



# Townsend Library Alamogordo

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## MLA Citation/Documentation Style

MLA (Modern Language Association) format is a referencing system for research papers. It is used extensively for research papers written in the fields of language and humanities. Proper use of MLA style provides researchers with information about the sources of the material used. It helps readers to accept the author's credibility since it enables readers to check on the reliability and accurate usage of sources. It also, perhaps most importantly, protects writers from the charge of plagiarism, of using source material from other writers without adequate and appropriate credit. Plagiarism, whether purposeful or accidental, is the theft of intellectual property. As such, it is a very serious charge, both academically and legally.

The guidelines presented here are based on the sixth edition of Joseph Gibaldi's *MLA Handbook for Writers of Research Papers* (New York: MLA, 2003), updated to reflect the latest changes to MLA style in the third edition of *MLA Style Manual and Guide to Scholarly Publishing* (New York: MLA, 2008).

### Works Cited List

Sometimes referred to as Bibliography.

Begins on a separate page from the text of the essay.

Title of page: Works Cited. Title must be centered at the top of the page. Only the first letter of each word should be capitalized. It should not be in boldface, italicized, underlined, or in enlarged font.

Spacing: All entries should be double-spaced. No extra spaces should be placed between entries.

Indentation: All entries should be hanging indentation (first line of the entry at the margin, all others at the first tab line, which is generally set at one-half inch.)

Authors' names: The first author in each entry should be inverted: last name, first name, initials or middle name (if any), period. Any additional author names listed should not be inverted.

Titles of books (and equivalent items, such as journals and magazine titles, film titles, etc.): should be italicized. Underlining and italicizing mean the same thing traditionally, but the newest style guide uses only italicizing. Remain consistent with your usage of one or the other.

Titles of articles, short stories, poems, etc., should be enclosed in quotation marks.

Order of entries: the Works Cited list must be alphabetized by the first word in each entry (usually the last name of first author listed for each entry).

Capitalization: All important words (words other than prepositions, conjunctions, and articles) should be capitalized in titles. The first word of the title is always capitalized.

Include: all works cited in your essay. If a source is cited in the essay, it must appear in the Works Cited list. If it appears in the list, it must also appear in the essay.

Works Consulted: Occasionally, an instructor will ask you to include a Works Consulted list. It will include works cited in your essay and works that you read in order to get background or understanding of the issues, even if you do not cite those sources in the paper. Be sure to label such a list appropriately (Works Consulted instead of Works Cited), and be sure that your instructor wants you to include such sources in the list at the end of your essay before you do so.

### Sample Works Cited Entries

Below is a list of examples of Works Cited entries. Note that these entries, for the sake of space, are not double-spaced. Always double-space the entries in your own Works Cited list. The information in brackets after each entry details the format used.

#### Sample Books

##### Book, Single Author

Lakoff, George. *Women, Fire and Dangerous Things: What Categories Reveal about the Mind*. Chicago: U of Chicago P, 1987. Print.

[Author's last name, first name. *Full Title of Book*. Place of publication: Publisher, copyright date. Indicates traditional hard-copy text.]

##### Book, Two or More Authors

Davis, Miles, and Quincy Troupe. *Miles: The Autobiography*. New York: Simon, 1989. Print.

[Name the authors in the order in which they appear on the title page. Second author's name is listed in regular order. *Full Title of Book*. Place of publication: Publisher, copyright date. Indicates traditional hard-copy text.]

##### Edited Book

Martin, Lyn Elizabeth M., ed. *The Challenge of Internet Literacy: The Instruction Web Convergence*. New York: Haworth, 1997. Print.

[Editor's last name, first and middle names, editor abbreviation. *Full Title of Book*. Place of publication: Publisher, copyright date. Indicates traditional hard-copy text.]

### **Article or Chapter in an Edited Book**

Levy, Robert I. "Emotion, Knowing, and Culture." *Culture, Theory: Essays on the Mind, Self and Emotion*. Ed. Richard Scheider and Robert A. LeVine. Cambridge: Cambridge UP, 1984. 214-37. Print.

[Article/chapter author's last name, first name and initial. "Title of Article/Chapter." *Full Title of Book*. Editor abbreviation. First author listed and second author listed. Place of publication: Publisher, copyright date. Page numbers of article/chapter. Indicates traditional hard-copy text.]

### **Preface, Foreword, Introduction, or Afterward**

Crawford, Richard. Foreword. *The Jazz Tradition*. By Martin Williams. New York: Oxford UP, 1993. v-xiii. Print.

[Author's last name, first name. Name part of book. *Full Title of Book*. Author of book, in formal order. Place of publication: Publisher, copyright date. Page numbers within text. Indicates traditional hard-copy text.]

### **Republished Book**

Cuney-Hare, Maud. *Negro Musicians and Their Music*. 1936. New York: Da Capo, 1974. Print.

[Author's last name, first name. *Full Title of Book*. Original date of publication. Place of publication: Publisher, copyright date. Indicates traditional hard-copy text.]

### **Organization / Corporation as Author**

Public Agenda Foundation. *The Health Care Crisis: Containing Costs, Expanding Coverage*. New York: McGraw-Hill, 1997. Print.

[Corporation with authoring credit. *Full Title of Book*. Place of publication: Publisher, copyright date. Indicates traditional hard-copy text.]

### **Sample Periodicals (traditional print)**

#### **Journal Article (two authors) paginated by volume**

Searle, John, and Martin S. Balsam. "Minds, Brains, and Programs." *The Behavioral and Brain Sciences* 3.4 (1980): 417-24. Print.

[First author's last name, first name, and second author's name. "Title of Article." *Title of Journal* volume number.issue number (year of publication): page numbers of article. Indicates traditional hard-copy text.]

#### **Article in a journal paginated by issue**

Aguiar, Sarah Appleton. "'Everywhere and Nowhere': Beloved's 'Wild' Legacy in Toni Morrison's *Jazz*." *Notes on Contemporary Literature* 15.4 (1995): 11-12. Print.

[Author's last name, first name. "Title of Article." *Title of Journal* volume number.issue number (year of publication): page numbers of article. Indicates traditional hard-copy text.]

### **Article in a Monthly Magazine**

Walker, Malcolm. "Discography: Bill Evans." *Jazz Monthly* June 1965: 20-22. Print.  
[Author of article's last name, first name. "Title of Article." *Publication Title* Month published year: page numbers. Indicates traditional hard-copy text.]

### **Article in a Weekly Magazine**

Taylor, J.R. "Jazz History: The Incompleted Past." *Village Voice* 3 July 1987; 65-67. Print.  
[Author of article's last name, first name. "Title of Article." *Publication Title* Day of publication Month of publication published year: page numbers. Indicates traditional hard-copy text.]

### **Book Review**

Kennedy, David M. "The Horror." Rev. of *The Rape of Nanking: The Forgotten Holocaust of World War II*, by Iris Chang. *The Atlantic Monthly* Apr. 1998: 110-116. Print.  
[Author of review's last name, first name and initial. "Title of Review." Rev. of *Full Title of Book*, by author of book. *Publication Review is in* date of publication of review: page numbers of review. Indicates traditional hard-copy text.]

### **Unsigned Article**

"In the Line of Fire." *Newsweek* 23 Aug. 1999: 20+. Print.  
["Title of Article." *Magazine/Journal Title* date of publication: page numbers (when not consecutive). Indicates traditional hard-copy text.]

## **Sample Electronic Resources**

### **Online Book**

Sandburg, Carl. *Chicago Poems*. New York: Holt, 1916. *Bartleby.com*. Web. 3 May 2008.  
[Author's last name, first name. *Full Title of Book*. Place of publication: Publisher, copyright date. Name of database or project. Medium (web) and date of access.]

### **Professional or Personal Website**

Henson, Keith. *The Keith Henson Jazzpage*. n.p., 1996. Web. 3 May 2008.  
[Author's last name, first name. *Formal Title of Web Page*. Organization publishing the web page (if none, list n.p.), Date of publication or update. Medium and date of access.]

