

ENGLISH LITERATURE

Style Guide



Contents

1. Introduction	2
2. How to present your English Literature essay	3
3. Keeping to the word length.....	4
4. How to include quotations in your essay	5
a) Short quotations	5
b) Long quotations	6
5. How to reference quotations within your essay	7
a) Referencing quotations from plays divided into acts, scenes and line numbers.....	7
b) Referencing quotations from plays not divided into acts and scenes.....	8
c) Referencing quotations from a critical source.....	8
d) Referencing quotations from poetry	8
e) Referencing quotations from novels and short stories	9
f) Referencing quotations from websites.....	11
6. How to write a “Works Cited” list at the end of your essay.....	12
a) Formatting your “Works Cited” list.....	12
b) A quick reference guide for your “Works Cited” list	12
c) How to cite individual poems, plays, short stories, or critical essays	13
d) How to cite websites	14
e) How to cite articles in journals	15
7. Some Final Points	16

1. Introduction

The information contained in this handbook is a basic introduction to the most important things you need to know about presenting and referencing your essays for English Literature. You will find that different subjects use different referencing systems and it's important that, by the end of the first year, you are competent in the referencing system we use in our subject. This system is known as the MLA (Modern Language Association) system. It would be impossible in a short handbook to cover every aspect of referencing and writing a Works Cited list, so the following website and guides will be useful:

The Purdue OWL Family of Sites. "MLA Formatting and Style Guide". *Purdue Online Writing Lab*, The Writing Lab and OWL at Purdue and Purdue U, 2016, <owl.english.purdue.edu/owl/resource/747/01/>. Accessed 6 Oct. 2017.

The Modern Language Association of America. *MLA Handbook*. 8th ed, Modern Language Association of America, 2016.

You should use these to resolve any referencing problems you may have. As a student, you are required to develop your own skills in referencing but help will be given in seminars during the first year of your course.

2. How to present your English Literature essay

The way your essay looks has an immediate impact on the reader so, just in general terms, it is obviously to your advantage to present your essay well: the form and content of your work are an expression of one another. However, there are also specific ways of presenting an academic piece of work that will have an effect on the final mark it receives. Below are the very first things you will need to do in order to present an essay in English Literature.

- Write out the title of the essay in full
- Use italics for all titles of books, plays and long poems
- Use quotation marks for the titles of short works (poems, articles, short stories)
- Use a font size of 12
- Use Times New Roman typeface
- Leave margins of about 1.25 inches
- 1.5-space your lines
- Put your name in the header
- Number your pages in the footer

3. Keeping to the word length

When you are given an assignment you will also be told the number of words you are to write. Assignments are allowed **a maximum of 10% over the specified word limit.**

Assignments that are above the 10% margin will have the assessment result reduced by five marks for every extra ten percent that the assignment is above the word limit. For instance, if the word limit is 3000 words then an essay of 3299 words will receive no penalty; but an essay of 3301 words will receive a 5 mark penalty and an essay of 3601 words will receive a 10 mark penalty. Tutors may also stop reading and marking work at the point when it overruns the 10% margin above the word limit.

Remember that it is very unlikely that you will be able to offer adequate evidence of your ability to meet an assessment's learning outcomes if your piece of work is substantially *under* the word limit.

For essays and dissertations, the word-length includes everything except the assignment title, the Works Cited page(s) and Appendices (such as an illustrative facsimile of an archival document), unless directed otherwise by the specific assignment rubric. Short and long quotations as well as footnotes count in the word length.

4. How to include quotations in your essay

The MLA system aims to give the smallest amount of information in parentheses within your essay that will enable the reader to identify the source by the author's name in your Works Cited list (or from the first word of the citation in your Works Cited list). To do this, the author's name must appear in your text **before** the quotation and then the page number can be put in parentheses immediately **after** the quotation. If you have not mentioned the author's name, you put the author's surname and the page number of the quotation in parentheses. There are, however, slightly different ways of referencing for poetry and drama and these are demonstrated below. First, you need to know how to write short and long quotations in your essay for both prose and poetry.

a) Short quotations

Quotations of **no more than three lines of poetry or four lines of prose**, are placed in quotation marks and are "embedded" in your own text as shown in the examples below: the first is a prose example and the second poetry (blank verse in this case).

