



## **SRHS students: Here is your 24/7 access to writing help!**

Bibliographies need to have uniform format. The two that are most commonly used are APA and MLA.

**This is your quick reference source for MLA style formatting.** You will be able to correctly write citations of your sources with the information on the following pages. Included are:

- Book – basic format
- Article – basic format
- Non-Print Resources – basic format
- Online database or web site article – basic format
- Government Publications
- Non-Print and Unusual Print Sources
- Documents from Internet Sites
- Additional citation formatting for documenting your paper

For more information about writing a paper and documenting your sources, use the link below for the OWL (Online Writing Lab) at Purdue University.

<https://owl.english.purdue.edu/>



**A UNIVERSITY WRITING CENTER MINI-COURSE  
MLA - RESEARCH DOCUMENTATION**

The information for this handout has been taken from the MLA Handbook for Writers of Research Papers, 6<sup>th</sup> ed. (New York: Modern Language Association, 2003), and is consistent with Rules for Writers, 5<sup>th</sup> ed. (Boston: Bedford/St. Martin's, 2004).

**Things to remember when creating your Works Cited page (read first):**

Center the title Works Cited at the top of the page, and then double space to start your first entry. Entries are double spaced within each one and between each one. **Entries are single spaced in this handout to save paper.**

Entries appear on the Works Cited page in alphabetical order by the author's last name, or if there is no author, by the first letter of the first meaningful word in the title.

The first line of each entry is flush with the left margin. The second line of each entry and any subsequent lines are indented ½ inch. Use the MS Format Paragraph function to create hanging indentations.

Only **one** letter space follows periods.

**Every** entry ends with a period, including electronic entries.

If you are citing a **secondary source**, in other words, an author(s) who is cited in a text by another author, see **Secondhand or indirect sources**.

**BOOKS**

**BOOKS BY A SINGLE AUTHOR**

Silver, Lee M. Remaking Eden: Cloning and Beyond in a Brave New World. New York: Levine-Scholastic, 2000.

**BOOKS BY TWO OR THREE AUTHORS**

Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorenson. The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990. Austin: U of Texas P, 1994.

**BOOKS BY MORE THAN THREE AUTHORS**

Gilman, Sander, Helen King, Roy Porter, George Rousseau, and Elaine Showalter. Hysteria beyond Freud. Berkeley: U of California P, 1993.

**OR**

Gilman, Sander, et al. Hysteria beyond Freud. Berkeley: U of California P, 1993.

**TWO OR MORE BOOKS BY THE SAME AUTHOR**

Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton UP, 1957.

--, ed. Design for Learning: Reports Submitted to the Joint Committee of the Toronto Board of Education and the University of Toronto. Toronto: U of Toronto P, 1991.

--, The Double Vision: Language and Meaning in Religion. Toronto: U of Toronto P, 1991.

--, ed. Sound and Poetry. New York: Columbia UP, 1957.

[NOTE: Works by the same author are arranged alphabetically by title (excluding *A* or *The*.)]

**BOOKS BY CORPORATE AUTHORS**

American Medical Association. The American Medical Association Encyclopedia of Medicine. Ed. Charles B. Clayman. New York: Random, 1989.

**NOTE:** Corporate authors are organizations. Omit any *A*, *An*, or *The* from the name. If the corporate author is also the publisher, in place of a publisher's name write Author.

### **ANONYMOUS BOOKS, INCLUDING THE BIBLE**

The Holy Bible: New International Version. Grand Rapids: Zondervan, 1984.

The New Jerusalem Bible. Henry Wansbrough, gen. ed. New York: Doubleday, 1985.

### **LATER EDITIONS OF BOOKS**

Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F. N. Robinson. 2<sup>nd</sup> ed. Boston: Houghton, 1957.

### **EDITED BOOKS WITH SELECTIONS BY DIFFERENT AUTHORS**

Weisser, Susan Ostrov, ed. Women and Romance: A Reader. New York: New York UP, 2001.

**NOTE:** You will only use this entry if you are citing the editor. If you are citing an individual author within an edited anthology, use **PARTS OF COLLECTIONS OF WRITINGS BY DIFFERENT AUTHORS**, below.

