

MKIS MLA STYLE GUIDE (Revised Aug. 2006 by L. Collins)

Documenting Sources for Essays and Research Papers

This section explains the styles recommended by the Modern Language Association (MLA) for documenting sources in essays and research papers. This style is also acceptable for students in IB courses. The other commonly accepted method of citation is the American Psychological Association (APA) format. All sources cited in a paper are listed in a section entitled Works Cited (bibliography) that is at the end of the paper. Material borrowed directly from another source is documented **within the text** (in-text citation) by a brief parenthetical reference that directs readers to the full citation in the works cited. (See the section entitled "Handling Quotations in Your Text".) This guide is not exhaustive: for more detailed explanations or for other types of sources please see Ms. Collins in the MS/HS library or check the OWL website cited at the end of this document.

When preparing a list of Works Cited, follow these general guidelines:

1. Give your Works Cited a page number as a continuation of your text and center your title 1 inch from top of page; don't underline title.
2. Double space between successive lines of an entry and between entries.
3. The first line of each citation begins at the left margin, while additional lines within each citation are indented; you can create a "hanging indent" using Format/Paragraph/Indentation/Special/Hanging.
4. List entries in alphabetical order according to the last name of the author; if no author, use title, ignoring *A, An & The*.
5. Underline or italicize consistently the titles of works except for those of articles (italicizing is preferable if using a computer to create list).
6. Use quotation marks to indicate titles of articles or short works that appear in larger works. Use quotation marks for song titles and for titles of unpublished works such as speeches.
7. Note and use specific punctuation as shown in examples; use only one space after a period.

BASIC FORMAT FOR BOOKS:

Author (last name first, first name(s)). *Title*. City of publication: Publisher's name, year of publication.

A BOOK WITH ONE AUTHOR:

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray and Beck, 1999.

A BOOK WITH MORE THAN ONE AUTHOR:

If there are more than three authors, you may list only the first author followed by the phrase et al. in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn and Bacon, 2000.

Gilman, Sander, et al. *Hysteria Beyond Freud*. Berkeley: U of California P, 1993.

TWO OR MORE BOOKS BY THE SAME AUTHOR:

After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically, excluding a, an, and the.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993.

A BOOK WITH NO AUTHOR:

Encyclopedia of Virginia. New York: Somerset, 1993.

A BOOK WITH A CORPORATE AUTHOR:

American Allergy Association. *Allergies in Children*. New York: Random, 1998.

A BOOK WITH AN EDITOR:

Jones, Edward B., ed. *Folklore from West Africa*. New York: Ethnic Press, 2001.

AN ANTHOLOGY OR COLLECTION:

Peterson, Nancy J., ed. *Toni Morrison: Critical and Theoretical Approaches*. Baltimore: Johns Hopkins UP, 1997.

A PART OF A BOOK (SUCH AS AN ESSAY FROM A COLLECTION):

Author(s). "Title of Article or Selection." *Title of Book*. Ed., Trans. Or Comp. Editor's, Translator's, or Compiler's Name(s). Place of Publication: Publisher, Year. Pages.

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann-Boynton/Cook, 2000. 24-34.

AN ARTICLE FROM A REFERENCE BOOK:

Show author's name, if found. Give number of volumes, if appropriate. If reference book is well known don't give the full publication information; only give edition and year.

"Jamaica." *Encyclopedia Britannica*. 1994 ed.

Allen, Anita L. "Privacy in Health Care." *Encyclopedia of Bioethics*. Ed. Warren T. Reich, Rev. Ed. 5 vols. New York: Macmillan-Simon, 1995.

MAGAZINES, JOURNALS AND NEWSPAPERS:**AN ARTICLE FROM A MAGAZINE:**

Author, "Title of Article." *Title of Magazine* Date: Pages.

Do not punctuate after the title of the newspaper or magazine. When citing the date, list day before month; use a three-letter abbreviation of the month (e.g. Jan., Mar., Aug.). If the magazine is published every one or two weeks, give the complete date including day and abbreviated month, except May, June & July. If the article is not printed on consecutive pages give the first page followed by a + sign.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.

Trembacki, Paul. "Brees Hopes to Win Heisman for Telan." *Purdue Exponent* 5 Dec. 2000: 20.

Kates, Robert W. "Population and Consumption: What We Know, What We Need to Know." *Environment* Apr. 2000: 10+.