Example 1:

Lockwood's initial estimation of Heathcliff as "a capital fellow" (Brontë 12) in the opening paragraphs of *Wuthering Heights* is quickly undermined by Heathcliff's behaviour.

Example 2:

In *King Lear* Gloucester's view that "As flies to wanton boys are we to th' gods; / They kill us for their sport" (1. 2. 14-15) is shown by the play to be inadequate as a philosophy.

Note: Line divisions in poetry or blank verse must be indicated by a forward slash and the capital letter at the beginning of each line retained (if applicable).

b) Long quotations

Quotations of **more than three lines of poetry or more than four lines of prose**, are separated from your own text by leaving a space and indenting them by 1.5cm at the left margin. The first example quotes from a non-fiction prose text but would also be used for quotations from novels.

Example 1:

When writing about the place that woman has occupied in history and in literature, Virginia Woolf makes the following assertions:

She pervades poetry from cover to cover; she is all but absent from history. She dominates the lives of kings and conquerors in fiction; in fact, she was the slave of any boy whose parents forced a ring upon her finger. Some of the most inspired words, some of the most profound thoughts in literature fall from her lips; in real life she could hardly read, she could hardly spell, and was the property of her husband. (Woolf 13)

It will be the aim of this essay to evaluate the truth of these assertions.

Note the placement of the full stop in the long quotation above.

Example 2:

The first four lines of Philip Larkin's poem "Home is so Sad" immediately evoke a mood of aching melancholy, intensified by the personification of the subject, "Home":

Home is so sad. It stays as it was left,
Shaped to the comfort of the last to go
As if to win them back. Instead, bereft
Of anyone to please, it withers so. (Larkin 14)

It is very important that all quotations make complete sense, otherwise there is no point in using them. Always make sure that this is the case by reading the quotation you have used aloud to yourself. Also, remember that there are no quotation marks around long quotations.

5. How to reference quotations within your essay

As well as providing a Works Cited list at the end of your essay you must reference all quotations within your essay. In the MLA system this is done by putting brief information in parentheses after the quotation, which will identify the source clearly in your Works Cited list. This type of referencing is known as “internal documentation” or “parenthetical referencing” because the information is written in parentheses. The parenthetical information you give varies slightly depending on whether you are quoting prose, poetry or a section from a play.

a) Referencing quotations from plays divided into acts, scenes and line numbers

i) Short quotations

If you have mentioned the author and the title of the play you give only the act, scene and line reference in Arabic numerals and in parentheses at the end of your quotation.

Example:

In Shakespeare’s *King Lear* Gloucester asserts that “As flies to wanton boys are we to th’ gods; / They kill us for their sport” (4. 1. 36-37). However, the play demonstrates that this philosophy is unjustifiable.

ii) Long quotations

Here the reference comes after the full stop at the end of your quotation.

Example:

Lear’s eldest daughters use a ruthless logic against him, reducing the number of soldiers in his entourage:

GONERIL

Hear me, my lord.

What need you five-and-twenty, ten or five,

To follow in a house where twice so many

Have a command to tend you?

REGAN

What need one? (2. 4. 254-58)

Always make sure that you have indicated who is speaking. This may have been done in your own sentence, otherwise it must be written as part of the quotation as in the example above.

b) Referencing quotations from plays not divided into acts and scenes

If the play is not divided in the early modern style into separate acts and scenes then provide the author's surname and the relevant page number in parentheses following the quotation, as follows:

Example:

In *The Crucible* it is Hale, not Proctor, who confirms that there is “a prodigious fear of this court in the country!” (Miller 88).

c) Referencing quotations from a critical source

If you *have* used the author's name in your preceding sentence you need only write the page number of the critical text in parentheses after the quotation.

Example:

Watling points out that in Greek tragedy the Chorus has “a double function”, serving both “as actor and as commentator” (10).

If you have *not* used the author's name you put the surname and the page number of the reference in parentheses.

Example:

The Chorus in Greek tragedy serves a double function both “as actor and as commentator” (Watling 10).

d) Referencing quotations from poetry

i) Short quotations

Short poems from a collection of poems by the same author can simply be referenced by a page number if you have mentioned the author and the title of the poem in your sentence.

