

Works Cited

Harvey, Kelly. "Aliens." Gale Encyclopedia of Multicultural America. Ed. Jeffrey Lehman. Vol. 2. 2nd ed. Detroit: Gale, 2000. 1234-1248. Gale Virtual Reference Library. Gale.

Cardinal O'Hara High School. 3 Mar. 2012

<http://go.galegroup.com/ps/start.do?p=GVRL&u=nysl_we_cohs>.

Harvey, Kelly. "Beowulf and Grendel—the Inside Story."

Washington Post. 24 Mar 2012: LZ01.

Martin, Jordan. *Critical Theory*. 28 Nov. 2009. Purdue

University. 3 May 2012

<<http://www.cla.purdue.edu/english/theory>>.

Pera, Joanne. *Chaos: Making a New Science*. New York:

Penguin Books, 2002.

MLA STYLE BOOKLET

High School and Collegiate Research Paper Format Guide 2012-2014



Cardinal O'Hara High School

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Tonawanda, NY 14150
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General Format

MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated in April 2012 to reflect the *MLA Handbook for Writers of Research Papers* (7th 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, and the Works Cited page.

Writers who properly use MLA build their credibility by demonstrating accountability to their source material. Equally important, the use of MLA style protects writers from accusations of plagiarism, which is the purposeful *or* accidental uncredited use of source material by other writers.

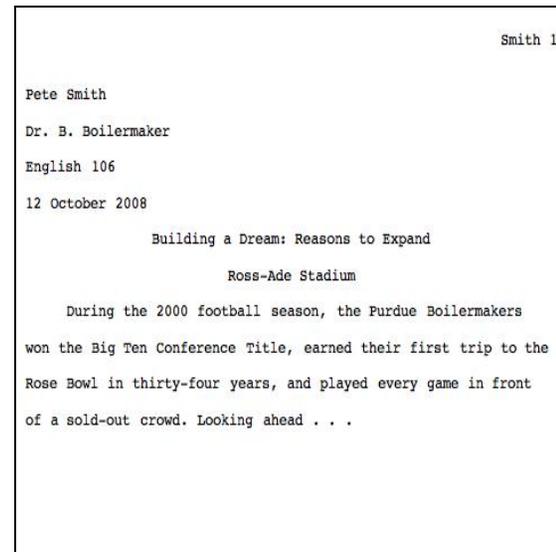
Paper Format

- 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 Times New Roman. The font size should be 12 pt;
- Set the margins of your document to 1 inch on all sides. This needs to be done manually, and can be defaulted via the “file” mode on Microsoft Word. 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, flush with the right margin; and,
- *Italicize* all titles of *books* and *films*. 2

Formatting Page 1 of Your Paper

- Make a Cover Page for your paper *only if* specifically requested. If using a Cover Page, identification information goes on the Cover Page;
- If not using a Cover Page, in the upper left-hand corner of the first page, list: your name, your instructor's name, the course, and the date. Double-spaced text;
- Double space again and center the title without underlining or using quotation marks—simply write the title in Title Case;
- Double space between the title and the first line of the text; and,
- Create a header in the upper right-hand corner that includes your last name, followed by two spaces with a page number.

Sample first page of an essay in MLA style, without cover:



Basic In-Text Citation Rules

In MLA style, refer to the works of others in your text by using **parenthetical citation**. Immediately following a quotation from a source or a paraphrase of a source's ideas, place the **author's last name**, followed by a space and the relevant page number(s). Period goes outside the parenthesis. For instance:

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

While one should avoid works without authors, if necessary, when a source has no known author, or in some cases for websites, use a shortened title of the work itself 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 must correspond with an entry in your **Works Cited** page, which, for the Pera citation above, will look like this:

Pera, Joanne. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P, 2009.

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

...as has been discussed elsewhere (Pera 3; Harvey 21).

More examples:

Renowned poet William 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).

William Wordsworth, the poet, 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 was found on page 263 of a work by an author named Wordsworth. In its basic form, this style can also be used for Websites, Newspapers, and Magazines. 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.

Works Cited Page: Basic Format

Place your Works Cited page at the end of your research paper. It is important to note that all entries in the Works Cited page must correspond to the works cited in your main text.

- Avoid using citations without a verified author;
- 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;
- Alphabetize all citations by author's last name; and,
- Double space all citations, but do not skip spaces between entries.

Other important rules:

Indent the **second and subsequent lines** of citations one tab, creating a hanging indent;

- 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; and,
- 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).

Works Cited: Websites & Electronic Sources

Websites are often difficult to find contact information from, as there is little set format. *Avoid websites like Wikipedia*, as they have the option for anyone to alter their information. Websites that have **.gov** or **.edu** are generally considered more trustworthy. Here are some common features you should try to 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 of access—the date you accessed the material; and,
- URL address, printed between carets ([<, >])

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].

Reed, Joanna. Critical Theory. 28 Nov. 2009. Purdue University. 3 May 2012 <<http://www.cla.purdue.edu/english/>>. 7

Works Cited: Databases

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 the service was accessed;
- Date of access—the date you accessed the material; and,
- URL address, printed between carets ([<, >])

The generic citation form of the database should 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 is an example:

Harvey, Kelly. "Aliens." Gale
Encyclopedia of Multicultural
America. Ed. Jeffrey Lehman. Vol. 2. 2nd
ed. Detroit: Gale, 2000. 1234-1248.
Gale Virtual Reference Library. Gale.
Cardinal O'Hara High School. 3 Mar.
2012
<[http://go.galegroup.com/ps/start.do?p=G
VRL&u=nysl_we_cohs](http://go.galegroup.com/ps/start.do?p=G
VRL&u=nysl_we_cohs)>.

Works Cited: Magazines & Periodicals

Cite by listing the article's author, putting the title of the article in quotations marks, and underlining or italicizing the periodical title. Follow with the date and remember to abbreviate the month. Basic format:

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

Here is an example:

Martin, Jordan. "The Outsiders--Overview." Time. 20 Nov. 2008: 70-71.

Works Cited: Newspapers

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, identify the edition following the date (e.g., 17 May 2008, late ed.).

Here is an example:

Harvey, Kelly. "Beowulf and Grendel—the Inside Story." Washington Post. 24 Mar 2012: LZ01. **10**

Works Cited: Books

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

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

Here is an example:

Pera, Joanne. *Chaos: Making a New Science*. **New York: Penguin Books, 2002.**

The Works Cited Page

A general Works Cited page will follow your paper. Alphabetize it by author's last name. Each entry on your Works Cited page should **match** where you used it within your text. If you cited four different sources in your text, your Works Cited page should list all four sources. On the next page is an example: