

# MLA Formatting and Style Guide

## **General Format**

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 citation 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 by other writers.

If you are asked to use MLA format, be sure to consult the *MLA Handbook for Writers of Research Papers* (6th edition). Publishing scholars and graduate students should also consult the *MLA Style Manual and Guide to Scholarly Publishing* (2nd edition). The *MLA Handbook* is available in most writing labs and reference libraries; it is also widely available in bookstores, libraries, and at the MLA web site. See the Additional Resources section of this handout for a list of helpful books and sites about using MLA style.

## **Paper Format**

The preparation of papers and manuscripts in MLA style is covered in chapter four of the *MLA Handbook*, and chapter four of the *MLA Style Manual*. Below are some basic guidelines for formatting a paper in MLA style.

### 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 like Times New Roman or Courier.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow their guidelines.)
- Use either italics or underlining throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page.

### 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. 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 Title Case, not in all capital letters.
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g.,
  - *Fear and Loathing in Las Vegas* as Morality Play
  - Human Weariness in "After Apple Picking"
- 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 with 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. (Note: Your instructor

or other readers may ask that you omit last name/page number header on your first page. Always follow their guidelines.)

### ***In-Text Citations: The Basics***

Guidelines for referring to the works of others in your text using MLA style is covered in chapter six of the *MLA Handbook* and in chapter seven of the *MLA Style Manual*. Both books provide extensive examples, so it's a good idea to consult them if you want to become even more familiar with MLA guidelines or if you have a particular reference question.

#### **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, you place the authors name followed by a space and the relevant page number(s).

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 instead of an author name. Place the title in quotation marks if it's a short work, or italicize 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.

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 essay, so that they can either verify your interpretation of the sources or use them in their own scholarly work.

#### **Multiple Citations**

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon:

...as has been discussed elsewhere (Burke 3; Dewey 21).

#### **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 U.P., 1967.

#### Author-Page Citation for Classic and Literary Works with Multiple Editions

Page numbers are always required, but additional citation information can help literary scholars, who may have a different edition of a classic work like Marx and Engels's *The Communist Manifesto*. In such cases, give the page number of your edition (making sure the edition is listed in your Works Cited page, of course) followed by a semicolon, and then the appropriate abbreviations for volume (vol.), book (bk.), part (pt.), chapter (ch.), section (sec.), paragraph (par.) as available. For example:

Marx and Engels described human history as marked by class struggles (79; ch. 1).

#### Anonymous Work/Author Unknown

If the work you are citing to 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 ("Wordsworth Is a Loser" 100).

#### 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 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 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:

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

Note that, in most cases, a responsible researcher will attempt to find the original source, rather than citing an indirect source.

### Citing the Bible

In your first parenthetical citation, you want to make clear which Bible you're using (and italicize or underline 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).

All future references can then just cite book, chapter, and verse, since you've established which edition of the Bible you will be using.

## ***Works Cited Page: Basic Format***

According to MLA style, you must have a Works Cited page at the end of your research paper. Works Cited page preparation and formatting is covered in chapter 5 of the *MLA Handbook*, and chapter 6 of the *MLA Style Manual*. All entries in the Works Cited page must correspond to the 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 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 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 you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, 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 they have access).

## Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*
- Use italics or underlining for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

## Listing Author Names

Entries are listed 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 like "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. For additional information on handling names, consult section 3.8 of *The MLA Handbook* and sections 6.6.1 and 3.6 of the *MLA Style Manual*.

### More than One Work by an Author

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Burke, Kenneth. *A Rhetoric of Motives*.

---. *A Grammar of Motives*.

When an author or collection editor appears both as the sole author of a text and as the first author of a group, list solo-author entries first:

Heller, Steven, ed. *The Education of an E-Designer*.

Heller, Steven and Karen Pomeroy. *Design Literacy: Understanding Graphic Design*.

## Work with No Known Author

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, *Boring Postcards USA* has no known author:

Baudrillard, Jean. *Simulacra and Simulations*.

*Boring Postcards USA*.