Wildman, Joan. *The World of Jazz Improvisation*. U of Wisconsin, Madison, n.d. Web. 3 May 2008.

[Author's last name, first name. *Formal Title of Web Page*. Organization publishing the web page (if none, list n.p), Date of publication or update (if none, list n.d.). Medium (web) and date of access.]

### **Online Journal Article**

Ross, Michael E. "The New Sultans of Swing." *Salon*. Salon, 18 Apr. 1996. Web. 3 May 2008.

[Author's last name, first name. "Title of Article." *Journal Title*. Journal Title, day, month, year of publication. Medium. Date accessed.]

### **Online Journal Article that is also Published in Print**

Parla, Jale. "The Wounded Tongue: Turkey's Language Reform and the Canonicity of the Novel." *PMLA* 123.1 (2008): 27-40. Web. 7 May 2008.

[Author's last name, first name. "Title of Article." *Journal Title* (initials only if referred to by this name) volume.issue (year of publication): page numbers. Medium. Date accessed.]

### **Article in an Online Version of a Print Magazine.**

Davis, Francis. "Jazz—Religious and Circus." *TheAtlantic.com*. Atlantic Monthly Group, Feb 2000. Web. 3 Apr. 2008.

[Author's last name, first name and initial. "Article Title." *Online Magazine Title*. Magazine Title and sponsor, date of publication. Medium. Date accessed.]

### **Online Editorial**

"Disaster in Turkey." Editorial. *Washington Post*. Washington Post, 19 Aug. 1999. Web. May 2008.

["Title of Editorial." Editorial. *Title of Newspaper*. Title of Newspaper, date of editorial. Medium. Date accessed.]

### **Weblog ("Blog") Posting**

Sullivan, Andrew. "The Grim Task in Iraq." *Andrewsullivan.com: The Daily Dish*. Atlantic Monthly Group, 25 Nov. 2003. Web. 24 Feb. 2008.

[Author's last name, first name. "Title of Article" *address: name*. Sponsor, date of publication. Medium. Date accessed.]

### **E-Mail Message**

LePew, Pepe. "In Hot Pursuit of Ma Petite Poupee." Message to John Smith. 14 June 1999. E-mail.

[Author's last name, first name. "Title of message." Message to name of recipient. Date of e-mail. Medium.]

## WORK FROM LIBRARY SUBSCRIPTION SERVICES

For material that you accessed through a service such as EBSCO or InfoTrac or ProjectMuse, add the following to your citation: the name of the database, the medium, and the date of access. **Do not include the service (e.g. InfoTrac) or the library system.**

### Sample ProQuest Article

Teachman, Jay. "Gender of Siblings, Cognitive Achievement, and Academic Performance: Familial and Non-Familial Influences on Children." *Journal of Marriage and the Family* 59.5 (1997): 363-74. *ProQuest*. Web. 27 Jan. 2002.  
[Author's last name, first name. "Title of Article." *Title of Journal* Volume number.issue number (year of publication): page numbers of article in original journal. *Name of Database*. Medium. Date accessed.]

### Sample InfoTrac Article

Madigan, Timothy J. "Cloning and Human Dignity." *Free Inquiry* 18.2 (1998): 57. *Expanded Academic Index ASAP*. Web. 27 Jan. 2002.  
[Author's last name, first name. "Title of Article." *Title of Journal* Volume number.issue number (year of publication): page numbers of article in original journal. *Name of Database*. Medium. Date accessed.]

NOTE: Some citations listed above are imaginary examples designed to reflect the types of sources community college students most frequently use in their college papers.

## **Text and Parenthetical Citations**

### **Page Format**

Paper size: 8.5 x 11

Color: white

Typing: double-spaced throughout (including quotations and Works Cited pages)

Font: a normal 12-point font (Times New Roman for example)

Margins: 1 inch on all sides

Title page: unnecessary unless specifically requested by the instructor

Header: last name of author and page number at top right corner (first page may be an exception – check with your instructor.)

