Gabriele Library, Immaculata University

MLA Style

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MLA Style

The following is **not** all-inclusive. The most authoritative source for MLA style is the *MLA Handbook for Writers of Research Papers*.

General MLA research paper format

- Use 12-pt Times New Roman.
- Double-space all parts of the paper.
- Use one inch margins on the top, bottom, right, and left of every page.
- Indent the first word of each paragraph one half inch.
- Indent each line of a long quotation (> 4 lines) one inch with no quotation marks; short quotations (<= 4 lines) are included within the text and enclosed in quotation marks.
- Start the heading of the paper one inch from the top and left of page 1; include your name, your instructor's name, course number, and date on separate lines double-spaced; double-space and center the title; double-space and immediately start the text of the paper on page 1.
- Number pages at the right margin one half inch from the top of the page, and precede the page number with your last name one space to the left of the page number on the same line.
- Leave one space after periods.

Works Cited page format

- Center the title 'Works Cited' one inch from the top of a new page.
- Double-space down to your first entry, and continue to double-space the entire works cited list including the entries themselves (examples that follow are single-spaced to save space).
- The first line of a citation should be one inch from the left of the page.
- Indent the second and subsequent lines of a multi-line citation by an additional one half inch.
- Alphabetize entries by author or by title if there is no author.

Works Cited page general rules *(not all sources will require each of the items below)*:

1. **Author name**
   The author's name should be the **full name** unless it appears abbreviated in the work. For **2-3 authors** list them in the order they are listed in the work. Only reverse the first and last name of the first author listed. Separate the authors with a comma, and use the word "and" before the last author listed. If there are **more than 3 authors** list the first author only followed by a comma and **et al.**. If a work is **edited and there is no author named**, type the editor's name where the author normally goes followed by a comma and **ed.**. If a work is **edited and an author is named** include the editor's name (not inverted) preceded by **Ed.** after the title.

2. **Title**
   Capitalize all the important words in the **title**. **Italicize** the title of an entire work (e.g. a book or journal name), but put an entry within that work in **quotation marks** (e.g. a chapter in a book or an article within a journal).

3. **City of publication**
   If there is more than one **city** of publication use the **first** one. Do not include the state or country.

4. **Publisher's name**
   Logically shorten the **publisher's name**.

5. **Publication date**
   Include **year only unless month and day are necessary** to locate the work (such as in the case of a periodical volume whose issues are not continuously paginated and are identified by month or season). Use the format **day abbreviated month year** (e.g. 12 Nov. 1996).

6. **Medium of Publication**
   Include the medium of publication, **Print or Web**.

Below are some common items you may need to include on a "Works Cited" page.

PRINT SOURCES

Book
General format:
Author's last name, first name. *Book title*. Location: Publisher, Year. Medium.

EXAMPLE (specific edition):
Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. 2nd ed. New York: IUniverse, 2004. Print.

EXAMPLE (group author):
Renal Dietitians Dietetic Practice Group of the American Dietetic Association. *National Renal Diet : Professional Guide*. Chicago: ADA, 1993. Print.

EXAMPLE (multiple editors and no author):
Brown, Joel, Kenneth S. Goodman, and Ann M. Marek, eds. *Studies in Miscue Analysis: An Annotated Bibliography*. Newark: Internatl. Reading Assoc., 1996. Print.

EXAMPLE (chapter in a book):
Wasylyshyn, Karol M. "The Reluctant President." *The Wisdom of Coaching: Essential Papers in Consulting Psychology for a World of Change*. Ed. Richard R. Kilburg and Richard C. Diedrich. Washington, DC: APA, 2007. 377-388. Print.

Reference book entry
General format:
Author's last name, first name. "Entry title." *Reference book title*. Ed. Editor's first and last name. nth ed. Vol. n. Location: Publisher, Year. Medium.

*For **common reference books**, start with the title, and do not include the editor and full publication information; simply list the **edition, year,** and **medium** of publication*

EXAMPLE (common reference book with no author):
"Radar." *The New Encyclopaedia Britannica*. 15th ed. 1998. Print.

Scholarly journal article
General format:
Author's last name, first name. "Article title." *Journal title* Volume.Issue (Year): page x-page y. Medium.

EXAMPLE:
Graves, Philip E., and Donald M. Waldman. "Multimarket Amenity Compensation and the Behavior of the Elderly." *The American Economic Review* 81.5 (1991): 1374-1381. Print.

Magazine article
General format:
Similar to that for a scholarly journal article (above) but include the exact date (no parentheses), and do not include volume and issue.

EXAMPLE:
Dokoupil, Tony. "Polarizing Bears No More." *Newsweek* 22 Oct. 2007: 16. Print.