Burke, Kenneth. *A Rhetoric of Motives*.

### ***Works Cited Page: Books***

The *MLA Style Manual* provides extensive examples of print source citations in chapter six; the *MLA Handbook for Writers of Research Papers* provides extensive examples covering a wide variety of potential sources in chapter six. If your particular case is not covered here, use the basic forms to determine the correct format, consult one of the MLA books, visit the links in our additional resources section, or talk to your instructor.

#### 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.

#### Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin Books, 1987.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999.

#### 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 Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000.

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") 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 Francis, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004.

or

Wysocki, Anne Francis, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004.

#### Two or More Books by the Same Author

After the first listing of the author's name, use three hyphens and a period instead of the author's name. List books alphabetically by title.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993.

#### Book by a Corporate Author

A corporate author may be a commission, a committee, or any group whose individual members are not identified on the title page:

American Allergy Association. *Allergies in Children*. New York: Random, 1998.

#### Book with No Author

List and alphabetize by the title of the book.

*Encyclopedia of Indiana*. New York: Somerset, 1993.

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 underlining as appropriate. For example, parenthetical citations of the source above would appear as follows: (Encyclopedia 235).

#### Anthology or Collection

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

Hill, Charles A. and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah, NJ: Lawrence Erlbaum Associates, 2004.

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

#### A Part of a Book

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 Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages.

Some actual examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" *The Education of a Graphic Designer*. Ed. Steven Heller. New York: Allworth Press, 1998. 13-24.

### **Cross-referencing:**

If you cite more than one essay from the same edited collection, you should cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. To do so, include a separate entry for the entire collection listed by the editor's name. For individual essays from that collection, simply list the author's name, the title of the essay, the editor's last name, and the page numbers. For example:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and Weiser 131-40.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-167.

Rose, Shirley K, and Irwin Weiser, eds. *The Writing Program Administrator as Researcher*. Portsmouth, NH: Heinemann, 1999.

#### 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.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work.

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. 4 vols. Cambridge: Loeb-Harvard UP, 1980.

When citing multivolume works in your text, always include the volume number followed by a colon, then the page number(s):

...as Quintilian wrote in *Institutio Oratoria* (1:14-17).

#### An Introduction, a Preface, a Forward, or an Afterword

When citing an introduction, a preface, a forward, or an afterword, write the name of the authors and then give the name of the part being cited, which should not be italicized, underlined or enclosed in quotation marks.

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*. By Farrell. New Haven: Yale UP, 1993. 1-13.

If the writer of the piece is different from the author of the complete work, then write the full name of after the word "By." For example:

Duncan, Hugh Dalziel. Introduction. *Permanence and Change: An Anatomy of Purpose*. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv.

#### **Other Print/Book Sources**

Certain book sources are handled in a special way by MLA style.

#### The Bible (specific editions)

Give the name of the specific edition, any editor(s) associated with it, followed by the publication information

*The New Jerusalem Bible*. Susan Jones, gen. ed. New York: Doubleday, 1985.

Your parenthetical citation will include the name of the specific edition of the Bible, followed by an abbreviation of the book and chapter:verse(s), e.g., (*The New Jerusalem Bible* Gen. 1:2-6).

#### 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 the agency and any subdivision.

#### ***Works Cited: Periodicals***

MLA style is slightly different for popular periodicals, like newspapers, and scholarly journals, as you'll learn below.

#### An Article in a Newspaper or Magazine

Basic format:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages.

When writing the date, list day before month; use a three-letter abbreviation of the month (e.g., Jan., Mar., Aug.). 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.).

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.

Trembacki, Paul. "Brees Hopes to Win Heisman for Team." *Purdue Exponent* 5 Dec. 2000: 20.

#### An Article in a Scholarly Journal

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

Actual example:

Bagchi, Alaknanda. "Conflicting Nationalisms: The voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50.

If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. *Modern Fiction Studies* 40 (1998): 251-81. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. *Mosaic* 19.3 (1986): 33-49.

