विश्वभारती
VISVA-BHARATI

ANNUAL REPORT SECTION

URGENT

N O T I C E

Memo No. Admn/Stat/12/05/2025-26 Date : 21.04.2026

In terms of Section 35 of the Visva-Bharati Act & Statutes 1951, it is mandatory to prepare the Annual Report of the University and submission of the same before the *Samsad* (Court) of Visva-Bharati and also to the Ministry of Education, New Delhi for laying it before both the Houses of Parliament in the winter session. The Editorial Committee so constituted by the University vide No. Admn./Stat/12/184/2025-2026 dated 02.03.2026 has started its functioning for preparation of Annual Report for the year 2025-26.

In view of the above, all Directors, Principals of all Bhavanas and the Heads of both Academic and Administrative Departments / Centres / Offices / Sections (including IQAC, Admission Coordination Cell, Computer Centre) etc. are requested to please submit their respective Annual Reports as per Proforma-I and Proforma-II (enclosed herewith) for the period from 01.04.2025 to 31.03.2026 in both **hard** and **soft copies** (MS Word format) by e-mail to **annualreport@visva-bharati.ac.in** . Ten (10) photographs per Bhavana/Vibhaga highlighting teaching/research/student activities, national and international seminars held within the said period may also be submitted. The Director, Culture and Cultural Relations and the PRO are also requested to submit high resolution photographs covering different activities, functions and festivals of the University held during the aforesaid period.

Further, all the Directors and Principals are requested to nominate two faculty members of each Bhavana for compilation of the Annual Report at the Bhavana level, with whom Annual Report Editorial Committee of the University would communicate. The names and contact details of the nominated colleagues are to be shared with the Annual Report Editorial Committee by email.

Each Bhavana will have to choose and use only one format clearly out of MLA (9th Edition) and APA (7th Edition) style at the time of preparation of the Annual Report for all Departments under that Bhavana and mention it clearly, as a sub-heading, after the name of the Bhavana.

The text of the report must be arranged as per the proforma and the guidelines attached herewith. Both Soft and Hardcopies of the same must be sent (annualreport@visva-bharati.ac.in) and submitted to the Annual Report Section at the Annex Building (1st floor, Room No. 33 & 34) of P.M. Hospital latest by 15th May, 2026.

Sudipta Bhattacharyya 21.4.26

(Prof. Sudipta Bhattacharyya)
Chairperson
Editorial Committee of Annual Report 2025-26
Visva-Bharati

Enclosures:

1. Proforma- I & II
2. Guidelines for submitting Annual Report 2025-26

P R O F O R M A - I

Annual Report for the year 2025-2026
(from 1 April 2025 to 31 March 2026)

Name of the style sheet followed: _____
[please write MLA (9th Edition)/ APA (7th Edition)]

1. **Name of the Bhavana/Vibhaga/Department/Centre:**

2. **Name of the students qualified in NET (UGC/CSIR/ICAR)/SET and GATE Examinations etc.:**

3. **Departmental Seminar / Conference / Workshops / Symposium:**
   (Date; National/International/Regional/University Level; Title of the Seminar; Speakers)

4. **Only National and International standard Conference /Seminar /Workshop / Exhibition / Performance, etc.:** Details of chairing/evaluation/presentation made by Teachers/Research Scholars

5. **Ongoing Research Projects/Consultancy/SWAYAM MOOCs Courses offered by faculty in the Department**
   i. Name of the Teacher
   ii. Name of the Project/Course
   iii. Sponsoring Agencies
   iv. Amount Sanctioned
   v. Duration of the Project

6. **Extension activities/NCC/NSS/Cultural and other activities organized by the Department and participated by the Teachers and students of the Department or Interdisciplinary / Inter-Bhavana / Inter-Departmental activities:**

7. **a) Academic distinctions gained by the Department as a whole like recognition for Departmental Special Assistance (DSA), UGC / MOU / Exchange Programmes:**

   b) Academic distinctions gained by individual Faculty-member/Research Scholar:

8. **Publications within the year 1 April 2025– 31 March 2026**
   i) Books and Monographs (with ISBN) ii) Book Chapters (with ISBN) iii) Research Papers in Peer reviewed / Refereed /UGC-CARE/ICAR-NAAS listed journals with ISSN and DOI:
   To be entered as:
   1. Departmental Publication / Joint authors of the same Bhavana:
   2. Individual Publication: a) as Single author b) as Joint author

9. **Designing New Course/Curriculum or any other teaching innovations introduced by the Department:**

10. **Any relevant information, which in the opinion of the Head of the Department is worth reporting, should be included:**

N.B. A brief history on the development of the Bhavana / Sadana / Vibhaga concerned with an indication of the future plans for development, to be given by the concerned Adhyaksha.

