

RSSR | Guidelines for the Contributors

***RGNUL Social Sciences Review (RSSR) - A Half-Yearly
Peer Reviewed Journal of Rajiv Gandhi National University of Law, Punjab
(Established under the Punjab Act No. 12 of 2006)***

PART ONE: SCHEME OF THE JOURNAL

1. ABOUT RGNUL SOCIAL SCIENCES REVIEW (RSSR)

The bi-annual and Peer Reviewed Journal of Social Sciences entitled, ‘RGNUL Social Sciences Review’ (RSSR) is registered with the office of the Registrar of Newspapers for India and has an ISSN number 2582-1687. It is a premier journal incorporating thoughts and views by distinguished academicians, researchers and professionals from all fields of knowledge relating to social sciences and allied areas. Being a journal of Social Sciences, its scope of research is very wide covering a wide range of topics, sub-topics from disciplines like Sociology, Psychology, Law, History, Economics, Political Science, Anthropology, Geography, and Literature. While having a main focus on social sciences, the intervention of the inventions and discoveries made by Natural Sciences and their relative implications on society cannot be ignored. Issues like area studies, Genetically Modified Organisms (GMOs), nanotechnology, and Cloning of human and animal species being done at national as well as international research institutions, etc. have a significant bearing on society; the analysis of which needs ample efforts of the community of researchers. The journal welcomes contributions by scientists from social sciences, language and pure sciences disciplines. All the works received are subject to peer review on the basis of their research potential, originality and knowledge contribution. RGNUL aims to make this journal a magnum opus of research in the nation and also worldwide.

2. CONDITIONS FOR ACCEPTANCE OF PAPERS

Only those papers that fall within the scope of the *RSSR* shall be considered.

- (i) Contributions should be in English language and be in conformity with the ninth edition of MLA citation style.
- (ii) Manuscripts under the articles may range from 3500-8,000 words. Notes and comments should be in a range of about 2,500-7,000 words. Book Reviews shall have a word limit of 1,500 words.
- (iii) Contributions to the *RSSR* shall be evaluated by the nominated Referees. A mere submission of a contribution shall not confer any claim for publication.
- (iv) RGNUL reserves the right to take the decision to publish the manuscript or not.
- (v) Submission of a paper shall be taken to imply that it is an unpublished work and is not being considered for publication elsewhere.

- (vi) Copyright of all entries received shall exclusively vest with the Rajiv Gandhi National University of Law, Punjab. The submission of work would imply that the contributor has assigned such rights to RGNUL on its publication in the *RSSR* journal.

3. SUBMISSION OF MANUSCRIPT

The following information and documents along with the manuscript must be emailed to rgnulrjs@rgnul.ac.in

- (i) Name, official designation, e-mail, postal address, and phone number of the contributor;
- (ii) Certificate that the paper submitted is a piece of original and bonafide research work and has not been published or submitted for publication elsewhere;
- (iii) An abstract of not more than 500 words that outlines the area of study and important conclusions; and
- (iv) A soft copy of the research paper/article must be submitted

4. THE PROCEDURE FOR ACCEPTANCE

- (i) On receipt of the contribution, the Editorial Committee shall screen it to satisfy itself about the conformity of the contribution with the *RSSR* conditions, policy, scheme and style for submission of the manuscripts.
- (ii) The screened work shall be assessed by the nominated referees.
- (iii) A contribution recommended by the referee as fit for publication as such or recommended for publication with necessary amendments, if any, shall be considered for publication after the author would submit the amended paper accordingly. The author will be given two weeks to carry out the suggested changes.

PART TWO: STYLE OF THE JOURNAL

1. TITLE OF THE PAPER AND DETAILS OF THE AUTHOR

- (i) The title of the paper should be in capital bold and centre aligned.
- (ii) The name of the author and co-author/s, if any, should appear in the next line and should be right aligned. The name of the author should be followed by an asterisk mark (*) for the first author and (**) for the second author. The footnotes should include educational qualification and the institutional details of the contributor/s.

2. THE MAIN TEXT OF THE PAPER

2.1 Sub-Sections

An article may be divided into sections, sub-sections, and sub-subsections, using Arabic Numerals. Only the initial words should be capitalized. The RGNUL Social Sciences Review uses the following pattern for numbering the sections and sub-sections.

All the headings should be given systematically. For example-

The main headings of the article, that is, 1., 2., and so on should be in SIMPLE BOLD

The first sub-heading, that is, 1.1, 1.2, and so on should be BOLD ITALICS
The second sub-heading, that is, 1.1.1. should be in SIMPLE ITALICS
The third sub-heading, that is, 1.1.1.1 should be in PLAIN & SIMPLE

EXAMPLE

ENVIRONMENTAL MANAGEMENT: PROBLEMS AND MECHANISM

1. Environmentalism: The Conceptualization

1.1 Environmental Protection in India: Role of Civil Society

1.1.1 Analysis of the Existing Laws

1.1.1.1 Suggestions and Conclusion

2.2 Lists

Numbered Lists: Use lower case letters of roman numerals followed by a full point. Separate each part with a semi-colon, ending the last one with a full point, and adding ‘and’ after the last semi-colon.

EXAMPLE

Certain rights are specifically designed for the protection of minorities:

- i. The Right to Non-Discrimination;
- ii. The Right of Preservation of Identity;
- iii. The Right to Strike; and
- iv. The Right to Establish and Maintain Institutions.

2.3 Listed Items Within a Sentence

Where these consist of more than single words or phrases, they should be separated by a semi-colon, e.g., ‘Head of Research, T.M.C. Asser Institute, The Hague, The Netherlands; CEO, Shell; General Editor, Banking News; and Professor of Economic Law, University of Maastricht, The Netherlands.’

2.4 Dates

- (i) Use the form i.e. date - month - year, e.g. 2 November 2010.
- (ii) Decades: Always use ‘1990s’, not ‘Nineties’ or ‘90s’. Spell out Centuries.

PART-III: RULES OF CITATION (As per MLA 9th Edition)

The mode and style of citation should be as per the MLA 9th edition. This section includes the examples from the MLA Handbook.

1. When we Cite

Citations create necessary links, directing your reader to the source you are crediting. We make an in-text citation that links to our works cited list at the end of our document,

which then links to the original source. For this reason, when we talk about citations, we're talking about two different instances, once in the body of our text - **in-text citations** and once at the end of our text - **the works cited list**.

1.1 In-text citations

In-text citations "are brief, unobtrusive references that direct readers to the works-cited-list entries for the sources you consulted and, where relevant =, to the location in the source being cited" (*MLA Handbook 227*). They should always appear right after the content you are summarizing, paraphrasing, or quoting. They only include a minimal amount of information, but create a link to a more fulsome citation at the end of your document.

"An in-text citation begins with the shortest piece of information that directs your reader to the entry in the works-cited list. Thus, it begins with whatever comes first in the entry: the author's name or the title (or description) of the work" (*MLA Handbook 227*). MLA in-text citations also typically includes some location information such as a page number. line number, time stamp, or paragraph number.

The format is as follows:

- (Author Last Name page number(s))

Paraphrasing & Quoting

Paraphrasing, or summarizing, and quoting takes two forms in your text. Either you indicate in your sentence that an author has said something (narrative), or you write something, and then attribute that to the author in brackets at the end of the idea (parenthetical).

Narrative in-text citation: Raimi outlines the risks and benefits of fracking through an economic analysis and energy security benefits (145).

Parenthetical in-text citation: Several benefits and risks can be identified in the implementation of fracking for oil extraction. Considerations include regulation, water pollution, tremors etc. (Raimi 145).

More than one author

# of Authors	Narrative Example	Parenthetical Example
1	Bradley..... (17).	(Bradley 17)
2	Janmaat and Rahimova..... (238).	(Janmaat and Rahimova 238)
3 or more	Beth Mei and colleagues argue....(189).	(Mei et al. 189)

<p>Group author Shorten the name to the shortest noun phrase for parenthetical citations and written out in full for narrative citations.</p>	<p>According to a study by the American Historical Association.... (9).</p>	<p>(American Historical 9)</p>
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1.2 Works Cited List

Some general rules to consider when creating your works cited list:

- Every source used in your in-text citations needs to be listed as part of your works cited list, in alphabetical order by author(s)' last names.
- The words Works Cited should appear at the top of your works cited list, and centred.
- List all authors in the order that they appear in the source.
- Double space all entries.
- For several works by the same first author, give the author's name in the first entry only, and then after that type three dashes in the place of the author name followed by the next piece of information
- The second line should be indented a tab's distance. This is called a hanging indent.
- For more help with creating hanging indents in Word, please check out Microsoft Office's [webpage](#).

