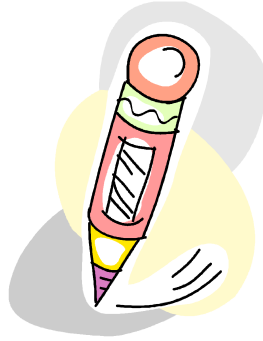


# Hudson High School Style Guide



*Compiled by the English Department*

**Name** \_\_\_\_\_  
**Teacher** \_\_\_\_\_ **Period** \_\_\_\_\_

# Index

<b>MLA Style.....</b>	<b>1</b>
<b>In-text Citations.....</b>	<b>4</b>
<b>Formatting Quotations.....</b>	<b>7</b>
<b>Works Cited Page and Citing Sources.....</b>	<b>9</b>
<b>Sample Works Cited page and Body Paragraph.....</b>	<b>23</b>

This document references the *Purdue Owl Website* and *MLA Handbook for Writers of Research Papers: 7<sup>th</sup> Edition*.

## MLA STYLE

MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citations in their essays and Works Cited pages.

Writers who properly use MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental uncredited use of source material.

### General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space the text of your paper and use a legible font such as Times New Roman, Corbel, or Arial, 12-point font size.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to one (1) inch on all sides. Indent the first line of a paragraph one half-inch from the left margin.
- Italicize the the titles of longer works (books, plays, movies, magazines, newspapers, Web sites, databases); use quotation marks when referencing the titles of shorter works (articles, short stories, poems, pages on Web sites, etc.). (see *MLA Handbook 7<sup>th</sup> Edition* 3.6.2)

## Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date in the following format (1 January 2008). Again, be sure to use double-spaced text.
- Double space again and center the title. Don't underline your title or put it in quotation marks; write the title in Initial Caps, not in all capital letters. (see *MLA Handbook 7<sup>th</sup> Edition* 3.6.1)
- Use quotation marks and italics when referring to other works in your title, just as you would in your text. For example:

Life Lessons in "The Pin"            -or-            Moral Decisions from *Of Mice and Men*

- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space and a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. Please number the first page of documents and one-page documents. If using Microsoft Word, follow these steps:
  1. Click on VIEW. Choose HEADER AND FOOTER.
  2. The cursor will be blinking up in a dashed box at the top of the page. Type your last name in this box.
  3. Send your last name to the right edge of the page by clicking on the ALIGN RIGHT icon or pushing down CONTROL and R at the same time.
  4. Go to INSERT and choose PAGE NUMBERS.
  5. When the box pops up, make sure "Show number on the first page" is checked and that "Top of Page (Header)" is selected. Click OK.
  6. Double click in the main body of your paper to get the cursor out of the header.

Here is a sample first page of an essay in MLA Style:

Smith 1
Joe Smith
Mrs. Jones
English 11
12 September 2011
The Joys of School
Start the first paragraph here....Indent the first line in every new paragraph. Make sure your margins and line spacing are correct.

# In-Text Citations: The Basics

## Basic In-Text Citation Rules

In MLA style, referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, place the author's name followed by a space and the relevant page number(s). Notice the period goes OUTSIDE the parentheses.

Human beings have been described as "symbol-using animals" (Burke 3).

When a source has no known author, use a shortened title of the work. Place the title in quotation marks if it's a short work, or underline it if it's a longer work.

Your in-text citation will correspond with an entry in your Works Cited page, which, for the Burke citation above, will look something like this:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*.

Berkeley: U of California P, 1966. Print.

We'll learn how to make a Works Cited page in a bit, but right now it's important to know that parenthetical citations and Works Cited pages allow readers to know which sources you consulted in writing your paper, so that they can either verify your interpretation of the sources or use them in their own scholarly work.

## When Citation Is Not Needed

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge. Remember, this is a rhetorical choice, based on audience. If you're writing for an expert audience of a scholarly journal, they'll have different expectations of what constitutes common knowledge.

## In-Text Citations: Author-Page Style

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

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).

The citation, both (263) and (Wordsworth 263), tells readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967.

## Anonymous Work/Author Unknown

If the work you are citing has no author, use an abbreviated version of the work's title. (For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page). For example:

An anonymous Wordsworth critic once argued that his poems were too emotional ("Great" 100).

NOTE: The full title of above referenced work is "Great English Poets."

## Citing Authors with Same Last Names

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even the authors' full name if different authors share initials) in your citation. For example:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

## Citing a Work by Multiple Authors

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with more than three authors, use the work's bibliographic information as a guide for your citation. Provide the first author's last name followed by et al. or list all the last names.

Jones et al. counter the argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

**Or**

Legal experts counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (Jones et al. 4).

**Or**

Jones, Driscoll, Ackerson, and Bell counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

## **Citing Multiple Works by the Same Author**

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

## **Citing the Bible**

If you are making a general reference to the Bible in your paper, then just capitalize Bible without italics. However, if using a specific edition, treat it as a specific work. In your first parenthetical citation, make clear which Bible you're using (italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

If future references employ the same edition of the Bible you're using, list only the book, chapter, and verse in the parenthetical citation.

The prophet was further called by God to teach others (Ezek. 1.5-10).

## Electronic Sources

One online film critic stated that *Joyeux Noel* is "...a beautiful and terrifying critique of WWI" (Garcia).

## Citing Indirect Sources

Sometimes you may have to use an indirect source. An indirect source is a source cited in another source. For such indirect quotations, use "qtd. in" to indicate the source you actually consulted. For example:

Joe Ravitch, a high school athletic director, argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

OR if first time direct source is used

Joe Ravitch, a high school athletic director, in John Weisman's article, "Serving Our Youth," argues schools are compelled to act as social workers in some cases (301).

## Formatting Quotations

### Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text and include a complete reference on the Works Cited page. 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. For example:

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

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

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

For poetry, mark breaks in short quotations of verse with a slash, /, at the end of each line of verse:

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

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

## Long Quotations

**Prose.** Place quotations longer than four typed lines in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quotation indented one inch from the left margin; you should maintain double-spacing throughout your essay. Your parenthetical citation should come **after** the closing punctuation mark. For example:

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

*Indent long passage one inch from established one-inch margin; so in total, indent is two inches from the paper's edge*

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)

**Poetry.** Place quotations of more than three lines of verse in a free-standing block and omit quotation marks. Start the quotation on a new line, with the entire quotation indented one inch from the left margin; maintain double-spacing. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. For example:

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

The faithful drudging child  
the child at 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)

## Quoting From Works of Drama

When you quote from a play in verse, mark breaks in short quotations of verse with a slash, /, at the end of each line of verse. Cite the line(s) with the name of the author's and the act, scene, and line number:

When Lady Capulet wants Juliet to consider Paris for marriage, Juliet obediently says, "I'll look to like, if looking liking move. / But no more deep will I endart mine eye / Than your consent gives strength to make it fly" (Shakespeare 1.3.103-05).

act. scene. line #s

## Adding or 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, which are three periods ( . . . ) preceded and followed by a space. For example:

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).

NOTE: Brackets are **not** needed around ellipses unless adding brackets would clarify your use of ellipses.

## Works Cited Page: Basic Format

According to MLA style, you must have a Works Cited page at the end of your paper. All entries in the Works Cited page must correspond to actual works cited in your main text.

### Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not underline or italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip additional spaces between entries.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- If citing an article or a publication originally issued in print form but that you retrieved from an online database, you should provide enough information so that readers can locate the article either in its original print form or retrieve it from the online database (if they have access).
- The first line of an entry is aligned with the left margin. The second, third, etc. lines of an entry are indented a half inch.

### Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless used as the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*
- Use italics for titles of larger works (books, magazines, films, newspapers, plays, albums, databases) and quotation marks for titles of shorter works (poems, articles, short stories, speeches, songs). See *MLA Handbook* 3.6.2 and 3.6.3 for complete list.

## Ordering by Author Names

Entries are listed **alphabetically** by author name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

**Do not** list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes such as "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

## Ordering Works with No Known Author

Alphabetize works with no known author by their titles; use a shortened version of the title in the parenthetical citations in your paper. In this sample Works Cited listing, *Boring Postcards USA* has no known author while the other two sources have known authors:

Baudrillard, Jean. *Simulacra and Simulations*.

*Boring Postcards USA*.

Burke, Kenneth. *A Rhetoric of Motives*.

## Medium of Publication

MLA now requires each works cited entry to include the medium of publication. It will appear near the end of the entry depending on the type of source. Most entries will be Print or Web, but here is a list of other medium possibilities. See each specific type of entry for placement of the medium.

Print

Web

Film

Radio

Performance

DVD

CD

Audiocassette

LP

Television

Slide program

# Works Cited Page: Books

## Publisher Abbreviation Rules

For citing the publisher, give enough information so the reader can locate the publisher. For a complete list of abbreviations consult the *MLA Handbook 7<sup>th</sup> Edition* section 7.4-5. As a quick reference, follow these rules:

- Omit articles (A, An, The), business abbreviations (Co., Corp., Inc., Ltd.) and descriptive words (Books, House, Press, Publishers); however, when citing a press, always include an abbreviated P to discern specific publisher (Ohio State UP, U of Chicago P).
- If the publisher's name includes the name of one person (F. S. Fitzgerald, Tom Henley), cite the surname alone (Fitzgerald, Henley). If there are multiple names, include only the first of the surnames (Harcourt) (Simon).
- Use standard abbreviations when possible. (See the *MLA Handbook, Seventh Edition 7.4* for a complete list).
- If the publisher is commonly abbreviated and understood, only use the abbreviation (GPO, MLA).

## Books

First or single author's name is written last name, first name. The basic form for a book citation is:

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication.

Medium of Publication.

### Book with One Author

Gleick, James. *Chaos and the Making of a New Science*. New York: Penguin, 2003. Print.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 2009. Print.

### Book with More Than One Author

First author name is written last name first; subsequent author names are written first name last name.

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

If there are more than three authors, you may list only the first author followed by the phrase **et al.**

(the abbreviation for the Latin phrase "and others"; no period after "et" and no italics or bold) 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.

Wysocki, Anne, et al. *Writing New Media*. Logan: Utah State UP, 2004. Print.

-Of-

Wysocki, Anne, Johndan Johnson, Cynthia Selfe, and Geoffrey Sirc. *Writing New Media*. Logan: Utah State UP, 2004. Print.

## **Book with No Author**

List and alphabetize by the title of the book.

*Encyclopedia of Indiana*. New York: Indiana UP, 2008. Print.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (*Encyclopedia* 235).

## **Republished Book**

Due to popularity, books may be republished without becoming a new edition, which is usually a revision of the original. For these books, insert the original publication date before the other publication information.

Butler, Judith. *Gender Trouble*. 1990. New York: McGraw, 2002. Print.

Erdrich, Louise. *Love Medicine*. 1984. New York: Perennial-Harper, 2006. Print.

## **An Edition of a Book**

There are two types of editions in book publishing: a book that has been published more than once in different editions and a book that is prepared by someone other than the author (typically an editor).

### **A Subsequent Edition**

Cite the book as you normally would, adding the number of the edition after the title.

Crowley, Sharon and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed. New York: Pearson-Longman, 2004. Print.

King, Stephen. *The Shining*. 2009 ed. New York: Random, 1986. Print.

### **A Work Prepared by an Editor**

Cite the book as you normally would but add the editor after the title.

Bronte, Charlotte. *Jane Eyre*. Ed. Margaret Smith. Oxford: Oxford UP, 1998. Print.

