, you must put [brackets] around what you have added to show that it was not in the original quote (e.g., "While God loved her [Hagar], there was still room for God's displeasure.").

Grammar or Spelling Errors: These should remain unchanged but be followed by [sic] to indicate that the error is in the original and not a result of your copying (e.g., “The lion apparently desired to chase it’s [sic] tail.”).

Long Direct Quotes (4 or more lines of *your* text): These should only be used when absolutely necessary.

Long direct quotes should be formatted at block quotes. They start on a new line and are indented from the LH margin ½ inch. They are normally preceded by a colon, are double-spaced, do not require quotation marks, and **the parenthetical note comes after the final punctuation**. The following example deals with a section from Deuteronomy 20:

In describing Israel’s policies and limits in the conduct of war:

The two most basic covenantal principles of Israel’s life under God were: love for Yahweh (6:5) and love for one’s neighbor. This vertical and horizontal duality was fundamental to the covenant dynamic. Love . . . for God can be seen operative in the opening challenge of 20:1-4, but is there any way that love for neighbor can be operative in the context of war? (Wright 227)

The text following your block quote should be flush with the left-hand margin.

Frequently Asked Question – What about placing a reference after every idea:

Even though I place a reference after every idea that I have taken from another source won’t it look as if I have just pieced together excerpts from other people’s work?

Yes it will, if your paper is nothing more than an assemblage of information you have taken from primary or secondary sources, without any analytical interpretation, argument, or thesis. Although this may be acceptable in highschool, a paper that is patched and pasted together from notes made from books and articles on a particular subject is not acceptable at the college level.

In-Text Citations

Whether you use a paraphrase or a direct quote, you will need to use an in-text citation to indicate that information in your paper came from a research source. This citation comes at the end of **EVERY SINGLE SENTENCE** that includes information from your research.

Basic Format: All parenthetical notes from direct quotations include the author's name and the page number—when the source has page numbers (Smith 45).

Using a Reporting Frame (or Signal Phrase): A Reporting Frame or Signal Phrase is simply a phrase that introduces the name of the author. When this is used, the author's name does not need to be included in the in-text citation. For example: In his book *Mere Christianity*, Lewis argues that ... (72).

Repeated References to the Same Source: If you have already provided the name of the author, either in a reporting frame (introductory phrase in your sentence) or an in-text citation, then you can give just the page number in any following in-text citations until you change sources (83).

Multiple Authors: If the source has two authors, identify each by name and then provide the page number (Smith and Anderson 451). If the work has three or more authors, give the first author's last name followed by et al. (Long et al. 32).

Organization as Author: Before concluding that there is no author, make sure that the authorship is not attributed to an organization, like the United Nations, Health Canada or Mennonite Central Committee. If there is an organization responsible for the text, then put the organization name in the in-text citation. For example (Health Canada 14)

No Author: When there is no author given, cite enough of the title to clarify to which work you are referring (*Eerdmans Handbook* 124).

Two Works by the Same Author: If there are two works by the same author, include the author's name and a short abbreviation of the title to distinguish it (Wilson *Jesus* 75).

Indirect Quotation (i.e. quote found in a Secondary Source): If you are quoting an author already being quoted in a book or source, indicate the author's name in the sentence using a reporting frame and indicate where the quote can be found in the parenthetical note. For example, Rebecca Isles argues that "there is widespread support for understanding this text as opposing the views of the Judaizers" (qtd. in Smith 59). The Works Cited entry would be for Smith's work.

Quoting the Bible: If you are quoting the Bible directly, cite the text references and for direct quotations include the version used. For example (Rev.3:10 NIV). Subsequent citations of the same Bible version may provide division numbers alone without version abbreviation.

Quoting the Qur'an: If you are quoting the Qur'an, cite the text references (Qur'an 56.17-18). See page 18 for how to cite the Qur'an translation in the Works Cited page.

Punctuation: Citations of different locations in a **single source** are separated by commas. (Deut. 5:10, 11:22 NIV). Citations of **multiple sources** in a single parenthesis are separated by semicolons (Baron 194; Jacobs 55). Citations of multiple books in the Bible are separated by semicolons (Deut. 5:10; Ps. 4:2).

No Page Number: If the source does not have a page number (e.g., website), give author’s last name (Rewniak). Placeholders for unknown information like n.p. (“no page”) are no longer used. If the source provides a definite paragraph number, give the abbreviation par. or pars. or for section (sec., secs.) or for chapter (ch., chs.) along with paragraph, section or chapter number (Chan par. 30). For works in time-based media, such as audio and video recordings, cite the relevant time or range of times. (“Buffy” 00:03:16-17). See “Kindle, Kobo, EPUB” below for citing from electronic readers.