2. ARTICLES

2.1 Quick Tips

- Journal titles in your Works Cited list should use title case, be italicized, and followed by a comma.
- Include a DOI if provided as a weblink: <https://doi.org/#>. If a DOI is not available, include a permanent URL, if provided. Links should not be live.

2.2 Journal Article with One Author, from a database, with a permalink

EXAMPLE

- Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, 2013. pp. 193-200. *JSTOR*, <https://www.jstor.org/stable/23489277>.
- **Parenthetical in-text citation:** (Baron 198)
- **Narrative in-text citation:** Baron found that ... (198).

2.3 Journal Article with Two Authors, from a database, with a doi

List both authors in the Works-Cited list and the in-text citations. The authors are listed in the order that they appear in the work. The first author is listed last name, first name, followed by the word and, with the second authors name in the standard order.

EXAMPLE

- Mayorga, Edwin, and Bree Picower. "Active Solidarity: Centering the Demands and Vision of the Black Lives Matter Movement in Teacher Education." *Urban Education*, vol. 53, no. 2, 2017, pp. 212-30. *SAGE Journals*, <https://doi.org/10.1177/0042085917747117>.
- **Parenthetical in-text citation:** (Mayorga and Picower 215)
- **Narrative in-text citation:** Mayorga and Picower describe in their article ... (215).

2.4 Journal Article with Three or more Authors, from a database, with a doi

Include only the first listed author followed by et al. in both the Works Cited list and your in-text citation.

EXAMPLE

- Castillo-Montoya, Milagros, et al. "Racially Liberatory Pedagogy: A Black Lives Matter Approach to Education." *International Journal of Qualitative Studies in Education*, vol. 32, no. 9, 2019, pp. 1125-45. *Taylor and Francis*, <https://doi.org/10.1080/09518398.2019.1645904>.
- **Parenthetical in-text citation:** (Castillo-Montoya et al. 1130)
- **Narrative in-text citation:** Castillo-Montoya et al. argue that ... (1130).

2.5 Journal Article with no doi, no page number, from an online journal

EXAMPLE

- Alpert-Abrams, Hannah. "Machine Reading the *Primeros Libros*." *Digital Humanities Quarterly*, vol. 10, no. 4, 2016, <http://www.digitalhumanities.org/dhq/vol/10/4/000268/000268.html>.
- **Parenthetical in-text citation:** (Alpert-Abrams)
- **Narrative in-text citation:** Hannah Alpert-Abrams outlines some of the challenges with automatic transcriptions of early modern printed books.

2.6 Magazine Article Online

EXAMPLE

- Trilling, Lionel. "Orwell on the future." *The New Yorker*, 10, June 1949, <https://www.newyorker.com/magazine/1949/06/18/orwell-on-the-future>.
- **Parenthetical in-text citation:** (Trilling)
- **Narrative in-text citation:** Lionel Trilling reviews Orwell's book and outlines several ways that 1984 could be predicting future government states.

2.7 Newspaper Article Online

EXAMPLE

- Bains, Camille. "Study shows low levels of THC in marijuana don't increase car crashes." *The Globe and Mail*, 13 June, 2019, <https://www.theglobeandmail.com/canada/article-study-shows-low-levels-of-thc-in-marijuana-dont-increase-car-crashes/>.
- **Parenthetical in-text citation:** (Bains)
- **Narrative in-text citation:** Camille Bains reports on a study that shows that low levels of THC does not increase the likelihood of car crashes.

2.8 Newspaper Source in Print

EXAMPLE

- Sharpe, Rochelle. "Those Hidden Fees." *The New York Times Education Life*, 6 Nov. 2016, pp.18-19.
- **Parenthetical in-text citation:** (Sharpe 18)
- **Narrative in-text citation:** Sharpe describes ... (18).

If the news source doesn't run across consecutive pages (pages 1, 3, and 5 for example) put the first page that the news story appears on followed by a +.

Using the same example:

Sharpe, Rochelle. "Those Hidden Fees." *The New York Times Education Life*, 6 Nov. 2016, pp.18+.

3. AUDIOVISUAL & IMAGES

3.1 Quick Tips

In MLA Style, formats that are time based such as video and audio recordings, instead of citing a page number in your in-text citation you would include a time stamp when you are quoting from it. You will need to provide the hours, minutes, and seconds as it displays on whatever device and platform you are using, separating each number with a colon.

For your Works Cited list you don't need to include a time stamp.

" ... begged for forgiveness." *Never Have I Ever*, season 2, episode 7, Kaling International, Inc., 2021. *Netflix*, www.netflix.com.

In-text - (" ... begged" 00:20:26)

Otherwise you can just provide the title of the media, and/or the main contributor you are referring to such as the director, actor etc.

3.2 *Film or Video*

EXAMPLE: DVD

My American Cousin. Directed by Sandy Wilson, Twentieth Century Fox, 1985.

Parenthetical in-text citation: (*American Cousin* 0:05:36)

Narrative in-text citation without time stamp: In *My American Cousin* the trials and tribulations of youth is set against the backdrop of Penticton, British Columbia.

EXAMPLE: Viewed through the Library

Shrek the Third. Universal Studios, 2007. Audio Cine Films Inc. <https://digitalcampus-swankmp-net.eu1.proxy.openathens.net/audiocine/play/3b336e41babae86e>.

Without Timestamps (when referring just to the film and not a specific quote or dialogue)

Parenthetical in-text citation: (*Shrek*)

Narrative in-text citation: In the film *Shrek the Third* the nuances of Shrek's life become even more pronounced.

With Timestamps

Parenthetical in-text citation: (*Shrek* 0:25:11)

Narrative in-text citation: At one point in *Shrek the Third*, Shrek tells Donkey "when have you ever heard the phrase as sweet as an ogre" when discussing his concern with having children (0:25:11).

EXAMPLE: Streaming (Netflix) on a website

Bird Box. Bluegrass Films, 2018. *Netflix*, <https://www.netflix.com/title/80196789>.

Parenthetical in-text citation: (*Bird Box*)

Narrative in-text citation: In the film *Bird Box* ...

3.3 *TED Talk or YouTube Video*

EXAMPLE: TED Talk on TED website

Croft, Darren. "Inside the Killer Whale Matriarchy." *TED*, Dec. 2018, https://www.ted.com/talks/darren_croft_inside_the_killer_whale_matriarchy.

Parenthetical in-text citation: (Croft(

Narrative in-text citation: In Croft's talk about the matriarchal structure of killer whale pods ...

EXAMPLE: TED Talk on YouTube

"Climate Change is a Social Justice Issue." *YouTube*, uploaded by Tedx Talks, 31 May 2018, <https://youtu.be/NRmHp0VC4K4>.

Parenthetical in-text citation: ("Climate")

Narrative in-text citation: In a video about how "Climate Change is a Social Justice Issue" ...

3.4 *Podcast Episode*

EXAMPLE

"Cleo's Letters." *Missing & Murdered: Finding Cleo*, hosted by Connie Walker, podcast ed., *CBC*, 7 Mar. 2018. <https://www.cbc.ca/listen/cbc-podcasts/148-missing-murdered-finding-cleo/episode/15524967-s2-episode-1-stolen.-murdered.-missing>.

Parenthetical in-text citation: ("Cleo's)

Narrative in-text citation: In the first episode of season 2, "Cleo's Letter", Connie Walker describes ...

3.5 *Artwork on a Museum Website*

EXAMPLE

Ashoona, Shuvinai. *Untitled from The Polar World*. 2017. *The Art Gallery of Toronto*, <https://ago.ca/collection/object/2017/59.2>.

Parenthetical in-text citation: (Ashoona)

Narrative in-text citation: Ashoona's piece *Untitled from The Polar World* depicts ...

3.6 *Photograph*

EXAMPLE: Viewed online

Gowen Sutton Company. *Chinatown, Vancouver, B.C.* 1928. *Open Collections: The Chung Collection*, <http://dx.doi.org/10.14288/1.0355122>.

Parenthetical in-text citation: (Gowen Sutton Company)

Narrative in-text citation: The Gowen Sutton Company's image of Chinatown in Vancouver, B.C. shows ...

