

Palmyra High School

MLA Style--A Brief Guide

Palmyra High School uses the Modern Language Association (MLA) style to document research sources. In MLA style you briefly credit sources with parenthetical citations in the text of your paper and give the complete description of each source in your *works cited* list. The *works cited* list is a list of all the sources used in your paper, arranged alphabetically by author's last name or, when there is no author, by the first word of the title (except A, An, or The). [5.2]

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Preparing the List of Works Cited:

Although the list of works cited appears at the end of your paper, you will need to draft the section in advance, so that you will know what information to give in parenthetical references as you write. The list of works cited is the only place where readers will find complete information about the sources you have cited. [5.3]

To prepare the list of works cited, follow these guidelines:

- Paginate the Works Cited section as a continuation of your text. If the conclusion of your paper appears on page 8, begin your list on page 9 (unless there is an intervening page of endnotes).
- Double-space between successive lines of an entry and between entries.
- Begin the first line of an entry flush left and indent successive lines one-half inch or five spaces.
- List entries in alphabetical order according to the last name of the author or title, if no author.

Sample Entries: Print Sources:

***** Note: All citations should be double-spaced. They are single spaced in this handout to save space.**

A Book By One Author

Baggett, Nancy. *The All-American Cookie Book!* Boston: Houghton Mifflin, 2001. Print.

Two or More Books by the Same Author

Clancy, Tom. *Debt of Honor*. New York: G.P. Putnam's, 1994. Print.

---. *Without Remorse*. New York: G.P. Putnam's, 1993. Print.

A Book By Two or Three Authors

Gay, Kathlyn, and Sean McGarrahan. *Epilepsy: The Ultimate Teen Guide*. Lanham, MD: Scarecrow, 2002. Print.

Conklin, Barbara Gardner, Robert Gardner and Dennis Shortelle. *Encyclopedia of Forensic Science: A Compendium of Detective Fact and Fiction*. Westport, CT: ORVX, 2002. Print.

A Book By Four or More Authors

Neilands, J.B. et al. *Harvest of Death: Chemical Warfare in Vietnam and Cambodia*. New York: Free Press, 1972. Print.

A Book By a Corporate Author

National Geographic Society. *Cradle and Crucible: History and Faith in the Middle East*. Washington, D.C.: National Geographic, 2002. Print.

A Book with an Editor

Spepan, Peter, ed. *Photos That Changed the World*. Munich: Prestet, 2000. Print.

A Work in an Anthology

Bannister, Roger. "The Four-Minute Mile." *The Twentieth Century Treasury of Sports*. Ed. Al Silverman and Brian Silverman. New York: Viking, 1992. 24-34. Print.

An Edition Other Than the First

McGrath, Kimberly A., ed. *World of Invention*. 2nd ed. Detroit: Gale, 1999. Print.

A Book in a Series

Dudley William, ed. *Illegal Immigration: Opposing Viewpoints*. San Diego: Greenhaven Press, 2002. Opposing Viewpoints Ser. Print.

General Dictionary

"Renaissance." *Webster's Third New International Dictionary*. 2002 ed. Print.

A Signed Article in a Reference Book

Downs, Timothy. "Triathlon". *World Book Encyclopedia*. 2002 ed. Print.

An Unsigned Article in a Reference Book

"Pentagon Papers." *Encyclopedia Americana*. 2000 ed. Print.

Multi-volume Reference Sources. Alphabetical

Sullivan, Steven A. "DNA." *Biology*. Ed. Richard Robinson. New York: Macmillan Reference USA, 2002. Print.

Multi-Volume Reference Sources, With Separate Volume Titles.

"Oklahoma." *North America*. Danbury, CT: Grolier, 2001. Vol. 5 of *Lands and People*. Print.

Sample Entries: Print Sources: Articles in Periodicals

A Signed Article from a Daily Newspaper

Lindt, Susan E. "Giving Life to Hospice." *Intelligencer Journal* [Lancaster, PA] 11 Mar. 2005: A1. Print.

An Unsigned Article from a Daily Newspaper

"Internet Spending Increases." *Patriot-News* [Harrisburg, PA] 14 Mar. 2005: B3. Print.

An Article from a Monthly or Bimonthly Magazine

Jamkowski, Marcin. "Ghost Ship Found." *National Geographic* Feb. 2005: 32-51. Print.

An Article from a Weekly or Biweekly Magazine

Gregory, Sean. "Getting Benched." *Time* 14 Mar. 2005: 35-36. Print.

An Article in a Journal with Continuous Pagination

Joseph, Pamela B. and Sara Efron. "Seven Worlds of Moral Education." *Phi Delta Kappan* 86.7 (2005): 525-533. Print.

Sample Entries: Electronic & Online Sources

Internet or Web Sources:

Basic Format:

Author (if known). "Title of Page of Document." *Title of the Site or Larger Work (if applicable)*. Version or edition. Publisher or sponsor of the source or N.p. if not available, date of publication or n.d. if not available. Web. Date you accessed source.

****Teachers may still require the use of URLs. If included a URL goes at the end of the entry, enclosed in angle brackets.

A Website

Lynch, Tim. "DSN Trials and Tribble-ation Review." *Psi Phi: Bradley's Fiction Club*. Bradley University, 1996. Web. 8 Oct. 1997. <<http://www.bradley.edu/campusorg/psiphi/DD9/ep/503r.html>>.

A Blog

Pash, Ada. "Is It Worth It to Upgrade to the Latest Version of Office?" *Gizmodo: the Gadget Guide*. N.p., 27 Oct. 2010. Web. 27 Oct. 2010. <<http://gizmodo.com/5674415/is-it-worth-it-to-upgrade-to-the-latest-version-of-office>>.

A Wiki

"iPad." *Wikipedia: the Free Encyclopedia*. Wikipedia Foundation, 27 Oct. 2010. Web. 28 Oct. 2010. <<http://en.wikipedia.org/wiki/IPad>>.

Article in an Online Encyclopedia

Hensen, Robert. "The Forecast: Better Weather Predication Ahead." *World Book Online Reference Center*. World Book, Inc., n.d. Web. 15 Mar. 2005. <<http://www.Worldbookonline.com>>.

A Personal E-Mail Message

Henry, John. "Research Advice." Message to Jane Doe. 14 Feb. 2005. Email.

Digital Files (PDF, MP3, JPEG):

Basic format:

Decide what kind of work it is (document, sound recording, image, etc.) and cite accordingly, then end the entry with the name of the digital format (PDF file, *Microsoft Word* file, etc.). If the work does not follow traditional parameters for citation, give the author's name, name of the work, date of creation, and the medium of publication. Give Digital file as the format if the medium is unknown.

Examples:

Cortez, Juan. "Border Crossing in Chicano Narrative." 2007. *Microsoft Word* file.

Delano, Jack. *At the Vermont State Fair*. 1941. Lib. of Cong., Washington. JPEG file.

Hudson, Jennifer, perf. "And I Am Telling You I'm Not Going." *Dreamgirls: Music from the Motion Picture*. Sony BMG, 2006. MP3 file.

Bentley, Phyllis. "Yorkshire and the Novelist." *The Kenyon Review* 30.4 (1968): 509-22. JSTOR. PDF file.

Online Subscription Databases:

Basic Format:

Author if known. "Title of Article or Material." *Periodical Title*. Date of Publication: pages or first page number or N. pag. if none available. *Database Name*. Web. Date of access.

Examples:

Shipp, Erin. "Interest in Features of Ipod Nano's FM Tuner." *Radio: The Radio Technology Leader*. 10 Feb. 2010: n. pag. *eLibrary*. Web. 27 Oct. 2010.

Rosen, Larry. "Welcome to the...iGeneration!" *The Education Digest*, 75.8 (2010): 8-12. *OmniFile Full Text Select*. Web. 27 Oct. 2010

Sample Entries: Other Sources

An Interview

Pei, I.M. Personal interview. 22 July 1993.

Pussaint, Alvin F. Telephone interview. 10 Dec. 1998.

Rowling, J.K. E-mail interview. 8-12 May 2002.