No Date: Placeholders for unknown information like n.d. (“no date”) are no longer used. If facts missing from a work are available in a reliable external resource, they are cited in square brackets. Otherwise, they are simply omitted.

Kindle, Kobo, EPUB or other eReader File: Most electronic readers include a numbering system that tells users their location in the work. Do not cite this numbering because it may not appear consistently to other users. If the work is divided into stable numbered sections like chapters, the numbers of those sections may be cited with a label identifying the nature of the number. For example: Franklin and Eleanor Roosevelt began their honeymoon with a week’s stay at Hyde Park (Rowley, ch. 2). For EPUB, which has no page numbers or chapters, cite author and shortened chapter heading (Gluck, “Ersatz Thought”).

Format – Works Cited Page

A note of caution about using citation software:

Software programs like *EasyBib*, *Zotero* and *Mendeley* are an awesome shortcut, but they almost always make mistakes, especially with sources for Biblical Studies. As a result, you should make sure that you double check the entries produced by your software against this guide.

Include only those sources actually cited in the paper.

Alphabetize all reference works, including microfilms, journal and newspaper articles, and private letters by author’s last name or first main word of title for anonymous works. When arranging the list ignore, but do not omit, “The”, “An” or “A” at the beginning of the title. If there is more than one work by an author, put them in alphabetical order according to title.

Titles of Large Works: The first letters of first words, last words, and all important words are capitalized in titles. Titles are *italicized* (e.g., *An Introduction to Mennonite History*). This includes books, albums, movies, and journals.

Titles of Smaller Works: The chapters of books, poems, articles, or songs are encased with quotation marks and not italicized (e.g., “Fly Me to the Moon”).

Indents: Indent the second and all subsequent lines in each citation ½ inch. This can be done by highlighting all of the entries, then moving the lower slider on the Work Processor ruler bar.

Double space the entire list, both between and within entries.

URL or Permalink without *http://* or *https://* is normally given for a Web source followed by the date of access. Remove the underline of the hyperlink.

DOI (Digital Object Identifier): When possible, cite a DOI instead of a URL.

Accessed Date for online sources dd Mmm. yyyy. Accessed 14 Jan. 2016.

No publisher or date of publication: then give what information you might know from an external source in square brackets []. [2008]

Punctuation for citations in the works cited list is restricted to commas and periods and follows a format. Periods are used after the author, after the title of the sources, and at the end of the information for each container. Commas are used in the author’s name and between elements within each container.

Volume, Issue, and Page numbers in the Works Cited by using the abbreviations “vol.”, “no.”, and “p.” or “pp.” instead of leaving those numbers without explanation.

Publishers’ Names – Omit business words like Company (Co.), Corporation (Corp.), Incorporated (Inc.). Replace University Press with UP (e.g. Oxford UP,) or if University Press words are separated (e.g. U of Chicago P,) Otherwise, write publishers’ names in full (e.g. HarperCollins Publishers, InterVarsity Press).

Sample – Works Cited Page

	Works Cited
Book Source	Alexander, Rebecca J. <i>The Book of James: An Overview</i> . Zondervan, 1998.
No Author Title Main Entry	<i>Eerdmans Handbook to Christianity</i> . Eerdmans, 1977.
Journal Article in Print	Gowan, Donald E. "Wealth and Poverty in the Old Testament." <i>Interpretation</i> , vol. 41, no. 4, Oct. 1987, pp. 341-353.
Website Article	Hull, Gretchen Gaebelein. "Empowered to Serve." <i>CBE International</i> , www.cbeinternational.org/resources/article/priscilla-papers/empowered-serve . Accessed 09 Sept. 2016.
Signed Article From a Bible Dictionary	Rose, Martin. "Names of God in the OT." <i>The Anchor Bible Dictionary</i> , edited by David Noel Freedman, vol. 4, Doubleday, 1992, pp. 1001-1011.
Commentary Within a Multi- Volume Collection	Wessel, Walter W., and Mark L. Strauss. "Mark." <i>The Expositor's Bible Commentary</i> , edited by Tremper Longman III and David E. Garland, rev. ed., vol. 9. Zondervan, 2010, pp. 671-989.
Commentary In a Series	Wright, Christopher. <i>Deuteronomy</i> . Hendrickson, 1996. <i>New International Biblical Commentary</i> 4.
Second Source From Same Author	---. <i>An Eye for an Eye: The Place of Old Testament Ethics Today</i> . InterVarsity Press, 1983.
Online Journal Article from a Library database	Yamasaki, Gary. "Point of View in a Gospel Story: What Difference Does It Make? Luke 19:1-10 as a Test Case." <i>Journal of Biblical Literature</i> , vol. 125, no.1, 2006, pp. 89-105. <i>EBSCOhost</i> , search.ebscohost.com/login.aspx?direct=true&db=rft&AN=ATLA0001507826&site=ehost-live . Accessed 24 Apr. 2017.