GUIDELINES FOR SUBMITTING ANNUAL REPORT 2025-2026

In order to make the process of compiling the Annual Report for **2025-2026** (April 2025-March 2026) more systematic we are requesting you to please abide by the following guidelines.

1. All entries to be submitted in **Times New Roman, Font size 12 only.**
2. Each Department is to provide the Departmental activities first and then entries under individual teachers.
   If there is a Departmental programme where many/all teachers have participated then it is to be entered under the department profile **only once** and not again under individual teachers list.
3. Each individual teacher may please provide all data under specific categories as mentioned:
   (i) Conference / Seminar / Workshop / Exhibition (only National and International)
   (ii) On-going Research Projects;
   (iii) Extension Activities (with the knowledge of the concerned authority)
   (iv) Academic Distinctions;
   (v) Publication, etc.
4. For conference seminars / lectures / workshop / symposium / webinar the entries should be in chronological order with dates first and then individual programme mentioned. For example:
   15.04.2022 - 17.04.2022. Delivered an Invited lecture / presented a paper entitled Title of presentation "Environmental Awareness in Visva-Bharati Campus", in the National/International Seminar on "XYZ" organized by ***.
   Whether chaired a session or judged any panel.
   Please **DO NOT** include entries where you have just attended a seminar and not presented a paper or chaired a session or judged presentations.
5. **The publication entries should follow the MLA (9th Edition)/ APA (7th Edition) style with clear reference to the style being followed as a sub-heading after the name of the Bhavana / Department.**
   MLA and APA Reference Lists with examples are attached for reference.
6. Please send all data in soft copy and via email attachment to the email address: **annualreport@visva-bharati.ac.in**
   The hardcopy should also be submitted to the Annual Report Section as mentioned in the official notice.
7. **No history of the department is required. The Principal may present brief write-up of the Bhavana (within 500 words) if any new programme has been introduced or major changes have been made.**
8. For any clarification please feel free to contact by email address given herewith.

MLA (9th Edition) and APA (7th Edition) Reference List with examples as attached

N.B. i) At the end of Journal Publication details, add DOI/ISSN
ii) At the end of Book/Monograph Publication details, similarly add ISBN.

P R O F O R M A -II

Annual Report for the year 2025-2026
(from 1 April 2025 to 31 March 2026)

NAME OF THE BHAVANA:

NAME OF THE DEPARTMENT:

NAME OF THE ADHYAKSHA OF THE BHAVANA:

NAME OF THE HEAD OF THE DEPARTMENT:

NUMBER OF INTERNATIONAL SEMINARS ORGANISED BY: **1) DEPARTMENT*:**
2) BHAVANA:

NUMBER OF NATIONAL SEMINARS ORGANISED BY: **1) DEPARTMENT*:**
2) BHAVANA:

(* MUST TALLY WITH SL. NO. 3 IN PRO-FORMA-I)

STAFF INFORMATION :

TOTAL NO. OF TEACHING STAFF:

NO. OF TEACHERS WITH DOCTORAL DEGREE :

NO. OF TEACHERS WITH M. PHIL DEGREE :

TOTAL NO. TUTORS/DEMONSTRATORS :

TOTAL NO. OF OTHER TEACHING STAFF :

DETAILS OF VACANT POST (TEACHING) : (Post vacated:, vacated by:, Date of vacation)

TOTAL NO. OF NON-TEACHING STAFF (By name and Designation, Caste-SC/ST/OBC/Minority/GEN, New appointment / retirement if any with specific date)

TOTAL NO. OF LIBRARY STAFF:

TOTAL NO. OF INSTRUCTORS (If any) :

TOTAL NO OF RESEARCH STAFF :

TEACHING STAFF INFORMATION :

TEACHING STAFF (Details) [Please note that every column must be filled up as desired by the UGC]

Name of the Department:

Sanctioned Post	Occupied by/Vacant	Present Designation	Qualification	Date of Joining at Service	Date of Joining at Various posts	Category (General /SC /ST/ OBC	Pay Scale /Pay	No. of Research Scholar under supervision	Specialization Subject	Total Teaching Experience in years

NAME OF THE VISITING PROFESSORS/PART-TIME/AD-HOC WITH TENURE (FROM DATE TO DATE (SUBJECT-WISE WITH SPECIALISATION FIELD) :

STUDENTS' STATISTICS

Name of the Bhavana:

Sanctioned Student Intake Capacity (UG & PG) & PhD

General	SC	ST	OBC	EWS	Total

Student Strength as on 31.03.2026

	General			*Scheduled Caste*			*Scheduled Tribe*			*PwBD*			*OBC Students*			Minority Category			*Resident Students*			*Within State*			*Outside State*			*Outside Country*		
	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O	M	F	O
Name of the Course: Under Graduate																														
1st Yr. (NEP)																														
2nd Yr. (NEP)																														
3rd Yr. (NEP)																														
3rd Yr. (CBCS)																														
4th Yr.																														
Total																														
Name of the Course: Post Graduate																														
1st Yr.																														
2nd Yr.																														
Total																														
Name of the Course: PhD																														

** PwBD= Persons with Benchmark Disabilities, M=Male, F=Female, O=Other*

Distribution of Day Scholar and Resident Students

	M	F	T
Day scholar			
Resident			
Total			

New Admission for the academic year 2025-26

	General			***Scheduled Caste***			***Scheduled Tribe***			***PwBD***			***OBC Students***			**Minority Category**			***Resident Students***			***Within State***			***Outside State***			***Outside Country***		
	M	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**	**M**	**F**	**O**
Name of the Course: UG																														
1st Yr.																														
Name of the Course: PG																														
1st Yr.																														
Name of the Course: PhD																														
1st Yr.																														
Name of the Course: Diploma/ Certificate/ Advanced Diploma																														
1st Yr.																														

** PwBD= Persons with Benchmark Disabilities, M=Male, F=Female, O=Other*

Subject-wise distribution of students in Course (Diploma & Certificate)

COURSE	CERTIFICATE				DIPLOMA			
	Male	Female	Other	Total	Male	Female	Other	Total
Total								

Distribution of Foreign Students

COUNTRY	Male	Female	Other	Total
Total				

Signature of Head of the Department

Every academic Department/Centre is requested to submit the following information along with the Proforma:

1) Total number of research papers published in academic journals during this period by all the Faculty-members of the Department/Centre:
2) Total number of Books/Monographs published during this period by all the Faculty-members of the Department/Centre:
3) Total number of books chapters published during this period by all the Faculty-members of the Department/Centre:
4) Total number of Conferences/ Symposia/ seminars/ Workshops/ Lectures/ Exhibitions and Performances organized by the Department/Centre during this period:
5) Total number of academic papers presented by the Faculty-members of the Departments/Centre, during this period at different national and international fora:
6) Total number of projects undertaken, with total grant amount, with reference to the Funding Agency:

The Admission Coordination Cell is requested to furnish the following information:

1) Total number of applications received (considering all programmes):
2) Total number of students enrolled (considering all programmes):
3) Total number of female students enrolled (considering all programmes):
4) Total number of SC students enrolled (considering all programmes):
5) Total number of ST students enrolled (considering all programmes):
6) Total number of OBC students enrolled (considering all programmes):
7) Total number of EWS students enrolled (considering all programmes):
8) Total number of PWD students enrolled (considering all programmes):

Signature of Head of the Department

APA STYLE

7th edition

Common Reference Examples

This guide contains common examples of APA Style references. Section numbers indicate where to find the examples in the *Publication Manual of the American Psychological Association* (7th ed.). Note that some section numbers are different in the *Concise Guide to APA Style* (7th ed.).

More information on references and reference examples appear in Chapters 9 and 10 of the *Publication Manual* and *Concise Guide*. Also see the reference examples on the APA Style website.