## A Whole Anthology or Collection

List by editor or editors, followed by a comma and "ed." or, for multiple editors, "eds."

Hill, Charles and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Chicago: U of Chicago P, 2004. Print.

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

## A Work in an Anthology, Reference, or Collection

Book parts include an essay in an edited collection or anthology, or a chapter of a book. The basic form is:

Lastname, First name. "Title of Individual Work." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages. Medium of Publication.

*Some actual examples:*

Harris, Muriel. "Engaging Reluctant Writers." *A Tutor's Guide to Helping Writers*. Ed. Ben Rafoth. Seattle: Heinemann, 2000. 24-34. Print.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art." *The Education of a Graphic Designer*. Ed. Steven Heller. New York: Allworth, 1998. 13-24. Print.

## Poem or Short Story (in an anthology) Examples:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*. Ed. Tobias Wolff. New York: Vintage, 1994. 306-07. Print.

If the specific literary work is part of the same author's collection, there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. New York: Dover, 1991. 12-19. Print.

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories*. New York: Penguin, 1995. 154-69. Print.

## Article in Reference Book:

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection, but do not include the publisher information. Also, if the reference book is organized alphabetically, as most are, don't list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 2006. Print.

"Earth." Entry 3. *Webster's Third New Dictionary*. 2007. Print.

## A Multivolume Work

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. Vol. 2. Cambridge: Loeb-Harvard UP, 1980. Print.

If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston. S. *The Age of Revolution*. New York: Dodd, 1957. Print.

## Other Print/Book Sources

Certain book sources are handled in special formats by MLA style.

### A Government Publication

Cite the author of the publication if the author is identified. Otherwise start with the name of the government, followed by the agency and any subdivision that served as the corporate author. For congressional documents, be sure to include the number of the congress and the session when the hearing was held or resolution passed. (GPO is the abbr. for the Government Printing Office.)

United States. Cong. Senate. Committee on Energy and Natural Resources. *Hearing on the Geopolitics of Oil*. 110th Cong., 1st sess. Washington: GPO, 2007. Print.

United States. Government Accountability Office. *Climate Change: EPA and DOE Should Do More to Encourage Progress Under Two Voluntary Programs*. Washington: GPO, 2006. Print.

## A Pamphlet

Cite the title and publication information for the pamphlet just as you would a book without an author.

*Women's Health: Problems of the Digestive System.* Washington: Amer. College of Obstetricians and Gynecologists, 2006. Print.

## Works Cited: Periodicals

MLA style varies for popular periodicals, such as magazines, newspapers, and scholarly journals, so always double-check your entries.

### Article in a Magazine

Cite by listing the article's author, putting the title of the article in quotations marks, and underlining or italicizing the periodical title. Follow with the date and remember to abbreviate most months (all months use first three letters with a period except May, June, and July). Basic format:

Author(s). "Title of Article." *Title of Periodical* day Month year: pages. Medium of source.

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

Buchman, Dana. "A Special Education." *Good Housekeeping* Mar. 2006: 143-48. Print. (drop the hundreds digit when it's the same for both listed pg. numbers)

**\*\*NOTE:** If an article is on more than one CONSECUTIVE page of the magazine, show the page numbers as: 76-78 .

If an article is on more than one NON-CONSECUTIVE page of the magazine, show the page numbers as: 76+ .

### Article in a Newspaper

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. 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.).

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 Aug. 2007: C1. Print.

Krugman, Andrew. "Fear of Eating." *New York Times* 21 Jul. 2007: A1+. Print.

**\*\*NOTE:** If an article is on more than one CONSECUTIVE page of the newspaper, show the page numbers as: A1-A2 .

If an article is on more than one NON-CONSECUTIVE page of the newspaper, show the page numbers as: A1+ .