First page of essay should have the following at the top left margin, double-spaced down the page: name of writer [double-space] name of professor paper is written for [double-space] course paper is written for [double-space] date of paper [double-space]. Then, center the title of the paper, double-space, and start the essay itself (one tab in to indicate paragraph). Your instructor may or may not want you to put a page number on the first page of text.

Please see the example on the following page.

## Sample First Page Opening

Troy Student

P. Teacher

English 101

Date Due

### Creating Your Ideal Life

As college students, many of us are trying to decide what we want and how we want our lives to look into the future. That involves not only deciding what fields we want to work in and what the educational requirements are for getting there, but also . . .

.....

## Parenthetical Citations – How to Handle Quotations in Your Text

MLA Format is an author-page method of citation within the text of the essay. The author's last name and the page number(s) from which the quotation, summary, or paraphrase is taken are required to appear in the text of your essay (generally, though not always, in parentheses). The complete reference to your source must appear in the Works Cited list. The author's name may appear along with the page number(s) in parentheses or it may appear in the actual text of the essay—but it does not appear in both.

Examples:

According to Wordsworth, his aim was to write poetry that created the effect of a  
“spontaneous overflow of emotion” (145).

.....

Part of the Romantic poets' credo was to write poetry that created the effect of a  
“spontaneous overflow of emotion” (Wordsworth 145).

Note: no comma, n, or p. appears

**Indirect Source:** Sometimes you may want to use a quotation that is embedded in someone else's text. This is called an indirect quotation. For such quotations, use “qtd. in” to reference the source:

McNeel's research suggests that classes that “incorporate real-world experience  
into their curriculum” have significantly more impact on students than those that  
“simulate real-world activities” (qtd. in Radisson).

Sometimes more information is needed to clarify which source you are citing. If you have referenced works by two authors with the same last name, inclusion of the first name or a first initial is necessary for clarity. If you refer to two separate works by the same author, you will need to include a shortened title of the work you are quoting in order to clarify which work you are citing.

**Work with numbered paragraphs or sections instead of pages:**

Give the paragraph or section numbers(s) after the author's name and a comma. To distinguish them from page numbers, use the abbreviation *par(s)*. or type of division such as *section(s)*.

Many German romantic musical techniques may have originated in Italian opera  
(Rothstein, par. 9).

### Short Quotations

A short quotation (four or less typed lines of prose; three or less lines of verse) in your text should be enclosed in quotation marks and incorporated into your text (see above two examples). Punctuation marks should appear after the parenthetical citation, not before it. Question marks and exclamation points should appear inside the quotation marks at the end of the quotation if they are a part of the original quotation; otherwise they should appear after the end parenthesis.

### Long Quotations

Quotations with more than four typed lines of prose or three lines of verse should be in a free-standing block of type without quotation marks. The block should be indented two tabs from the left (use paragraph indentation under "Format" in Microsoft Word) and should be double-spaced through (as should the entire paper). If you quote poetry, maintain original line breaks in your block of type. The parenthetical citation in a long quotation comes after the closing punctuation.

Examples:

Thich Nhat Hanh explains that

Confucianism and Buddhism were at the very core of the Royalist Resistance Movement against the French from 1885-1898. In fact, these two religions provided the movement with its moral and material force. In the first stage, the movement relied heavily on Confucianism for its strength, but as Confucianism became exhausted, the principal force lay in Buddhism. (7-8)

In his poem, “The Dream,” she is described in terms of nature:

I met her as a blossom on a stem

Before she ever breathed, and in that dream

The mind remembers from a deeper sleep:

Eye learned from eye, cold lip from sensual lip. (Roethke 114)

### **Adding or Omitting Words in Quotations**

If you add a word or words within a quotation to make it clearer or flow with your own prose, you must put brackets [] around the addition to indicate that it is not part of the original text.

If you omit a word or words from within a quotation, you must indicate the deletion by using an ellipsis (three periods in succession).

## Works Consulted

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York:

MLA, 2003. Print.

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1998. Print.

Maimon, Elaine P., Janice H. Peritz, and Kathleen Blake Yancey. *A Writer's Resource:*

*A Handbook for Writing and Research*. 2<sup>nd</sup> ed. New York: 2009. Print.