AN ARTICLE IN A SCHOLARLY JOURNAL:

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages.

Essay in a journal with continuous pagination:

Allen, Emily. "Staging Identity: Frances Burey's Allegory of Genre." *Eighteenth-Century Studies* 31 (1998): 433-51.

Essay in a journal that pages each issue separately:

Duvall, John N. "The (Super) Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly* 50.3 (1994): 127-53.

AN ARTICLE FROM A NEWSPAPER:

Give the title as it appears on the masthead without any introductory articles. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g. 17 May 1987, late ed).

Author, "Title of Article." *Title of Newspaper*. [square brackets around city.] Complete date, edition (if given): Page(s).

Chang, Kenneth. "The Melting (Freezing) of Antarctica." *New York Times* 2 Apr 2000, late ed.: F1+.

Alaton, Salem. "So Did They Live Happily Ever After?" *Globe and Mail* [Toronto] 27 Dec. 1997: D1+.

ELECTRONIC SOURCES:**ONLINE OR ELECTRONIC SOURCES:**

You will need the following:

1. Author (if given)
2. "Title of document."
3. *Information about Print Publication* (if originally presented in print form and if given. Include the same information required for books or periodicals).
4. Information about electronic publication. Include the *Title of Site*, date of electronic publication, name of institution or organization that sponsors the site. (You can often find this at the bottom of the page, or in the "About" link).
5. Access information (last date you accessed site); this is important in case the site has been updated.
6. URL Give the complete URL including access-mode identifier (http, etc.). Use <angled brackets > around the URL (select Insert/symbol). If the URL must be divided between two lines, break it only after a slash; do not introduce a hyphen at the break or allow your word-processing program to do so. If the URL is extremely long, give the URL of the site's search or home page. If the reader can follow a sequence of links from the home page to the document follow the URL with the word "Path:" and specify the sequence, separating each link with a comma.

AN ENTIRE WEBSITE:

***Title of site*. Name of Editor (if given). Date of electronic publishing. Sponsoring institution. Date of access and <URL>.**

CNN.com. 2002. Cable News Network. 15 September 2005 <<http://www.cnn.com/>>.

Felluga, Dino. *Undergraduate Guide to Literary Theory*. 17 Dec. 1999. Purdue University. 15 November 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

AN ARTICLE ON A WEBSITE:

Author's last name, first name (if a name is provided). "Article title as mentioned in the title bar at the top of the browser window." *Title of Website where page is found*. Date of electronic publication. Name of institution or organization sponsoring the web site. Date of access to the source <electronic address or URL>.

Poland, Dave. "The Hot Button." *Roughcut*. 26 Oct. 1998. Turner Network Television. 28 Oct. 1998 <<http://www.roughcut.com>>.

"City Profile: San Francisco." *CNN.com*. 2002. Cable News Network. 14 May 2002. <<http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/intro.html>>.

AN ARTICLE IN AN ONLINE MAGAZINE:

Author, "Title of Article." *Title of Magazine*. Date of publication. Date of access. <URL>.

Bernstein, Mark. "10 Tips on Writing The Living Web." *A List Apart: For People Who Make Websites*. No. 149 (16 Aug. 2002). 4 May 2006 <URL>.

AN ARTICLE IN AN ONLINE SCHOLARLY JOURNAL:

Provide paragraph or page numbers if available.

Author. "Title of Article." *Title of Periodical or Journal*. Volume Number, issue number, or other number. Date of Publication. Number or range of pages, paragraphs, or sections. Date of access <URL>

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol of the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 33 pars. 5 Dec. 2000 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

AN ARTICLE IN A REFERENCE DATABASE INCLUDING ARTICLES THAT WERE ORIGINALLY PRINTED IN PRINT FORM (such as World Book Online, Newsbank or SIRS):

When citing material accessed via an electronic subscription service (e.g., a database or online collection your library subscribes to), cite the relevant publication information as you would for a periodical (author, article title, periodical title, and volume, date, and page number information) followed by the name of the database or subscription collection, the name of the library through which you accessed the content, including the library's city and country, plus date of access. If a URL is available for the home page of the service, include it. Do not include a URL to the article itself, because it is not openly accessible. For example:

Samuelson, Robert. "Terror's Economics." *Newsweek* Aug 21 (2006): 57. Global Newsbank. MKIS Lib., Kuala Lumpur, Malaysia. 23 Aug 2006. <<http://infoweb.newsbank.com>>.