Works Cited Page Entries

Books & e-Books

Book, One Author

Works Cited	Shenk, Calvin E. <i>Who Do You Say That I Am?: Christians Encounter Other Religions</i> . Herald Press, 1997.
In-Text Citation	(Shenk 41)

Book, Two Authors

Works Cited	Hayes, John H., and Stuart A. Irvine. <i>Isaiah: The Eighth-century Prophet</i> . Abingdon, 1987.
In-Text Citation	(Hayes and Irvine 78)

Book, Three or More Authors (et al. takes the place of the rest of the authors' names)

Works Cited	Patterson, Kerry, et al. <i>Crucial Conversations: Tools for Talking When Stakes are High</i> . 2 nd ed., McGraw Hill, 2012.
In-Text Citation	(Patterson et al. 77)

Essay or Chapter in a Book with an Author and Editor

Works Cited	Mickelsen, Alvera. "An Egalitarian View: There Is Neither Male nor Female in Christ." <i>Women in Ministry: Four Views</i> , edited by Bonnidell Clouse and Robert G. Clouse, InterVarsity Press, 1989, pp. 173-206.
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Book, Author and Editor

Works Cited	Richler, Mordecai. <i>The Apprenticeship of Duddy Kravitz</i> , edited by Malcolm Ross, McClelland and Stewart, 1969.
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Book, Editor as "Author"

Works Cited	Dyck, Cornelius J., editor. <i>An Introduction to Mennonite History</i> . 3 rd ed., Herald Press, 1981.
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Book, No Author – Check very carefully for initials or any other hint of an author OR check for Corporate Author

Works Cited	<i>Eerdmans Handbook to Christianity</i> . Eerdmans, 1977.
In-Text Citation	(Eerdmans 48)

Book, (BIBLE)

Works Cited	<i>The Holy Bible: New International Version</i> . International Bible Society, 1984.
In-Text Citation	(Rev.3:10 NIV)

Book, (QUR'AN Translation)

Works Cited	<i>Nasr, Seyyed Hossein, editor. The Study Quran: A New Translation and Commentary.</i> HarperOne, 2015.
In-Text Citation	For the Qur'an text reference from a translation: (Qur'an 56.17-18) If you are quoting the footnotes or comments, cite the author or editor: (Nasr 45)

Book, Corporate Author

Works Cited	United Nations. <i>Consequences of Rapid Population Growth in Developing Countries.</i> Taylor and Francis, 1991.
In-Text Citation	(United Nations 47)
Comments	A corporate author is an agency, church, body or organization that commissions a publication in its name. The names of individual authors are not included on the publications' title page.

Book, Corporate Author as author and publisher

Works Cited	<i>Downtown Eastside (DTES) local area profile 2012.</i> City of Vancouver, 2012.
In-Text Citation	(Downtown Eastside 6)
Comments	When an organization is both author and publisher of a work, the organization's name is now given only once, usually as the publisher. No author is stated.

Book, Corporate Author and no date

Works Cited	<i>Membership Information Booklet</i> . New Life Church.
In-Text Citation	(Membership 3)
Comments	Placeholders for unknown information like <i>n.d.</i> (“no date”) are no longer used. If facts missing from a work are available in a reliable external resource, they are cited in square brackets. Otherwise, they are simply omitted. The full title may appear in the text or abbreviated in the in-text citation before the page number.

