



**Doon University, Dehradun**

**Office of the Registrar**

No. 609 /13/R-DU/2021 Dated: 21. August 2021

**Office Order**

The Academic Council of the University in its 29<sup>th</sup> meeting held on 23<sup>rd</sup> April 2021 approved the University Ordinance for award of Ph.D. Degree. Subsequently the same has been approved by the Executive Council in its 33<sup>rd</sup> meeting held on 29<sup>th</sup> August 2021.

These Ordinance are hereby implemented in the University w.e.f. the dated of approval of the Executive Council i.e. 29<sup>th</sup> August 2021 and copy of the same is being circulated to all the Schools/Department and faculty members for use and reference.

**Ecl: As above.**

(Dr. M. S. Mandrawal)  
Registrar

Copy to the following for information and necessary action:

1. P.A. to V. C. for kind information of Hon'ble Vice Chancellor.
2. Director IQAC.
3. All the Heads and I/c Heads/Faculty members.
4. I/c Controller of Examination.

(Dr. M. S. Mandrawal)  
Registrar

## Tentative Title of the Thesis (18pt.)



### Synopsis

Submitted in Partial Fulfilment of the  
Requirements for the  
Degree of

**Doctor of Philosophy**  
**in**  
**English**

**Submitted by-**

Name of the Scholar  
Research Scholar  
PSLE-XX

**Supervised by-**

Name of the Supervisor  
Designation  
Department of English

**Department of English**  
**School of Languages**  
**Doon University, Dehradun**  
**Year**



## **Doon University Dehradun**

**Doon University Ph.D. Degree Ordinance**  
*{In supersession of the former Ph.D. Regulations and Guidelines for Ph. D. Programme  
and  
in conformity with  
UGC (Minimum Standards and Procedure for Award of  
M.Phil./Ph.D. Degrees) Regulations, 2016, and Amendments/Clarifications made  
therein}*



**Doon University Dehradun**  
**Doon University Ph.D. Degree Ordinance**

*{In supersession of the former Ph.D. Regulations and Guidelines for Ph. D. Programme}*

In exercise of the powers conferred by Section 24 and Section 25 of Doon University Act, and Section 42 and 43 of the Statutes enacted under the said Act and in supersession of the former Ph.D. regulations, the Academic Council of Doon University hereby approves the following Ordinance [which are in conformity with UGC (Minimum Standards and Procedure for Award of Ph. D. Degrees) Regulations, 2016, and amendments/clarifications made therein], namely: -

**[1] Definitions:**

- 1.1. **"Applicant"** shall mean an individual who applies for admission to the Ph.D. programme of Doon University Dehradun on a prescribed Application Form.
- 1.2. **"University"** shall mean the Doon University Dehradun.
- 1.3. **"AAC"** shall mean Academic Advisory Committee of the concerned Department or School.
- 1.4. **"AC"** shall mean Academic Council of Doon University
- 1.5. **"VC"** shall mean the Vice-Chancellor of Doon University
- 1.6. **"Student"** shall mean a person registered for the Ph.D. Degree and who has successfully completed the pre Ph.D. course requirement, and submitted an approved research plan.
- 1.7. **"Candidate"** shall mean a person registered for the Ph.D. degree prior to becoming a student.
- 1.8. **"Supervisor"** shall mean a member of the academic staff of the University approved by AAC or Department/School to guide/supervise the research/academic work of the student/candidate.
- 1.9. **"Caretaker Supervisor"** shall mean a member of the academic staff appointed to look after the candidate's/student's research interests in the absence of the Supervisor or under extraordinary circumstances mentioned under Clause 6 of these regulations.
- 1.10. **"Course Work"** shall mean courses of study prescribed by the Department/School to be undertaken by a candidate registered for the Ph.D. Degree.
- 1.11. **"SRAC"** shall mean Student's Research Advisory Committee. The 'DRCs' constituted for the Ph.D. students enrolled before the date of notification of these regulations will be treated as 'SRAC'. The term DRC, used in any matter under the previous regulations will be considered as SRAC.

- 1.12. **"Degree"** shall mean the Degree of Doctor of Philosophy (Ph.D.) of the Doon University Dehradun.
- 1.13. **"Registration Period"** shall mean the length of time span commencing with the date of initial registration/enrollment (i.e. the date of fee-deposition) at the University.
- 1.14. **"Residency"** shall mean the minimum period for which a student/candidate must attend the University on full-time basis.
- 1.15. **"Educational Institution"** shall mean those colleges which offer Bachelor's Degree or higher.
- 1.16. **"Full-time Research Student/Candidate"** shall mean a person registered for the Ph.D. Degree devoting full time for completing the degree requirements.
- 1.17. **"Joint Supervisor"** shall mean an additional supervisor approved by the authorized body of the University under extraordinary circumstances (mentioned under Clause 6 of these regulations) to help the student/candidate in the accomplishment of the research work.

**[2] Eligibility Criteria for Admission to Ph.D. Programme:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission into the Ph.D. programme:

- 2.1. Applicants, seeking admission to the Ph.D. program, shall have a Master's degree or a professional degree declared equivalent to the Master's degree by an appropriate and valid statutory regulatory body (such as Academic Council), with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency (which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions) in the concerned subject.
- 2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST and other categories, *if any*, of applicants, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5 % to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures. In accordance with the amendment made by UGC in its regulations in the year 2018, it is provided further that, if in spite of the above relaxation, the seats allotted for SC/ST and other categories, *if any*, of the applicants remain unfilled, the University may consider launching a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University or the committee constituted by the Hon'ble Vice Chancellor, may devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

**[3] Duration of the Programme:**

- 3.1. Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 3.2. Extension beyond the aforementioned limits will be governed by the relevant clauses as stipulated in the amendments or notifications (issued by the UGC from time to time) and/or the resolutions of the Academic Council of the university in this context.
- 3.3. The female students and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the female students may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days. For the period of extension and leaves, the student will pay the fee.

**[4] Procedure for Admission**

- 4.1. The University shall decide on an annual basis through its departments and schools the number of candidates to be admitted depending on the number of available Research Supervisors for every department and school, keeping in mind the norms regarding the scholar- teacher ratio (as prescribed by UGC in its regulations).
- 4.2. The University will notify well in advance in the institutional website and/or through advertisement in newspapers, and/or through the mode prescribed by UGC in its regulations (issued or amended from time to time) the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the ease of the candidates.
- 4.3. The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and Academic Council of the university, and taking into account the reservation policy of the Central/State Government from time to time. The university will adhere to the State-level reservation policy, as applicable.
- 4.4. The University will admit the students through an Entrance Test conducted once in a year at the university level.
- 4.5. University will invite the applications from the interested candidates either offline (duly signed original copy) or online in a prescribed format (approved by the Academic Council or the concerned body such as admission committee) for the entrance test *as notified*.
- 4.6. The University will have separate mode for Ph.D. Entrance Test for the following categories of candidates:
  - (4.6.1.) *Those who have qualified UGC-NET (including JRF)*
  - (4.6.2.) *Those who have qualified UGC-CSIR NET (including JRF)*
  - (4.6.3.) *Those who have qualified SLET*
  - (4.6.4.) *Those who have qualified GATE*
  - (4.6.5.) *Those who are teacher fellowship holders*
  - (4.6.6.) *Those who are regular appointed teachers of the university.*

*(4.6.7.) Those who are international students.*

For the candidates of such categories, it will not be necessary to appear in written component of entrance examination. They will be called upon for the interview directly along with those, who will qualify the written entrance examination as elaborated in the succeeding paragraphs.

4.7. As mentioned under UGC Regulations 2016, the university will admit candidates by a two-stage process through:

4.7.1. *The written Entrance Test shall be qualifying with qualifying marks as 50% for General and OBC categories and 45% for SC and ST categories.*

4.7.2. *The syllabus of this Entrance Test shall consist of two components: (A) 50% of research methodology and (B) 50% shall be subject specific. Part A will have 35 questions and part B will also have the same number of questions. All the questions will be multiple choice questions (MCQ). Each question will carry one (01) marks. There shall not be any negative marking for wrong answer of any question. Duration of the entrance test shall be two hours. The research methodology component may be common or uncommon for all the disciplines or subjects. If research methodology component is common for all the subjects, Vice-chancellor will constitute a committee having experts (internal and/or external) from all the disciplines (in which students will be admitted in Ph.D. programme) to moderate the question paper of research methodology. For setting-up the question paper for remaining 50% subject specific component, Vice Chancellor or the admission committee on the approval of the Vice-Chancellor, may invite external experts to submit the questions in a completely confidential manner.*

4.7.3. *The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the University.*

4.7.4. *An interview/viva-voce will be organized at the concerned schools or departments for both categories of candidates (i) who have qualified written component of entrance examination (ii) those who are exempted. During this interview/viva-voce, the candidates will be required to discuss their research interest/area through a presentation before the 'Interview/Viva-Voce Committee' of the Department. Constitution of this committee including chairperson and/or convenor and members will be finalized and/or approved by the AAC. AAC will ensure that all such Assistant Professors, Associate Professors or Professors of the Department/School, who are eligible to supervise Ph.D. students and/or will be appointed/designated as supervisors for the newly admitted students will be the member of this interview committee by default.*

4.7.5. *In accordance of the 2<sup>nd</sup> amendment, made by UGC in its Regulations in the year 2018, it is provided that for selection of the candidate, a weightage of 70% to the entrance test, and 30% to the performance in the interview/viva-voce shall be given. Any amendment, made by UGC in future in this context, will come into the effect after resolution of academic council.*

4.8. The interview/viva voce shall also consider the following aspects, viz. whether:

4.8.1. *the candidate possesses the competence for the proposed research;*

4.8.2. *the research work can be suitably undertaken at the department/school;*

4.8.3. *the proposed area of research can contribute to new/additional knowledge.*

The following format will be used to assess the performance of each candidate:

S.N.	Roll No.	Domain Knowledge (15 Marks) <i>(Competence of the candidate for the proposed research)</i>	Innovative and New Ideas in Research Proposal (10 Marks) <i>(Possibility of Contribution to New/Additional Knowledge)</i>	Feasibility of Proposed Research at Department or School (5 Marks)	Total (30 Marks)
[1]					

- 4.9. While preparing the final merit list of the candidates, belonging to the categories mentioned under clause 4.6 i.e. exempted from appearing in the written test, 30% of the percentage secured at UG, 40% of the percentage secured at PG, and the marks secured in the interview/viva-voce out of maximum 30 will contribute to the final merit of such candidates.
- 4.10. The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

**[5] Appointment of Research Supervisor**

- 5.1. Only a full-time regular teacher of the University can act as a supervisor.
- 5.2. Any regular Professor, Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. However, in the areas/disciplines where there is no or only a limited number of refereed journals, the Academic Council may relax the aforementioned condition for recognition of a person as Research Supervisor with reasons recorded in writing. It is provided further that no teacher of a Department serving as an Assistant Professor shall be appointed as Supervisor, until and unless (s)he holds a doctoral degree and an experience of teaching at Graduate and Post-graduate level of not less than three years, including experience of not less than two years of teaching and research at the Post-Graduate level.
- 5.3. No supervisor shall be a relative of the candidate.
- 5.4. The appointment of Research Supervisor for a selected Ph.D. student shall be decided by the *Academic Advisory Committee (AAC)* depending on the number of Ph.D. students per Research Supervisor, the available specialization among the supervisors and research interests of the candidate.

- 5.5. The external supervisors shall not be allowed. However, in case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department is to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ School/University on such terms and conditions as may be specified and agreed upon by the consenting Institution/University/Research Laboratory of national repute. Co supervisor will not be appointed within the same department. Co-supervisor will not be in blood relation or close relation with the supervisor and/or Ph.D. student. Appointment of co-supervisor shall take place with the approval of the Academic Advisory Committee (AAC). No person shall be recommended for appointment as Co-Supervisor, except if (s)he is a serving Professor, Associate or Assistant Professor thereof Emeritus Professor/Scientist of National Laboratories/ National Institute not below the rank of Scientist E.
- 5.6. Appointment of any Co-supervisor(s) would not be made after a lapse of 18 calendar months from the date of initial registration of the Ph.D. student/candidate except when none of the supervisors is in the Institute for a period of a year or more at a stretch.
- 5.7. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (08) Ph.D. students. An Associate Professor as Research Supervisor can guide up to a maximum of six (06) Ph.D. students and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. students. After submission of thesis by a particular Ph.D. student, his/her seat would be considered to be vacant.
- 5.8. In case of relocation of a woman Ph.D. student due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the student intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The student will however give due credit to the parent guide and the institution for the part of research already done.

**[6] Appointment of Joint-Supervisors and/or Caretaker-Supervisor for Ph.D. Students in Extraordinary Circumstances**

A faculty member, appointed as a Ph.D. supervisor, is normally expected to be available to a Ph.D. student in the University till the final viva-voce examination of thesis. However, under unavoidable circumstances (such as long leave of more than 12 months, resignation, retirement, or death), a supervisor may not be available to the Ph.D. student. In such special cases, appointment of supervisor(s) will be regulated as under:

*6.1. A supervisor proceeding on long leave of more than 12 months*

- (a) (i) Where Co-supervisor exists, the supervisor proceeding on long leave for more than 12 months can continue to be a supervisor provided the Student's Research Advisory Committee (SRAC) / Academic Advisory Committee (AAC) is convinced of effective supervision by the Co-Supervisor.

- (ii) Where a Co-Supervisor does not exist, a Joint-Supervisor may be appointed by the Academic Advisory Committee (AAC) in cases where a Ph.D. student has not yet made his/her pre thesis-submission seminar.
- (b) (i) Provided, if the pre thesis-submission seminar has been held before the supervisor proceeds on leave, (s)he will continue to be the supervisor and only a caretaker supervisor will be appointed.
- (ii) The thesis has been submitted before the supervisor proceeds on leave, (s)he will continue to be the supervisor and only a caretaker supervisor will be appointed.
- (iii) Further, if a major revision becomes necessary, and the sole supervisor is on leave, (s)he should be asked to specifically state whether he would effectively help the Ph.D. student carrying out the major revisions within a reasonable time. In case the sole supervisor expresses his/her inability due to one reason or the other, the caretaker supervisor, if he provides the required help in carrying out the major revision, will automatically be treated as Joint-Supervisor (Co-supervisor) of that candidate.
- (c) Provided further, if a supervisor proceeds on leave for a period less than 12 months initially, but later extends his leave beyond 12 months, the above procedure will be followed. The extension granting authority will inform the Academic Section, the Department or School and/or the office authorized by Hon'ble Vice Chancellor accordingly.

#### 6.2. A Supervisor retires

A faculty member who is due to retire within the next two years can be appointed as a Co-Supervisor and can continue to be the Joint-Supervisor even after his retirement provided the Student's Research Advisory Committee (SRAC) and/or Academic Advisory Committee (AAC) is convinced of his availability/continued guidance to the Ph.D. student.

In other cases, a faculty member on retirement may continue as (i) a Supervisor, if re-employed or appointed Emeritus Fellow; (ii) a Co-Supervisor, if the synopsis of the thesis has been submitted. Appointment of another Supervisor, if necessary, will be as caretaker Supervisor.

#### 6.3. A Supervisor resigns

If the supervisor of a Ph.D. student resigns, a new Supervisor and/or a caretaker supervisor will be appointed by Academic Advisory Committee (AAC).

#### 6.4. A Supervisor dies

In such circumstances, a new Supervisor will be appointed, if necessary, on the recommendation of Student's Research Advisory Committee (SRAC) /Academic Advisory Committee (AAC).

**[7] Course Work: Credit Requirements, Number, Duration, Syllabus, Minimum Standards for Completion, Examination and Evaluation etc.**

- 7.1. There shall be compulsory Pre Ph.D. course work of 14 credits for all the Ph.D. candidates admitted in Ph.D. programme of all the departments or schools of the University. The duration of the course work will be six months. In the 6<sup>th</sup> month, Registrar will issue the notification mentioning about the dates upto which the end semester examinations must be conducted and the date on/or before which the award sheets must be submitted to the examination section. The course work shall be treated as pre-requisite for Ph.D. preparation. It will include the following types of courses:

S.No.	Title or Nature of the Course	Credits	Remark
[1]	Research Methodology	04	It will be a compulsory course. It will cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. For a particular discipline, if syllabus is not recommended by UGC, the same will be designed and/or finalized by the Academic Advisory Committee (AAC) and approved by AC.
[2]	Research and Publication Ethics (RPE)	02	It will be a compulsory course. Its syllabus will be in line with the content, prescribed by UGC.

[3]	Two Elective Courses which suit the candidates's research area	04 + 04	<p>As stipulated under UGC guidelines, the Department where the Ph.D. candidate pursues his/her research shall prescribe the course(s) based on the specializations available in the Department. Such discipline specific elective courses, offered by the department will be 4-6 in number, and the Ph.D. candidate will have the liberty to choose any two. These courses may be categorized as Elective Compulsory Courses (ECC).</p> <p>If it is required and necessary, well-defined and relevant lab component may also be included in the syllabus in some or all the courses of this category. The syllabi of such courses must be duly approved by Academic Council.</p>
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- 7.2. All courses, prescribed for Pre Ph.D. course work, shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. These shall be duly approved by the Academic Council.
- 7.3. All candidates admitted to the Ph.D. Programmes shall be required to complete the course work prescribed by the Department during the initial 06 months beginning within a week after the last date of the deposition of the fee.
- 7.4. Evaluation shall be done on a continuous basis. For the purpose of uniformity in assessment and evaluation, there will be one mid semester examination (30 Marks, 02 hours), one end-semester examination (50 Marks, 03 hours) and internal assessment (20 Marks) for all the courses. Course coordinator may employ one or more assessment tools such as objective tests, assignments, presentations, laboratory work, depending on the nature of the course for the purpose of internal assessment.
- 7.5. For the purpose of end semester examination, Department will provide the details of course codes, course title, syllabi of all the courses, names of the faculty members who have been assigned to undertake the courses, format of the question paper, and the names of minimum (but not limited to) three faculty members outside the university (who are able to set the question paper(s) and evaluate the answer booklets for each course) to the Coordinator of Examination or Registrar or the office authorized by the Vice-Chancellor.
- 7.6. Ph.D. candidates shall compulsorily appear in the mid semester examination, failing which they will not be allowed to appear in the end semester examination. In case of those who could not attend any of the mid semester examination due to medical

reason or under extraordinary circumstances defined by examination section of Doon University, a make-up examination will be conducted in accordance with the rules of examination section. In the science or related disciplines, the end-semester examination may also include a component on laboratory-based examination.

- 7.7. A candidate, who has less than 75% attendance, will not be permitted to sit in examination. However, Vice-Chancellor in consultation with exam section may grant exemption to a candidate after becoming satisfied with the reasons/grounds presented by the one who has failed to record the prescribed 75% attendance. Such exemptions shall not be granted under any circumstances if record of attendance percentage is less than 60%.
- 7.8. A Ph.D. candidate has to obtain a minimum of 60% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 7.9. A candidate who has not secured a minimum of 60 percent in a pre Ph.D. course will be considered to be failed. A failed candidate or the candidate, who have not complete or qualified the course work in the first semester, shall be allowed to repeat the semester examinations for a maximum of two times.
- 7.10. The percentage of marks obtained by a candidate in a course will be converted into a grade point (SGPA/CGPA) using the same criteria, existent in the university without violating UGC regulations/guidelines in the matter.