#### Journal with Continuous Pagination

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

## Journal with Non-Continuous Pagination

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's *White Noise*." *Arizona Quarterly* 50.3 (1994): 127-53.

### ***Works Cited: Electronic Sources***

The *MLA Style Manual* provides some examples of electronic source citations in chapter six; however, the *MLA Handbook for Writers of Research Papers* covers a wider variety of electronic sources in chapter six. If your particular source is not covered here, use the basic forms to determine the correct format, consult the *MLA Handbook*, or talk to your instructor.

### **Some Tips on Handling Electronic Sources**

It is always a good idea to maintain personal copies of electronic information, when possible. 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. Also learn to use the Bookmark function in your Web browser.

### Special Warning for Researchers Writing/Publishing Electronically

MLA style requires electronic addresses to be listed between carets (<, >). This is a dangerous practice for anyone writing or publishing electronically, as carets are also used to set off HTML, XHTML, XML and other markup language tags (e.g., HTML's paragraph tag, <p>). When writing in electronic formats, be sure to properly encode your carets.

### **Basic Style for Citations of Electronic Sources**

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

- Author and/or editor names
- Name of the database, or title of project, book, article
- Any version numbers available
- Date of version, revision, or posting
- Publisher information
- Date you accessed the material
- Electronic address, printed between carets (<, >).

### **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 pages are arguably the most popular form of electronic resource today. Below are a variety of Web sites and pages you might need to cite.

### An Entire Web Site

Basic format:

*Name of Site*. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site. <electronic address>.

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Here are some examples:

*The Purdue OWL Family of Sites*. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006.  
<<http://owl.english.purdue.edu/>>.

Felluga, Dino. *Guide to Literary and Critical Theory*. 28 Nov. 2003. Purdue University. 10 May 2006  
<<http://www.cla.purdue.edu/english/theory/>>.

Treat entire Weblogs or "blogs" just as you would a Web site. For single-author blogs, include the author name (or screen name or alias, as a last resort); blogs with many authors, or an anonymous author, should be listed by the title of the blog itself:

*Design Observer*. 25 Apr. 2006. 10 May 2006.  
<<http://www.designobserver.com/>>.

Ratliff, Clancy. *CultureCat: Rhetoric and Feminism*. 7 May 2006. 11 May 2006. <<http://culturecat.net>>.

### Long URLs

URLs that won't fit on one line of your Works Cited list should be broken at slashes, when possible.

Some Web sites have unusually long URLs that would be virtually impossible to retype; others use frames, so the URL appears the same for each page. To address this problem, either refer to a site's search URL, or provide the path to the resource from an entry page with an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon. For example, the Amazon.com URL for customer privacy and security information is

<<http://www.amazon.com/exec/obidos/tg/browse/-/551434/104-0801289-6225502>>, so we'd need to simplify the citation:

Amazon.com. "Privacy and Security." 22 May 2006.  
<<http://www.amazon.com/>>. Path: Help; Privacy & Security.

### A Page on a Web Site

For an individual page on a Web site, list the author or alias 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:

"Caret." *Wikipedia: The Free Encyclopedia*. 28 April 2006. 10 May 2006. <<http://en.wikipedia.org/wiki/Caret>>.

"How to Make Vegetarian Chili." *eHow.com*. 10 May 2006.  
<[http://www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html)>.

Stolley, Karl. "MLA Formatting and Style Guide." *The OWL at Purdue*. 10 May 2006. Purdue University Writing Lab. 12 May 2006  
<<http://owl.english.purdue.edu/owl/resource/557/01/>>.

### An Image, Including a Painting, Sculpture, or Photograph

For works housed outside of an online home, include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it (if applicable), followed by the city where it is located. Include the complete information for the site where you found the image, including the date of

access. In this first example, the image was found on the Web site belonging to the work's home museum:

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. 22 May 2006 <<http://museoprado.mcu.es/i64a.html>>.

In this next example, the owner of the online site for the image is different than the image's home museum:

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. "Klee: Twittering Machine." 22 May 2006 <[http://artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://artchive.com/artchive/K/klee/twittering_machine.jpg.html)>.