4. BOOKS & CHAPTERS

4.1 Quick Tips

All books

- Book titles should appear in italics in your works cited list, and in the text of your writing.
- Information such as edition should follow the title of the book, and not be in italics.

E-books

- Include a DOI if provided. DOI's should be formatted as <https://doi.org/> and should not be hyperlinked.
- DOI: Digital Object Identifier. A string of letters and numbers that specifies a unique object. DOI's begin with **10** (e.g. **10.1093/rheumatology/key279**)
- If a DOI is not available, include a permanent URL, if provided.
- If a URL runs more than three full lines, or is longer than the rest of the entry in your works cited list it can be truncated, but must include the information about the host site.
- Do not use URL's produced by shortening services such bit.ly.

4.2 Book: 1 author with or without DOI

EXAMPLE: E-BOOK

Mukherjee, Pulok K. *Quality Control and Evaluation of Herbal Drugs: Evaluating Natural Products and Traditional Medicine*. Elsevier, 2019. *Science Direct*, <https://doi.org/10.1016/C2016-0-04232-8>.

Parenthetical in-text citation: (Mukherjee 690)

Narrative in-text citation: Mukherjee outlines different analytical methods for pharmaceutical products (690).

EXAMPLE: PRINT BOOK

Mukherjee, Pulok K. *Quality Control and Evaluation of Herbal Drugs: Evaluating Natural Products and Traditional Medicine*. Elsevier, 2019.

Parenthetical in-text citation: (Mukherjee 690)

Narrative in-text citation: Mukherjee outlines different analytical methods for pharmaceutical products (690).

4.3 Book: 2 authors

EXAMPLE

Lopez Bunyasi, Tehama, and Canids Watts Smith. *Stay Woke: A People's Guide to Making All Black Lives Matter*. NYU Press, 2019.

Parenthetical in-text citation: (Lopez Bunyasi and Smith 145)

Narrative in-text citation: Lopez Bunyasi and Smith outline how even with the best of intentions it is still possible to uphold racial disparities (145).

4.4 *Book: Three or more authors*

EXAMPLE

Dhamoon, Rita, et al. *Unmooring the Komagata Maru: Charting Colonial Trajectories*. UBC Press, 2019.

Parenthetical in-text citation: (Dhamoon et al. 95)

Narrative in-text citation: Dhamoon et al. outline how Indian passengers were not allowed to disembark in British Columbia (95).

4.5 *Book: Group author*

EXAMPLE

Emerging Solutions for Gender Equality 2018. United Nations Women, 2019.

Parenthetical in-text citation: (*Emerging* 29)

Narrative in-text citation: In the *Emerging Solutions for Gender Equality 2018* report outlines their commitment to increasing women entrepreneurs that work in renewable energy development in Africa and India (29).

4.6 *Book chapter in an edited volume*

Include the DOI or URL for the book and database if retrieved as an e-book from an academic research database.

EXAMPLE

Lautard, Hugh, and Neil Guppy. "Revisiting the Vertical Mosaic: Occupational Stratification Among Canadian Ethnic Groups." *Race and Ethnic Relations in Canada*, edited by Peter S. Li, Oxford UP, 1999, pp. 219-53.

Parenthetical in-text citation: (Lautard and Guppy 222)

Narrative in-text citation: Lautard and Guppy outline how the Abella Commission was criticized for its proposals for affirmative action programs, as it was felt that the inequality experienced by marginalized groups was exaggerated (222).

4.7 *Contributor Element in Works Cited*

It can be the case that you want to recognize the work of a person, group, or organization that is not the primary creator of the work. This commonly occurs with edited or translated books. See section 5.38 for more details in the *MLA Handbook*.

EXAMPLE

Shakespeare, William. *The Tragedy of Othello, the Moor of Venice*. Edited by Jessica Slights, Broadview Press, 2017.

Parenthetical in-text citation: (Shakespeare, 42)

Narrative in-text citation: Shakespeare's Othello represents several key themes...(42).

4.8 Adding original date in a republished text

It may be the case that you will want to indicate the original date a text or source was published when it is contained within a reprint or another work. For example the original text was published in 1622 but you are using a reprinted version that is from 2017. This is used when it is important to indicate to your reader, especially those with a specialist knowledge, the exact version you are looking at.