ELECTRONIC SOURCES

You will need ***some or all*** of the following information when citing information from the Web. Also follow the general rules above regarding authors, titles, and publication information. Electronic sources vary greatly and some of the required information may not be available. *Follow the general format below using as much information on the source as is available*.

General format for electronic sources
Author name. "Document title." *Print-like* publication information. Electronic publication information. Access information.

1. **Author name** – If no author named, begin with title of the work

2. **Title of work**

3. *Print-like* **publication information** – *If applicable*, include print-like publication information as instructed for print sources above. Insert the following for **missing information**, using a capital 'n' after a period and a lowercase 'n' after a colon or comma:
   - n.pag. for missing page numbers
   - n.p. for a missing publisher or place
   - n.d. for a missing date

4. *Electronic* **publication information –** *If applicable*, include the **name of the Web site or database** (italicized) and the **medium** (i.e. Web).

5. **Access information** – Include the **date that you accessed** the work. Only include the **URL** if it is necessary to locate the work or if required by your instructor. Typically, do *not* include the URL of a Web page since most works can be found by searching author or title rather than by URL. When present, however, the URL follows the access date, a period, and a space; it is enclosed in angle brackets and is followed by a period.

EXAMPLES:

NON-PERIODICALS
(e.g. Web pages, books)

Include what is available from the following: *author, title of Web page (i.e. title of work), name of Web site (italicized), edition, publisher, publication date, medium, and access date.*

<u>Web page (with author)</u>
Fidishun, Dolores. "Library Leadership & Management." *Dolores' List of CFPs*. Dolores
     Fidishun, 7 Apr. 2009. Web. 26 Apr. 2009.

<u>Web page (with no author)</u>
"Dietary Supplement Fact Sheet: Calcium." *Office of Dietary Supplements*. National Institutes of
     Health, 15 Apr. 2009. Web. 24 Apr. 2009.

With inclusion of URL:

"Dietary Supplement Fact Sheet: Calcium." *Office of Dietary Supplements*. National Institutes of
     Health, 15 Apr. 2009. Web. 24 Apr. 2009. <http://ods.od.nih.gov/factsheets/calcium.asp>.

<u>Electronic book</u>
Use print book guidelines followed by database or Web site name (italicized), medium, and access date

Frost, Gary, Anne Dornhorst, and Robert Moses. *Nutritional Management of Diabetes Mellitus*.
     Hoboken: Wiley & Sons, 2003. *NetLibrary*. Web. 19 Nov. 2007.

PERIODICALS
(e.g. journals, magazines, newspapers)

Electronic daily newspaper article (independently-published on the Web)
Use print work guidelines followed by medium and access date

Lin, Jennifer. "Final Salute to Fallen Officer." *The Philadelphia Inquirer* 8 Nov. 2007: n. pag.
    Web. 16 Nov. 2007.

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Electronic scholarly journal article (independently-published on the Web)
Use print work guidelines followed by medium and access date

Mack, Daniel, et al. "Reaching Students with Facebook: Data and Best Practices." *Electronic*
    Journal of Academic and Special Librarianship 8.2 (2007): n. pag. Web. 19 Nov. 2007.

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Electronic scholarly journal article (in an online database)
Use print work guidelines followed by database name (italicized), medium, and access date

Whalley, Peter. "Managing Teleworkers and Telecommuting Strategies." *Ethics Quarterly* 17.1
    (2007): 163-172. *Business Source Elite*. Web. 6 July 2007.

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In-Text Citations

Within the text of your paper, you need to tell your readers where you've gotten your
information by referring them to a source on your "Works Cited" page. To do this, you will use a
parenthetical or *in-text citation*. In most cases, you will use the following **format**:

(author's last name page number)

…where the **author** is one of the authors on your "Works Cited" page. The citation is enclosed
in **parentheses**, comes at the end (or other logical break) of the sentence, and there is **no
punctuation**. There are many format variations, but the most important thing is to direct your
reader to the correct entry on your "Works Cited" page.

Some variations you may come across are as follows:
Citations for **complete works** do not require page number. If 2 cited authors have the **same last
name**, precede the author's last name with his or her first initial (or full first name if necessary).
Similarly, if 2 works have the **same exact author** then add a comma after the author's last name
followed by the title of the work and then the page number as usual. If a work has **2 or 3
authors**, include each of their last names separated by commas with the word "and" before the
last name listed. If a work has **3 or more authors**, include the first author's last name followed
by **et al.** and the page number as usual. For other variations, consult the *MLA Handbook*.

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EXAMPLES:

In-text citation for *part of* a work *with author*:

If this is the item on the Works Cited page…

Scroop, Dan. "September 11th, Pearl Harbor and the Uses of Presidential Power." *Cambridge Review of International Affairs* 15.2 (2002): 317-327. Print.

…then these are examples of the in-text citation:

The world sees the American presidents, not other legislative leaders, as the leaders of America (Scroop 317).

