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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 authority for MLA format is *The MLA Handbook for Writers of Research Papers*, currently in the 6<sup>th</sup> edition. Check it for additional information (call number in our library is REF LB2369.G53 2003)

**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)

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 underlined or italicized. Underlining and italicizing mean the same thing. 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.

#### Book, Single Author

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

[Author's last name, first name. *Full Title of Book*. Place of publication: Publisher, copyright date.]

#### Edited Book

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

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

#### 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.

[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]

### **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.

[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]

### **Corporate Author**

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

[Corporation with authoring credit. *Full Title of Book*. Place of publication: Publisher, copyright date.]

### **Journal Article (two authors)**

Searle, John, and Martin S. Balsam. "Minds, Brains, and Programs." *The Behavioral and Brain Sciences* 3 (1980): 417-24.

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

### **Anonymous Journal Article**

"In the Line of Fire." *Newsweek* 23 Aug. 1999: 20+.

["Title of Article." *Magazine/Journal Title* date of publication: page numbers (when not consecutive)]

## **ELECTRONIC RESOURCES**

### **Web Pages**

Mikkelson, Barbara and David Pokes. *Urban Legends Reference Pages, 1995-1997*. San Fernando Valley Folklore Society. 24 Sep. 1997. 2 Feb. 2002  
<<http://www.snopes.com>>.

[First author's last name, first name and second author's name. *Formal Title of Web Page*. Organization sponsoring web page. Last date web page was accessed. Date you accessed web page <web address>.]

Morrison, Anne. Home page. 19 Aug. 1999 <<http://alamo.nmsu.edu/~amorrison/>>.

[Author's last name, first name. Home page (page has no formal title). Date you accessed web page <web address>.]

### Online Encyclopedia Articles

Levine, Lewis. "Forensic Genetics." *Grolier Multimedia Encyclopedia Online*. 1997. Grolier Interactive. 7 Oct. 1998 <<http://gme.grolier.com/gme-ol/static/base/gme-srch.htm>>.

[Author's last name, first name. "Title of article." *Title of Encyclopedia*. Year of encyclopedia. Publisher of encyclopedia. Date you accessed article <web address>.]

### Online Journal Article

Flannagan, Roy. "Reflections on Milton and Ariosto." *Early Modern Literary Studies* 2.33 (1996). 22 Feb. 1997 <<http://unixg.ubc.ca:7001/0/esources/emls/02-3/flanmilt.html>>.

[Author's last name, first name. "Title of Article." *Journal Title* volume number.issue number (year of publication). Date you accessed article <web address>.]

### Online Film Review

Ebert, Roger. Rev. of *The Blair Witch Project*, dir. by Eduardo Sanchez and Daniel Myrick. *Chicago Sun-Times Online*. 7 July 1999. 30 July 1999 <[http://www.suntimes.com/ebert/ebert\\_reviews/1999/07/071603.html](http://www.suntimes.com/ebert/ebert_reviews/1999/07/071603.html)>.

[Review author's last name, first name. Rev. of *Movie Title*, dir. by director's names. *Title of Publication Review is in*. Date of publication. Date you accessed review <web address>.]

### Online Newspaper Article

Stevens, William K. "New Evidence Finds This Is Warmest Century in 600 Years." *New York Times* 28 Apr. 1998. 28 Apr. 1998 <<http://www.nytimes.com/yr/mo/day/news/national/sci-climate-study.html>>.

[Author's last name, first name and initial. "Article Title." *Newspaper Title* date of news article. Date you accessed article <web address>.]

### Online Editorial

"Disaster in Turkey." Editorial. *Washington Post* A20 19 Aug. 1999. 19 Aug. 1999 <<http://www.washingtonpost.com/wp-srv/Wpcap/1999-08/19/00lr-081999-idx.html>>.

["Title of Editorial." Editorial. *Title of Newspaper* Page Number of editorial Date of editorial. Date you accessed it <web address>.]

### E-Mail Message.

LePew, Pepe. "In Hot Pursuit of Ma Petite Poupee." E-mail to John Smith. 14 June 1999. [Author's last name, first name. "Title of message." E-mail to name of recipient. Date of email.]

### **Listserv Message**

Merrian, Joanne. "Spinoff: Monsterpiece Theatre." Online Posting. 30 Apr. 1994.  
*Shakesper: The Global Electronic Shakespeare Conf.* 27 Aug. 1997  
<<http://www.arts.ubc.ca/english/iemls/shak/shak-L.html>>.