EXAMPLE

Shakespeare, William. *The Tragedy of Othello, the Moor of Venice*. 1622. Edited by Jessica Slights, Broadview Press, 2017.

5. REFERENCE WORKS

A. Encyclopedia article with or without an author

EXAMPLE: without an author

"Baby Boomers." *International Encyclopedia of the Social Sciences*, edited by William A. Darity, Jr., vol. 1, 2nd ed., Gale, 2008, pp. 235-36.

Parenthetical in-text citation: ("Baby Boomers" 235)

Narrative in-text citation: The definition of "Baby Boomers" outlined in the *International Encyclopedia of the Social Sciences* describes ... (235).

EXAMPLE: with an author

Parsa, Neeki, and Sabra L. Katz-Wise. "Gender Fluidity." *The SAGE Encyclopedia of Trans Studies*, edited by Abbie E. Goldberg and Genny Beemyn, vol. 1, Sage Publications Inc., 2021, pp. 304-305. <https://www.doi.org/10.4135/9781544393858.n105>.

Parenthetical in-text citation: (Parsa and Katz-Wise, 304)

Narrative in-text citation: Parsa and Katz-Wise define gender fluidity as ... (304-5).

5.1 Wikipedia Article

EXAMPLE

"Marsha P. Johnson." *Wikipedia: The Free Encyclopedia*, 4 Aug. 2021, Wikimedia Foundation, https://en.wikipedia.org/wiki/Marsha_P._Johnson.

Parenthetical in-text citation: ("Marsha")

Narrative in-text citation: Marsha P. Johnson was a leader for gay rights in New York, and was one of the leaders of the Stonewall Riots ("Marsha").

5.2 Dictionary

EXAMPLE: Entire print dictionary with author

Colman, Andrew W. "Labyrinth." *A Dictionary of Psychology*, 4th ed., Oxford University Press, 2015.

Parenthetical in-text citation: (Colman)

Narrative in-text citation: Colman defined the term labyrinth as being as any mazelike structure.

EXAMPLE: Dictionary without author

"Labyrinth." *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/labyrinth>.

Parenthetical in-text citation: ("Labyrinth")

Narrative in-text citation: The term "Labyrinth" is defined as being composed of intricate passageways.

6. Legal Documents

6.1 Quick Tips

This guide contains basic citation information for legal documents. For specific information and more examples, please refer to the MLA Manual (pp. 344 – 346) or to the UBC Law – Legal Citation Guide. Note: the UBC Law guide is in Chicago Style; adapt the material you need to match MLA style. Please also note that the examples for law sources in the MLA guide are focused on US examples, so you will have to adapt for Canadian sources if that is what you are using.

6.2 Court Judgments: Template for Court Judgements

- Works Cited List: Case name. Supreme Court Report Number. Supreme Court of Canada. Date. Link.
- Parenthetical in-text citation: (Case name page number)
- Narrative in-text citation: Case name (page number)

EXAMPLE

R. v. Nguyen. 1 SCR 826. Supreme Court of Canada. 2009. <https://scc-csc.lexum.com/scc-csc/scc-csc/en/6738/1/document.do>.

SCR stands for Supreme Court of Canada.

- Parenthetical in-text citation: (R. V. Nguyen 826)
- Narrative in-text citation: R. V. Nguyen (826)

6.3 Laws

EXAMPLE – Act

- Government of British Columbia. University Act. RSBC 1996, c. 468, 14 July 2021, https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96468_01.
- Parenthetical in-text citation: (Government of British Columbia)
- Narrative in-text citation: Government of British Columbia’s University Act

EXAMPLE – Bill

- House of Commons Canada. Bill C-4, An Act to implement the Agreement between Canada, the United States of America and the United Mexican States. Parl.ca, <https://www.parl.ca/DocumentViewer/en/43-1/bill/C-4/third-reading>. 1st Session, 43rd Parliament, 13 Mar. 2020.
- Parenthetical in-text citation, first time: (House of Commons Canada)
- Narrative in-text citation, first time: House of Commons Canada’s Bill C-4

7. Course and LMS resources

7.1 Lecture slides or notes

- Include the instructor’s name, month and day, and title of lecture, with the format in square brackets (e.g. [PowerPoint slides], [Word document], [PDF file]).
- If the lecture doesn’t have a title, create a descriptive title, and put it in square brackets (e.g. [Lecture notes on ...]).
- Use the name of the learning management system and the URL to the login page.

