



## Roslyn High School Library REVISED for 2012

### Using MLA Format to Cite Sources for Research Papers

MLA format is a standard way of citing parenthetical references in your text and in the list of works at the end of your paper so that readers are able to find your sources. Proper formatting of your sources is required for all research.

#### A Important to Note

- ◆ **Always** copy the publication information and page numbers from your sources while you are using them.
- ◆ You must formulate complete citations for the Works Cited list in order to know how to format your parenthetical references.
- ◆ Every parenthetical reference **MUST** have a corresponding citation in your works cited list at the end of the paper.
- ◆ “Works Cited” or “Bibliography” refers to a list of your sources that are quoted, mentioned, or paraphrased while writing a paper.
- ◆ If there is no author, the Title is the first piece of information for a citation.
- ◆ When more than one city is indicated for the same publisher, use the first city listed.
- ◆ The kind of medium is included in citations, i.e. print, web, digital.
- ◆ The formats presented in this style guide are for sources you are most likely to use while doing research for high school papers.
- ◆ If you use other kinds of sources, ask your teacher or librarian for assistance, refer to a published manual of style, view the web sites listed within, or Google citation sites for additional help.
- ◆ The [MLA Handbook for Writers of Research Papers](#), 7th ed., 2009 was used to compile this summary guide.

#### B Formatting Works Cited Page

- ◆ **Number Pages:** Works Cited or Bibliography page(s) are the last numbered pages of your paper.
- ◆ **Capitalize and Center Heading:** on the top of the page.
- ◆ **Arrange Citations in Alphabetical Order:** by the first word in each entry: this will be an author last name or title. **DO NOT NUMBER.**
- ◆ **Indent the Second Line:** the second and each subsequent line in each citation are indented five spaces from the left margin.
- ◆ **Double-Space:** the entire list, both between and within entries.
- ◆ **Punctuation:** notice and use all punctuation as indicated.

#### C MLA –Style Works Cited List

**BOOKS:** The word Print follows each physical, paper book.

##### ◆ BOOK BY ONE AUTHOR

**Last Name, First Name. *Title*. Place of Publication: Publisher, Year. Print.**  
 Protzman, Fred. *Work: The World in Photographs*. Washington, DC: National Geographic, 2006. Print.

##### ◆ BOOK BY MULTIPLE AUTHORS

**Last Name, First Name, and First Name Last Name. *Title*. Place of Publication: Publisher, Year. Print.**  
 Bradley, James, and Ron Powers. *Flags of Our Fathers*. New York: Bantam Books, 2006. Print.

##### ◆ BOOK WITH NO AUTHOR

***Title*. Place of Publication: Publisher, Year. Print.**  
*American Environmentalism*. San Diego, CA: Greenhaven Press, 2004. Print.

##### ◆ EDITED BOOK

**Last Name Editor, First Name, ed. *Title*. Place of Publication: Publisher, Year. Print.**  
 Aberbach, Joel, ed. *The Executive Branch*. New York: Oxford University Press, 2005. Print.

##### ◆ WORK IN AN ANTHOLOGY (Includes Essays, Poems, Articles, or Stories from a Collection)

**Last Name, First Name. “Title of Essay.” *Title of Anthology*. Ed. Editor’s Name. Place of Publication: Publisher, year. Page(s). Print.**  
 Lippman, Matthew. "Hallelujah Terrible." *The Best American Poetry 1997*. Ed. James Tate. NY: Scribner, 1997. 132. Print.

##### ◆ MULTIVOLUME REFERENCE

**Last Name, First Name. *Title*. Vol. #. Place of Publication: Publisher, Year. Print.**  
 Brannen, Daniel E. *Supreme Court Drama Cases That Changed America*. Vol. 2. Detroit: UXL, 2001. Print.