[Author's last name, first name. "Title of Message/Subject line." Online Posting. Date of posting. *Title of Listserv*. Date you accessed message <listserv address>.]

### **Newsgroup Posting**

Doe, John. "Filtering on Public Library Internet Computers." Online Posting. 2 Apr. 1999. 24 Apr. 2000 <news:soc.libraries.talk>.

[Author's last name, first name. "Title of Message/Subject line." Online Posting. Date of posting. Date you accessed message <newsgroup address>.]

## **WORKS FROM ON-LINE SUBSCRIPTION SERVICES**

### **CQ Researcher Article**

"Medical Marijuana." *CQ Researcher* 20 Aug. 1999: Background. 19 Aug. 2001  
<<http://library.cqpress.com/cqresearcher>>.

[“Title of Article.” *CQ Researcher* date of article: section of Researcher used. Date you accessed article. <address of CQ Researcher (use the above address for all CQ Researcher articles you get through this library)>.]

### **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 (1997): 363-74. *ProQuest*. Townsend Library, New Mexico State University-Alamogordo, NM. 27 Jan. 2002  
<<http://www.proquest.com/pqdauto/>>.

[Author's last name, first name. "Title of Article." *Title of Journal article appeared in* Volume number (year of publication): page numbers of article in original journal. *ProQuest*. Townsend Library, New Mexico State University-Alamogordo, NM. Date you accessed article <address of ProQuest (use the above address for all ProQuest articles you get through this library)>.]

### **FirstSearch Article**

Floyd, Kory. "Gender and Closeness among Friends and Siblings." *Journal of Psychology* 129 (1995): 193-202. *Wilson Select. FirstSearch*. Townsend Library, New Mexico State University-Alamogordo, NM. 27 Jan. 2002  
<<http://newfirstsearch.oclc.org/FSIP>>.

[Author's last name, first name. "Title of Article." *Title of Journal* Volume number (year of publication): page numbers of article in journal. *Name of database. FirstSearch*. Townsend Library, New Mexico State University-Alamogordo, NM. Date you accessed article. <FirstSearch address (use the above address for all FirstSearch articles you get through this library).>]

### Infotrac Article

Madigan, Timothy J. "Cloning and Human Dignity." *Free Inquiry* 18.2 (1998): 57.  
*Expanded Academic Index ASAP. Infotrac.* Townsend Library, New Mexico  
State University-Alamogordo, NM. 27 Jan. 2002  
<[http://infotrac.galegroup.com/itweb/nm\\_a\\_nmsu/](http://infotrac.galegroup.com/itweb/nm_a_nmsu/)>.

[Author's last name, first name and initial. "Title of Article." *Title of Journal article*  
*appeared in* volume number: issue number (year of publication): page number or  
article in journal. *Name of database. Infotrac.* Townsend Library, New Mexico  
State University-Alamogordo, NM. Date you accessed article <Infotrac address  
(use the above address for all Infotrac articles you get through this library, except  
for Opposing Viewpoints database which is  
[http://infotrac.galegroup.com/itweb/nmsu\\_main](http://infotrac.galegroup.com/itweb/nmsu_main))>.]

### netLibrary E-book

Kennedy, Peter. *A Guide to Econometrics*. Cambridge, Mass: MIT Press, 1998.  
*netLibrary.* Townsend Library, New Mexico State University-Alamogordo, NM.  
10 Oct. 2002  
<[http://emedia.netlibrary.com/reader/reader.asp?product\\_id=11426](http://emedia.netlibrary.com/reader/reader.asp?product_id=11426)>.

[Author's last name, first name and initial. *Title of book.* Place of publication for print  
version: Publisher of print version, Publication date of print version. *netLibrary.*  
Townsend Library, New Mexico State University-Alamogordo, NM. Date you  
accessed e-book <netLibrary address>.]

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

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# 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-Roman or Palatino, 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.

## 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 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.

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).

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 referring to. 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 referring to.

### 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 double 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. (Roetke 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.

---. *MLA Style: Manual and Guide to Scholarly Publishing*. 2<sup>nd</sup> ed. New York: MLA, 1998.

Harnack, Andrew, and Eugene Kleppinger. *Online! A Reference Guide to Using Internet Sources*. New York: St. Martin's, 1998. 8 Oct. 1998

<<http://www.smpcollege.com/online-4styles~help/>>.

*MLA Style*. 9 July 1998. Modern Language Association of America. 18 Aug. 1999

<[http://www.mla.org/main\\_stl.htm](http://www.mla.org/main_stl.htm)>.