EXAMPLE

“Human Animal Interactions.” Introduction to Sociology, taught by John Smith. Canvas, UBCO, 23 Mar. 2020. <https://canvas.ubc.ca>.
Parenthetical in-text citation: (“Human”)

7.2 Custom Published Course Materials

EXAMPLE

- Jackson, Shirley. “The Lottery.” Course pack for English 112: Studies in Composition, compiled by Beth Smith, fall 2012, UBCO.
- Parenthetical in-text citation: (Jackson 12)
- Narrative in-text citation: Jackson (12).
- Narrative in-text citation: “Human Animal Interactions”

8. Personal Communications

8.1 Quick Tips

- “If you are documenting a communication you received, pertinent information includes a reference to yourself as author or by name in the Tile of Source element.” (MLA 124).
- You will need to include both an in-text and works cited entry for personal communications.

8.2 Personal Communication in-text and works cited list

- Parenthetical in-text citation: (Lacey)
- Narrative in-text citation: In the email Lacey received from the instructor, the course was described as being an overview of the theoretical framings used in literary criticism

8.3 Works Cited

- Lacey, Sajni. Personal communication with faculty. 11 Aug. 2021.

9. Social Media

9.1 Quick Tips

- In MLA the container for social media is either the website, such as YouTube or the app, like Instagram.
- You will need to include the text of the social media post, and do not edit the spelling, capitalization, hashtags, or links.

9.2 Twitter and Instagram

EXAMPLE: Tweet

- The Museum of English Rural Units [@TheMERL]. “Look at this absolute unit.” Twitter, 9 Apr. 2018, <https://twitter.com/themerl/status/983341970318938112>.
- Parenthetical in-text citation: (The Museum of English Rural Units) Narrative in-text citation: The Museum of English Rural Units

EXAMPLE: Instagram photo or video

- Nicklen, Paul [@paulnicklen]. “Commitment. Join me at 5:30 PT this evening as I team up with my gallery, @hilton.asmus.contemporary to bring you a virtual exhibition celebrating art and nature. @mitty and I will be talking live from our home about our journeys as photographers. We will also be discussing how we, as conservationists and artists, are spending our self-isolation. It is our hope to bring our travels and nature into our followers’ homes during this time of social distancing. To watch, please visit hilton-asmus.com.” 9 Apr. 2020, <https://www.instagram.com/p/B-fb7ciJ19I/>.
- Parenthetical in-text citation: (Nicklen, 2020)
- Narrative in-text citation: Nicklen (2020)

9.3 Facebook

EXAMPLE: Facebook post

- Ono, Santa J. “A casual message to all of the students at UBC as you get ready for your final exams and projects.” Facebook, 14 Apr. 2020, https://www.facebook.com/ubcpres/posts/999020303826857?_tn=-R.
- Parenthetical in-text citation: (Ono)
- Narrative in-text citation: Ono

EXAMPLE: Facebook page

- Wentz, Jesse. “Home.” Facebook, <https://www.facebook.com/jesse.wentz>. Accessed 11 Aug. 2021.
- Parenthetical in-text citation: (Wentz)
- Narrative in-text citation: Wentz

10. WEBPAGE AND NEW SITES

10.1 Quick Tips

Determine what kind of material you are citing from the website

- When determining how to cite web sources, you need to first ask yourself what kind of material you are using. For example, is it a newspaper article, journal or magazine article, report or book chapter? If so, use the rules for citing those works, not the website itself.

It's not unusual to have missing elements such as authors, dates, etc.

Authors and dates may be missing or difficult to determine.

- Check the acknowledgements or About page of the site for its authors.
- Groups, companies or organizations can also be used as authors; if the name of the corporate author is the same as the name of the website, you do not need to include the website name.

