ASP has adopted MLA as its citing format. However, you may be required by your teacher or by a specific IB Subject Guide to use a different format. Formats such as MLA, APA, Chicago, etc. each have their own rules and are used in specific fields of study and research.

This document discusses how to use notes in MLA. For details on how to cite and reference in MLA refer to the libguide posted on the library web site.

Notes in MLA
MLA encourages writers to use in-text citations over footnotes and endnotes. If notes are needed the latter, endnotes, is the preferred format.

Notes (foot/endnotes), however, are meant to supplement information found in the body of your main essay. MLA uses 2 types of notes, both for commentary, not for citations. They are meant:

1. To supply additional information
2. To refer readers to additional sources

1. To supply additional information: An example.

   Note

   1. In this paper, I follow the definition of metonymy as a figure of contiguity. For a good definition of the term, see Martin.

2. To refer readers to additional sources: An example

   Note

   1. For strong points of view on different aspects of the issue, see Public Agenda Foundation 1-10 and Sakala 151-88.

Endnotes and Footnotes – Differences

- All endnotes are listed on a separate page named Notes at the end of your paper but before the works cited page.
- All footnotes are found at the bottom of the page, 4 lines below the main text.

Endnotes and Footnotes – Similarities
Notes replace in-text citations in your essay. Endnotes is the preferred format in MLA.

- Start your first note with number 1 in superscript after the punctuation of the sentence and continue sequentially throughout your paper.
- Each number in your text corresponds to the same number in your notes.
Foot/Endnotes are not formatted the same as your works cited page.

- Put a period and a space between the note number and the reference.
- Single-space within the note. Double-space between notes.
- Indent the first line of the note 5 spaces and keep the subsequent lines flushed to the margin.
- All first notes must be written in full (see example below). Subsequent references to the same author may be shortened to just author's last name and page number. *Ibid* and *op. cit.* are not favored anymore.
- Write the author's first name followed by his last name.
- Write the publication information in parenthesis.
- Indicate the exact page number(s) you used.

Example of a first foot/endnote


ASP

We sometimes hear of students who lost points for not following a certain format such as author/date in in-text citations. Make sure you understand what is required of you and get acquainted with resources we have in the library to help you learn the proper format. See below.

While contrary to what MLA prescribes, we understand some teachers may suggest you use footnotes to minimize the impact on your total word count.

Word count

Notes are not tabulated in the final word count. IBO warns that “An essay that attempts to evade the word limit by including important material in notes or appendices risks losing marks under several criteria.” p. 19

Remember that EE examiners have no obligation to read in excess of 4000 words nor your notes, appendices and other supplementary information found outside the main body.

Citation tools and databases

The school subscribes to EasyBib School Edition which allows you to save all your work within EasyBib itself, create folders, write your essay, etc. You can create a free account via the databases page on the library web site.

While online citation tools are really helpful they don't always provide all the information you need. As a rule of thumb double-check every reference before adding it to your works cites page.

EBSCO and other online databases give you the full reference of each article you use. Again, mistakes have been found. Use your judgment and knowledge to check each reference.
Wisdom

- Clarity and consistency are the key.
- When in doubt, cite it.

Library resources

Here are some library resources that will help you with MLA.

*50 Excellent Extended Essays.* International Baccalaureate Organization, 2008. CD.
  (USL call #: 373.126 FIF)

  (USL call #: 808.02 MLA)

The online writing lab (OWL) at Purdue University is also an excellent online resources for citing. [https://owlenglish.purdue.edu/owl/resource/747/22/](https://owlenglish.purdue.edu/owl/resource/747/22/)