

# LISGAR STYLE GUIDE

When students do research they are expected to document their sources of information; they must provide a bibliography or list of works cited at the conclusion of their essay or research project and use parenthetical notation within their writing to identify the specific page from which information was taken. These are guidelines for documentation. Different institutions and faculties will ask for different styles of documentation. Students should find out from their instructors what style is required and ensure that their work is properly documented. The process of documentation is simplified when all necessary bibliographic information is collected before notes are taken (include specific page references).

## Sample Entries for Works Cited or Bibliography (based on MLA Style):

### Book (One Author)

Johnston, George. *The Cruising Ark*. Toronto: Oxford University Press, 1959.

### Book (No Author)

*Guinness World Records 2001*. London: Guinness World Records Ltd., 2000.

### Book (Two Authors)

Messenger, William E. and Peter A. Taylor. *Elements of Writing: A Process Rhetoric for Canadian Students*. Scarborough, Ontario: Prentice-Hall, 1984.

### Book (Three Authors or more)

Scardamalia, Marlene, et al. *Writing for Results: A Source Book of Consequential Composing Activities*. Toronto: OISE Press, 1981.

(Continued on next page.)

## Notes on a Bibliography or List of Works Cited (based on MLA Style)

- List citations in alphabetical order.
- Use the title if the name of the author is not given.
- If more than one line is required for the citation, indent every line after the first line five spaces.
- End all citations with a period.
- Underline titles rather than using italics when submitting a manuscript (handwritten) essay.
- If there is a long list of authors, use the name of the first author followed by et. al. rather than including the long list.
- When information such as the date of publication or the page reference is not provided, substitute an abbreviation (e.g. n.p.= no page or n.d.= no date).
- When several citations by the same author are included, list the works in chronological order and use “- - -” rather than repeating the name in citations that come after the first one.
- Citations for electronic sources should include the date of publication or update (first date in examples) and the date of access (second date in examples).
- All citations should be double-spaced.

**Excerpt from a Book (Story, Article, Poem)**

Davies, Robertson. "Louisa's Last At Home." *Canadian Literature: Two Centuries in Prose*. Ed. Brita Mickelburgh. Toronto: McClelland and Stewart, 1973. 215-26.

**Book (Edited)**

Eliot, George. *Daniel Deronda*. Ed. Barbara Handy. Harmondsworth, Middlesex, England: Penguin, 1967.

**Book (Translated)**

Smith, Donald. *Voices of Deliverance: Interviews with Quebec and Acadian Writers*. Trans. Larry Shouldice. Toronto: House of Anansi Press, 1986.

**Booklet (No Date)**

Ontario Ministry of Natural Resources. *The Muskrat*. Toronto: Queen's Printer, n.d.

**Pamphlets, Reports, Etc. (Corporate Author)**

Ontario Ministry of Natural Resources. *The Muskrat*. Toronto: Queen's Printer, 1986.

**Newspaper or Magazine Article (Signed by Author)**

Bemrose, John. "Portraits of Patriarchs." *Maclean's*. 30 Mar. 1987: 63.

**Newspaper or Magazine Article (No Author)**

"The Newest of the Dead Sea Scrolls." *Time*. 24 Jan. 1977: 41.

**Encyclopedia (Signed by Author)**

Godard, Barbara. "Margaret Atwood." *The Canadian Encyclopedia*. 1988.

**Encyclopedia (No Author)**

"Canadian Literature." *Encyclopedia Britannica: Micropedia*. 1986.

**CD-ROM Encyclopedia (Signed by Author)**

Morton, Desmond. "Canada." *The 1995 Mindscape Multimedia Encyclopedia*. CD ROM. Grolier Electronic Publishing, 1995.

**Electronic Database**

Campbell, Susan. "Midnight Snack." *Psychology Today*. May/June 2002: 24. *Canadian MAS FullTEXT Elite Database*. EBSCO. Sir Wilfrid Laurier S.S. Lib. Orleans, Ontario. 22 May 2002.

**Electronic Database (No Author)**

"Heart recipients add their own cells." *Science News*. 2 Sept. 2002: 94. *Canadian Reference Centre*. EBSCO. Sir Wilfrid Laurier S.S. Lib., Orleans, Ontario. 28 Feb. 2002.

**Internet Site**

Voth, Nick. "Norwegian Sealing and Whaling." *Sea Shepard Archive*. 15 Feb. 1995. The Envirolink Network. 22 Nov. 1996 <<http://envirolink.org/archives/seashep/0063.html>>.