Journal Article (Section 10.1)

Niepel, C., Hausen, J. E., Weber, A. M., & Möller, J. (2025). Understanding mean-level and intraindividual variability in state academic self-concept: The role of students' trait expectancies and values. *Journal of Educational Psychology*, *117*(5), 772–788. https://doi.org/10.1037/edu0000946

Online Magazine Article (Section 10.1)

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah's Great Salt Lake. *Newsweek*. https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151

Print Magazine Article (Section 10.1)

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, *62*(5), 56–65, 100.

Online Newspaper Article (Section 10.1)

Bernstein, J. (2024, June 3). The man who couldn't stop going to college. *The New York Times*. https://www.nytimes.com/2024/06/03/magazine/benjamin-bolger-college-harvard-yale.html

Print Newspaper Article (Section 10.1)

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

Blog Post (Section 10.1)

Rutledge, P. (2024, April 23). Are tweens too young for digital literacy? *Dr. Pam: Living With Media*. https://www.pamelarutledge.com/are-tweens-too-young-for-digital-literacy/

Authored Book (Section 10.2)

Levenson, H., Jinich, S., Vaz, A., & Rousmaniere, T. (2025). *Deliberate practice in emotionally focused couple therapy*. American Psychological Association. https://doi.org/10.1037/0000436-000

Edited Book Chapter (Section 10.3)

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. https://doi.org/10.1037/0000157-002

Online Dictionary Entry (Section 10.3)

American Psychological Association. (2018). Internet addiction. In *APA dictionary of psychology*. https://dictionary.apa.org/internet-addiction

Report by a Group Author (Section 10.4)

World Health Organization. (2025). *Global report on neglected tropical diseases*. https://iris.who.int/server/api/core/bitstreams/9c4655d8-3671-4503-ae51-4a80bb44d5e0/content

Report by Individual Authors (Section 10.4)

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education*. Center for Universal Education at Brookings. https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf

Press Release (Section 10.4)

American Psychological Association. (2024, April 11). *People who use willpower alone to achieve goals, resist temptation, deemed more trustworthy* [Press release]. https://www.apa.org/news/press/releases/2024/04/people-who-use-willpower

Conference Session (Section 10.5)

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

Dissertation From a Database (Section 10.6)

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

Preprint Article (Section 10.8)

Latimier, A., Peyre, H., & Ramus, F. (2020). *A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention*. PsyArXiv. https://psyarxiv.com/kzy7u/

Data Set (Section 10.9)

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. https://doi.org/10.3886/ICPSR36966.v1

Film or Video (Section 10.12)

Mann, K. (Director). (2024). *Inside out 2* [Film]. Pixar Animation Studios.

TV Series Episode (Section 10.12)

Dippold, K. (Writer), & Trim, M. (Director). (2011, April 14). Fancy party (Season 3, Episode 9) [TV series episode]. In G. Daniels, H. Klein, D. Miner, & M. Schur (Executive Producers), *Parks and recreation*. Deedle-Dee Productions; Fremulon; 3 Arts Entertainment; Universal Media Studios.

Webinar (Section 10.12)

Lee, C., McAdoo, T., & Denneny, S. (2023). *APA Style seventh edition refresher for instructors* [Webinar]. American Psychological Association. https://apastyle.apa.org/instructional-aids/tutorials-webinars

YouTube Video (Section 10.12)

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. https://www.youtube.com/watch?v=FQMwmBNNOnQ

Song or Track (Section 10.13)

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

Radio Broadcast (Section 10.13)

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over america-which-is-weird

Podcast Episode (Section 10.13)

Santos, L. (Host). (n.d.) Psychopaths and superheroes (No. 1) [Audio podcast episode]. In *The happiness lab with Dr. Laurie Santos*. Pushkin Industries. https://www.happinesslab.fm/season-2-episodes/episode-1

Infographic (Section 10.14)

American Psychological Association. (n.d.). *Data sharing* [Infographic]. https://www.apa.org/pubs/journals/data-sharing-infographic.pdf

PowerPoint From a Classroom Website (Section 10.14)

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. https://fnu.onelogin.com/login

X Post (Section 10.15)

Obama, B. [@BarackObama]. (2024, May 17). *Today marks 70 years since the Supreme Court handed down its landmark decision in Brown v. Board of Education, outlawing* [Post]. X. https://x.com/BarackObama/status/1791540592238874953

Open Educational Resource (Section 10.16)

Fagan, J. (2024, February 7). *Nursing clinical brain*. OER Commons. Retrieved April 8, 2025, from https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view

Webpage (Section 10.16)

Taras, Z. (2024, May 30). *Situational irony can be funny, tragic or even terrifying.* HowStuffWorks. https://entertainment.howstuffworks.com/arts/literature/situational-irony.htm

Webpage on a News Website (Section 10.16)

Volpe, A. (2024, June 3). *How the self-care industry made us so lonely.* Vox. https://www.vox.com/even-better/350424/self-care-isolation-loneliness-epidemic

Webpage With a Retrieval Date (Section 10.16)

Worldometer. (n.d.). *Current world population*. Retrieved October 17, 2025, from https://www.worldometers.info/world-population/

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Last updated March 3, 2026

More information on APA Style can be found in the *Publication Manual of the American Psychological Association* (7th ed.) and the *Concise Guide to APA Style* (7th ed.).

CITE THIS HANDOUT:
American Psychological Association. (2025). *APA Style common reference examples guide.* https://apastyle.apa.org/instructional-aids/reference-examples.pdf

We thank Traci Giuliano, of Southwestern University, for providing the inspiration for this content.

California State University | WRITING & MULTILITERACY CENTER | CHANNEL ISLANDS

WORKS CITED AND IN-TEXT CITATIONS FOR MLA 9TH EDITION

There are **nine MLA core elements,** and they are basic pieces of information that should be common to all sources. The overwhelming majority of changes to MLA 9 will not impact the way you draft the Works Cited pages or in-text citations. The examples provided are from the official MLA 9 manual but are not comprehensive. For clarification or examples not provided in this handout, please consult with a WMC writing consultant.



We do not recommend that you use the Purdue Online Writing Lab (OWL) to help with MLA citation. While Purdue provides information for MLA Formatting and Style, it provides suggestions for following citation rules by publication format (because this is what we are familiar with). Keep in mind that writers should follow core elements rather than "fixed rules." In addition, Purdue has a Citation Generator that IS NOT reliable.

EXAMPLES OF COMMON ENTRIES BY FORMAT

Below are examples of how to list a source in the "Works Cited" page and in text using parenthetical citation.

BOOKS

By One Author (physical book you read, not online)

New for 9th Edition: No publication location.

Davis, Angela Y. *Blues Legacies and Black Feminism: Gertrude "Ma" Rainey, Bessie Smith, and BIllie Holiday.* Pantheon, 1998.

(Davis 48)

By One Author (physical object, event, or experience experienced firsthand), such as in a museum, lecture, performance, conference presentation, identify where it is located (city and state, or city and country).

Knapp, David. Beneath the Smokestacks. 15 July-29 Nov. 2020, Springfield Museum of Art, Springfield, Ohio.

(Knapp)

By Two Authors

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus.* HarperCollins Publishers, 1999.

(Dorris and Erdrich 2)

By More Than Two Authors

Charon, Rita, et al. *The Principles and Practice of Narrative Medicine.* Oxford UP, 2017.

(Charon et al., "Principles" 4)

Author's name and title in parenthetical citation if the citation is not provided in prose.

By an Unknown or Anonymous Author

Beowulf. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson, 2004.

(*Beowulf* 18)

By an Organization/Corporation, with a Different Publisher

United Nations. *Consequences of Rapid Population Growth in Developing Countries.* Taylor and Francis, 1991.

(United Nations 72)

By an Organization/Corporation that also Published the Work

The Adirondack Park in the Twenty-First Century. New York State, Commission on the Adirondacks in the Twenty-First Century, 1990.

(*The Adirondack* 28)

With an Editor

New with 9th Edition: Notice no "https:/" preceding the url.

Milton, John. *The Riverside Milton.* Edited by John Conlee, Medieval Institute Publications, 2004. *TEAMS Middle English Texts,* U of Rochester, d.lib.rochester.edu/teams/publication/conlee-dunbar-complete-works.

(Milton 3)

With a Translator

Pevear, Richard, and Larissa Volokhonsky, translators. *Crime and Punishment.* By Fyodor Dostoevsky, e-book ed., Vintage Books, 1993.

(Pevear and Volokhonsky 33)

Citing a Chapter in a Book

Wollstonecraft, Mary. A Vindication of the Rights of Woman. Edited by Deidre Shauna Lynch, Norton Critical Edition, 3rd ed., W. W. Norton, 2009.