**eBOOKS:** format depends upon source.

##### ◆ eBook from an E-READER DEVICE (downloaded)

**Last Name, First Name. *Title*. Place of Publication: Publisher, Year. Digital. (Change in publication medium only)**

##### ◆ eBook from FollettShelf (reading online)

**Last Name, First Name. *Title*. Place of Publication: Publisher, Year. Print. FollettShelf. Web. Day Month Year viewed.**  
 Schomp, Virginia. *Ancient India*. New York : Marshall Cavendish, 2010. *FollettShelf*. Web. 15 November 2011.

#### ARTICLES - Print & Internet Database

##### ◆ MAGAZINE ARTICLE (weekly magazine)

**Last Name, First Name. “Title of Article.” *Magazine* Day Month Year: Page number(s). Print.**  
 Levy, Steven. “Power to the People.” *Newsweek* 24 Sept. 2007: 46-50. Print.

##### ◆ MAGAZINE ARTICLE (monthly magazine)

**Same format as above, leave out Day.**

##### ◆ JOURNAL ARTICLE

**Last Name, First Name. “Title of Article.” *Journal Name* Volume.issue number (date): Page number(s). Print.**  
 Applebee, Arthur. “Engaging Students in the Disciplines of English.” *English Journal* 91.6 (2002): 23-29. Print.

##### ◆ NEWSPAPER ARTICLE

**Last Name, First Name. “Title of Article.” *Newspaper* Day Month Year: (Section letter, if any) page(s). Print.**  
 Barnard, Anne. “New York Investigating Facebook’s Safety Rules.” *New York Times* 25 Sept. 2007:B3. Print.

##### ◆ MAGAZINE ARTICLE FROM AN INTERNET DATABASE

**Last Name, First Name. “Title of Article.” *Magazine* Day Month Year: Page number(s). Database Name. Web. Day Month Year accessed.**  
 Weir, Ken. “Who Needs Sleep?” *Current Health*. Oct. 2005: 16-19. *OmniFile Full Text Select*. Web. 23 Sept. 2008.

##### ◆ JOURNAL ARTICLE FROM AN INTERNET DATABASE

**Last Name, First Name. “Title of Article.” *Journal Name* Volume.issue number (date): page number(s). Database Name. Web. Day Month Year accessed.**  
 Lewin, May. “How Consumers Respond to Warrantees in Internet Retailing.” *The Journal of Consumer Affairs* 40.2 (2006): 236-260. *ProQuest*. Web. 26 June 2009.

##### ◆ NEWSPAPER ARTICLE FROM AN INTERNET DATABASE

**Last Name, First Name. “Title of Article.” *Newspaper* Day Month Year: (Section letter, if any)page(s). Database Name. Web. Day Month Year accessed.**  
 Shea, Kathleen. “The Remarkably Inexact Science of College Selection.” *The Star-Ledger* 8 July 2007:6. *Gale InfoTrac*. Web. 19 August 2007.

## INTERNET CITATIONS

### Important to Note

It may be difficult to identify citation information from a web page or web site. You might not find an author, date or sponsoring agency. Gather as much information as you can by navigating through web pages and follow the order of the format with as much information as you have.

#### ◆ WEB PAGE WITHIN A WEB SITE

**Last Name, First Name. "Title of Web Page." Title of Web Site. Publisher or Sponsor, Day Month Year of Web Site (if not available use n.d.). Web. Day Month Year accessed.**

Grondine, Tracy. "Retail Food Prices Up 4 Percent in Second Quarter." *The Voice of Agriculture*. American Farm Bureau, 12 July 2007. Web. 1 October 2007.

#### ◆ ENTIRE WEB SITE

**Last Name, First Name. Title of Web Site. Sponsoring Agency, Day Month Year of Web Site. Web. Day Month Year Accessed.**

*The Avalon Project*. Yale Law School, 2008. Web. 16 June 2010.

#### ◆ E-MAIL MESSAGE

**Last Name of Writer, First Name. "Subject Line." Message to the Author. Web. Day Month Year of message. E-mail.**

Smith, John. "Regarding Your Research Request." Message to Mary S. Jones. 16 September 2008. E-mail.