For other images, cite as you would any other Web page, but make sure you're crediting the original creator of the image. Here's an example from Webshots.com, an online photo-sharing site ("brandychloe" is a username):

brandychloe. *Great Horned Owl Family*. 22 May 2006 <[http://image46.webshots.com/47/7/17/41/347171741bgVWdN\\_fs.jpg](http://image46.webshots.com/47/7/17/41/347171741bgVWdN_fs.jpg)>.

The above example links directly to the image; but we could also provide the user's profile URL, and give the path for reaching the image, e.g.

brandychloe. *Great Horned Owl Family*. 22 May 2006 <<http://community.webshots.com/user/brandychloe>>. Path: Albums; birds; great horned owl family.

Doing so helps others verify information about the images creator, where as linking directly to an image file, like a JPEG (.jpg) may make verification difficult or impossible.

### An Article in a Web Magazine

Author(s). "Title of Article." *Title of Online Publication* Date of Publication. Date of Access <electronic address>.

For example:

Bernstein, Mark. "10 Tips on Writing The Living Web." *A List Apart: For People Who Make Websites*. No. 149 (16 Aug. 2002). 4 May 2006. <<http://alistapart.com/articles/writeliving>>.

### 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. 8 May 2006 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

### An Article from an Electronic Subscription Service

When citing material accessed via an electronic subscription service (e.g., a database or online collection your library subscribes to), cite the relevant publication information [as you would for a periodical](#) (author, article title, periodical title, and volume, date, and page number information) followed by the name of the database or subscription collection, the name of the library through which you accessed the content, including the library's city and state, plus date of access. If a URL is available for the home page of the service, include it. **Do not** include a URL to the article itself, because it is not openly accessible. For example:

Grabe, Mark. "Voluntary Use of Online Lecture Notes: Correlates of Note Use and Note Use as an Alternative to Class Attendance." *Computers and Education* 44 (2005): 409-21. ScienceDirect. Purdue U Lib., West Lafayette, IN. 28 May 2006  
<<http://www.sciencedirect.com/>>.

### E-mail or Other Personal Communication

Author. "Title of the message (if any)" E-mail to person's name.  
Date of the message.

This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would have "Personal interview."

### E-mail to You

Kunka, Andrew. "Re: Modernist Literature." E-mail to the author. 15 Nov. 2000.

MLA style capitalizes the E in E-mail, and separates E and mail with a hyphen.

### E-mail Communication Between Two Parties, Not Including the Author

Neyhart, David. "Re: Online Tutoring." E-mail to Joe Barbato. 1 Dec. 2000.

### A Listserv or E-mail Discussion List Posting

Author. "Title of Posting." Online posting. Date when material was posted (for example: 18 Mar. 1998). Name of listserv. Date of access <electronic address for retrieval>.

If the listserv does not have an open archive, or an archive that is open to subscribers only (e.g., a password-protected list archive), give the URL for the membership or subscription page of the listserv.

<<http://www.intersivity.org/lists/techrhet/subscribe.html>>

### Discussion Board/Forum Posting

If an author name is not available, use the username for the post.

cleaner416. "Add <b></b> Tags to Selected Text in a Textarea" Online posting. 8 Dec. 2004. Javascript Development. 3 Mar. 2006.  
<<http://forums.devshed.com/javascript-development-115/add-b-b-tags-to-selected-text-in-a-textarea-209193.html>>.

### 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 they have access).

Provide the following information in your citation:

- Author's name (if not available, use the article title as the first part of the citation)
- Article Title
- Periodical Name
- Publication Date
- Page Number/Range
- Database Name
- Service Name
- Name of the library where or through which the service was accessed
- Name of the town/city where service was accessed
- Date of Access
- URL of the service (but not the whole URL for the article, since those are usually very long and won't be easily re-used by someone trying to retrieve the information)

The generic citation form would look like this:

Author. "Title of Article." *Periodical Name* Volume Number (if necessary) Publication Date: page number-page number. Database name. Service name. Library Name, City, State. Date of access <electronic address of the database>.

Here's an example:

Smith, Martin. "World Domination for Dummies." *Journal of Despotry* Feb. 2000: 66-72. Expanded Academic ASAP. Gale Group Databases. Purdue University Libraries, West Lafayette, IN. 19 February 2003 <<http://www.infotrac.galegroup.com>>.

### Article in a Database on CD-ROM

"World War II." *Encarta*. CD-ROM. Seattle: Microsoft, 1999.

### Article From a Periodically Published CD-ROM

Reed, William. "Whites and the Entertainment Industry." *Tennessee Tribune* 25 Dec. 1996: 28. *Ethnic NewsWatch*. CD-ROM. Data Technologies, Feb. 1997.

### ***Works Cited: Other Non-Print Sources***

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

#### 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 name, title of the speech (if any) in quotes, details about the meeting or event where the speech was given, including its location and 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.

Stein, Bob. Keynote Address. Computers and Writing Conference. Union Club Hotel, Purdue University, West Lafayette, IN. 23 May 2003.

### Advertisement

List the company, business, or organization; the publication, broadcast network, or Web address where the advertisement appeared:

Lufthansa. Advertisement. *Time* 20 Nov. 2000: 151.

Staples. Advertisement. CBS. 3 Dec. 2000.

### A Painting, Sculpture, or Photograph

Include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it, followed by the city where it is located.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid.

If you're referring to a photographic reproduction, include the information as above, but also include the bibliographic information for the source in which the photograph appears, including a page or other reference number (plate, figure, etc.). For example:

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. *Gardener's Art Through the Ages*. 10th ed. By Richard G. Tansey and Fred S. Kleiner. Fort Worth: Harcourt Brace. 939.

### 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.

### Recorded Television Shows

Include information about original broadcast, plus medium of recording. When the title of the collection of recordings is different than 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). Label underlined or in italics, followed by label and year.

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

Waits, Tom. *Blue Valentines*. 1978. Elektra/Wea, 1990.

### Individual Songs

Place the names of individual songs in quotation marks.

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

### Spoken Word Albums

Treat spoken-word albums the same as musical albums.

Hedberg, Mitch. *Strategic Grill Locations*. Comedy Central, 2003.

### **Films and Movies**

List films by their 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.

#### 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.

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This resource was written by **Dave Neyhart and Erin E. Karper**.

Last full revision by **Karl Stolley**.

Last edited by Karl Stolley on May 28th 2006 at 11:32AM

<http://owl.english.purdue.edu/owl/resource/557/01/>

**Summary:** MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers (6th ed.)* and the *MLA Style Manual and Guide to Scholarly Publishing (2nd ed.)*, offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.

## APA STYLE GUIDE -5th Edition

from: <http://www.lib.usm.edu/research/guides/apa.html>

APA requires a hanging indent for its citations. Also, **PLEASE BE SURE TO DOUBLE SPACE CITATIONS**. For space saving reasons, the citations below are single spaced. APA requires double spacing of citations.

### Books

#### **Typical book entry -- single author**

Arnheim, R. (1971). *Art and visual perception*. Berkeley: University of California Press.

Publishing information - Spell out the publishing names of associations and university presses, but omit superfluous terms such as "Publishers," "Co.," or "Inc." If two or more locations are given, give the location listed first or the publisher's home office. When the publisher is a university and the name of the state (or province) is included in the university name, do not repeat the name of the state/province in the publisher location. When the author and publisher are identical, use the word "Author" as the name of the publisher.

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

### Multiple Authors

When a work has up to (and including) six authors, cite all authors. When a work has more than six authors cite the first six followed by "et al."

Festinger, L., Riecken, H., & Schachter, S. (1956). *When prophecy fails*. Minneapolis: University of Minnesota Press.

Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., et.al. (1967). *Nerve cells and insect behavior*. Cambridge, MA: Harvard University Press.

### Corporate authorship

Institute of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern.

### **No author identified**

*Experimental psychology*. (1938). New York: Holt.

### **Citing items in an anthology/chapter in edited book**

Rubenstein, J.P. (1967). The effect of television violence on small children. In B.F. Kane (Ed.), *Television and juvenile psychological development* (pp. 112-134). New York: American Psychological Society.

### **Reprinted or republished chapter**

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. and Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923)

Following the entry, enclose "Original work published" in parentheses, noting the original date.

### **Chapter in a volume in a series**

Maccoby, E.E., & Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P.H. Mussen (Series Ed.) & E.M. Hetherington (Vol. Ed.), *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed., pp. 1-101). New York: Wiley.

### **Citing multivolume works**

Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4). New York: Plenum Press.

In listing a multivolume work, the publication dates should be inclusive for all volumes. The volumes should be identified, in parentheses, immediately following the book title. Do not use a period between the title and the parenthetical information; close the entire title, including the volume information, with a period.

### **Edited collections**

Higgins, J. (Ed.). (1988). *Psychology*. New York: Norton. or Grice, H. P., & Gregory, R. L. (Eds.). (1968). *Early language development*. New York: McGraw-Hill.

### **Citing specific editions of a book**

Brockett, O. (1987). *History of the theatre* (5th ed.). Boston: Allyn and Bacon.

Immediately after the book's title, note the edition information in parentheses (for example, "5th ed." or "rev. ed."). Do not use a period between the title and the parenthetical information.

### **Translated works**

Freud, S. (1970) *An outline of psychoanalysis* (J. Strachey, Trans.). New York: Norton. (Original work published 1940)

The original publication date is the last portion of the entry and should be in parentheses with the note "Original work published" followed by the date.

### **Proceedings**

Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integrataion in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

or

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA, 89*, 1372-1375.

## **Journals**

### **Citing articles in journals with continuous pagination**

Passons, W. (1967). Predictive validities of the ACT, SAT, and high school grades for first semester GPA and freshman courses. *Educational and Psychological Measurement, 27*, 1143-1144.

### **Citing articles in journals with non-continuous pagination**

Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin, 66* (3), 178-200.

Because pagination begins anew with each issue of this journal, it is necessary to include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the italicized volume number and the issue number. If the periodical does not use volume numbers, include "pp." before the page numbers so the reader will understand that the numbers refer to pagination. Use "p." if the source is a page or less long.

### **Citing articles in monthly periodicals**

Chandler-Crisp, S. (1988, May) "Aerobic writing": a writing practice model. *Writing Lab Newsletter*, pp. 9-11.

### **Citing articles in weekly periodicals**

Kauffmann, S. (1993, October 18). On films: class consciousness. *The New Republic*, p.30.

### **Newspaper articles**

Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*, pp. A1,A8.

### **No author identified**

Clinton puts 'human face' on health-care plan. (1993, September 16). *The New York Times*, p. B1.

### **Reprinted or republished articles**

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (Ed.), *Research readings for discipline-based art education*. Reston, VA: NAEA. (Reprinted from *Studies in Art Education, 19* (1986), 34-39.)

Following the entry, enclose "Reprinted from" in parentheses, noting the original publication information. Close with a period.

### **ERIC Documents (Report available from the Educational Resources Information Center)**

Mead, J.V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

## **Dissertations**

### **Dissertation obtained from Dissertation Abstracts International (DAI)**

Bower, D.L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and non-referring supervisors. *Dissertation Abstracts International, 54* (01), 534B. (UMI No. 9315947)

### **Dissertation obtained from the university:**

Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

Give the university and year of the dissertation as well as the volume and page numbers from the Dissertation Abstract International.

## **Other Media**

### **Citing interviews**

Archer, N. (1993). [Interview with Helen Burns, author of *Sense and Perception*]. *Journal of Sensory Studies*, 21, 211-216.

In this example, the interview lacks a title, so a description of the interview is given in brackets. If the interview has a title, include the title (without quotation marks) after the year, and then give a further description in brackets if necessary.