-OR-

Scroop believes that the world sees the American presidents, not other legislative leaders, as the leaders of America (317).

Notice that if you can state the author in the text itself, then you do not have to repeat that information in the parenthetical citation.

In-text citation for *part of* a work *with a group author*:
Logically shorten the group author name if necessary

If this is the item on the Works Cited page…

Renal Dietitians Dietetic Practice Group of the American Dietetic Association. *National Renal Diet : Professional Guide*. Chicago: ADA, 1993. Print.

…then these are examples of the in-text citation:

Those with chronic kidney disease should only have 1-3 g of sodium per day (Renal Dieticians Dietetic Practice Group 2).

-OR- (*preferably for long group author names*)

The Renal Dieticians Dietetic Practice Group of the American Dietetic Association recommends that those with chronic kidney disease should only have 1-3 g of sodium per day (2).

In-text citation for *part of* a work with *no author*:
Identify the work by the title or part of the title if it is long

If this is the item on the Works Cited page…

"Radar." *The New Encyclopaedia Britannica*. 15th ed. 1998. Print.

…then this is an example of the in-text citation:

It is best described as an "electromagnetic sensor" that can locate objects ("Radar").

Note that page number is not necessary above since "Radar" can be found alphabetically.

In-text citation for *part of* a work with *no page numbers*:
Cite the entire source or use an approximate location in lieu of page numbers.

If this is the item on the Works Cited page…

"Dietary Supplement Fact Sheet: Calcium." *Office of Dietary Supplements*. National Institutes of
        Health, 15 Apr. 2009. Web. 24 Apr. 2009.

…then this is an example of the in-text citation:

99% of our bodies' calcium is found in the bones and teeth ("Dietary Supplement Fact Sheet").

-OR-

According to the "Dietary Supplement Fact Sheet", 99% of our bodies' calcium is found in the
bones and teeth.

If this is the item on the Works Cited page…

"Floor." *Dictionary of Business*. Ed. P.H. Collin. 2nd ed. Chicago: Fitzroy Dearborn, 1998. Print.

...then this is an example of the in-text citation:

In terms of retail sales, the floor is the lowest price at which an item will be sold
("Floor," def. c).

In-text citation for an indirect source

 e.g. Robinson's work (original source) is quoted in Spohn's work (secondary source); list the secondary source, not the original source, in the list of references; the in-text citation also names the secondary source (qtd. in...), but it is preceded by naming the original source.

If this is the item on the Works Cited page…

Spohn, Cydney. "Teacher Perspectives on No Child Left Behind and Arts Education: A Case
    Study." *Arts Education Policy Review* 109.4 (2008): 3-12. Print.

…then this is an example of the in-text citation

Robinson contends that "…the price of failure is high" (qtd. in Spone 9).

Additional resources
There are many **online** resources that can help, too. *Please note, however, these resources may not yet be consistent with the 2009 changes to MLA style*. As always, you are responsible for ensuring that your works cited are correct.

- **The Nuts and Bolts Guide of College Writing (MLA Style section):**
  http://nutsandbolts.washcoll.edu/mla.html
- **Examples from Duke University Libraries:**
  http://library.duke.edu/research/citing/workscited/
- There are also several **citation style freeware programs** that will format your sources for you. These programs are not perfect, but they are a great starting point. You are ultimately responsible for making sure that your works cited are correct by double-checking against an authoritative source such as the *MLA Handbook*. Here are a few freeware programs to try:
  - **KnightCite:** http://www.calvin.edu/library/knightcite/index.php
  - **Landmark's Son of Citation Machine:** http://citationmachine.net/
  - **Zotero:** http://www.zotero.org/ (this is a more comprehensive research tool, one facet of which is citing your sources; it can only be used with the Firefox browser.)
- Some databases, including EBSCO databases, will format your sources for you in the style of your choice. Microsoft Word 2007 will do the same. You are responsible for making sure your works cited are correct by double-checking against an authoritative source such as the *MLA Handbook*.

Works Consulted

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*.

  2nd ed. New York: IUniverse, 2004. Print.

MLA Handbook for Writers of Research Papers. 7th ed. New York: MLA, 2009. Print.

"Citing Sources." *Searchpath*. Immaculata University, 2005. Web. 18 July 2007.

  <http://faculty.immaculata.edu/searchpath/mod6/index.html>.

Disclaimer

The information in this guide is based on specifications from the Modern Language Association contained in the *MLA Handbook for Writers of Research Papers*, 7th ed., 2009. While this guide may meet the needs of most undergraduate students, it is *not* all-inclusive. For complex research projects or for more in-depth information, please consult the *MLA Handbook* or your instructor. The *MLA Handbook* can be found in bookstores as well as in public and academic libraries, including the Gabriele Library reference section.