10.2 Webpage with group or corporate author

EXAMPLE

- *Governance*. Peter Wall Institute for Advanced Studies, <https://pwias.ubc.ca/about-us/governance>. Accessed 11 Aug. 2021.
- **Parenthetical in-text citation:** (*Governance*)
- **Narrative in-text citation:** *Governance*

10.3 *Webpage with individual author*

EXAMPLE

- Cavanagh, Kathleen, and Kornya, Mathew. "Heart disease in cats." *Canadian Veterinary Medical Association*, 25 Apr. 2018, <https://www.canadianveterinarians.net/documents/heart-disease-in-cats>.
- **Parenthetical in-text citation:** (Cavanagh and Kornya)
- **Narrative in-text citation:** Cavanagh and Kornya

10.4 *Webpage on a news site*

EXAMPLE: News site, online

- Matassa-Fung, Darrian. "UBC Okanagan study finds dogs boost literacy in young students." *Global News*, 28 Nov. 2019, <https://globalnews.ca/news/6230541/ubc-okanagan-study-dogs-boost-literacy-students/>.
- **Parenthetical in-text citation:** (Matassa-Fung)
- **Narrative in-text citation:** Matassa-Fung

11. OTHERS

11.1 *Quoted in (indirect or secondary source)*

- You should always do your best to locate the original, primary source. But in some cases, such as when an original work is out of print, unavailable, or in another language, you may need to quote from a source you did not look at directly.
- In your Works Cited list you will list the secondary source you used. In the text, you'll include reference to both the original and the secondary source.

EXAMPLE: Works Cited

- Lacey, Sajni, and Arielle Lomness. "Better Together: Assessing a Leisure Reading Collection for an Academic and Public Library Partnership." *The Journal of Academic Librarianship*, vol. 46, no. 1, 2020, pp. 1-4. <https://doi.org/10.1016/j.acalib.2019.03.011>.

Narrative in-text citation: Diers and Simpson describe ... (qtd. in Lacey and Lomness 3)

- If you are paraphrasing from an indirect source, you do not need to use qtd. in, provided you have made it clear in your text that you are using a secondary source (MLA Handbook, 6.77).

11.2 *Dissertations and Theses*

EXAMPLE: *Doctoral Dissertation*

- Wang, Xiaozhu. *New chelators for radiopharmaceutical chemistry*. 2019. U of British Columbia, PhD dissertation. *UBC Open Collections*. <http://hdl.handle.net/2429/69977>.
- **Parenthetical in-text citation:** (Wang 42)
- **Narrative in-text citation:** Wang ... (42).

12. **FORMATTING YOUR PAPER**

12.1 *General Format*

- Font Type: Times New Roman
- Font Size : 12
- Spacing : 1.5
- Alignment: Justified
- Margins: One-inch margins at top, bottom, and both sides (left/right) of text.
- First lines in paragraphs should be indented half an inch.
- The page number must be inserted at the centre bottom of the pages
- Further details can be found at the [MLA Style Center](#).

12.2 *Short and Long Quotes*

Short Quotations

- If your quote is no longer than four lines in your paper and does not require special emphasis you can put it in quotation marks and incorporate it into your writing (*MLA 253*).

Long Quotations

- If your quote is longer four lines, the quote should be set off from the rest of the text as a block, half an inch from the left margin. Quotation marks are not needed for longer quotes. The line of writing before a block quote, should indicate the start of the quote with a colon (:).

Block Quotation with Parenthetical Citation:

- Researchers have investigated the effects of new graduate nurse transition programs:
- While the quality of existing evidence was quite variable, it was clear that new graduate nurse transition programs ease the move from student to practitioner. Perhaps the most significant finding of this review was the strong influence of bundled strategies that enhanced the quality of preceptor support and positively influenced the new graduate nurse transition experience (Rush 156).

Block Quotation with Narrative Citation:

- Rush described the evidence regarding the effects of new graduate nurse transition programs:
- While the quality of existing evidence was quite variable, it was clear that new graduate nurse transition programs ease the move from student to practitioner. Perhaps the most significant finding of this review was the strong influence of bundled strategies that enhanced the quality of preceptor support and positively influenced the new graduate nurse transition experience (156).

12.3 *Repeated Citations*

- If you are repeatedly quoting from a source, you do not usually have to provide an in-text citation for subsequent quotations if it is clear from your writing that you are quoting again from the same source (263-4).

For more detailed information and other examples:

- Consult the *MLA Handbook* online or in print (links below)
- Consult the [MLA Style Center](#)
- [MLA Style 101 Videos](#)