### **BOOKS IN A SERIES**

Murck, Alfreda. Poetry and Painting in Song China: The Subtle Art of Dissent. Harvard-Yenching Inst. Monograph Ser. 50. Cambridge: Harvard U P, 2000.

### **MULTIVOLUMES WITH A DIFFERENT AUTHOR AND TITLE FOR EACH**

Lauter, Paul. et al., eds. The Heath Anthology of American Literature. 4<sup>th</sup> ed. 2 vols. Boston: Houghton, 2002.

### **PARTS OF BOOKS BY A SINGLE AUTHOR**

Wilson, Edward O. "Heredity." On Human Nature. Cambridge: Harvard U P, 1978. 15-53.

### **PARTS OF COLLECTIONS OF WRITINGS BY DIFFERENT AUTHORS**

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

"A Witchcraft Story." The Hopi Way: Tales from a Vanishing Culture. Comp. Mando Sevillano. Flagstaff: Northland, 1986. 33-42.

More, Hannah. "The Black Slave Trade: A Poem." British Women Poets of the Romantic Era. Ed. Paula R. Feldman. Baltimore: John Hopkins U P, 1997. 472-82.

**NOTE:** The editor's name is included but after the title of the anthology.

### **ARTICLES IN ENCYCLOPEDIAS OR OTHER REFERENCE WORKS**

"Azimuthal Equidistant Projection." Merriam-Webster's Collegiate Dictionary. 10<sup>th</sup> ed. 1993.

"Mandarin." The Encyclopedia Americana. 1994 ed.

### **AUTHORS' WORK TRANSLATED OR EDITED BY ANOTHER**

Esquivel, Laura. Like Water for Chocolate: A Novel in Monthly Installments, with Recipes, Romances and Home Remedies. Trans. Carol Christensen and Thomas Christensen. New York: Doubleday, 1992.

Crane, Stephen. The Red Badge of Courage: An Episode of the American Civil War. 1895. Ed. Freson Bowers. Charlottesville, U P of Virginia, 1975.

## **PERIODICAL ARTICLES**

### **ARTICLES IN JOURNALS WITH CONTINUOUS PAGINATION THOROUGHOUT ANNUAL VOLUMES**

Mann, Susan. "Myths of Asian Womanhood." Journal of Asian Studies 59 (2000): 835-62.

### **ARTICLES IN JOURNALS WITH SEPARATE PAGINATION FOR EACH ISSUE**

Albada, Kelly F. "The Public and Private Dialogue about the American Family on Television." Journal of Communication 50.4 (2000): 70-110.

**NOTE:**"50.4" indicates the volume and issue numbers of the journal in which the article is found.

### **SIGNED ARTICLES IN MONTHLY OR WEEKLY MAGAZINES OR NEWSPAPERS**

Weintraub, Arlene, and Laura Cohen. "A Thousand-Year Plan for Nuclear Waste." Business Week 6 May 2002: 94-96.

### **ANONYMOUS ARTICLES IN MONTHLY OR WEEKLY MAGAZINES OR NEWSPAPERS**

"It Barks! It Kicks! It Scores!" Newsweek 30 July 2001: 12.

### **SIGNED ARTICLES IN DAILY NEWSPAPERS**

Jeromack, Paul. "This Once, a David of the Art World Does Goliath a Favor." New York Times 13 July 2002, New England ed.: A13+

### **ANONYMOUS ARTICLES IN DAILY NEWSPAPERS**

"A Chinese Musician Seeks Asylum in U.S." Washington Post 3 Sept. 1983: C3.

### **EDITORIALS AND LETTERS TO THE EDITOR IN DAILY NEWSPAPERS**

Safer, Morley. Letter. New York Times 31 Oct. 1993, late ed., sec. 2:4.

Gilbert, Sandra M. Reply to letter of Jerry W. Ward, Jr. PMLA 113 (1998): 131.

### **FILM REVIEWS**

Kauffmann, Stanley. "A New Spielberg." Rev. of Schindler's List, dir. Steven Spielberg. New Republic 13 Dec. 1993: 30.