**Personal Communication**

Webb, Susan. Personal Interview. 10 Feb. 1989.

(Provide the name of the person approached, a descriptor --Personal Letter, Telephone Interview, etc. and the date.)

**Radio or Television Broadcast**

"View from the Bridge: Turkish Writing Today." Host Eleanor Wachtel. *Writers and Company*. Canadian Broadcasting Corporation. CBO, Ottawa. 13 May 2007.

**Video, DVD, etc.**

*Polar Bear Alert*. Videocassette. Writ. Dennis B. Kane and Thomas Skinner. Dir. James Lipscomb. Washington, D.C.: National Geographical Society, 1982. 60 min.

**SAMPLE BIBLIOGRAPHY OR LIST OF WORKS CITED**  
**(based on MLA Style)**

Works Cited

American Heart Association. *Heart Attack: How to Reduce Your Risk*. New York:

American Heart Association, 1970.

Bemrose, John. "Portraits of Patriarchs." *Maclean's*. 30 March 1987: 63.

"Canadian Literature." *Encyclopedia Britannica: Micropedia*. 1986.

"CLC Lobbies Canadian Government on International Human Rights Issues."

*Canadian Labour*. 30 Feb. 1985: 10.

Cole, S.T., et al. "Mycobacterium tuberculosis." *The Wellcome Trust Sanger Institute*.

27 Feb. 2002. Wellcome Trust. 30 Feb. 2002 <[http://www.sanger.ac.uk/Projects/M\\_tuberculosis/](http://www.sanger.ac.uk/Projects/M_tuberculosis/)>.

Daiches, David. *A Critical History of English Literature. 2 vols.* New York: Ronald Press, 1960.

- - -. *Milton*. New York: Norton, 1966.

Davies, Robertson. "Louisa's Last At Home." *Canadian Literature: Two Centuries in Prose*. Ed. Brita Mickelburgh. Toronto: McClelland and Stewart, 1973. 215-26.

Eliot, George. *Daniel Deronda*. Ed. Barbara Handy. Harmondsworth, Middlesex, England: Penguin, 1967.

Godard, Barbara. "Margaret Atwood." *The Canadian Encyclopedia*. 1988.

Holler, Norma and Jane Sadler. *Textiles 2nd ed.* New York: MacMillan, 1964.

*Polar Bear Alert*. Videocassette. Writ. Dennis B. Kane and Thomas Skinner.

Dir. James Lipscomb. National Geographical Society, 1982. 60 min.

Rabino, Issac. "The biotech future." *American Scientist*. 1 March 1998: 110. *Electric*

*Library*. Rogers Media, Inc. Sir Wilfrid Laurier S.S. Lib., Orleans, Ontario. 28 Feb.

2002.

Shakespeare, William. *A Midsummer Night's Dream*. Ed. Willard Higley Durham.

New Haven, CT.: Yale U P, 1918.

Smith, Donald. *Voices of Deliverance: Interviews with Quebec and Acadian Writers*.

Trans. Larry Shouldice. Toronto: House of Anansi Press, 1986.

"View from the Bridge: Turkish Writing Today." Host Eleanor Wachtel. *Writers*

*and Company*. Canadian Broadcasting Corporation. CBO, Ottawa. 13 May 2007.

Voth, Nick. "Norwegian Sealing and Whaling." *Sea Shepard Archive*. 15 Feb. 1995.

Enviorolink. 22 Nov. 1996 <<http://envirolink.org/archives/seashep/0063.html>>.

## PARENTHETICAL NOTATION

A bibliography or list of works cited is only the first step in documenting research. Parenthetical notation can be used in the text of an essay or report to link information to one of the citations in the bibliography and to show the precise page where information originated. For a multi-volume work such as an encyclopedia, both the volume number and the page number are included in the parenthetical notation; for example (Donovan 17: 327) would indicate a reference to an article by an author named Donovan found on page 327 of volume 17 of an encyclopedia or other multi-volume work. Note that abbreviated titles are used in parenthetical notation when the author is not identified. In such a case, a title such as "The Achievement of Sumer" would be abbreviated to "The Achievement". Parenthetical references lead the reader to the bibliographic entry. If the author of the source of information is clearly identified in the text, then only a page number is necessary:

George Howe Colt describes Alexandria as a city of "archaeological magnificence" (72).

