



## MLA STYLE ~ REFERENCE GUIDE With Detailed Citation Examples

MLA (Modern Language Association) style is usually used when writing papers for literature, the arts, or the humanities. The following is a very brief guide to formatting and citing common sources using MLA Style, based on the 7<sup>th</sup> Ed., 2009. Students should consult *The MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> Ed., for more detailed information.

### Formatting Guidelines (See Chapters 4 & 5)

**Margins and Spacing (4.1)** – All margins should be set at 1 (one) inch (top, bottom, left, and right). The first word of each paragraph should be indented ½ inch or five spaces from the left margin. The paper should be *double-spaced* throughout, including quotations, notes, and works cited. The examples below are single-spaced to fit here.

**Parenthetical Citations (5.2)** – Brief references to the full citation should be inserted within the text whenever another person’s words or ideas are incorporated into your own work. The brief reference should usually contain the author’s last name and the appropriate page numbers in parentheses. For example, the theory has been proposed in the past (Jones 56-83). *or* Jones has proposed this theory in the past (56-83).

**Page Numbering (4.4)** – Page numbers should be placed in the upper right hand corner of each page, ½ inch from the top of the page and 1 (one) inch from the right side of the page. Numbering should start on the first page and continue to the end. Your last name should be inserted before the page number on every page.

**General Rules (5.3.2-3)** – The first line of each citation should not be indented, but each following line should be indented ½ inch or 5 (five) spaces from the left margin. This is a **hanging indention**. Alphabetize the citations by the authors’ last names; use the title if no author is given. As in the rest of your paper, all lines should be *double-spaced*.

### Citing Sources

**Information to Include** – Most citations should contain the same basic elements if given, e.g., author, title, publisher, dates, etc. The type of resource determines other elements that may be included.

### Print Sources - Books and Non-periodical Resources (5.5)

The following are the most common elements, in order, for print book and non-periodical resources (NOTE THAT NOT ALL INFORMATION SOURCES INCLUDE ALL OF THESE ELEMENTS. IF ONE IS NOT GIVEN, SKIP TO THE NEXT ELEMENT)

Name(s) of author(s). “Title of a part of a book.” *Book title* (italicized). Name of any stated editor, translator or compiler. Edition used. Number(s) of volumes used of a multi-volume work. Series title & # if given. Place of publication (use the 1<sup>st</sup> city listed & only the city name for major cities, e.g. New York, London, etc.): Publisher name (include imprint name 1<sup>st</sup> if given), date of publication (latest copyright year). Medium used (Print). Page numbers if from a larger work. Supplementary bibliographic information/annotation as needed.

- **Book with a single author (5.5.2):**

Kushner, Arnold S. *When Bad Things Happen to Good People*. New York: Anchor Books-Random House, 2004. Print.

- **Book with two to three authors (5.5.4):**

Levitt, Steven D. and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. New York: William Morrow-HarperCollins, 2005. Print.

- **Book with more than three authors (5.5.4; p. 155):**

Lane, Nancy, et al. *Techniques for Student Research*. New York: Neal-Schuman Publishers, Inc., 2000. Print.

- **Books with corporate or organizational authors (5.5.5):**

American Bar Association. *Family Legal Guide*. 3<sup>rd</sup> ed. New York: Random House, 2004. Print.

- **Book with an unknown author (5.5.9):** (Do NOT use either *Anonymous* or *Anon*)

*Go Ask Alice*. New York: Simon & Schuster, 1971. Print.

- **Edited Book (5.5.13):**

Rauhut, Nils Ch. ed. *Readings on the Ultimate Questions: An Introduction to Philosophy*. 2<sup>nd</sup> ed. New York: Penguin Academics-Pearson Longman, 2007. Print.

- **A Work in an Anthology (5.5.6):**

Franco, Veronica. "To the Painter Jacopo Tintoretto." *Poems and Selected Letters*. Ed. and trans. Ann Rosalind Jones and Margaret Rosenthal. Chicago: U of Chicago P, 1998. 35-37. Print.

- **Article or Entry in an Encyclopedia or Dictionary (5.5.7); general reference works:** list only edition and year of publication for common reference works; for more specialized and less familiar reference works, give more information

"Shakespeare, William." *The World Book Encyclopedia*. 2005 ed. Print.

"Magnetic resonance." *Merriam-Webster's Collegiate Dictionary*. Deluxe ed. 1998. Print.

- **Article or entry in a less familiar or specialized reference work (5.5.7):**

Skutsch, Carl. "Ireland: the Troubles Since 1968." *Encyclopedia of Conflicts Since World War II*. James Ciment, ed. Vol. 3. Armonk, NY: Sharpe Reference-M. E. Sharpe, 1999. 821-834. Print.

- **A Multivolume Work (5.5.14):** use if you are citing 2 or more volumes in a multi-volume work

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993. Print.

#### Print Periodical Resources (5.4)

The following are the most common elements, in order, for print periodical resources (NOTE THAT NOT ALL INFORMATION SOURCES INCLUDE ALL OF THESE ELEMENTS. IF ONE IS NOT GIVEN, SKIP TO THE NEXT ELEMENT)

Name(s) of author(s). "Article title." *Title of the periodical* (journal, magazine, newspaper, etc.) Series # or name (e.g., ns), if given. Vol # (for scholarly journals, not for popular magazines) Issue # (if given for scholarly journals, not for popular magazines). Date of publication (may be the year [2005], month\* & year [Oct 2005], or the exact date [10 Oct 2005]; for scholarly journals, use only the year in ( )); for newspapers & magazines, use what is given). Page numbers. Medium used (Print). Supplementary information.