### **GOVERNMENT PUBLICATIONS**

United Nations. Consequences of Rapid Population Growth in Developing Countries. New York: Taylor, 1991.

Great Britain. Ministry of Agriculture, Fisheries, and Food. Dept. of the Environment, Transport, and the Regions. Our Countryside, the Future: A Fair Deal for Rural England. London: HMSO, 2000.

United States. Cong. Joint Committee on the Investigation of the Pearl Harbor Attack. Hearings. 79<sup>th</sup> Cong., 1<sup>st</sup> and 2<sup>nd</sup> sess. 32 vols. Washington: GPO, 1946.

**NOTE:** GPO stands for the Government Printing Office.

### **NON-PRINT SOURCES AND UNUSUAL PRINT SOURCES**

#### **TELEVISION**

"Yes. . . but Is It Art?" Narr. Morley Safer. Sixty Minutes. CBS. WCBS, New York. 19 Sept. 1993.

#### **RADIO**

"Death and Society." Narr. Joanne Silberner. Weekend Edition Sunday. Natl. Public Radio. WUWM, Milwaukee. 25 Jan. 1998.

#### **MUSIC VIDEO**

Springsteen, Bruce. "Dancing in the Dark." Born in the USA. Columbia, 1984. Music video. Dir. Brian DePalma. VH1. 10 May 2002.

#### **SOUND RECORDING**

Kronos Quartet. Nuevo. Nonesuch, 2002.

Gabriel, Peter. "A Different Drum?" Perf. Gabriel, Shankar, and Youssou N'Dour. Passion: Music for the Last Temptation of Christ, a Film by Martin Scorsese. Rec. 1989. Geffen, 2002.

#### **FILMS AND VIDEO RECORDINGS**

Like Water for Chocolate [Como agua para chocolate]. Screenplay by Laura Esquivel. Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993.

It's a Wonderful Life. Dir. Frank Capra/ Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946, DVD. Republic, 2001.

#### **PERFORMANCE**

Hamlet. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Shubert Theater, Boston. 4 Mar. 1964.

#### **MUSICAL COMPOSITION / PUBLISHED SCORE**

Beethoven, Ludwig van. Symphony no.7 in A. op. 92.

Beethoven, Ludwig van. Symphony No. 7 in A, Op. 92. 1812. New York: Dover, 1998.

#### **PAINTING, SCULPTURE, OR PHOTOGRAPH**

Cassatt, Mary. Mother and Child. Wichita Art Museum. American Painting: 1560-1913. By John Pearce. New York: McGraw, 1964. Slide 22.

Bearden, Romare. The Train. Carole and Alex Rosenberg Collection, New York.

Evans, Walker. Penny Picture Display. 1936. Museum of Mod. Art, New York.

Saint Paul's Cathedral, London. Personal photograph by author. 7 Mar. 2003.

## **INTERVIEW**

Breslin, Jimmy. Interview with Neal Conan. Talk of the Nation. Natl. Public Radio. WBUR, Boston. 26 Mar. 2002.

Poussaint, Alvin F. Telephone interview. 10 Dec. 1998.

Rowling, J.K. E-mail interview. 8-12 May 2002.

## **MAP OR CHART**

Michigan. Map. Chicago: Rand, 2000.

Japanese Fundamentals. Chart. Hauppauge: Barron, 1992.

## **CARTOON**

Trudeau, Garry. "Doonesbury." Comic strip. Star-Ledger [Newark] 4 May 2002: 26.

## **ADVERTISEMENT**

The Fitness Fragrance by Ralph Lauren. Advertisement. GQ Apr. 1997: 111-12.

## **LECTURE, SPEECH, ADDRESS, OR READING**

Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum. MLA Convention.

Royal York Hotel, Toronto. 29 Dec. 1993.

## **ORIGINAL MANUSCRIPT OR TYPESCRIPT**

Chaucer, Geoffrey. The Canterbury Tales. Harley ms. 7334. British Lib., London.

Twain, Mark. Notebook 32, ts. Mark Twain Papers. U of California, Berkeley.

## **LETTER OR MEMO**

Woolf, Virginia. "To T. S. Elliot." 28 July 1920. Letter 1138 of The Letters of Virginia Woolf. Ed. Nigel Nicolson and Joanne Trautmann. Vol. 2. New York: Harcourt, 1976. 437-38.

Morrison, Toni. Letter to the author. 17 May 2001.

Cahill, Daniel J. Memo to English dept. fac., Brooklyn Technical High School, New York. 1 June 2000.

## **LEGAL SOURCE**

Aviation and Transportation Security Act. Pub. L. 107-71. 19 Nov. 2001. Stat. 115.597.

New York Times Co. v. Tasini. No. 00-2001. Supreme Ct. of the US. 25 June 2001.

**NOTE:** Titles of laws, acts, and similar documents are neither underlined nor enclosed in quotation marks, both for in-text citations and Works Cited entries. Familiar historical documents such as the U.S. Constitution and the United States Code (USC) are not included within Works Cites. They are cited only as in-text abbreviated citations, for example (US Const., art. 1, sec.1) and (17 USC 1401a, 1988).

## **PAMPHLET**

Washington, DC. New York: Trip Builder, 2000.

Renoir Lithographs. New York: Dover, 1994.

## **ELECTRONIC INFORMATION**

**NOTE:** When citing Web sites and other electronic sources, your aim is to provide enough information to allow your reader to retrieve the source. Electronic sources are not as consistent as print sources, and guidelines for bibliographic entries of electronic sources allow for some variation. Remember, the following examples are recommendations only; you should include as many citation elements as are relevant and available to you – the higher the quality of the Web site, the more useful information available. Refer to the various categories of electronic documents below:

### **BASIC ENTRY: DOCUMENTS FROM INTERNET SITES**

Author's name. "Title of Document." Information about print publication. Information about electronic publication. Access information.

### **SHORT WORK FROM A WEB SITE**

#### **With Author**

Oh, Ray. "Rita Dove." Voices from the Gaps: Women Artists and Writers of Color. 1 Jan. 2005.

University of Minnesota. 20 June 2007

<[http://voices.cla.umn.edu/vg/Bios/entries/dove\\_rita.html](http://voices.cla.umn.edu/vg/Bios/entries/dove_rita.html)>.

Leadbetter, Ron. "Hephaestus." Encyclopedia Mythica. 2 Feb. 2006. Encyclopedia Mythica Online. 21 June 2007 <<http://www.pantheon.org/articles/h/Hephaestus.html>>.

Shiva, Vandana. "Bioethics: A Third World Issue." NativeWeb. 15 Sept. 2004 <<http://www.nativeweb.org/pages/legal/shiva.html>>.

#### **Without Author**

"City Profile: San Francisco." CNN.com. 2002/ Cable News Network. 14 May 2002 <<http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/intor.html>>.

"The Day in Technology History: August 20." History Channel.com. 2002. History Channel. 14 May 2002 <<http://historychannel.com/>>. Path: Technology History; This Day in Technology History.

"Fresco Painting." Encyclopedia Britannica Online. 2002. Encyclopedia Britannica. 8 May 2002 <<http://www.search.eb.com/>>.

#### **ENTIRE WEB SITES**

Bartleby.com: Great Books Online. Ed. Steven van Leeuwen. 2002. 5 May 2002 <<http://www.bartleby.com/>>.

The Cinderella Project. Ed. Michael N. Salda. Vers. 1. 1. Dec. 1977. De Grummond Children's Lit. Research Collection. U of Southern Mississippi. 15 May 2002 <<http://www.dept.usm.edu/~engdept/cinderella/cinderella.html>>.

#### **HOME PAGES**

Cuddy-Keane, Melba. Professing Literature. Course home page. Sept. 2000-Apr. 2001. Dept. of English, U of Toronto. 4 Oct. 2002 <<http://www.chass.utoronto.ca/~mcuddy/ENG9900H/Index.htm>>.

Lancashire, Ian. Home page. 28 Mar. 2002. 15 May 2002 <<http://www.chass.utoronto.ca:8080/~ian/>>.