## A Review

To cite a review, include the abbreviation "Rev. of" plus information about the performance that is being cited before giving the periodical information, as shown in following basic format:

Review Author. "Title of Review (if there is one)." Rev. of Performance Title, by Author/Director/Artist. *Title of Periodical* day Month year: page. Medium of publication.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Rev. of *Radiant City*, dir. Gary Burns and Jim Brown. *New York Times* 30 Nov. 2007: E1. Print.

Weiller, K. H. Rev. of *Sport, Rhetoric, and Gender: Historical Perspectives and Media Representations*, ed. Linda K. Fuller. *Choice* Apr. 2007: 1377. Print.

## An Editorial & Letter to the Editor

Cite as you would any article in a periodical but include the designators "Editorial" or "Letter" to identify the type of work it is.

"Of Mines and Men." Editorial. *Wall Street Journal* 24 Oct. 2003: A14. Print.

Hamer, John. Letter. *American Journalism Review* Dec. 2006/Jan. 2007: 7. Print.

## Anonymous Articles (no author named)

Cite the article title first and finish the citation as you would any other for that kind of periodical.

"Tourism in Greenland." *Economist* 26 Jul. 2007: 82. Print.

## An Article in a Scholarly Journal

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

### Actual example:

Bagchi, Alaknanda. "Conflicting Nationalisms and the Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-53. Print.

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

## Works Cited: Web Publications

Web publications include bibliographic databases, academic journals, reference works, online databases, and parts or whole web sites. If your particular source is not covered here, use the basic forms to determine the correct format.

### Some Tips on Handling Electronic Sources

Maintain personal copies of electronic information. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy.

### Basic Style for Citations of Electronic Sources

Here are some common features you should try to include before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names
- Title of the work (italicized if work is independent; in quotes if part of larger work)
- Title of overall Web site italicized (if separate from title of the work)
- Any version numbers available
- Publisher information (If no publisher, then use N.p.)
- Date of publication, revision, or posting (day, Month, and year as available. If no date available, then use n.d.)
- Medium of publication (Web)
- Date you accessed the material (day, Month, and year)
- Optional: Electronic address printed between carets < > ONLY IF REQUIRED BY TEACHER. MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

## Web Sources

Web sites (in MLA style, the "W" in Web is capitalized, and "Web site" or "Web sites" are written as two words) and Web pages are arguably the most commonly cited form of electronic resource today. Below are a variety of Web sites and pages you might need to cite. For additional information consult *MLA Handbook*, 7<sup>th</sup> Edition, 5.6.1.

Basic format:

Author of Site (if given). "Name of Entry." Name of Site. Name of publisher or institution/organization affiliated with the site (sometimes found in copyright statements), date of posting/revision. Medium of Publication. Date you accessed the site. <optional URL>.

Listing your date of access is necessary because web postings are often updated, and information available on one date may no longer be available later. Here are some examples:

## An Entire Web Site

*The Purdue OWL*. Purdue U Writing Lab, 2008. Web. 31 Jan. 2010.

## A Page on a Web Site

For an individual page on a Web site, list the author if known, followed by the information covered above for entire Web sites. Make sure the URL points to the exact page you are referring to, or the entry or home page for a collection of pages you're referring to:

Purdue OWL. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 10 May 2008. Web. 31 Jan. 2010.

"Caret." *Wikipedia, The Free Encyclopedia*. Wikipedia, The Free Encyclopedia. 28 Apr. 2006. Web. 10 Jul. 2006.

"How to Make Vegetarian Chili." *eHow.com*. N.p., 2006. Web. 10 Feb. 2006.

Salinger, Jim. "Life in 1980." *Through the Decades*. N.p., n.d. Web. 28 Jan. 2010.

## An Article in a Web Magazine

Author(s). "Title of Article." *Title of Online Publication*. Publisher, date of Publication. Medium of Publication. Date of Access. <optional electronic address>.

Bernstein, Mark. "10 Tips on Writing The Living Web." *How To Make Websites*. N.p., 16 Aug. 2002. Web. 4 Sept. 2006. <<http://alistapart.com>>.

## An Article in an Online Scholarly Journal

Online scholarly journals are treated different from online magazines. First, you must include volume and issue information, when available. Also, some electronic journals and magazines provide paragraph or page numbers; again, include them if available.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 33 pars. Web. 8 Dec. 2006. <<http://www.cdc.gov>>.

(Note: This author gave a web address because they thought it would be difficult to locate material.)

## An Article from an Online Database (or Other Electronic Subscription Service)

Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals page, which you can access via its link at the bottom of this page. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

**Note:** Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Colleen, and Susan Oliver. "Bees and Their Hives." *Science* 29 Apr. 2009: 642-44.  
*Science Online*. Web. 5 Mar. 2010.

From a scholarly journal:

Kohler, Kara. "Love and the American Dream: Reality or Fiction?" *Historical Journal* 22.1  
(2008): 173-82. *Proquest*. Web. 15 July 2009.

## An Article or Publication in Print and Electronic Form

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database that your library subscribes to, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if reader has access).

Provide the following information, in order, in your citation:

- Author's name (if not available, use the article title as the first part of the citation).
- "Article Title."
- *Periodical Name*
- Date of publication, revision, or posting (day, Month, and year as available. If no date available, then use n.d.):
- Page Number/Range (if pages can not be located use n. pag.)
- *Database or Service Name*.
- Medium of publication (Web.)
- Date of Access (day Month year).
- Optional: Electronic address printed between carets < > ONLY IF REQUIRED BY TEACHER. MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

The generic citation form would look like this:

Author. "Title of Article." *Periodical Name* Publication Date: page number–page number.  
*Database or Service Name*. Web. Date of access. <optional electronic address of the database>.

Here's an example:

Smith, Martin. "World Domination for Dummies." *Journal of Despotry* Feb. 2008: 66-72.  
Expanded Academic ASAP. Gale Group Databases. Purdue University Libraries. 19 Feb.  
2009.<www. Galegroup.org>.

### **E-mail (including E-mail Interviews)**

Give the author of the message, followed by the subject line in quotation marks. State to whom message was sent, the date the message was sent, and the medium of publication.

Smith, Mark. "Re: Modernist Literature." Message to the author. 15 Nov. 2003. E-mail.

Olsen, Mallory. "Re: Online Tutoring." Message to Patrick Faye. 1 Dec. 2009. E-mail.

### **A Listserve, Discussion Group, or Blog Posting**

Cite Web postings as you would a standard Web entry. Provide the author of the work, the title of the posting in quotation marks, the Web site name in italics, the publisher, and the posting date. Follow with the medium of publication and the date of access. Include screen names as author names when author name is not known. If both names are known, place the author's name in brackets. Remember if the publisher of the site is unknown, use the abbreviation *n.p.*

Editor, screen name, author, or compiler name (if available). "Posting Title." *Name of Site*. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

Schoolzcool201 [Rachel Sing]. "Chess: Brainpower or Wasting Time?" *BoardGameGeek*.  
BoardGameGeek, 29 Sept. 2008. Web. 5 Apr. 2009.

## Works Cited: Other Non-Print Sources

Below you will find MLA style guidance for other non-print sources.

### An Interview Published or Broadcast (See MLA 5.7.7 for additional information)

Connery, Sean. Interview by Ted Koppel. *Nightline*. ABC. WKYC, Cleveland. 1 Dec. 2009. Television.

Wiesel, Elie. Interview by Oprah Winfrey. *Oprah*. ABC. WKYC, Cleveland. 5 Sep. 2002. Television.

### A Personal Interview

Listed by the name of the person you have interviewed.

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

### A Lecture or Speech

Include speaker's name, title of the speech (if any) in quotation marks, meeting and sponsoring organization (if applicable); the location; and the date of delivery. In lieu of a title, label the speech according to its type, e.g., Guest Lecture, Keynote Address, State of the Union Address to indicate form of delivery.