Unpublished interviews do not need a reference page entry because they are what the Publication Manual of the APA calls "personal communications" and so "do not provide recoverable data." Here, the entry consists of the first initial and last name of the interviewee, the type of communication, and the date of the interview.

(N. Archer, personal interview, October 11, 1993)

### **Citing films or videotapes**

[Motion picture] replaces Film and Videotape as a bracketed descriptor. Weir, P.B. (Producer), & Harrison, B.F. (Director). (1992). *Levels of consciousness* [Motion picture]. Boston, MA: Filmways.

Here, the main people responsible for the videotape are given, with their roles identified in parentheses after their names. After the title, the medium is identified (here, a motion picture). The distributor's name and location comprises the last part of the entry.

### **Citing recordings**

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different than copyright) McFerrin, Bobby (Vocalist). (1990). *Medicine music* [Cassette Recording]. Hollywood, CA: EMI-USA.

## **Electronic Information**

The type of medium can be, but is not limited to the following: aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail based discussion groups or Web or e-mail based newsletters. Pagination in electronic references is unavailable in many cases, thus left out of the citation. The APA Manual has a short section demonstrating the format for electronic references on pp. 268-281. For other examples, visit <http://www.apastyle.org/elecref.html>

### **Citing computer software**

Arend, Dominic N. (1993). Choices (Version 4.0) [Computer software]. Champaign, IL: U.S. Army Corps of Engineers Research Laboratory. (CERL Report No.CH7-22510)

If an individual(s) has proprietary rights to the software, their name(s) are listed at the head of the entry, last names first, followed by a period. Otherwise, treat such references as un-authored. Do not italicize the title. Specify in brackets that the source is computer software, program or language. List the location and the organization's name that produced the program. Add any other necessary information for identifying the program (in this example, the report number) in parentheses at the entry's conclusion. To reference a manual, follow the same as above but add

"manual" as the source in the bracketed information. Do not add a period at the end of a citation if it ends in a web address.

### **Full-Text Database (i.e., book, magazine, newspaper article or report)**

The second date which follows is the date the user retrieved the material. No period follows an Internet Web address. Schneiderman, R. A. (1997). Librarians can make sense of the Net. *San Antonio Business Journal*, 11, 58+. Retrieved January 27, 1999, from EBSCO Masterfile database.

### **Article in an Internet-only journal**

Kawasaki, J. L., & Raven, M.R. (1995). Computer-administered surveys in extension. *Journal of Extension*, 33, 252-255. Retrieved June 2, 1999, from <http://joe.org/joe/index.html>

### **Article in an Internet-only newsletter**

Waufton, K.K. (1999, April). Dealing with anthrax. *Telehealth News*, 3(2). Retrieved December 16, 2000, from [http://www.telehealth.net/subscribe/newsletr\\_5b.html#1](http://www.telehealth.net/subscribe/newsletr_5b.html#1)

### **Internet technical or research reports**

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Foundation Web site: <http://www.rwjf.org/library/chrcare>

### **Document created by private organization, no page numbers, no date**

Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.). *Fund-raising efforts*. Retrieved November 10, 2001, from <http://www.hattiesburgcag.org>

Sometimes authors are not identified, and there is no date showing for the document. Date website was accessed should be used and efforts should be made to identify the sponsoring author/organization of the website. If none is found, do not list an author.

### **Document from university program or department**

McNeese, M.N. (2001). *Using technology in educational settings*. Retrieved October 13, 2001, from University of Southern Mississippi, Educational Leadership and Research Web site: <http://www-dept.usm.edu/~eda/>

### **E-Mail, newsgroups, online forums, discussion groups and electronic mailing lists**

Personal communications, which are not archived, should not included in reference lists and cited within the text only: Smith, Fred ("personal communication," January 21, 1999)

### **If archived**

Hammond, TI (2000, November 20). YAHC: Handle Parameters, DOI Genres, etc. Message posted to Ref-Links electronic mailing list, archived at <http://www.doi.org/mail-archive/ref-link/msg00088.html>

<http://www.lib.usm.edu/research/guides/apa.html>  
Last modified: November 2003