(Wollstonecraft 185; ch.13, sec 2) if the author is not in the prose

(185; ch.13, sec 2) if the author is in the prose

Audiobook

Lee, Harper. *To Kill a Mockingbird.* Narrated by Sissy Spacek, audiobook ed., unabridged ed., HarperAudio, 2014.

(Lee 00:27:33-35)

A Play or Short Story Published in a Collection or Anthology

Euripides. *The Trojan Women. Ten Plays,* translated by Paul Roche, New American Library, 1998, pp. 457-512.

(Euripides 457)

A Poem Published in a Collection or Anthology

Marvell, Andrew. "The Mower's Song." *The Norton Anthology of English Literature,* M. H. Abrams, general editor, 4th ed., vol. 1, W.W. Norton, 1979, p. 1368.

(Marvell 1368)

Indirect Source

An indirect source is a work that is cited in another work. If you quote an author's quotation of a source you did not personally consult, put the abbreviation **qtd. in** (quoted in) before the indirect source you are citing. In the example taken from the MLA handbook, Samuel Johnson is being quoted by James Boswell, his biographer.

Example prose: Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 289).

The work cited would be the Boswell piece that was read.

Boswell, James. *Boswell's Life of Johnson*. Edited by Augustine Birrell, vol. 3, Times Book Club, 1912. HathiTrust Digital Library, hdl.handle.net/2027/uc1.b3123590.

PEER-REVIEWED JOURNALS

With Volume Number and Issue Number, No DOI (physical periodical that you looked at)

New with 9th Edition: Drop the repeated number in pages or references to years . This is similar to Chicago Style and ASA practice of dropping repeated numbers in the hundredth place or higher. This applies in the Works Cited and the Parenthetical Citation.

Incorrect	pp. 309-314 pp. 1135-1197 pp. 35-7 lines 129-131
Correct	pp. 309-14 pp. 1131-97 pp. 35-37 line 129-31

Boggs, Colleen Glenney. "Public Reading and the Civil War Draft Lottery." *American Periodicals,* vol. 26, no. 2, 2016, pp. 149-66.
(Boggs 150)

With an Issue Number, No Volume Number, No DOI

Kafka, Ben. "The Demon of Writing: Paperwork, Public Safety, and the Reign of Terror." *Representations,* no. 98, 2007, pp. 1-24.
(Kafka 22)

With a Season (NEW FOR MLA 9 - Seasons are lowercase in the 'date' element)

Belton, John. "Painting by the Numbers: The Digital Intermediate." *Film Quarterly,* vol. 61, no. 3, spring 2008, pp. 58-65.

(Belton 58)

From an Online Database, with a DOI or a Hyperlink

Note: "https:/" is included in the DOI link.

Bockelman, Brian. "Buenos Aires Boheme: Argentina and the Transatlantic Bohemian Renaissance, 1890-1910." *Modernism/Modernity,* vol. 23, no. 1, Jan. 2016, pp. 37-63. *Project Muse,* https://doi.org/10.1353/mod.2016.0011.

(Bockelman 38)

WEB SOURCES

News Article or Blog Post Without an Author

New with 9th Edition: No “https:/” preceding the url.

“Evacuation Order Lifted at Nice Airport.” *The Boston Globe,* 15 July 2016, www.bostonglobe.com/news/world/2016/07/15/evacuation-progress-nice-airport/KO4BytWK4wFUOxjEkSpKTN/story.html.

(Evacuation Order)

News Article or Blog Post With an Author

New with 9th Edition: No “https:/” preceding the url.

Parker-Pope, Tara. “How to Age Well.” *The New York Times,* 2 Nov. 2017, www.nytimes.com/guides/well/how-to-age-well.

(Parker-Pope)

Website with No Credited Author (Usually Organization Websites)

New with 9th Edition: No “https:/” preceding the url.

Folgerpedia. Folger Shakespeare Library, 17 July 2018, folgerpedia.folger.edu/Main_Page

(*Folgerpedia)*

MEDIA

Films

New with 9th Edition: No “https:/” preceding the url.

Opening Night. Directed by John Cassavetes, Faces Distribution, 1977. *Netflix*, www.netflix.com.

(*Opening Night* 00:17:38)

Episode of a Television Series

New with 9th Edition: No “https:/” preceding the url.