Otherwise, the author (or the abbreviated title if there is no author) must be provided in the parenthetical reference:

Alexandria is described as a city of "archaeological magnificence" (Colt 72).

If two works by the same author are cited, the name of the author and the abbreviated title must be included in the parenthetical reference.

## APA Format

### Sample Entries for Works Cited or Bibliography (based on APA Style):

#### Book (One Author)

McWhinney, E. (2005) *The Governor General and the Prime Ministers*. Vancouver: Ronsdale Press.

#### Book (No Author)

*Lisgar Style Guide*. (2008). Ottawa: Lisgar Collegiate Institute Library.

#### Book (Two or More Authors)

Mortenson, G. & Relin, D.O. (2006). *Three Cups of Tea*. New York: Penguin Books.

#### Excerpt from a Book (Story, Article, Poem)

Wachtel, E. (2001). Speechless. In C. Shields & M. Anderson (Eds.) *Dropped Threads: What We Aren't Told* (pp.230-237). Toronto: Random House.

### Notes on a Bibliography or List of Works Cited (based on APA Style)

- Use surnames and initials to identify authors.
- Use the title if the name of the author is not given.
- If more than one line is required for the citation, indent every line after the first line five spaces.
- Double-space citations.
- Underline titles or major works rather than using italics when submitting a manuscript (handwritten) essay.
- If there is a long list of authors, use the name of the first author followed by et. al. rather than including the

**Book (Edited)**

Levy, B. (Ed.). (1991). *Dating Violence*. Seattle: Seal Press.

**Book (Translated)**

Bourgault, Pierre (1991). *Now or Never! Manifesto for an Independent Quebec*. D. Homel (Trans.). Toronto: Key Porter Books.

**Booklet (No Date)**

Ontario Ministry of Natural Resources. (n.d.). *The Muskrat*. Toronto: Queen's Printer.

**Pamphlets, Reports, Etc. (Corporate Author)**

Ontario Ministry of Natural Resources (1986). *The Muskrat*. Toronto: Queen's Printer.

**Newspaper or Magazine Article (Signed by Author)**

Bemrose, John. (1987, March 30). Portraits of Patriarchs. *Maclean's*, 117, 63.

(n.b. The abbreviation p. (or pp.) is used before the page reference for newspapers but not for magazines.)

**Newspaper or Magazine Article (No Author)**

The Newest of the Dead Sea Scrolls. (1977, January 24). *Time*, 110, 41.

**Encyclopedia (Signed by Author)**

Godard, Barbara (1988). Margaret Atwood. In *The Canadian Encyclopedia*. Edmonton: Hurtig Publishing.

**Encyclopedia (No Author)**

Canadian Literature. (2003). *Encyclopedia Britannica*. Vol. 2, pp. 788-789. Chicago: Encyclopedia Britannica.

**CD-ROM Encyclopedia (Signed by Author)**

Morton, D. Canada. (1995). *The 1995 Mindscape Multimedia Encyclopedia*. CD ROM. Danbury, CT: Grolier Electronic Publishing.

long list.

- When information such as the date of publication or the page reference is not provided, substitute an abbreviation (e.g. n.p.= no page or n.d.= no date).
- When several citations by the same author are included, list the works in chronological order with the earliest work coming first.
- Citations for electronic sources should include the date of publication or update (first date in examples) and the date of retrieval (second date in examples).
- All citations should be double-spaced.

### **Electronic Database**

Campbell, Susan. Midnight Snack. (2002, May-June). *Psychology Today*, 24. Retrieved May 22, 2002 from Canadian MAS FullTEXT Elite Database <www.wearch.epnet.com>

### **Electronic Database (No Author)**

Heart recipients add their own cells. (2002, September 22) *Science News*. 94. Retrieved February 28, 2002, from *Canadian Reference Centre*. EBSCO database <www.search.epnet.com>

### **Internet Site**

Voth, Nick. (1995). Norwegian Sealing and Whaling. *Sea Shepard Archive*. Retrieved November 22, 1996, from <<http://envirolink.org/archives/seashep/0063.html>>.

### **Personal Communication**

Refer to a personal interview in the text but not in the bibliography.

The rats came in and out of the mouths of the corpses at Passchedaele (N. Leach and D. Grose, personal interview, 2008, September 30).

### **Speech, Academic Talk or Course Lecture**

Leach, N. (2008, September 30) Presentation: Passchedaele at Lisgar C.I. Library. Mr. Turner's CHC2D Class. Ottawa, ON.