Stein, Bob. Keynote Address. Computers and Writing Conference. Union Club Hotel, Northwestern U Chicago. 23 Feb. 2003. Address.

Wilch, Brian. Student Handbook. Hudson High School. 3 Sep. 2009. Speech.

### Broadcast Television or Radio Program

Put the name of the episode in quotation marks, and the name of the series or single program underlined or in italics. Include the network, followed by the station, city, and date of broadcast.

"The Blessing Way." *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

### Recorded Television Shows

Include information about original broadcast, plus medium of recording. When the title of the collection of recordings is different from the original series (e.g., the show *Friends* is in DVD release under the title *Friends: The Complete Sixth Season*), list the title that would help researchers locate the recording.

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. NBC. 10 Feb. 2000. DVD. Warner Brothers, 2004.

## Sound Recordings

Sound recordings list album title, label and year of release (for re-releases, it's good to offer either the original recording date, or original release date, when known). You only need to indicate the medium if you are **not** referring to a compact disc (CD), e.g., Audiocassette or LP (for long-playing record). See section about online music below.

## Entire Albums

List by name of group or artist (individual artists are listed last name first). Album title underlined or in italics, followed by label and year.

Foo Fighters. *In Your Honor*. RCA, 2005. CD.

Waits, Tom. *Blue Valentine*. 1978. Elektra/Wea, 1990. Album.

## Individual Songs

Place the name of individual song in quotation marks.

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. CD.

## Films and Movies

List film by its title, and include the name of the director, the film studio or distributor and its release year. If other information, like names of performers, is relevant to how the film is referred to in your paper, include that as well.

## Movies in Theaters

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

If you refer to the film in terms of the role or contribution of a director, writer, or performer, begin the entry with that person's name, last name first, followed by role.

Lucas, George, dir. *Star Wars Episode IV: A New Hope*. 1977. Twentieth Century Fox, 1997.  
Videocassette.

## Recorded Movies

Include format names; "Videocassette" for VHS or Betamax, DVD for Digital Video Disc. Also list original release year after director, performers, etc.

*Ed Wood*. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. 1994. DVD. Touchstone, 2004.

# Sample Pages

## First Page

Student Name

Student Last Name 1

Teacher Name

Course

Date

Title without Caps and Not Bolded

Teens in Hudson have no place to congregate during off-school hours. If they linger at a local restaurant for more than the time it takes to eat, they are asked to leave. Store owners frown upon teens coming into their shops, occasionally allowing only one or two teens in the store at a time. Skateboarding teens are even harassed by the police. In turn, these high school students feel they are not welcome in many parts of Hudson; however, this attitude and perception can be changed. The city of Hudson should provide a recreation center exclusively for teens where all high school students can feel welcome; a teen recreation center can benefit both the teenagers it serves and the community members in the town where it is located.

A recreation center provides benefits for young people. First, a rec center would provide an opportunity for teens to prove how responsible they can be. According to "Safe Communities in America," an article by Jack Athlete, studies show students who are engaged in the community are 33% less likely to get into serious trouble (118). A recreation center would provide a place for students to be engaged and out of harms' way... keep going... A recreation center would also teach young people responsibility. Students would need to keep the space

## Works Cited Page

Student Last Name 3

### Works Cited

Annichine, Christie. *Why I Love My Community*. Chicago: Knopf, 2011. 209-45. Print.

Athlete, Jack. "Safe Communities in America." *Planning and Community Development Today* May 2010: 112-34.

EBSCO. Web. 14 Aug. 2011.

Dunker, Nancy. "Kids Around Town." *The Savvy Shopper* 13 May 2010: 35+. Web. 30 Aug. 2011.

Keller, Dana. "How the Computer Can Help Your Neighborhood." *Computer PC*. N.p., 5 July 2011. Web. 15 Aug. 2011. <<http://www.computer.pc.com>>.