Wiesel, Eli. Interview with Ted Koppel. *Nightline*. ABC. WABC, New York. 18 Apr. 2002.

Films, Radio and Television Programs

Chicago. Dir. Rob Marshall. Perf. Renee Zellweger, Catherine Zeta-Jones, Richard Gere. Miramax, 2002. Film.

"If God Ever Listened: A Portrait of Alice Walker." *Horizons*. Prod. Jane Rosenthal. NPR. WBST, Muncie, 3 Mar. 1984. Radio.

"AIDS--the Mysterious Disease." *MacNeil Lehrer Report*. PBS. WITF, Hershey, 26 Aug. 1988. Television.

Personal Photograph

(Begin with a description of the photo. Do not use italics or quotation marks. Indicate who took the photo and the date it was taken.)

Aunt Karen at home. Personal photograph by Erin McCarthy. 25 Apr. 2005.

Parenthetical Documentation:

A parenthetical citation in MLA should contain only enough information to enable readers to find the source in the works-cited list. MLA format places the parenthetical citation at the end of the sentence but **before** the final period.

Examples:

Paraphrased Citation:

Privacy issues of the twentieth-century included such issues as marital rights, personal autonomy, abortion, and rearing and educating children (Glenn 83-89).

Direct Quotations:

Author's Last Name and Page Number(s) in Parentheses

A government professor notes, "Most democratic societies accept the premise that the individual is uniquely created and thus worthy of respect, as self-evident" (Glenn 7).

Author's Last Name in Sentence, and Page Number(s) in Parentheses.

According to Glenn, "Most democratic societies accept the premise that the individual is uniquely created and thus worthy of respect, as self-evident" (7).

Long Quotations: Quotations longer than four typed lines should be indented one inch from the left margin, and double-spaced. Note: Unlike short quotations, there are no quotation marks used, and the citation appears after the final punctuation mark of the quotation.

Many people feel that modern technology poses a threat to privacy. Closed-circuit TVs scrutinize activities in supermarkets, shopping malls work-places, and along city streets. Traffic monitoring systems record the whereabouts of automobiles. Wireless communications technology can pinpoint the location of cellular phones. (Glenn 204)

Citing a Work by Title When Author Is Unknown

Regular soap kills just as many germs as antibacterial ("Test" 42).

Citing One Work by the Author of Two or More Cited Works

Once society reaches a certain stage of industrial growth, it will shift its energies to the production of services (Toffler, *Future* 221).

MLA Paper Format:

- Type your paper on standard sized paper (8 1/2x11 inches) with a 12 point font.

- Double-space your paper, including your works cited page.
- Margins of your document should be 1 inch on all sides.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- The first page of your paper should include a double-spaced entry in the top left-hand corner that lists your name, your instructor's name, the course and the date.
- Center your title on the line below the header with your name and begin the paper immediately below the title.

Sample first page:

Hileman 1

Justin Hileman

Stan Daubert

Graduation Project

19 January 2002

Playing Major League Baseball

I couldn't believe my eyes when I first walked onto the field at Oriole Park at Camden Yards. I had just turned 21 and I had actually made it to the big time. I was amazed to take the field with the likes of Cal Ripkin, Paul Blair, and Brooks Robinson. The hard work had paid off a lot earlier than I expected. I was humbled that I was among the very fortunate. I once read, "Only the very fortunate make it to the big show by the time they turn age 21 and skip two levels of the minor league system in the process" (Lasorda 77).

Sample of Works Cited Page:

Thomas 8

Works Cited

Gibaldi Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association, 2009. Print.

Russell, Tony, Allen Brizee, and Elizabeth Angeli. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 4 Apr. 2010. Web. 26 Oct. 2010.

Trimmer, Joseph F. *A Guide to MLA Documentation*. 6th ed. Boston: Houghton Mifflin, 2004. Print.

Style information for this guide based on:

Gibaldi Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association, 2009. Print.

Russell, Tony, Allen Brizee, and Elizabeth Angeli. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 4 Apr. 2010. Web. 26 Oct. 2010.

Trimmer, Joseph F. *A Guide to MLA Documentation*. 6th ed. Boston: Houghton Mifflin, 2004. Print.