#### **[8] Student's Research Advisory Committee (SRAC) and Its Functions**

- 8.1. There shall be a Student's Research Advisory Committee (SRAC) for each Ph.D. student. Having considered the proposal/recommendation of supervisor and the nature/field of the research problem, the Academic Advisory Committee (AAC) of the Department or the School will constitute such a committee within a period of 02 months after the enrolment of the candidates in the department. The committee will be made up of minimum (but not limited to) three members: (i) *Research Supervisor*, the convenor (ii) *Head or the nominee of the Head* belonging to the same department, and (iii) *One external member* outside the department or school belonging to the same subject and preferably to the similar research area. The Research Supervisor of the student shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- 8.1.1. *To review the research proposal and finalize the topic of research;*
- 8.1.2. *To guide the Ph.D. student to develop the study design and methodology of research and identify the course(s) that (s)he may have to do.*
- 8.1.3. *To periodically review at least once in a every semester and assist in the progress of the research work of the Ph.D. students.*
- 8.1.4. *To make minor modifications in the research proposal, if necessary, depending upon the progression of work and results of the studies.*

- 8.1.5. *To finalize (i) the Summary of Thesis and (ii) the Title of the Thesis, before the date of pre thesis-submission presentation and communicating, if required, such changes (or the final title along with Summary of Thesis) to the appropriate authority of the university for record and/or necessary approval/notification.*
- 8.2. Department shall hold the meetings of Student's Research Advisory Committees (SRAC) of all the Ph.D. students on a single day and a particular venue in the month of June for the even semester and in the month of December for the odd semester. The date will be finalized and notified by the Head or In-Charge of the Department or School. Head or In-Charge will be the coordinator for all the SRAC meetings and monitor the same carefully. At least two weeks prior to the date of SRAC meetings, Head or In-Charge will also intimate the office of the Registrar or the office authorized by the Vice-Chancellor about the date for the purpose of record/notification and other necessary action, if any. Hon'ble Vice Chancellor may also nominate a member in such meetings.
- 8.3. If it is required at the completion stage of the thesis, the supervisor may also call upon additional meeting(s) (i.e., more than once) of SRAC in a particular semester to avoid unnecessary delays.
- 8.4. The Ph.D. student shall appear before his/her SRAC in every meeting (to be held in the month of June for the even semester and in the month of December for the odd semester) to make a presentation of the progress of his/her work for evaluation and further guidance.
- 8.5. In extraordinary circumstances when it is not feasible to hold the SRAC meeting due to some unavoidable circumstance, the supervisor would seek the approval of Vice Chancellor for holding the meeting jointly with the meeting for the next semester. During such a meeting, SRAC will submit two different progress reports for different semesters.
- 8.6. The six-monthly progress reports shall be submitted by the Student's Research Advisory Committee (SRAC) to the University's Academic Section or Registrar Office (or some other office authorized by the Vice Chancellor) with a copy to the Ph.D. student.
- 8.7. In case the progress of the research student is unsatisfactory, the Student's Research Advisory Committee (SRAC) shall record the reasons for the same and suggest corrective measures. If the Ph.D. student fails to implement these corrective measures, the SRAC may recommend to the University with specific reasons for cancellation of the registration of the Ph.D. student.

**[9] Confirmation of the Registration**

- 9.1. During the course work or immediately after the successful completion of the course work, the candidate will formulate a research proposal/ Synopsis (preferably in the prescribed proforma) in consultation with the supervisor. The said research proposal shall ordinarily be in not more than 5000 words, and shall present (i) Title, (ii) Broad Research Area, (iii) Review of the Literature, (iv) Current State of Knowledge on the Proposed Title of Research, (v) Objectives and (vi) Plan of Research, (vii) the

Sources, (viii) Methodology proposed to be employed in the investigation, (ix) References and (x) such other information as may be relevant in that regard. Research supervisor will convene a meeting of Student's Research Advisory Committee (SRAC) in which the student will make presentation about his/her topic and research proposal/ Synopsis. The SRAC shall examine the research proposal, the application of the student for confirmation of registration and the list of all necessary documents in the light of the provisions of these Regulations. The Student's Research Advisory Committee (SRAC) shall consider making recommendation for granting admission to such an applicant who is, in its judgment, suitable for Registration, and also finalize the research proposal of the candidate. The constitution of SRAC members and its recommendations shall be forwarded to the Vice Chancellor through Registrar for perusal and record.

- 9.2. In furtherance of the decision of the Vice Chancellor to grant admission to a candidate, the Registrar shall issue a letter of Confirmation of Registration to him/her specifying the (i) Name of his/ her Supervisor, (ii) Broad Research Area (*if required*) and (iii) Title of Proposed Research and (iv) Date of Confirmation of Registration. The registrar will notify the confirmation of registration of Ph. D. student.
- 9.3. For a candidate/student, his/her enrolment shall be with effect from the date of taking admission (date of deposition of fees) for the pre-Ph.D. course.

#### **[10] Registration at the Time of Commencement of Every Semester**

- 10.1. Every student/candidate will be required to renew the registration every semester till the submission of the thesis. The renewal of registration at the commencement of every new semester shall be subject to the completion of specified number of credits/courses and/or satisfactory progress in the research work in the preceding semester. Whether progress is satisfactory or unsatisfactory, it would be recommended by Student's Research Advisory Committee (SRAC).
- 10.2. Provision will be made in the software of examination section or academic section (or the office authorized by Vice-Chancellor) for registration/entry of the course entitled "Doctoral Thesis". The title of this course will be uniform throughout all the disciplines of the university. However, different departments or schools will decide a different Course Code for this course. Every student, who has completed his course work successfully, will be registered in this course at the time of commencement of every new semester on the production of copy of satisfactory progress report of the preceding semester, signed by members of Student's Research Advisory Committee (SRAC). For every semester, SRAC will review the progress and, in addition to mentioning whether the progress is satisfactory or unsatisfactory, may also assign the grade (Satisfactory "S" or Unsatisfactory "U") to be given to the Ph.D. student.
- 10.3. If a student/candidate fails to register or renew due to any reason within the time frame notified by the university, his registration, as the case may be, will be cancelled with immediate effect.

#### **[11] Residency Period and Practices during Progression of the Research Work**

- 11.1. Subject to the provisions of these Regulations, each student shall, upon admission and enrolment to the Ph. D. program, pursue a course of research of a duration of minimum three years or maximum 06 years or the duration as specified by UGC from time to time in residence at the University campus and shall regularly pay the prescribed semester and other fees up to the time (s)he withdraws from his/her enrolment, or such enrolment is terminated, or (s)he duly submits his/her thesis to the University.
- 11.2. The schedule of the fees and other dues, including fees for the examination of the thesis and the viva voce examination, etc the payment thereof, shall be laid down, from time to time, by the executive council shall be notified by the registrar, and the provisions in respect of the consequences of failure to pay such fees and other dues within the time specified for the purpose, and other conditions for the continuation or termination of the admission of the student shall be prescribed by the Academic Council.
- 11.3. The registered students shall have to apply in the department and hostel (if applicable) for renewal of admission in every academic session and pay the requisite fees
- 11.4. The student shall not be entitled, or permitted, to secure admission to, or continue his earlier admission in, any other degree granting courses of study or whole-time academic programme, whether in the University or in any other institution, and his/her admission to the Ph. D. programme shall stand terminated at whatever stage (s)he is discovered to have been in violation of this requirement.
- 11.5. The student shall, report and record his/her attendance at the concerned academic entity on all working days which shall be supervised by the supervisor and the Head of the department. At the time of submission of the thesis, the monthly record of the attendance for the residency period would be submitted in the office, authorized by the Vice-Chancellor.
- 11.6. The student holding a Fellowship awarded by of the University Grants Commission, the Council of Scientific and Industrial Research or any other national/international funding agency, or any other research fellowship or scholarship may be required to assist in the teaching and other academic work of the academic entity concerned.
- 11.7. The student shall appear before his/her SRAC in every meeting (to be held in the month of June for the even semester and in the month of December for the odd semester) to make a presentation of the progress of his/her work for evaluation and further guidance. In addition to making presentations, the student shall also submit half yearly reports to the SRAC, through the supervisor, on the work done by him/her and the work (s)he proposes to do in the next semester.
- 11.8. In extraordinary circumstances when it is not feasible to hold the SRAC meeting due to some unavoidable circumstance, the supervisor would seek the approval of Vice Chancellor for holding the meeting jointly with the meeting for the next semester. During such a meeting, SRAC will submit two different progress reports for different semesters.

- 11.9. The six-monthly progress reports shall be submitted by the Student's Research Advisory Committee (SRAC) to the University's Academic Section or Registrar Office (or some other office authorized by the Vice Chancellor) with a copy to the Ph.D. student.
- 11.10. In case the progress of the Ph.D. student is unsatisfactory, the Student's Research Advisory Committee (SRAC) shall record the reasons for the same and suggest corrective measures. If the Ph.D. student fails to implement these corrective measures, the SRAC may recommend to the University with specific reasons for cancellation of the registration of the Ph.D. student.
- 11.11. In case the student is in default of any of the requirements specified in this clause and other provisions of these Regulations, or in case the SRAC is not satisfied with any aspect of his/her work and progress and conduct, it may, after considering such explanation as (s)he may submit through his/her supervisor in that regard, take such action as it may deem proper including a recommendation to the AC that the admission of the student be terminated.
- 11.12. Along with 6<sup>th</sup> progress report of the student, student's research advisory committee (SRAC) will submit the finalized title of the thesis as well as the objectives and research plan in specific, well defined and categorical manner on the basis of (i) progress made and results achieved by the student in the preceding 06 semesters and (ii) doability/feasibility of the remaining research work to be done by the student in the succeeding semester(s). It shall ordinarily be in not more than 5000 words, and shall present (i) Title, (ii) Specific Research Area, (iii) Review of the Relevant Literature, (iv) Current State of Knowledge on the Title of Research (v) specific and well-defined Objectives and (vi) Plan of Research, (vii) the Sources, (viii) Methodology proposed to be employed in the investigation, (ix) References and (x) such other information as may be relevant in that regard.
- 11.13. The student shall be required to complete his/her research work and submit the thesis within a period of maximum 06 years (prescribed by UGC in its Regulations 2016) reckoned from the date of his/her enrolment for the Ph.D. programme. However, if Student's Research Advisory Committee (SRAC) certifies that 90% research work has been completed in the 06 years (or in the period prescribed by UGC), the academic council may, after considering the recommendation of the SRAC, in a very special case and for reasons to be recorded, grant further extension of not more than one year. For the extended period of one year, the student will submit the application for re-registration to the Vice-Chancellor through the Head/Dean of the School or Department. After getting the permission of re- registration, the student shall have to pay admission and other fees as determined by the University.
- 11.14. It is provided further that in case the student fails to submit the thesis within the period permitted for the submission of the thesis, including the periods of the extension thereof his/her admission to the Ph.D. programme shall be liable to be terminated and (s)he shall, upon such termination, forfeit all the fees and other dues paid by him/her for and during such admission. The name of a student will be removed from the rolls of the University.

- 11.15. Ph.D. students must publish at least one (01) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication. The student will produce evidence for the same in the form of presentation certificates and/or reprints before SRAC.

**[12] Pre Thesis-Submission Seminar**

- 12.1. When the Student's Research Advisory Committee (SRAC) is of the opinion that the research work has been accomplished, and the draft of the thesis at the final stage of writing-process, the SRAC would ascertain that the title (mentioned in the finalized research proposal) is the most appropriate title of the thesis. If SRAC members have the opinion that there is still a need for modification in the title, the modification will be made before this seminar and the modified title will be communicated to the office of the Registrar or Academic Section or the office authorized by the vice-chancellor for record and/or notification. At a later stage, no change in the title would be allowed.
- 12.2. Student's Research Advisory Committee (SRAC) will recommend a particular date and time for holding pre thesis-submission seminar of the student. This seminar would be held at least one month prior to the pre-submission of the thesis. After the recommendation of the SRAC, the supervisor shall issue the notice of the seminar (countersigned by the Head or Dean or endorsed through email) with intimation to the Registrar or Academic Section or the office authorized by the Vice-Chancellor. During this seminar, the student shall give a preliminary presentation on his/her research findings.
- 12.3. This presentation will be made in the Department before the Student's Research Advisory Committee (SRAC). This presentation will also be open to all faculty members and other Ph.D. students. In addition to assessing the magnitude of the research-work done and objectives achieved, the SRAC would also ensure that the Ph.D. student has published at least one (01) research paper in a journal of the category, prescribed by UGC, and has made two paper presentations in conferences/seminars. The SRAC will carefully peruse the evidence, produced by the Ph.D. student for the same in the form of presentation certificates and/or reprints of the articles published. The SRAC would also ensure that the Ph.D. student meets all other criteria, *if any*, for submission of the thesis. The unanimous recommendation of all the SRAC members shall be recorded in a clear, categorical and specific manner on a standard and prescribed format in triplicate. All the three copies will be signed by all the members of SRAC. If some member(s) are connected in online mode, they will send their recommendation and comments, *if any*, via E-Mail to research supervisor. One copy of such report/recommendation, signed by all the members of SRAC, shall be forwarded to the Academic Section, one copy to the Registrar's office or the office authorized by the Vice Chancellor and the third copy to AAC (Academic Advisory Committee) for the record and/or perusal.
- 12.4. During this presentation, the Student's Research Advisory Committee (SRAC) shall also finalize and approve the *Summary of Thesis*. The said summary may also be

termed as Synopsis of Thesis, only if it is required for some essential and specific purpose. The SRAC would also ensure that the *Summary of Thesis* includes (but not limited to) the final as well as the most appropriate title of the thesis, a very brief introduction, objectives, chapter-wise results in the shortest form, conclusions and list of publications. A minimum of five duly signed copies of *Summary of Thesis* will be prepared. If some member(s) are connected in online mode, they will send their approval on the finalized *Summary of Thesis* via E-Mail to research supervisor.

- 12.5. The feedback and comments obtained from those who attend pre thesis-submission seminar will be suitably incorporated into the draft of the thesis in consultation with the Student's Research Advisory Committee (SRAC).

### [13] Submission of Thesis

- 13.1. A Ph.D. student shall submit four soft-bound copies and electronic version (PDF) of the thesis, typed in the format prescribed by the academic council of the university.
- 13.2. The Ph.D. student shall enclose the evidence (in the form of presentation certificates and/or reprints of published articles) in the form of the last pages of the thesis.
- 13.3. While submitting for evaluation, the thesis shall have an undertaking from the Ph.D. student and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same university where the work was carried out, or to any other Institution/university. The certificate or statement on the certificate, vouching that there is no plagiarism and no violation of copyright regulation, must be based on the report generated using well-developed software and gadgets (prescribed by the academic council and/or UGC for detection of plagiarism and other forms of academic dishonesty).
- 13.4. The thesis shall include a certificate from the supervisor to the effect, inter alia, that the recommendation made by the evaluation committee have suitably been incorporated and a declaration that the thesis incorporates the students' bonafide research and that the findings have not been submitted for the award of any degree/diploma in this or any other university or institute.
- 13.5. The application for submission of thesis shall be countersigned by the Dean/Head of the Department or School. The SRAC will then forward the *Thesis* along with *Summary of Thesis* to the Academic Section or the Registrar office for further action.
- 13.6. SRAC shall also ensure that a satisfactory progress reports for a minimum of approximately 60% of the total semesters of residency period has been submitted to the appropriate and/or authorized office.

### [14] Panel of Examiners for Evaluation

- 14.1. The Ph.D. thesis submitted by a Ph.D. student shall be evaluated by his/her Research Supervisor and at least three external examiners, who are not in employment of the university, of whom two examiners must be from outside the state of Uttarakhand.

- 14.2. The supervisor and Head shall submit a panel of 10 (ten) experts (05 each) belonging to the particular broad research area along with their specializations (and lists of publications wherever possible) in the prescribed Performa to the Vice Chancellor for examination of thesis. At least 05 proposed examiners must be outside the state of Uttarakhand.
- 14.3. The Vice-Chancellor will appoint three external examiners. While doing so, he/she may ensure that at least two of them are outside the State.

**[15] Evaluation Reports of Examiners**

- 15.1. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.
- 15.2. Each examiner will give a certificate that the student is not having a blood-relation / close relation with the student in any form.
- 15.3. The examiners shall examine the thesis and shall submit their reports in the prescribed format to the university making a clear recommendation that in his/ her opinion, the thesis (i) is recommended for the award of Ph.D. degree, (ii) should be modified or revised; (iii) is rejected.
- 15.4. The reports of the examiners of the thesis shall first be placed before the Registrar and, in case, any report is not complete and clear, the Registrar will put up the matter before the Vice Chancellor. If Vice-Chancellor is also satisfied about the deficiency in the report, he/ she shall return such report to the concerned examiner through Registrar to make up the deficiency.
- 15.5. If all the external examiners unanimously and unambiguously recommend that the thesis be accepted/recommended for the award of PhD degree, the Vice-Chancellor shall direct that the *viva-voce* examination of the student be arranged as early as possible.
- 15.6. If two of the external examiners unanimously and unambiguously recommend that the thesis be accepted and the third external examiner recommend rejection of the thesis, Vice-Chancellor will appoint the 4<sup>th</sup> examiner from the same panel, and the thesis will be sent to the 4<sup>th</sup> examiner for evaluation.
- 15.7. If all or two or one external examiners recommend revision and requirement of some other work to be done, such recommendation shall be appropriately communicated to the student. The Vice-Chancellor shall issue directions (through the Registrar) to the student and/or his/ her research supervisor to reply or re-submit the thesis in the revised/ modified form not later than one and a half year from the date of the decision and the re-submitted thesis shall be sent again to the original examiner(s). If the student decides not to accept the suggested modifications, and replies to the points/observations made by an examiner but the reply is not accepted by the examiner, the matter shall be referred to the committee of experts (with Supervisor as a member) to be appointed by the Vice-Chancellor. The recommendation of this

committee, in such circumstances, would be considered to be the final. If Vice-chancellor decides not to accept the recommendation, he/ she will record and assign the categorical and specific reasons for the same.

- 15.8. If two of the external examiners recommend rejection, the thesis will be rejected, and no degree shall be awarded.

**[16] Re-Submission of the Thesis**

- 16.1. The thesis required to be re-submitted, and the abstract there of, shall be re-submitted in the same manner, style and language as the original thesis. The list of changes/modifications made will separately enclosed.
- 16.2. Re-submission of the thesis in the revised/modified form must be done as soon as possible but not later than one and a half year from the date of the decision and the re-submitted thesis shall be sent again to the same original examiner(s). However, if the same examiner(s) is (are) not willing to re-evaluate the thesis, or a reply is not received regarding their acceptance for re-evaluation within 04 weeks from the date of communication, other examiner(s) may be appointed by the Vice-Chancellor from the same approved panel.
- 16.3. Notwithstanding any provision to the contrary in these regulations, no student shall be entitled or permitted to re-submit the thesis more than once.

**[17] Viva-Voce, Declaration of Result and Award of the Degree**

- 17.1. On the receipt of the satisfactory evaluation reports, recommendation of examiners or decision, made by Vice-Chancellor in some specific or extraordinary circumstances (mentioned under preceding clauses), the student shall undergo a viva-voce examination.
- 17.2. The University shall ensure that as far as possible and practicable, the viva-voce examination shall be held within a period of six months from the receipt of examiners' reports.
- 17.3. A Board, consisting of the Supervisor and one of the external examiners, shall be constituted by the Vice-Chancellor for the Viva-Voce examination. The supervisor will act as convenor of the Viva-Voce examination. The Registrar shall inform the Head of the Department through the Dean (if any) of concerned school/ department to arrange the viva-voce examination in consultation with the supervisor.
- 17.4. The viva-voce examination shall be open to be attended by the members of the Student's Research Advisory Committee (SRAC), all faculty members of the Department, other Ph.D. students and other interested experts/researchers.
- 17.5. The department shall maintain a separate register for the record of attendees of Viva-Voce examination. In case, the viva-voce is being held in hybrid mode in which some

attendees are connected online, their record will also be maintained in the same register.

- 17.6. The viva-voce examiners shall make the assessment of the student in order to ascertain the extent to which (s)he is well acquainted with the literature on the subject, evinces a good understanding of the topic of his/her research as well as originality in his/her investigations and conclusions, and has an appropriate comprehension of the broad field of his/her study, and has ability to address other issues relevant in that regard.
- 17.7. If the viva-voce examiners do not recommend award of Ph.D. degree, the student shall have to re-appear at a second viva-voce examination within three months. If the student fails to satisfy the viva-voce examiner the second time, his/her thesis shall be rejected finally. No student shall be entitled or permitted to re-appear at the viva voce examination more than once.
- 17.8. The research supervisor, the convenor of viva-voce examination, shall submit a report of viva-voce examination in the prescribed format highlighting the clear recommendation), to the Vice-Chancellor through Registrar.
- 17.9. The Vice-Chancellor may grant the permission for the declaring the result and declaring the result in the Academic Council for award of the degree.
- 17.10. A provisional certificate of the award of the degree may be issued to the student on his/her written request by the appropriate University authority.
- 17.11. Along with the award of the degree, the University shall also issue a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2016.

**[18] Restrictions on Treatment of Ph.D as A Distance Mode/Part-Time Program:**

- 18.1. Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, the University shall not conduct Ph.D. Programmes through distance education mode.

**[19] Depository with INFLIBNET:**

- 19.1. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

**[20] Copyrights**

- 20.1. Doon University Dehradun reserves the copyright in respect of all the Theses based on which the University has awarded the PhD degrees.

[21] **Removal of Difficulties**

21.1. Notwithstanding anything contained in these Regulations, the Vice-Chancellor is empowered to make suitable decisions, measures and notifications to overcome doubts/constraints/difficulties, and resolve any other extraordinary issue.

*(MSM Nanda)*

*(HC Purohit)*





**(Form-B)**  
**Doon University Dehradun**  
**Thesis Evaluation Report of the examiner for Ph. D. Degree**

- (1) Name of Ph. D. Student : .....
- (2) The Department/ School of : .....
- Under the School/ Faculty.....
- (3) Title of the Thesis : .....
- .....
- .....
- .....

**PART – I**

We have read the thesis, Submitted by the aforementioned student for the degree of Doctor of Philosophy on the aforementioned title and also perused the reports of the other examiners of the said thesis, and have examined the student's viva-voce and hence, have to report:

**(A) That we are satisfied that the candidate**

- (1) is well acquainted with the literature on the subject;
- (2) evinces a good understanding of the topic of his research and the thesis is genuinely his/her own work; and
- (3) has an appropriate comprehension of the broad field of his/her study.

**(B) That candidate has not satisfied us:**

*[Strike out whichever is inapplicable from amongst (1), (2), (3) and (4)]*

- (1) That he/she is well acquainted with the literature on the subject.
- (2) In respect of one or more of the conclusions, drawn from the investigations reported in the thesis.
- (3) on the aspect of originality of one or more parts of the thesis.
- (4) State any other ground, if any

**PART-II**

(Report of the examiner to be enclosed)

**PART-III**

We recommend:

[A] That the degree of the Doctor of Philosophy be conferred on the candidate.

**OR**

[B] That the degree of the Doctor of Philosophy be not conferred on the candidate for the time being and (s)he be required to re-appear at the viva-voce examination within the prescribed period.

Signature of Examiner.  
Name of the Examiner.  
Address.



# Tentative Title of the Thesis (18pt.)



Synopsis

Submitted in Partial Fulfilment of the  
Requirements for the  
Degree of

**Doctor of Philosophy  
in  
English**

**Submitted by-**

Name of the Scholar

Research Scholar

PSLE-XX

**Supervised by-**

Name of the Supervisor

Designation

Department of English

**Department of English  
School of Languages  
Doon University, Dehradun  
Year**

**Title**

**Introduction**

**Literature Review**

**Objectives**

**Relevance of Research**

**Research Methodology**

**Tentative Chapterization**

**Limitations of the Study**

**Bibliography**

**Primary Sources**

**Secondary Sources**

**Formatting Style:** MLA 9<sup>th</sup> Edition

**Font:** Times New Roman

**Font Size:** 12pt.

**Line Spacing:** Double (2.0)

**Indentation:** Justified, Hanging Indent for Bibliography

The Title is to be centre aligned and all the other headings and subheadings to be left-aligned.

# MODERN LANGUAGE ASSOCIATION (MLA) STYLE (9<sup>TH</sup> EDITION)



Department of English  
School of Languages  
Doon University, Dehradun

MLA style is mainly used by students of BA VI and MA IV Semester for Dissertation submitted for partial fulfillment of the requirements of the degree of Bachelors and Masters in English and the Humanities. It consists of two parts: a list of works cited, and parenthetical references (also called in-text citations) within the text of the dissertation along with the formatting checklist.

For further assistance in writing research papers and citing sources in the MLA style, consult:  
MLA Handbook 9<sup>th</sup> edition, 2021

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## Tips for Writing the Works Cited List

This is a list of all the sources you have used to research your paper.

1. The list of works cited appears on a separate page at the end of the essay. It is titled (centred, no quotation marks, no underline, no bolding):

Works  
Cited

2. The list is arranged alphabetically by the part of the name, title, or description beginning the entry; ignore initial articles (*A, An, The, et cetera*) (*MLA Handbook*, 9<sup>th</sup> ed., p.219).
3. After the first line each entry is indented ½ inch or 5 spaces from the left margin. This is called hanging indent.
4. Each entry presents information in a specific order: the author's name, the title, the publication information.
5. Double-space the entire list, both between and within entries.
6. If a book does not give the publisher or the date of publication, then give what information you might know in square brackets [ ].
7. Each citation in a Works Cited list ends with a period.
8. Citations that appear in the Works Cited list must have a matching in-text citation in your assignment.
9. With a few exceptions, the punctuation for citations in the Works Cited list is limited to commas and periods. Periods are used after the author, after the title of the source, at the end of the information for each container, and at the end of each entry. Commas are used in the author's name and between elements within each container.

## Articles

The MLA 9th ed. does not provide rules for citing specific types of resources. Instead, they provide a universal set of guidelines for any type of material based on the core elements. The examples provided in this citation guide were created by Douglas College librarians and follow this format.

- Seasons in publication dates of journals or magazines are no longer capitalized (e.g.: winter 2021 not Winter 2021)
- For articles from databases with a DOI, write the DOI as a web address (e.g. beginning with <https://doi.org/>).
- If a DOI is not available, use a permalink/stable URL. "When including a URL, copy it in full from your browser...(unless) your source offers a URL that it identifies as stable, permanent or persistent." Use a persistent link instead of the browser link if available. (MLA Handbook, 9th ed., pp.195-196).

### Journal, Article (Print)

Reference	Blocker, David. "Labour and the Waffle: Unions Confront Canadian Left Nationalism in the New Democratic Party." <i>Labour: Journal of Canadian Labour Studies</i> , vol. 87, 2021, pp.49 - 92.
In-Text	(Blocker 63)

### Journal, Article from a Library Database without a DOI

Reference	Williams, George R. "What Can Consciousness Anomalies Tell Us about Quantum Mechanics?" <i>Journal of Scientific Exploration</i> , vol. 30, no. 3, 2015, pp. 326-354. Academic Search Complete, <a href="https://search.ebscohost.com/login.aspx?direct=true&amp;AuthType=ip,sso&amp;db=a9h&amp;AN=118525144&amp;site=ehost-live&amp;scope=site">search.ebscohost.com/login.aspx?direct=true&amp;AuthType=ip,sso&amp;db=a9h&amp;AN=118525144&amp;site=ehost-live&amp;scope=site</a>
In-Text	(Williams 344)

Comments	<p>Always use a DOI number if one is available. Otherwise, use a URL. Use a persistent link or stable URL for the article if one is available and remove the beginning "http://" or "https://" from the link in your citation. For instructions on persistent links, go to the Douglas College Library home page and search the Library Website for Persistent Links (or ask a librarian).</p> <p>This example is from Academic Search Complete (an EBSCO database). If you are using one of the EBSCO databases, on the right side of the screen, under Tools, click on Permalink. The Permalink (persistent) link will be displayed above the title of the article. Click in the box to select and highlight the link and then copy that link. Paste this URL into the citation. Remember to remove the beginning "http://" or "https://" from the link in your citation.</p>
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### Journal, Article from a Library Database with a DOI (Multiple Authors)

Reference	Rabb, Nathaniel, et al. "Truths About Beauty and Goodness: Disgust Affects Moral but not Aesthetic Judgments." <i>Psychology of Aesthetics, Creativity and the Arts</i> , vol. 10, no. 4, 2016, pp. 492-500. <i>PsycINFO</i> , <a href="https://doi.org/10.1037/aca0000051">https://doi.org/10.1037/aca0000051</a> .
In-Text	(Rabb et al. 494)
Comments	"When possible, cite a DOI (preceded by doi:) instead of a URL. (MLA Handbook, 9th ed., p. 188-189)  "If the source has three or more authors, the entry in the works cited list begins with the first author's name followed by et al. The in-text citation follows suit." (MLA Handbook, 9th ed., p. 112)

### Journal, Article from the Internet

Reference	Cianciolo, Patricia K. "Compensating Nuclear Weapons Workers and Their Survivors: The Case of Fernald." <i>Michigan Family Review</i> , vol. 19, no. 1, 2015, pp. 51-72, <a href="http://quod.lib.umich.edu/m/mfr/4919087.0019.103?rgn=main;view=fulltext">quod.lib.umich.edu/m/mfr/4919087.0019.103?rgn=main;view=fulltext</a> .
In-Text	(Cianciolo 61)
Comments	"An access date for an online work should...be provided if the work lacks a publication date" or if the work is likely to be revised or deleted (MLA Handbook, 9th ed., p 211).

### Magazine Article from a Library Database

Reference	Agren, David. "Here Comes the Rain Again." <i>Maclean's</i> , vol. 124, no. 29, 8 Aug. 2011, p. 43. <i>CBCA Complete</i> , <a href="http://www.proquest.com/magazines/here-comes-rain-again/docview/879703108/se-2?accountid=10545">www.proquest.com/magazines/here-comes-rain-again/docview/879703108/se-2?accountid=10545</a>
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In-Text	(Agren 43)
Comments	This example is from CBCA Complete (a ProQuest databases). To access an article's persistent link in a ProQuest database, find the article and click on Citation/Abstract (not the Full text or PDF link). Near the bottom of the page, copy the link next to Document URL. Paste this URL into the citation. Remember to remove the beginning "http://" or "https://" from the link in your citation.

### Magazine, Article (Internet)

Reference	Miller, Laura. "The Evolutionary Argument for Dr. Seuss." <i>Salon</i> , 18 May 2009, <a href="http://www.salon.com/2009/05/18/evocriticism/">www.salon.com/2009/05/18/evocriticism/</a> .
In-Text	(Miller)
Comments	"An access date for an online work should...be provided if the work lacks a publication date" or if the work is likely to be revised or deleted (MLA Handbook, 9th ed., p 211).

### Magazine, Article (Print)

Reference	Anthony, Leslie. "Into the Blue." <i>British Columbia Magazine</i> , Summer 2021, pp. 48-57.
In-Text	(Anthony 49)

### Newspaper, Article from a Library Database

Reference	Lohnes, Karl. "How To Make Your Bed And Lie In It Too." <i>The Vancouver Sun</i> , 5 Sept. 2020, p. C13. <i>Canadian Newsstream</i> , <a href="http://www.proquest.com/newspapers/how-make-your-bed-lie-too/docview/2440331421/se-2?accountid=10545">www.proquest.com/newspapers/how-make-your-bed-lie-too/docview/2440331421/se-2?accountid=10545</a> .
In-Text	(Lohnes C13)
Comments	To access an article's persistent link in Canadian Newsstream, find the article and click on Abstract/Details (not the Full text link). Near the bottom of the page, copy the link next to Document URL. Paste this URL into the citation.

	Remember to remove the beginning "http://" or "https://" from the link in your citation.
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### Newspaper, Article from the Internet

Reference	Skerritt, Jen. "Local Liver Specialists Struggle to Keep up with Hep-C Influx." <i>Winnipeg Free Press</i> , 20 May 2009, <a href="http://www.winnipegfreepress.com/arts-and-life/life/local-liver-specialists-struggle-to-keep-up-with-hep-c-influx-45462112.html">www.winnipegfreepress.com/arts-and-life/life/local-liver-specialists-struggle-to-keep-up-with-hep-c-influx-45462112.html</a> . Accessed 28 Dec. 2016.
In-Text	(Skerritt)

### Newspaper, Article (Print)

Reference	Fayerman, Pamela. "Body Degenerates as Patients Wait." <i>The Vancouver Sun</i> , 3 June 2005, p. A12.
In-Text	(Fayerman A12)

### Newspaper, Article – No Author (Print)

Reference	"Oval Distinguished for Innovative Design." <i>The Vancouver Sun</i> , 16 May 2009, p. A14.
In-Text	("Oval Distinguished" A14)

## Books

### Books and Other Printed Works

- In the works-cited list, page numbers are preceded by **p.** (single page) or **pp.** (multiple pages)(MLA Handbook, 9<sup>th</sup> ed., p. 193).
- The place of publication is no longer given for books except in special circumstances, such as books published before 1900 or books that may have different versions depending on where they were published (e.g.: British version compared to American version) (MLA Handbook, 9<sup>th</sup> ed., p. 173).
- Provide the publishers full name but:
  - Omit business words such as **Company (Co.), Corporation (Corp.), Incorporated(Inc.) and Limited (Ltd.)**.
  - Omit initial articles (e.g. **The**)
  - Replace University Press with **UP** (MLA Handbook, 9<sup>th</sup> ed., p. 172).

### Book, No Author

Reference	<i>American Heritage Dictionary for Learners of English</i> . Houghton, 2002.
In-Text	( <i>American Heritage</i> 49)
Comments	In your <b>list of works cited</b> : "when a work is published without an author's name, do not list the author as "Anonymous." Instead, skip the author element and begin the entry with the work's title." (MLA Handbook, 9 <sup>th</sup> ed., p.108).  When citing such sources <b>in-text</b> , either cite the title in your prose or in parentheses. Note, "for concision, when a title is needed in a parenthetical citation, shorten the title if it is longer than a noun phrase" (MLA Handbook, 9 <sup>th</sup> ed., p.237).

### Book, One Author

Reference	Alexis, Andre. <i>Fifteen Dogs: An Apologue</i> . Coach House Books, 2015.
In-Text	(Alexis 58)

### Book, Three or More Authors

Reference	Charles Taylor, et al. <i>Reconstructing Democracy: How Citizens Are Building From the Ground Up</i> . Harvard University Press, 2020.
In-Text	(Taylor et al. 135)
Comments	<p>“When a source has two authors, include them in the order in which they are presented in the work. Reverse the first of the names...follow it with a comma and the word <i>and</i>, and give the second name in the normal order” (MLA Handbook, 9th ed., p. 111).</p> <p>The first time you mention the authors in your writing, include both first and last names. For all subsequent references to those authors, use only their last names. (MLA Handbook, 9th ed., p. 232).</p> <p>If the name of an academic press contains the words <i>University</i> and <i>Press</i> or a foreign language equivalent, use the abbreviation <i>UP</i> or the equivalent in the publisher's name (MLA Handbook, 9th ed., p. 172). E.g.: Oxford University Press = Oxford UP.</p>

### Book, Corporate Author

Reference	Canadian Health Information Management Association. <i>Fundamentals of Health Information Management</i> . Canadian Healthcare Association, 2013
In-Text	(Canadian Health Information Management Association 87)
Comments	"When a <b>non-government</b> organization is both author and publisher you may skip the Author element and begin the entry with the work's title. List the organization only as publisher" (MLA Handbook, 9th ed., p. 119).

### Book, Book in Translation

Format	Author's Last Name, First Name. <i>Title of Book</i> . Other contributors, Publisher, Publication Date.
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Reference	Paz, Octavio. <i>In Light of India</i> . Translated by Eliot Weinberger, Harcourt,1997.
In-Text	(Paz 37)

Comments	This example shows a citation highlighting a key contributor - the translator. This format could also be used to highlight roles such as illustrators, editors of a single author's work, directors, choreographers etc. (MLA Handbook, 9th ed., pp. 146-147)
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### Book, Editions of a Book

Reference	Lutgens, Frederick K., and Edward J. Tarbuck. <i>The Atmosphere: An Introduction to Meteorology</i> . 13th ed., Pearson, 2016.
In-Text	(Lutgens and Tarbuck 219)
Comments	Note: the edition information is only required if the book is not a first edition. The edition field is not included for first editions.

### Book, Edited

Reference	Bunjun, Benita, editor. <i>Academic Well-Being of Racialize Students</i> . Fernwood Publishing, 2021.
In-Text	(Bunjun 78)
Comments	Formatting editors' names in this scenario follows the general MLA rules for formatting authors' names, e.g., when there are two editors following the same formatting as if there were two authors.

### Book, Chapters and Works in Anthologies with an Author

Reference	Bedford, David. "The Beatles in Liverpool." <i>The Beatles in Context</i> , edited by Kenneth Womack, Cambridge University Press, 2020, pp. 19-27.
In-Text	(Bedford 24)

### Book, Chapters and Works in Anthologies without an Author

Reference	"Is Abortion Immoral?" <i>Taking Sides: Clashing Views on Bioethical Issues</i> , edited by Carol Levine, 14th ed., McGraw Hill, 2012, pp. 136-137.
In-Text	("Is Abortion Immoral?" 137)

### Book, From a Website

Reference	Seton, Ernest Thompson. <i>The Trail of the Sandhill Stag</i> . Charles Scribner's Sons, 1914. <i>Project Gutenberg</i> , <a href="http://www.gutenberg.org/ebooks/32319">www.gutenberg.org/ebooks/32319</a> . Accessed 14 Jan. 2018.
In-Text	(Seton 6)

### eBook, from a Library Database

Reference	Parkington, John. <i>Cederberg Rock Paintings</i> . Clanwilliam Living Landscape, 2003. <i>JSTOR</i> , <a href="http://www.jstor.org/stable/al.ch.document.puhc003">www.jstor.org/stable/al.ch.document.puhc003</a>
In-Text	(Parkington 76)
Comments	Use the permanent link to the eBook but omit <a href="http://">http://</a> or <a href="https://">https://</a> .

### Websites & Social Media

#### Date of Access

"An access date for an online work should...be provided if the work lacks a publication date" or if the work is likely to be revised or deleted (MLA Handbook, 9th ed., p 211).

- E.g., works that are subject to frequent revision or may be deleted without notice, such as Wikipedia articles, some types of social media (e.g., Snapchat), retail or corporate websites such as Amazon, eBay etc. Otherwise it is not necessary to provide access dates.

Always use a DOI number if one is available. Otherwise use a URL:

- "When including a URL, copy it in full from your browser...(unless) your source offers a URL that it identifies as stable, permanent or persistent." Use a persistent link instead of the browser link if available. For instructions on persistent links, go to the Douglas College Library home page and search the Library Website for Persistent Links (or ask a librarian).
- Avoid citing URLs produced by shortening services (like bit.ly).
- "You can usually omit `http://` or `https://` from URLs unless you want to hyperlink them and are working in a software program that does not allow hyperlinking without the protocol....." (MLA Handbook, 9th ed., pp. 195-196).

### Website, Named Author

Reference	Galewitz, Phil. "In Depressed Rural Kentucky, Worries Mount Over Medicaid Cutbacks." <i>NPR</i> , 19 Nov. 2016, <a href="http://www.npr.org/sections/health-shots/2016/11/19/502580120/in-depressed-rural-kentucky-worries-mount-over-medicaid-cutbacks">www.npr.org/sections/health-shots/2016/11/19/502580120/in-depressed-rural-kentucky-worries-mount-over-medicaid-cutbacks</a> .
In-Text	(Galewitz)
Comments	"When a source has no page numbers... no number should be given in a parenthetical citation" (MLA Handbook, 9th ed., p. 248).

### Website, Corporate Author

Reference	Mental Health Commission of Canada. "Mental Health Check-in: Helping Yourself and Others After Experiencing a Traumatic Event; Building a Self-Care Plan." 2019, <a href="http://www.mentalhealthcommission.ca/English/document/60986/helping-yourself-and-others-after-experiencing-traumatic-event-building-self-care-plan">www.mentalhealthcommission.ca/English/document/60986/helping-yourself-and-others-after-experiencing-traumatic-event-building-self-care-plan</a> .
In-Text	(Mental Health Commission of Canada)
Comments	The <i>Name of Website</i> element can be omitted if it is the same as the name of the organization (MLA Handbook, 9th ed., p.108).

### Website, No Identifiable Author

Reference	"Understanding Writing Assignments." <i>OWL Purdue Online Writing Lab</i> , 2021, <a href="http://owl.english.purdue.edu/owl/resource/544/01/">owl.english.purdue.edu/owl/resource/544/01/</a> .
In-Text	("Understanding Writing")
Comments	In your <b>list of works cited</b> : "when a work is published without an author's name, do not list the author as "Anonymous." Instead, skip the author element and begin the entry with the work's title." (MLA Handbook, 9th ed., p. 108).  When citing such sources <b>in-text</b> , either cite the title in your prose or in parentheses. Note, "for concision, when a title is needed in a parenthetical citation, shorten the title if it is longer than a noun phrase" (MLA Handbook, 9th ed., p. 237).

## Social Media Posts/Tweets

### Tweet

Reference	@persiankiwi. "We have report of large street battles in east & west of Tehran now - #Iraelection." <i>Twitter</i> , 23 June 2009, 11:15 a.m., <a href="https://twitter.com/persiankiwi/status/2298106072">twitter.com/persiankiwi/status/2298106072</a> .
In-Text	(@persiankiwi)
Comments	<p>"Include <b>pseudonyms</b>, stage names, online usernames, and the like in the Author element, especially if the person is well known by that form of the name." MLA Handbook, 9th ed., p. 107)</p> <p>"If an author's handle differs from the author's account name, it may be helpful to supply the handle in square brackets after the name...when the handle and account name are similar [...], you can usually omit the handle if you include the URL in your entry" MLA Handbook, 9th ed., p. 118).</p>

## Government Documents

### Document Where the Author is also the Publisher

Reference	<i>Canada's Greenhouse Gas Emissions: Canadian Environmental Sustainability Indicators</i> . Environment and Climate Change Canada, 2021, <a href="https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2021/greenhouse-gas-emissions-en.pdf">https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2021/greenhouse-gas-emissions-en.pdf</a>
In-Text	( <i>Canada's Greenhouse</i> 17)
Comments	<p>MLA has a principle of removing redundancy. So, if the government author and publisher are the same you would either:</p> <ul style="list-style-type: none"> <li>• omit the author element and retain the publisher element OR</li> <li>• keep the author element and omit the publisher element (MLA Handbook, 9th ed., p. 119).</li> </ul>

### Government Document with a Personal Author (Statistics Canada)

Reference	Pearson, Caryn. "The Impact of Mental Health Problems on Family Members." <i>Statistics Canada</i> , 7 Oct. 2015, <a href="http://www.statcan.gc.ca/pub/82-624-x/2015001/article/14214-eng.pdf">www.statcan.gc.ca/pub/82-624-x/2015001/article/14214-eng.pdf</a> .
In-Text	(Pearson 4)
Comments	"You can usually omit http:// or https:// from URLs unless you want to hyperlink them and are working in a software program that does not allow hyperlinking without the protocol. " (MLA Handbook, 9th ed., pp. 195-196). Note, some URLs will not work for the user if https:// is omitted, so do not omit it if the URL doesn't work without it.

### Government Document - Print

Reference	<i>Information Use by the Ministry of Health in Resource Allocation Decisions for the Regional Health Care System</i> . Office of the Auditor General of British Columbia, 2002.
In-Text	( <i>Information Use</i> 22)

### Audiovisual Materials

#### Film, DVD,

#### Video To cite

#### the film:

Reference	<i>The Grand Budapest Hotel</i> . Directed by Wes Anderson. Performance by Ralph Fiennes, Twentieth Century Fox Home Entertainment, 2014.
In-Text	( <i>Grand Budapest</i> 01:18:29-49)
Comments	"For works in time-based media, such as audio and video recordings, cite the relevant time or time span. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons" (MLA 9th ed., p. 250).

### To emphasize the performance of a director:

Reference	Moore, Michael, director. <i>Bowling for Columbine</i> . Alliance Atlantis, 2003.
In-Text	(Moore)
Comments	MLA allows the writer to emphasize the focus of particular people responsible for a work. If your discussion of such a work focuses on the contribution of a particular person—say, the performance of an actor or the ideas of the screenwriter—begin the entry with his or her name, followed by a descriptive label (MLA Handbook, 9th ed., p.147).

### Streaming Video from a Website, YouTube etc.

Reference	Veritasium. "How They Caught the Golden State Killer." <i>YouTube</i> , 30 Sep. 2021. <a href="https://www.youtube.com/watch?v=KT18KJouHWg">https://www.youtube.com/watch?v=KT18KJouHWg</a> . Accessed 16 March 16, 2022.
In-Text	(Veritasium 00:02:26-00:02:46)
Comments	In the above example, the timestamp reference is between 2:26 and 2:46 of the video.  "For works in time-based media, such as audio and video recordings, cite the relevant time or time span. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons" (MLA Handbook, 9th ed., p.250).

### Streaming Video (Films on Demand)

Reference	"The Truth About Getting Fit at Home." BBC Worldwide, 2021, <i>Films on Demand</i> ,  <a href="https://fod.infobase.com/p_ViewVideo.aspx?xtid=241076&amp;tScript=0">https://fod.infobase.com/p_ViewVideo.aspx?xtid=241076&amp;tScript=0</a>
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	Accessed 14 March 2022.
In-Text	("The Truth About" 00:17:44-00:18:32)
Comments	In the above example, the timestamp reference is between 17:44 and 18:32 of the video.  "For works in time-based media, such as audio and video recordings, cite the relevant time or time span. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons" (MLA Handbook, 9th ed., p.250).

### Podcast

Reference	Kennedy, Paul. "Hope Within Horror: Marina Nemat." <i>Ideas</i> , CBC/Radio-Canada, 6 Dec.  2016, <a href="http://www.cbc.ca/radio/ideas/hope-within-horror-marina-nemat-1.3470823">www.cbc.ca/radio/ideas/hope-within-horror-marina-nemat-1.3470823</a> .  Accessed 12 Dec. 2016.
In-Text	(Kennedy 00:14:11-47)
Comments	In the above example, the reference is for between second 11 and second 47.

### CD

Reference	Tragically Hip. <i>Road Apples</i> . MCA Records, 1991.
In-Text	(Tragically Hip)

### Song on a CD

Reference	Cohen, Leonard. "Jazz Police." <i>I'm Your Man</i> . Columbia, 1988.
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In-Text	(Cohen)
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### Photograph (Web)

Reference	Dobbs, Charles. "Zabriskie Point Sunset." <i>FineArtAmerica</i> , 7 Apr. 2016, <a href="http://fineartamerica.com/featured/zabriskie-point-sunset-charles-dobbs.html">fineartamerica.com/featured/zabriskie-point-sunset-charles-dobbs.html</a> . Accessed 23 March 2022.
In-Text	(Dobbs)

### Encyclopedias and Dictionaries

#### Encyclopedia or Dictionary Entry, (Online) with an Author

Reference	Friesen, Gerald. "Assiniboia." <i>The Canadian Encyclopedia</i> , 3 Apr. 2015, <i>Historica Canada</i> . <a href="http://www.thecanadianencyclopedia.com/en/article/assiniboia/">www.thecanadianencyclopedia.com/en/article/assiniboia/</a> . Accessed 16 Oct. 2021.
In-Text	(Friesen)
Comments	"An access date for an online work should...be provided if the work lacks a publication date" or if the work is likely to be revised or deleted (MLA Handbook, 9th ed., p 211).

#### Encyclopedia or Dictionary Entry, (Online) without an Author

Reference	"Zeitgeist." <i>Oxford English Dictionary</i> , Oxford UP, 2018, <a href="http://www.oed.com/view/Entry/232756?redirectedFrom=zeitgeist#eid">www.oed.com/view/Entry/232756?redirectedFrom=zeitgeist#eid</a> . Accessed 16 Oct. 2021.
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In-Text	("Zeitgeist")
Comments	"An access date for an online work should...be provided if the work lacks a publication date" or if the work is likely to be revised or deleted (MLA Handbook, 9th ed., p 211).

### Encyclopedia or Dictionary Entry, (Print) with an Author

Reference	Lewisohn, Leonard. "Sufism." <i>Encyclopedia of Philosophy</i> , edited by Donald Borchert, 2nd ed., vol. 9, Thomson Gale, 2006, pp. 300-314.
In-Text	(Lewisohn 307)

### Encyclopedia or Dictionary Entry, (Print) without an Author

Reference	"Mystic." <i>Oxford Concise Dictionary of Phrase and Fable</i> , edited by Elizabeth Knowles, Oxford UP, 2003, p. 349.
In-Text	("Mystic" 349)
Comments	If the name of an academic press contains the words <i>University</i> and <i>Press</i> or a foreign language equivalent, use the abbreviation <i>UP</i> or the equivalent in the publisher's name (MLA Handbook, 9th ed., p. 172).

### Course Packs, Class Handouts, Class Lectures

#### Course Pack

Reference	Brennan, Patricia. "Pulmonary Case Studies." <i>NURS 3130: Supplementary Readings</i> , edited by Lucinda Robertson, Douglas College, 2017, pp. 17-25. Course Pack.
In-Text	(Brennan)

Comments	<p>MLA does not give specific instructions on how to cite custom course packs. <b>It is always best to check with your instructor.</b> Our example is based on SFU's recommendation to treat the course pack as an anthology when they are reprinting articles, chapters etc. The instructor would be the editor with this approach.</p> <p>MLA states "The final supplemental element can be used to indicate the medium of publication for a work whose format would otherwise be ambiguous" (MLA Handbook, 9th ed., p. 213). In the example above, including Course Pack at the end of the citation will indicate the type of work.</p>
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### Course Pack, Journal Article Reprinted in

Reference	<p>Johnson, Victor. "A Labour of Love?: Mothers and Emotion Work." <i>NURS 3130: Supplementary Readings</i>, edited by Lucinda Robertson, Douglas College, 2020, pp. 30-44. Originally published in <i>Journal of Midwifery</i>, vol. 17, no. 10, 2009, pp.636-640. Course Pack.</p>
In-Text	(Johnson 35)
Comments	<p>With reprints of original works, MLA states "Although you should record the publication date of the version of the source you consult, giving the original publication date can provide readers with insight into the work's creation or relation to other works. (MLA Handbook, 9th ed., p. 210)</p>

### Class Handout

Reference	<p>Smith, Donald. "Rhetorical Analysis." <i>ENGL 1130: Academic Writing</i>, Douglas College, Coquitlam, 14 Nov. 2016. Class Handout.</p>
In-Text	(Smith)
Comments	Douglas College is the publisher core element in this example.

### Class Lecture

Reference	Cannon, Dolores. "Accessing Theta." <i>PSYC 2341: Abnormal Psychology</i> , Douglas College, 28 Sept 2021, 700 Royal Ave, New Westminster, Canada. Class Lecture.
In-Text	(Cannon)
Comments	<p>MLA 9th edition states "[f]or a physical object or an event you witnessed firsthand...give the name of the institution and sufficient amount of information to identify where it is located---whether city alone, city and state, or city and country" (p. 197).</p> <p>This citation format was based on an example of a lecture in the <i>MLA Handbook</i>, 9th ed., p. 213. If in doubt, check with your instructor.</p>

### Other Sources

#### Interviews Conducted by Yourself

Reference	Rewniak, Christopher. Personal Interview. 4 June 2021.
In-Text	(Rewniak)
Comments	"Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor "Personal Interview" and the date of the interview." (Purdue Online Writing Lab, <a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html</a> ).

#### Brochures/Pamphlets

Reference	<i>Not Everyone Has a Home</i> . National Coalition for the Homeless. Pamphlet.
In-Text	( <i>Not Everyone</i> )
Comments	<p>"When a nongovernment organization is both the author and the publisher, you may skip the author element and begin the entry with the work's title. List the organization only as publisher" (MLA Handbook, 9th ed., p. 119).</p> <p>MLA states, "[t]he final supplemental element can be used to indicate the medium of publication for a work whose format would otherwise be ambiguous" (MLA Handbook, 9th ed., p. 213). In the example above Pamphlet is used to indicate the publication type.</p>

**Email**

Reference	Kinney, James. "Re: Botany in history." Received by Jana Smith, 24 November 2021.  Email.
In-Text	(Kinney)
Comments	<p>“In some cases, using text from the work itself is the clearest way to identify an untitled work...(like digital messages that lack formal titles)” (MLA Handbook, 9<sup>th</sup> ed., p.124). Forexample, for emails, the title can be the subject of the email.</p> <p>"The final supplemental element can be used to indicate the medium of publication for a work whose format would otherwise be ambiguous" (MLA Handbook, 9<sup>th</sup> ed., p. 213).</p>

### Citing Indirect Sources

"Whenever you can, take material from the original source and not a secondhand source. But if you quote an author's quotation of a source you did not personally consult, put the abbreviation *qtd. in* (for *quoted in*) before the indirect source you cite in your parenthetical citation (otherwise, you can clarify the relation between the original and secondhand source in a note)" (MLA Handbook, 9th ed. p. 284).

Lawrence Christy remarked that Lindsay Ryan had a "unique style of debate" (qtd. in Anderson 107).

For your list of works cited, give the indirect source (Anderson), not the source quoted (Christy).

"The abbreviation qtd in is not needed if your prose makes it clear the source is secondhand" (MLA Handbook, 9th ed. p. 284).

### In-Text Citations

In-text citations are brief references and are intended to direct the reader clearly and easily to the Works Cited list for the sources you consulted, and where relevant, to the location in the source being cited.

They should always appear right after the content you are summarizing, paraphrasing, or quoting.

An in-text citation begins with the shortest piece of information that directs your reader to the entry in the works-cited list. Generally, it will begin with either the author's surname, or the title (description) of the work and a page number, time stamp, or other indicator of the place in the work the information can be found. The citation can either appear in your writing or in parentheses.

**Keep the references in parentheses as brief as possible.** If you mention the author's name or the title of the source in your text, then you do not include that information in the parenthetical reference.

e.g. This point has been argued before

(McMann 16-19). McMann has argued

this point (16-19).

Others, like Blocker and Plumer (52), hold an opposite point of view.

Stress and a poor diet can have a detrimental effect on proper liver functioning (American Medical Association 209).

**If the work has three or more authors,** give the first author's last name followed by "et al." then the page number(s) (MLA Handbook, 9th ed., p. 232).

e.g. Some interesting interpretations of this concept have recently been suggested (Jones et al. 25-37).

**If there are citations to material by different authors with the same surname**, add the author's first initial. If these authors have the same initial as well, use the full first name (MLA Handbook, 9th ed., p. 234).

e.g. Neurological pathways are created through habitual actions (J. Stevens 87).

**If there are two or more titles by the same author in your Works Cited list**, give the author's last name, the title, followed by the page number(s). Abbreviate the title if it is longer than a few words (when abbreviating the title, begin with the first word) (MLA Handbook, 9th ed., p. 235)

e.g. The fashion was very popular in certain parts of Northern England (Pollack, *Dickinson* 32-33). (In the example, 'Dickinson' is the shortened title of Pollack's *Dickinson: The Anxiety of Gender*).

**If there is no author**, the title may appear in the text itself, or abbreviated before the page number in their-text citation (MLA Handbook, 9th ed., p. 237).

e.g. *Classical Mythology of Greece* notes that he was cut up and boiled in a cauldron by Titans sent by Hera (78).

or

e.g. He was cut up and boiled in a cauldron by Titans sent by Hera (*Classical Mythology* 78).

**Web documents usually do not have fixed page numbers or any kind of section numbering.** If your online source does not have numbering, you have to omit numbers from your parenthetical references. Do not count unnumbered paragraphs (MLA Handbook, 9th ed., p. 248).

e.g. Winkfield compares it to the current political environment of Zimbabwe. The works cited list would include an entry that begins with Winkfield.

**If a source, such as a web document, does provide definite paragraph numbers**, give the abbreviation *par.* or *pars.* or sections (*sec.*, *secs.*) or chapters (*ch.*, *chs.*) along with the paragraph number or numbers (MLA Handbook, 9th ed., p. 244).

e.g. Devereux states that "Finley introduced energy psychology to modern psychiatry in the late twentieth century" (par. 30).

**For time-based media, such as audio or video recordings**, cite the relevant time or time span if it is displayed. Give the numbers of the hours, minutes, and seconds, separating the numbers with colons, with no space on either side (MLA Handbook, 9th ed., p. 250).

e.g. Buffy's promise that "there's not going to be any incidents like at my old school" is obviously not one on which she can follow through ("*Buffy*" 00:03:16-17).

**Paraphrased ideas** - "Paraphrasing allows you to maintain your own voice while demonstrating that you understand the source because you can restate its points in your own words and with your own sentence structure." To properly give credit in MLA 9, you need to include an in-text citation directing the reader to a works-cited list entry (MLA Handbook, 9th ed., p. 98).

### Quotations

"When you quote, reproduce the source text exactly. Do not make changes in spelling, capitalization, interior punctuation, italicization, or accents that appear in the source."

(MLA Handbook, 9th ed. p. 253)

### Short Quotations

- If a quotation runs no more than four lines, put it in double quotation marks and incorporate it into the text. Put single quotation marks around quotations that appear within those quotations.
- Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical reference. Other punctuation such as question marks and exclamation marks should appear within the quotation marks if they are part of the quoted passage, but after the parentheses if they are part of your text.

(MLA Handbook, 9th ed. p. 254)

### Examples

Shelley thought poets "the unacknowledged legislators of the World" (794). Dorothea responds to her sister, "what a wonderful little almanac you are, Celia!" (7).

### Long Quotations

- If a quotation runs to **more than four lines** in your paper, set it off from your text by beginning a new line, indenting half an inch from the left margin. For a single paragraph or part of a paragraph, do not indent the first line more than the rest of the quotation.
- Do not use opening and closing quotation marks.
- For long quotations, a period at the end of a quotation is placed before the parentheses.

- If starting a new paragraph within the block quotation, indent its first line.(MLA Handbook, 9th ed. pp. 254)

**Example**

At the conclusion of *Lord of the Flies*, Ralph, realizing the horror of his actions, is overcome by great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the back smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)