Book Review, in print publication

Works Cited Untitled Review	Goertzen, Gaylord L. Review of <i>The Unnecessary Pastor: Rediscovering the Call</i> , by Marva J. Dawn and Eugene H. Peterson. <i>Direction</i> , vol. 30, no. 1, Spring 2001, pp. 110-111.
Works Cited Titled Review	Goertzen, Gaylord L. “Pastoral Call.” Review of <i>The Unnecessary Pastor: Rediscovering the Call</i> , by Marva J. Dawn and Eugene H. Peterson, <i>Direction</i> , vol. 30, no. 1, Spring 2001, pp. 110-111.

e-Book from a Library database (i.e. EBSCOhost)

Works Cited	Boyd, Gregory A., and Paul R. Eddy. <i>Across the Spectrum: Understanding Issues in Evangelical Theology</i> . 2nd ed., Baker Academic, 2009. <i>EBSCOhost, cncbc-ezproxy.libraries.coop:2052/login.aspx?direct=true&db=nlebk&AN=477223&site=ehost-live</i> . Accessed 23 Apr. 2017.
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In-Text Citation	(Boyd and Eddy 78)
Comments	When giving a URL, copy it in full from your Web browser, but omit <i>http://</i> or <i>https://</i> . To remove the hyperlink underline highlight the link, right click mouse, and click on “Remove Hyperlink”. Do not hit ENTER...arrow down with key so it doesn’t underline on it’s own). Or use the Paste “Keep Text Only” function.

e-Book from Internet Archive

Works Cited	Taylor, Hudson J. <i>A Retrospect</i> . 3rd ed., China Inland Mission, 1902. <i>Internet Archive</i> , archive.org/details/aretrospect00tayluoft . Accessed 23 Apr. 2017.
In-Text Citation	(Taylor 78)

e-Book through digital platform (ie. Kindle)

Works Cited	Theile, Verena and Linda Tredennick, editors. <i>New Formalism and Literary Theory</i> . Kindle ed., Palgrave Macmillan, 2013.
In-Text Citation	(Theile and Tredennick)

Commentaries

Book, Book of the Bible, Single author in a single volume part of a commentary series.

Works Cited	Lincoln, Andrew T. <i>Ephesians</i> . Word Books, 1990. Word Biblical Commentary 42.
In-Text Citation	(Lincoln 99)
Comment	The series number goes immediately after the name of the series. (Examples of numbered series include: <i>Word Biblical Commentary</i> , <i>Tyndale New Testament Commentaries</i> , <i>New International Biblical Commentary</i> , <i>Sacred Pagina</i> , <i>The IVP New Testament Commentary</i> , <i>Tyndale New Testament Commentaries</i>). The series number appears on the spine of the book.

Book, Book of the Bible, Author(s) and editor of a multivolume collection

Works Cited	Wessel, Walter W., and Mark L. Strauss. "Mark." <i>The Expositor's Bible Commentary</i> , edited by Tremper Longman III and David E. Garland, rev. ed., vol. 9. Zondervan, 2010, pp. 671-989.
In-Text Citation	(Wesel and Strauss 673)
Comment	Multiple books of the Bible covered with separate authors for each of the books, and part of a multivolume collection edited by someone else (e.g., in <i>The Expositor's Bible Commentary</i> , the book of "Mark" is written by one author and the book of "Luke" is written by a different author. This commentary is volume 9 of a multivolume collection). Other multivolume collections include: <i>The New Interpreter's Bible Commentary</i> , <i>Zondervan Illustrated Bible Background Commentary</i> .

Book within a Multivolume Collection

Works Cited	Eusebius. <i>The Church History of Eusebius</i> . Translated by Arthur Cushman McGiffert, 1952. <i>Nicene and Post-Nicene Fathers</i> , edited by Philip Schaff and Henry Wace, 2nd series, vol. 1, Wm. B. Eerdmans, 1952-55. 13 vols.
In-Text Citation	(Eusebius 267)

Bible Dictionaries, Encyclopedias and Concordances

Dictionary entry with an Author (check for name of author or their initials at the end of the article)

Works Cited	Rose, Martin. "Names of God in the OT." <i>The Anchor Bible Dictionary</i> , edited by David Noel Freedman, vol. 4, Doubleday, 1992, pp. 1001-1011.
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In-Text Citation	("Ecclesiastes" 363)

Dictionary entry (Online) without an Author and no page number

Works Cited	"Predestination." <i>Pocket Dictionary of the Reformed Tradition</i> . IVP Academic, 2013. <i>Ebscohost, cncbc-ezproxy.libraries.coop:2066/ehost/ebookviewer/ebook/bmxlYmtfXzYzNzgyNI9fQU41?sid=70aa3fde-e5f3-4f76-b827-ea61055aaceb@pdc-v-sessmgr01&vid=0&format=EB&rid=1</i> Accessed 14 June 2016.
In-Text Citation	("Predestination")
Comment	Omit the http:// or https:// in the URL for a Web source

Dictionary entry with Author citing Greek or Hebrew word

Works Cited	Verbrugge, Verlyn D., editor. "ἐκκλησία." <i>The NIV Theological Dictionary of New Testament Words</i> . Zondervan, 2000, pp. 388-396.
Comment	Articles cited by Greek or Hebrew word are best done in the Greek or Hebrew font.