#### **ONLINE BOOKS**

Hawthorne, Nathaniel. "Dr. Heidegger's Experiment." Twice-Told Tales. Ed. George Parsons Lathrop. Boston: Houghton. 1883. 16 May 2002 <<http://209.11.144.65/eldritchpress.nh.tt.html>>.

#### **ONLINE GOVERNMENT PUBLICATIONS**

United States. Dept. of Justice. Office of Juvenile Justice and Delinquency Prevention. Law Enforcement and Juvenile Crime. By Howard N. Snyder. Dec. 2001. 29 June 2002 <<http://www.ncjrs.org/pdffiles1/ojjdp/191031.pdf>>.

#### **ARTICLES IN ONLINE SCHOLARLY JOURNALS**

Dane, Gabrielle. "Reading Ophelia's Madness." Exemplaria 10.2 (1998). 22 June 2002 <<http://web.english.ufl.edu/exemplaria/danefram.htm>>.

#### **ARTICLES ON NEWSWIRES, IN ONLINE MAGAZINES, OR IN ONLINE NEWSPAPERS**

"Networks Seek Familiarity, Stability." AP Online 20 May 2002. 20 May 2002 <<http://www.nytimes.com/aponline/arts/AP-TV-New-Season/html>>.

Levy, Steven. "Great Minds, Great Ideas." Newsweek. 27 May 2002/ 23 May 2002 <<http://www.msnbc.com/news.754336.asp>>.

#### **MAPS**

"Phoenix, Arizona." Map. U.S. Gazetteer. US Census Bureau. 24 Sept. 2002 <[http://factfinder.census.gov/servlet/ReferenceMapFramesetServlet?\\_lang=en](http://factfinder.census.gov/servlet/ReferenceMapFramesetServlet?_lang=en)>.

#### **E-Mail COMMUNICATIONS**

Boyle, Anthony T. "Re: Utopia." E-mail to Daniel J. Cahill. 21 June 1997.

Harner, James L. E-mail to the author. 20 Aug. 2002.

### **DOCUMENTING YOUR PAPER**

Documentation of your research paper gives credit for **ALL** direct quotations, paraphrases, and summaries of facts, ideas, or opinions.

#### **DOCUMENTATION WITHIN THE TEXT OF YOUR PAPER**

Parenthetical documentation includes the last name(s) of the author(s) – or the title you will be using in your Works Cited entry instead of an author – and the page number (s) from which the quotation, paraphrase, or summary is taken. Once you have cited an author and page number(s), if you continue to refer to that text without citing any other text, you may simply put page number(s) in the parentheses. If you are using more

than one work by an author, include the title of the work, or a shortened version of a longer title. Author and title may be given in the sentence(s) introducing the cited material or within parentheses (see example below). Page numbers are always provided parenthetically. Some examples follow. Refer to the link to the OWL writing lab for more details.

**Author and pages in parentheses:** This point has already been argued (Tannen 178-85).

**Author, shortened title, and pages in parentheses:** One's death is not a unique experience, for "every moment we have lived through we have also died out of into another order" (Frye, Double Vision 85).

**Author mentioned in text and pages in parentheses:** It may be true, as Robertson maintains, the "in the appreciation of medieval art the attitude of the observer is of primary importance" (136).

In his Autobiography, Benjamin Franklin states that he prepared a list of thirteen virtues (135-37).

**No author, only title available:** International espionage was as prevalent as ever in the 1990s ("Decade").

**Secondhand or indirect sources:** Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 2: 450).

**Long quotations:** More than four typed lines of quoted prose are indented one inch or ten letter spaces from the left-hand margin as a double-spaced block. No quotation marks are used.

**NOTE:** In a long quotation, parentheses stand outside the final period.

. . . composed by Barbara Hardie, MLA Research Documentation, University Writing Center, Western Carolina University, 2000; revised 2003; revised 2004; revised by Barbara Hardie and Maryann Peterson, 2007; revised by Caris Jonas, Reading Specialist, Staunton River High School, Bedford County Public Schools, 2008.