“I, Borg.” *Star Trek: The Next Generation,* season 5, episode 23, Paramount Pictures, 1992. *Netflix,* www.netflix.com.

(“I, Borg” 00:23:13)

Songs

Lopez, Jennifer. “Vivir mi vida.” Sony Music Latin, 2017. *Spotify* app.

(Lopez)

YouTube Videos (Or Videos Uploaded To Vimeo, Canvas, etc.)

New with 9th Edition: No “https:/” preceding the url.

“History of the World, I Guess.” *YouTube,* uploaded by Bill Wurtz, 10 May 2017, www.youtube.com/watch?v=xuCn8ux2gbs.

(History of the World)

Interviews (Conducted by Yourself - The Name listed is that of who you Interviewed)

Steinberg, Rachel. E-mail interview with the author, 7 Jan. 2021.

(Steinberg)

Materials Given From Lectures/Slides Uploaded to Canvas

“Slides - Lecture 4/22/2021.” Introduction to Sociology, taught by John Kramer. *Canvas*, CSU Channel Islands, 22 Apr. 2021.

(Slides - Lecture 4/22/2021)

Class Notes/Lecture Notes (Name Given is that of the Professor; location is the place that the notes where it is taken)

Kramer, John. Lecture. 11 Nov. 2020, CSU Channel Islands, Camarillo, CA.

(Kramer)

FORMATTING REQUIREMENTS FOR MLA 9TH EDITION

The formatting listed below is the official MLA 9 standard for manuscripts. Please note that your professor may have more specific formatting requirements.

Formatting Requirements are as Follows:

One-inch margins at top, bottom, and both sides (left/right) of text.

The paper should be double spaced, including the works cited page and quotations.

Choose an easily readable font (like Times New Roman)

Font size set between 11 and 13.

Use the same font and font size throughout the entire paper.

First lines in paragraphs should be indented half an inch.

One space after a period or other concluding punctuation mark, unless your instructor prefers two spaces. *New for 9th Edition.*

Page Numbers:

Your paper should have your last name and the page number in the header, in the upper right-hand corner.

Title Page:

There is no separate title page requirement for papers written by individual students in MLA 9. However, if it is a group paper, you do need a title page. The title page for group papers has no page number, only a header that lists all authors, the class it's for, the date of submission, and a centered title.

Header:
Your paper should always begin with a header, left-aligned in the upper left-hand corner. It should have your name, your professor, what class the assignment is for, then the date. After the date, provide the centered title of the paper. A sample is provided below:

Gomez 1

Jane X. Gomez

Professor Garcia

ENGL 102

8 Sep 2021

Sample Title Goes Here

The first paragraph of your paper starts on this line afterwards and continues from here. You do not need a title page since you are the only one doing this project unless your professor tells you otherwise and requests one. Always follow your professor's instructions first and foremost when producing an assignment.

Above: MLA format sample

Works Cited
Works Cited should:

- appear at the end of the paper.

- include the heading Works Cited, centered and an inch from the top of the paper.

Words and phrases referred to as words:
Italicize words and phrases that are referred to as words (do not use quotation marks).

Example: The word *lunar* derives from the Latin word *luna*, meaning moon.

Hyphenate compound adjectives before a noun:

Examples
well-earned diploma (adverb)
fifth-year senior (number-noun compound)
early-eighteenth-century architecture (adjective before compound adjective)
on-campus activities (prepositional phrases)
Swiss-cheese maker (clarity: not a cheese maker who is Swiss)

When to use "which (nonrestrictive clause) vs "that" (restrictive clause)

Which is usually used in nonrestrictive clauses; these are clauses that add detail but can be omitted without changing the main idea.
That is usually used in restrictive clauses; these are clauses that not only add detail but also are essential for the meaning of the sentence.

Example of a nonrestrictive clause (with commas): My Chinese class, which is held on Tuesdays and Thursdays, was cancelled again.

> Why: This sentence has a nonrestrictive clause and can omit the reference "which was held on Tuesdays and Thursdays," because the dates are not essential to make the sentence's meaning clear.

Example of a restrictive clause (using "that" and no commas): The Portuguese Water Dog that had a distinctive white patch won the prize for Best in Show.

> Why: It is unclear which Portuguese Water Dog won without the clause.