Dictionary entry with Author citing transliterated Greek or Hebrew word

Works Cited	Wakely, Robin. "kabbir." <i>The NIV Theological Dictionary of Old Testament Theology and Exegesis</i> , edited by Willem A. VanGemeren, vol. 2, Zondervan, 1997, pp. 589-592.
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Encyclopedia online article with publisher

Works Cited	Brennan, Andrew, and Yeuk-Sze Lo. "Environmental Ethics." <i>Stanford Encyclopedia of Philosophy</i> , edited by Edward N. Zalta, The Metaphysics Research Lab, Center for the Study of Language and Information, Stanford University, 21 Jul. 2015, plato.stanford.edu/entries/ethics-environmental/. Accessed 06 May 2017.
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NOTE: The EBSCO Database has a 'Cite' feature that will automatically produce a citation in any citation style for the article you are viewing. This feature can be used from the HTML or PDF of the full-text of the article; simply press the 'Cite' button, then copy and paste the MLA citation onto your Works Cited page. **NOTE:** Sometimes there are errors in these citations (like the use of all capital letters in a title); always double-check these citations against a guide.

Journal, article from a Library Database without a DOI:

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Works Cited	<p>Doelle, Meinhard, et al. "Using Strategic Environmental Assessments to Guide Oil and Gas Exploration Decisions: Applying Lessons Learned from Atlantic Canada to the Beaufort Sea." <i>Review of European Community & International Environmental Law</i>, vol. 22, no. 1, Apr. 2013, pp. 103-116. EBSCOhost, doi:10.1111/reel.12018. Accessed 25 Apr. 2017.</p>
In-Text Citation	(Doelle et al. A231)
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Journal, article from the journal publisher's web site

Works Cited	Moreland, J. P. "Theistic Evolution, Christian Knowledge and Culture's Plausibility Structure." <i>Journal of Biblical and Theological Studies</i> , vol. 2, no. 1, 2017, pp. 1-18, jbtsonline.org/wp-content/uploads/2017/03/JBTS-2.1-Article-1.pdf . Accessed 01 May 2017.
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Journal, print article not from a website or database

Works Cited	Gowan, Donald E. "Wealth and Poverty in the Old Testament." <i>Interpretation</i> , vol. 41, no. 4, Oct. 1987, pp. 341-353.
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Works Cited	Gulli, Cathy. "Gone Gluten-Free." <i>Maclean's</i> , 16 Sept. 2013, pp. 54-58.
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A publication on website by author

Works Cited	<p>Evans, R.L., and T. Bryant. "Trottier Energy Futures: Greenhouse Gas Emissions from the Canadian Oil and Gas Sector." <i>David Suzuki Foundation</i>, 2013, www.davidsuzuki.org/science-learning-centre-article/greenhouse-gas-emissions-canadian-oil-gas-sector/. Accessed 23 Apr. 2019.</p>
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Works Cited	<p>"The MB Confession of Faith Detailed Edition." <i>Canadian Conference of Mennonite Brethren Churches</i>, www.mennonitebrethren.ca/resource/the-mb-confession-of-faith-detailed-edition/. Accessed 27 Apr. 2017.</p>
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Works Cited	Maté, Gabor. "Opinion: Health-care system poorly understands our addicts and mentally ill." <i>Vancouver Sun</i> , 24 Jan. 2016, vancouver.sun.com/opinion/opinion-health-care-system-poorly-understands-our-addicts-and-mentally-ill . Accessed 22 Apr. 2017.
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<p>Power Point</p>	<p>Esau, Ken. "13 Stages." RELS 101: Old Testament Survey, 9 Sept. 2016</p> <p>Columbia Bible College. Microsoft PowerPoint presentation.</p> <p>In-text: (Esau, slide 5)</p> <p><i>Note: if you know the slide number, include it in your in-text citation. If not, leave it out.</i></p>
<p>Class Handout</p>	<p>Esau, Ken. "13 Stages." RELS 101: Old Testament Survey, 9 Sept. 2016,</p> <p>Columbia Bible College. Class Handout.</p> <p>In-text: (Esau)</p> <p><i>Note: if you know the page number, include it in your in-text citation. If not, leave it out.</i></p>
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