Example:

In the poem “Home” (112) Larkin's placing of certain words such as “left” and “bereft” at the end of lines intensifies their emotional impact.

Short poems from an anthology of poems by different poets are referenced by the author's surname and the page number.

Example:

In the poem "Sheep in Fog" the lyric voice uses personification to dramatic effect when she writes that "the hills step off into whiteness" (Plath 23).

For long poems with numbered lines the line numbers are given in parentheses.

Example:

One of the characters in Frost's poem "Death of the Hired Man" describes home as "the place where, when you have to go there / They have to take you in" (lines 118-19).

ii) Long quotations

For poetry quotations of more than three complete lines the same rules apply, but the reference is given at the end of the quotation, *after* the punctuation mark.

Example:

The first four lines of Philip Larkin's poem "Home is so Sad" immediately evoke a mood of aching melancholy, intensified by the personification of the subject, "Home":

Home is so sad. It stays as it was left,
Shaped to the comfort of the last to go
As if to win them back. Instead, bereft
Of anyone to please, it withers so. (Larkin 14)

e) Referencing quotations from novels and short stories

i) Short quotations

If you *have* mentioned the name of the author in your sentence, then you give only the page number of the quotation in parentheses.

Example:

Lockwood's estimation of Heathcliff as "a capital fellow" in the opening paragraph of Brontë's *Wuthering Heights* is quickly undermined by Heathcliff's behaviour (45).

If you have *not* mentioned the name of the author then give both name and page number in parentheses.

Example:

Lockwood's estimation of Heathcliff as "a capital fellow" in the opening paragraph of *Wuthering Heights* is quickly undermined by Heathcliff's behaviour (Brontë 45).

If you are writing about more than one text by the same author use a title word of

Example:

The suffering and isolated individual is a recurring figure in Charlotte Brontë's work beginning with the child Jane Eyre, who describes herself as "always suffering, always brow-beaten, always accused, forever condemned" (*Jane* 31).

the text and the page number.

If you are using texts by authors with the same surname, give their first initial followed by their surname, for example, (E. Brontë 78), (C. Brontë 33), unless of course you have mentioned their full name in your sentence.

ii) Long quotations

Follow the rules as above but write the quotation as below and place the parentheses *after* the punctuation.

Example:

From the start Nelly Dean dehumanises Heathcliff in her narration, describing him frequently as "it" when she recounts Heathcliff's arrival to Lockwood:

They entirely refused to have it in bed with them or even in their room, and I had no more sense, so I put it on the landing of the stair, hoping it would be gone by morning. (Brontë 78)

f) Referencing quotations from websites

If the website has an author, use his/her name as you would any other author (followed by a page number if there is one).

Example:

It has been argued that “something often happens to these ordinary moral feelings of Marxists [...] after a prolonged exposure to Marxist doctrine: their morality becomes politicised” (Levin).

[Note that words omitted from a quotation are indicated by three dots set within square brackets.]

6. How to write a “Works Cited” list at the end of your essay

At the end of every essay you will have to provide a list of Works Cited. This is a list of *all* the texts (and websites) you have used in your essay. The list will include:

- your primary, literary texts, such as *King Lear* or *Wuthering Heights*;
- secondary texts, which will include any critical sources you have used, for example, *Thinking About Texts* by C. Hopkins.

Remember to compile this list whilst you are working on your essay.

a) Formatting your “Works Cited” list

- Begin your Works Cited list on a new page
- Use 1.5 spacing throughout
- All the works you list must be organised alphabetically, placing the author’s or editor’s last name first
- The author’s or editor’s name is followed by the title of the novel/play/critical work/website etc.

b) A quick reference guide for your “Works Cited” list

The basic elements of an MLA “Works Cited” entry are as follows:

- 1) Author.
- 2) Title of source.
- 3) Title of container,
- 4) Other contributors,
- 5) Version,
- 6) Number,
- 7) Publisher,
- 8) Publication date,
- 9) Location.

Each element should be followed by the punctuation mark shown above. Not every entry will include all these elements (ie. a print book will most likely only require the following: Author. Title of source. Publisher, Publication date.)

Example:

Works Cited

- Bilton, Alan. "Reassessing the Role of Film in *Tender Is the Night*". *F. Scott Fitzgerald Review*, no. 5, 2006, pp. 28-53.
- Bradbury, Malcolm, editor. *The Penguin Book of Modern British Short Stories*. Penguin, 1988.
- Brucoli, Matthew J. and Margaret M. Duggan, editors. *The Correspondence of F. Scott Fitzgerald*. Random House, 1980.
- Carter, Angela. *The Magic Toyshop*. Virago, 1981.
- Eagleton, Terry. *Literary Theory*. Blackwell, 1983.
- Levin, Richard. "Marxist Criticism And/Or/Versus a Clearer Sense of Justice". *Renaissance Forum*, vol. 1, no.2, 1996. Accessed 26 Oct. 2011.
- Lodge, David. *Nice Work*. Penguin, 1988.
- . *The Art of Fiction*. Penguin, 1992.¹
- Photographic View Album of Cambridge*.²
- Selden, Raman. *Practising Theory and Reading Literature*. Harvester Wheatsheaf, 1989.

¹ Three hyphens and a full stop indicate another work by the same author.

² Here is an interesting example from *The MLA Handbook*, eighth edition, and one that you may well never have to apply: in this case, if there is no author, no date of publication and no publisher, you simply offer the information available to you which is, in this case, the title. This edition removes the requirement to offer placeholders for missing information.

c) How to cite individual poems, plays, short stories, or critical essays

If you are referring to a poem, play, short story, or critical essay that appears in a text containing a number of these (ie. an anthology, essay collection, etc.), they are written in your Works Cited list as follows:

- The author of the poem, play, short story or critical essay appears first.
- This is followed by the title of the poem, short story or essay in inverted commas and in normal typeface.

- Then comes the title of the text that the poem, short story etc. appears in (this is what MLA refers to as the “container”). This should be in *italics* and referenced as normal **except for the following note:**

The names of the authors or editors of the **main** text are written in the order of first name first. (See the Briggs example entry below.)

- The page reference for the poem/short story etc. is then given at the end.

Example:

Works Cited

Briggs, Julia. “Tears at the Wedding: Shakespeare’s Last Phase”. *Shakespeare’s Late Plays*, edited by Jennifer Richards and James Knowles, Edinburgh UP, 1999, pp. 210 – 227.

Donne, John. “Love’s Growth”. *The New Penguin Book of English Verse*, edited by Paul Keegan, Penguin, 2000, p. 227.

Hemingway, Ernest. “The Short Happy Life of Frances Macomber”. *The Short Stories of Ernest Hemingway*, Scribner’s, 1938, pp. 3 – 37.

d) How to cite websites

- If there is an editor, author, or compiler name, list the surname first. Include alphabetically in your Works Cited list.
- This is followed by the name of site (this is what MLA refers to as the “container”).
- Then comes the name of institution/organization affiliated with the site (sponsor or publisher).
- Then the date of resource creation (if available).
- The date of access can be provided at the end.

Example:

Works Cited

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003.
Accessed 26 Oct. 2011.

e) How to cite articles in journals

- The author of the article appears first.
- This is followed by the title of article in inverted commas and in normal typeface.
- Then comes the title of journal (this is what MLA refers to as the “container”). This should be in *italics*.
- Then you should provide the volume, issue number, and date of the edition.
- The page references for the article are then given at the end.

Example:

Works Cited

Keyishan, Harry. “Griselda on the Elizabethan Stage: The *Patient Grissil* of Chettle, Dekker, and Haughton”. *Studies in English Literature*, vol.16, no.2, 1976, pp. 253-261.

7. Some Final Points

- Avoid websites such as *Sparknotes*, *123helpme*, *Gradesaver* and similar – these are NOT reliable academic resources, and will always be detrimental to your essay. You have access to reliable, peer-reviewed online resources such as *JSTOR*, *LION* and *Project Muse* via the university's Online Library.
- Try not to become over-reliant upon Microsoft Word's spell-checker and thesaurus – it can often make for rather odd or unwieldy syntax.
- Your tutors would always prefer to receive an email in advance to check a citation rather than have to correct it in your essay. Make sure you ask for help if you need it.