### **Radio or Television Broadcast**

Wachtel, Eleanor (Host). (2007, May 13). View from the Bridge: Turkish Writing Today. [*Writers and Company*]. Toronto: Canadian Broadcasting Corporation.

### **Video, DVD, etc.**

Kane, Dennis B. and Skinner, Thomas (Writers), & Lipscomb, James (Director). (1982). *Polar Bear Alert* [Motion picture]. Washington D.C.: National Geographic Society.

## **PARENTHETICAL NOTATION**

A bibliography or list of works cited is only the first step in documenting research. Parenthetical notation can be used in the text of an essay or report to link information to one of the citations in the bibliography and to show the precise page where information originated. For a multi-volume work such as an encyclopedia, both the volume number and the page number are included in the parenthetical notation; for example (Donovan, 1999, v. 17, p. 327) would indicate a reference to an article by an author named Donovan found on page 327 of volume 17 of an encyclopedia or other multi-volume work. Note that abbreviated titles are used in parenthetical notation when the author is not identified. In such a case, a title such as "The Achievement of Sumer" would be abbreviated to "The Achievement". Parenthetical references lead the reader to the bibliographic entry. If the author of the source of information is clearly identified in the text, then only the year of publication and the page number are necessary:

George Howe Colt (1999) describes Alexandria as a city of "archaeological magnificence" (p. 72).

Otherwise, the author (or the abbreviated title if there is no author) must be provided in the parenthetical reference:

Alexandria is described as a city of "archaeological magnificence" (Colt, 1999, p. 72).

If two works by the same author from the same year are cited, the name of the author and the abbreviated title must be included in the parenthetical reference.

**SAMPLE BIBLIOGRAPHY OR LIST OF WORKS CITED**  
**(based on APA Style)**

Works Cited

- American Heart Association. (1970). *Heart Attack: How to Reduce Your Risk*. New York: American Heart Association.
- Bemrose, John. (1987, March 30). Portraits of patriarchs. *Maclean's*, 63.
- "Canadian Literature." *Encyclopedia Britannica: Micropedia*. 1986.
- CLC lobbies Canadian Government on international Human Rights Issues. (1985, February 30). *Canadian Labour*, 10.
- Cole, S.T., et al. (2002, February 27). Mycobacterium tuberculosis. *The Wellcome Trust Sanger Institute*. Retrieved February 30, 2002, from <[http://www.sanger.ac.uk/Projects/M\\_tuberculosis/](http://www.sanger.ac.uk/Projects/M_tuberculosis/)>
- Daiches, David. (1960). *A Critical History of English Literature. 2 vols*. New York: Ronald Press.
- Daiches, David. (1966). *Milton*. New York: Norton.
- Davies, Robertson. (1973). Louisa's Last At Home In Brita Mickelburgh (Ed.), *Canadian Literature: Two Centuries in Prose* (pp. 215-226). Toronto: McClelland and Stewart.
- Eliot, George. (1967). *Daniel Deronda*. Barbara Handy (Ed.). Harmondsworth, Middlesex, England: Penguin. (Original work published 1876).

- Godard, Barbara. (1988). Margaret Atwood. In *The Canadian Encyclopedia*. Edmonton: Hurtig Publishers.
- Holler, Norma & Sadler, Jane. (1964). *Textiles* (2nd ed.). New York: MacMillan.
- Kane, Dennis B., Skinner, Thomas (Writers) & Lipscomb, . James (Director). (1982). *Polar Bear Alert* [Videocassette]. National Geographical Society.
- Rabino, Issac. The biotech future. (1998, March 1) *American Scientist*, 110. Retrieved February 28, 2002, from *Electric Library* database <<http://www.elibrary.ca/>>
- Shakespeare, William. (1918). *A Midsummer Night's Dream*. Willard Higley Durham (Ed.). New Haven, CT.: Yale U P. (Original work published 1623).
- Smith, Donald. *Voices of Deliverance: Interviews with Quebec and Acadian Writers*. Larry Shouldice (Trans.). Toronto: House of Anansi Press. (Original work published 1983).
- Eleanor Wachtel (Host). (2007, May 13). View from the Bridge: Turkish Writing Today. *Writers and Company*. Toronto: Canadian Broadcasting Corporation.
- Voth, Nick. (1995, February 15). Norwegian Sealing and Whaling. *Sea Shepard Archive*. Retrieved November 22, 1996, from <http://envirolink.org/archives/seashep/0063.html>