Grabe, Mark. "Voluntary Use of Online Lecture Notes: Correlates of Note Use and Note Use as an Alternative to Class Attendance." *Computers and Education* 44 (2005): 409-21. ScienceDirect. Purdue U Lib., West Lafayette, IN. 28 May 2006 <URL of database>.

IMAGE FROM AN ELECTRONIC SOURCE:

For works housed outside of an online home, include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it (if applicable), followed by the city where it is located. Include the complete information for the site where you found the image, including the date of access. In this first example, the image was found on the Web site belonging to the work's home museum:

Artist (if known). "Description or title of image." Date of image (if given). Online image. Title of Larger Site. Date of Download. <URL>.

Goya, Francisco. "The Family of Charles IV." 1800. *Museo del Prado*, Madrid. 22 May 2006 . <<http://museoprado.mcu.es/ihistoria.html>>.

Smith, Greg. "Rhesus Monkeys in the Zoo." No date. Online image. *Monkey Picture Gallery*. 3 May 2003. <<http://monkeys.online.org/rhesus.jpg>>.

INFORMATION FROM A CD-ROM:

"World War II". *Encarta*. CD-ROM. Seattle: Microsoft, 1999.

E-MAIL:

The same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of “E-mail to the author,” you would have “Personal interview.”

E-mail to you:

Kunka, Andrew. “Re: Modernist Literature.” E-mail to the author. 15 Nov. 2000.

E-mail communication between two parties, not including the author:

Neyhart, David. “Re: Online Tutoring.” E-mail to Joe Barbato. 1 Dec. 2000.

OTHER SOURCES:**A PAMPHLET:**

Office of the Dean of Students. *Resources for Success: Learning Disabilities and Attention Deficit Disorders*. West Lafayette, IN: Purdue University, 2000.

AN INTERVIEW THAT YOU CONDUCTED:

Purdue, Pete. Personal Interview. 1 Dec. 2000.

SPEECH OR CLASS LECTURE:

O’Day, Shane. Class Lecture. IB English IA. Mont Kiara International School, Kuala Lumpur, Malaysia, 24 Aug 2006.

AN ADVERTISEMENT OR CARTOON:

Lufthansa. Advertisement. *Time* 20 Nov. 2000: 151.

A TELEVISION OR RADIO PROGRAM:

“The Blessing Way.” *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998.

SOUND RECORDING (CD/CASSETTE):

U2. *All That You Can’t Leave Behind*. Interscope, 2000.

FILM:

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and del Toro. Polygram, 1995.

Handling Quotations in your Text (In-text citations)

Parenthetical Reference: within the text of your work identify any quotations or paraphrased information or ideas or opinions or images with the author's last name and a page reference enclosed within parentheses () before the final punctuation.

Examples:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

SHORT QUOTATIONS:

To indicate short quotation (fewer than four typed lines of prose or three lines of verse)in your text, enclose the quotation within double quotation marks and incorporate it into your text. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include complete reference in the works-cited list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. If you use the author's name in your sentence then you do not need to include it within the parentheses.

Examples:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes' study, they may express "profound aspects of personality" (184).

It is possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

LONG QUOTATIONS:

Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin, and maintain double-spacing. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.)

Examples:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

In "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child
 the child of the oak desk whose penmanship,
 hard work, style will win her prizes
 becomes the woman with a mission, not to win prizes
 but to change the laws of history. (23)

ADDING AND OMITTING WORDS IN QUOTATIONS:

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states: “some individuals [who retell urban legends] make a point of learning every rumor or tale” (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks surrounded by brackets.

In an essay on urban legends, Jan Harold Brunvand notes that “some individuals make a point of learning every recent rumor or tale [...] and in a short time a lively exchange of details occurs” (78).

If there are ellipsis marks in the quoted author’s work, do not put the brackets around them; only use brackets around ellipsis marks to distinguish them from ellipsis marks in the quoted author’s work.

Adapted from:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003.

Trimmer, Joseph F. *A Guide to MLA Documentation*. 5th ed. New York: Houghton, 1999.

“Using Modern Language Association (MLA) Format.” 1995-2002. *OWL at Purdue University*. 14 Aug. 2006. <http://owl.english.purdue.edu/>.