#### ◆ ONLINE BOOK—free on a web site

**Last Name, First Name. Title. Year published. Hosting Web Site, Date. Web. Day Month Year Accessed.**

Kipling, Rudyard. *The Jungle Book*. 1894. *Bibliomania*. Web. 22 August 2010.

There are many other possible print, Web based and non-print sources, such as pictures, radio broadcasts, television, sound recordings, maps, interviews, advertisements, cartoons, letters, legal sources, etc. Please refer to published guide for appropriate formats, search online, or ask librarians for assistance.

## D MLA Style In-Text Citations (Parenthetical Reference)

**"In text" or "parenthetical" citation directs readers to view full citations for sources in a Works Cited or Bibliography page.**

You must indicate a source when using thoughts or words as a direct quote, paraphrase, or discussed in your writing that originated from someone else. Unless you are stating your own personal opinion, drawing conclusions, or writing creative material, all facts, background data and ideas come from some place and must be acknowledged in your text.

### REMEMBER TO FORMULATE COMPLETE CITATIONS TO BE ABLE TO CITE IN-TEXT REFERENCES.

Note correct punctuation in the examples below.

- ◆ **Refer to the author's name in the text, and put the page number in parentheses.**  
Smith states that the growth of cities was an integral part of the nation's economic development (47).
- ◆ **Include the author's name with the page number if you have not mentioned it in your text.**  
The growth of cities was an integral part of the nation's economic development (Hays 47).
- ◆ **If there is no author, use the first word of the title in quotation marks followed by the page(s)** ("Chronicle" 8-9).
- ◆ **If there are several works by one author, include the first word from the title (or more if needed to further identify the source)** (Nardo "Ancient" 94).
- ◆ **If there are no page numbers, as in web sites, leave this out.**
- ◆ **A web address or URL is never correct for in-text citation.**

## E Footnotes and Endnotes

Sometimes teachers ask for footnotes or an endnote page. For footnotes, each reference you are documenting is consecutively numbered on the bottom of the page) and for Endnotes, each reference you are documenting is numbered consecutively one a page at the end. Use the in-text or parenthetical format for each numbered item. A bibliography or works cited page must be included in addition to footnotes or an endnotes page. Do not number citations for bibliography/works cited list.

## F Citation Help on the Internet

The sites below can format your citations. Input correct information and select MLA format.

<http://www.easybib.com/>  
<http://www.bibme.org/>  
<http://citationmachine.net/>

## G Sample Works Cited List

### Works Cited

- American Environmentalism*. San Diego, CA: Greenhaven Press, 2004. Print.
- Applebee, Arthur. "Engaging Students in the Disciplines of English." *English Journal* 91.6 (2002): 23-29. Print.
- The Avalon Project*. Yale Law School, 2008. Web. 16 June 2010.
- Barnard, Anne. "New York Investigating Facebook's Safety Rules." *New York Times*. 25 Sept. 2007:B3. Print.
- Bradley, James, and Ron Powers. *Flags of Our Fathers*. New York: Bantam Books, 2006. Print.
- Brannen, Daniel E. *Supreme Court Drama Cases That Changed America*. Vol. 2. Detroit: UXL, 2001. Print.
- Grondine, Tracy. "Retail Food Prices Up 4 Percent in Second Quarter." *The Voice of Agriculture*. American Farm Bureau, 12 July 2007. Web. 1 October 2007.
- Levy, Steven. "Power to the People." *Newsweek* 24 Sept. 2007: 46-50. Print.
- Schomp, Virginia. *Ancient India*. New York : Marshall Cavendish, 2010. *FollettShelf*. Web. 15 November 2011.
- Shea, Kathleen. "The Remarkably Inexact Science of College Selection ." *The Star-Ledger* 8 July 2007:6. *Gale InfoTrac*. Web. 19 August 2009.
- Weir, Ken. "Who Needs Sleep?." *Current Health*. Oct. 2005: 16-19. *OmniFile Full Text Select*. Web. 23 Sept. 2008.