\*Note: abbreviate all months except May, June & July (see 7.2).

- **Article in a Scholarly Journal (5.4.2)** (the volume, then issue numbers follow the journal title and page numbers follow the year; do not use captions, e.g., Vol. or V., or abbreviations, e.g., p. or Pp., etc.):

Snell, Joel C. and Mitchell Marsh. "Deconstructing Meta-Analysis." *Psychology and Education: An Interdisciplinary Journal* 46.1 (2009): 36-39. Print.

- **Article in a Popular Magazine (5.4.6, p. 143):** do not give vol or issue # even if given; if pages are not consecutive, e.g., there are ads placed within the article, just give the 1<sup>st</sup> page followed by a +

Glausiusz, Josie. "'Devoted to Distraction.'" *Psychology Today* Mar/Apr. 2009: 84-91. Print.

- **Article in a Weekly or Biweekly Popular Magazine (5.4.6, p. 142-3):** do not give vol or issue # even if given; if pages are not consecutive, e.g., there are ads placed within the article, just give the 1<sup>st</sup> page # followed by a +

Perry, Alex. "South Africa Looks for a Leader." *Time* 27 Apr. 2009: 38-41. Print.

- **Newspaper Article (5.4.5):** if there is no author listed, start with the title of the article; omit initial article for English language papers, but include them for non-English, e.g., *Le Monde*; for local newspapers, include the city in [brackets] if it is not part of the name of the paper; include the edition if specified, e.g., late ed., Metro ed., etc.; include section designations with the page #.

Collin, Glenn. "Single-Father Survey Finds Adjustment Problem." *New York Times* 21 Nov. 1983: B17+. Print.

Harper, Jeremy. "BR Hispanic Population Increasing Steadily." *Advocate* [Baton Rouge] 14 May 2009, A1+. Print.

## Web Resources (5.6)

The following are the most common elements, in order, for electronic resources (NOTE THAT NOT ALL INFORMATION SOURCES INCLUDE ALL OF THESE ELEMENTS. IF ONE IS NOT GIVEN, SKIP TO THE NEXT ELEMENT)

### For Works Available Only Online (5.6.2.b, p. 184)

Name(s) of author, compiler, editor, etc. Document title (in quotations if an article or a section of a website, *italicized* if it's the entire site). Title of the site, *italicized*, if different from the work being cited. Version or edition if given. Name of sponsoring institution or organization; if not available, use N.p. Date of publication; use all that is given; if not available, use n.d. Medium (Web). Date of access; use day, month & year. Include a URL only if the source is difficult to locate or your instructor requires it; enclose it in angle brackets.

- **An Entire Website:**

Willett, Perry, ed. *Victorian Women Writers Project*. Indiana Univ. 1995-2003. Web. 19 May 2009.  
<<http://www.indiana.edu/~letrs/vwwp/>>.

- **Work, portion, or article from a Website:**

Delbanco, Dawn. "Chinese Handscrolls." *Timeline of Art History*. New York: The Metropolitan Museum of Art. April 2008. Web. 21 July 2008

"Scientists: Most Distant Object in Solar System Found." *CNN.com*. Cable News Network 15 Mar. 2004. Web. 23 Mar. 2004.

### For Works Available Online with Print Publication Information (5.6.2.c, p. 187)

List the same elements as for the print version, but instead of ending the entry with "Print" as the medium, follow with the title of the database or Web site, *italicized*, the medium used (Web), and the date of access (day, month, and year).

- **An Online Book:**

Dowd, Nancy E. *Redefining Fatherhood*. New York: New York UP, 2000. *NetLibrary*. Web. 19 May 2009.

- **Articles from an Online Database (5.6.4):** use the same information as for a print article, but omit Print as the medium; if pages are given, include them; if not, use n. pag.; follow with the database name, *italicized*, the medium (Web), and the access date (day, month, & year).

#### Scholarly journal:

Ratliffe, Katherine and Cindy Sanekane. "Conductive Education." *Teaching Exceptional Children* 41. 5 (2009): 66-72. *Academic Search Complete* Web. 19 May 2009.

#### Magazine article:

Marshall, Bob. "Stopping the Fire." *Field and Stream* May 2009: 34-36. *Academic Search Complete*. Web. 19 May 2009.

#### Newspaper:

Elie, Lolis Eric. "An Honor that's Truly Undeserved." *Times-Picayune* 16 Feb. 2004. Metro sec.: 1. *LexisNexis Academic*. Web. 21 July 2008.

**For examples of citations for other types of information, such as other print sources (e.g., theses, dissertations, etc.) or various non-print materials (e.g., television programs, art work, music, etc.), see the MLA Handbook for Writers of Research Papers, 7<sup>th</sup> edition, call number **LB 2369 .G53 2009**. Several copies are available for reference or check-out.**

#### Tips:

- Record complete citation information for each of your sources during your search process so that you will not need to go back later and search again for the information.
- Always carefully cite your sources within your paper and on the Works Cited page in order to avoid plagiarism.
- For more information on citing other online sources, refer to of the following reference site on the Internet:  
<http://owl.english.purdue.edu/owl/resource/747/01/>  
<http://library.duke.edu/research/citing/>