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
- 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.

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.
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g.,
  - <u>Fear and Loathing in Las Vegas</u> as Morality Play
  - Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.

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 author's 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. <u>Language as Symbolic Action: Essays on Life, Literature, and Method</u>.

Berkeley: U of California P, 1966.

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.

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.
```

Anonymous Work/Author Unknown

If the work you are citing to has no author, use an abbreviated version of the work's title.

```
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, follwed 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).
```

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 double quotation marks. Provide the author and specific page citation 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 some, dreams express "profound aspects of personality" (Foulkes 184),
though others disagree.
```

```
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)?
```

Long Quotations

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 quote indented one inch from the left margin; maintain double-spacing. Your parenthetical citation should come **after** the closing punctuation mark. (You should maintain double-spacing throughout your essay.) For example:

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

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)
```

Works Cited Page: Basic Format

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 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.

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: <u>Gone with the Wind</u>, <u>The Art of War</u>, <u>There Is Nothing Left to Lose</u>
- 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.

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, <u>Boring Postcards USA</u> has no known author:

```
Baudrillard, Jean. Simulacra and Simulations.


Boring Postcards USA.


Burke, Kenneth. A Rhetoric of Motives.
```

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. <u>The Hummingbird House</u>. 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. <u>The Allyn and Bacon Guide to Peer Tutoring</u>. Boston:

Allyn, 2000.

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. <u>Dickens and New Historicism</u>. New York: St. Martin's, 1997.

---. <u>The Films of the Eighties: A Social History</u>. Carbondale: Southern Illinois UP, 1993.

Book with No Author

List and alphabetize by the title of the book.

<u>Encyclopedia of Indiana</u>. 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).

A Pamphlet

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

<u>Women's Health: Problems of the Digestive System</u>. Washington: American College of

Obstetricians and Gynecologists, 2006.

<u>Your Rights Under California Welfare Programs</u>. Sacramento, CA: California Dept. of Social

Services, 2007.

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 with date and remember to abbreviate the month. Basic format:

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

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

```
Buchman, Dana. "A Special Education." Good Housekeeping Mar. 2006: 143-8.
```

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 May 2007: LZ01.
```

If the newspaper is local, include the city name in brackets after the title of the newspaper.

```
Behre, Robert. "Presidential hopefuls get final crack at core of S.C. Democrats." Post and

   Courier [Charleston, SC] 29 Apr. 2007: A11.
```

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.

Basic Style for Citations of Electronic Sources

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 ([<, >]).

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

Long URLs

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

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/w/index.php?title=Caret&oldid=157510440>.

"How to Make Vegetarian Chili." eHow.com. 10 May 2006 <http://www.ehow.com/

    how_10727_make-vegetarian-chili.html>.

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), follwed 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>.

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>.

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>.

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.

A Personal Interview

Listed by the name of the person you have interviewed.

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

A Cartoon or Comic Strip

Cite the artist, the title of the cartoon in quotations, and the appropriate designator identifying the type of document it is.

Sipress, David. Cartoon. New Yorker 18 Oct. 2004: 16.

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

Works Cited

Works Cited

"Business Coalition for Climate Action Doubles." <u>Environmental Defense</u>. 8 May 2007.

    Environmental Defense Organization. 24 May 2007

    <http://www.environmentaldefense.org/article.cfm?ContentID=5828>.

Clinton, Bill. Interview. <u>New York Times on the Web</u>. May 2007. 25 May 2007

    <http://video.on.nytimes.com/>. Keyword: Climate.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." <u>New York Times on the Web</u> 22

    May 2007. 25 May 2007 <http://www.nytimes.com/2007/05/22/science/earth/22ander.html>.

Ebert, Robert. "An Inconvenient Truth." Rev. of <u>An Inconvenient Truth</u>, dir. Davis

    Guggenheim. rogerebert.com. 2 June 2006. 24 May 2007 <http://rogerebert.suntimes.com>.

Source: http://owl.english.purdue.edu/owl/resource/557/01/