**MLA STYLE AND CITATION MANUAL**

**HILLCREST HIGH SCHOOL**

**2012-2013**

**Based on *MLA Handbook* 7th edition (2009)**

**MLA STYLE NOTES**

* NO UNDERLINING: Italicize titles of independently published works such as books, periodicals, films, etc.
* NO URLs (web addresses): URLs are no longer required if the title of the website can lead the reader directly to the website. However, if the title is not clear, the URL should be added. If a URL is needed, lines should be broken only after a slash (/).

Examples:

Felluga, Dino. Guide to Literary and Critical Thinking. Purdue U,

28 Nov. 2003. Web. 10 May 2006.

John F. Kennedy. History Channel, n.d. Web. 29 Nov. 2010.

<http://www.history.com/topics/john-f-kennedy>.

* INFORMATION NOT AVAILABLE (WEB SOURCES): If a website does not include the publisher’s name, date of publication, and/or page numbers, use the following abbreviations in place of the necessary information:
	+ n.p. : no publisher given
	+ n.d. : no date
	+ n.pag : no pagination (for online only journals or databases)

**FORMATTING YOUR PAPER**

* A title page is not needed unless requested by the teacher.
* Page Margins: Set to 1 inch on all sides.
* Spacing: Double space your paper throughout. Indentions should be set at ½ inch from the margin.
* Fonts: Use a legible, black 12 point font (Times, Bookman, Calibri, Arial, or Lucia Sans). Avoid the use of stylized fonts.
* Page Numbering: Create a header ½ inch from the top and flush with the right margin (upper right-hand corner of the page). Include your last name followed by a space and Arabic Numerals (1, 2, 3, 4) on each page.
* Heading: In the upper left-hand corner of the first page, type your name, teacher’s name, and date. The date should be placed in MLA format: day, month, and year. Example: 14 December 2012
* Title: Double-space and center your title in 12 point font. The title is not bolded, italicized, or underlined. Double space between your title and the first line of your text.

**SAMPLE PAPER**

* **Below is an example of the first page of a paper written in MLA Style, courtesy of Purdue Online Writing Lab: *The Purdue OWL*. Purdue U Writing Lab, 2012. Web. October 2012.**

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**CITATION GUIDE**

* The “Works Cited” page is a list of references listed on a separate page at the end of paper.
* Center the title “Works Cited” at one inch from the top of the page. Do not underline or quote the title.
* Entries are NEVER numbered on the Works Cited page.

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* References should be organized alphabetically by author’s last name.
* If no author is listed, alphabetize by the first word of the title (disregard a, an, the).
* Each reference should begin at the left margin and be double spaced. If the entry takes longer than one line, indent and continue citing the rest of the source (indent 5 spaces)
* Complete “Works Cited” page prior to inserting in-text citations—each in-text citation will refer to the first word in the corresponding Works Cited entry

**CITATION EXAMPLES**

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| **Source** | **Work Cited Page** | **Possible Issues** |
| **Basic Citation** | Last name, First name. *Title in*  *Italics*. Place of publication:   Publisher, Date. Medium of  Publication. | **-Titles must be placed in italics.****-If the title is part of a book or extended work, place the title in quotation marks.** |
| **Book with One Author** | Stein, Garth. *The Art of Racing in*  *the Rain.* Harper: New York,  2009. Print. |  |
| **Book with More than One Author** | Gillespie, Paula, and Neal Lerner.  *The Allyn and Bacon Guide to*  *Peer Tutoring.* Boston: Allyn,  2000. Print | **\*Reverse the order of the first author’s name only.****\*Give the authors’ names by the order listed on the title page-not necessarily in alphabetical order.** |
| **Book with Three Authors** | Silver, Harvey F., Richard W.  Strong, and Matthew J. Perini.  *The Strategic Teacher*. Upper  Saddle River: Pearson  Education, 2009. Print. |  |
| **Book with More than Three Authors** | Wysocki, Anne Frances, et al.  *Writing New Media: Theory and*  *Applications for Expanding the*  *Teaching of Composition.* Logan: Utah State Up, 2004.  Print. | **\*If more than three authors, use the first author’s name followed by the phrase et al.** |
| **Two or More Books by the Same Author** | Palmer, William J. *Dickens and*  *New Historicism*. New York: St.  Martin's, 1997. Print.---. *The Films of the Eighties: A*  *Social History*. Carbondale:  Southern Illinois UP, 1993.  Print. | **\*If you are using more than one book by the same author, use three hyphens and a period to denote the author’s name.** |
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| **Book with an Editor** | Boroff, Marie, ed. *A Gawain*  *Critical Anthology*. New York:  Norton, 1967. Print. | **\*If more than one editor, use eds.** |
| **Books with Corporative Author** | American Allergy Association.  *Allergies in Children*. New York:  Random, 1998. Print. |  |
| **Book with no Author** | *Encyclopedia of Indiana*. New  York: Somerset, 1993. Print. |  |
| **Reference, Anthology,****or Collection** | Harris, Muriel. “Talk to Me:  Engaging Reluctant Writers.” A  Tutor’s Guide: Helping Writers  One on One. Ed. Ben Rafoth.  Portsmouth, NH: Heinemann, 2000. 24-34. Print. | **\*If no author, begin with the title. Give the page numbers for the entire piece of the work that you are using.** |
| **Books with no place of publication, no publisher, date, or no date** | McCarty, Burke. The Suppressed  Truth About the Assassination of Lincoln. N.p.: n.p, n.d. |  |
| **One work from a multivolume work** **Government Publication** | Muir, John. *The Writings of John*  *Muir*. 8 vols. Boston: Houghton, 1916-1918.  Print.United States. Dept. of Labor.  Bureau of Statistics. *Dictionary* *of Occupational Titles*. 4th ed. Washington: GPO, 1977. Print. |  |
| **Article in a Magazine** | Poniewozik, James. “TV Makes a  Too-Close Call.” *Time* 20 Nov.  2000: |  **\*No period is needed after the title of the magazine/****newspaper.****\*Abbreviate months except May, June, July.** |
| **Article in a Newspaper** | Brubaker, Bill. “New Health Center Targets Country’s Uninsured Patients.” *Washington Post* 24 May 2007.LZ01+. Print. | **\*Pages will be indicated differently in newspapers.****\*+ is used to show the article continued onto another page.** |
| **Film/Television** | *Ed Wood*. Dir. Tim Burton.  Touchstone, 1994. DVD. |  |

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| **Personal Interview** | Smith, Joe. Personal Interview. 7  Dec. 2010. | **\*This is for interviews conducted personally.** |
| **Image (Photograph, Painting, Sculpture)** | Picasso, Pablo. *Le Moulin de la*  *Galette*. 1900. Guggenheim,  New York. *Guggenheim:*  *Thannhouser Collection*. Web. 7  Dec. 2010. | **\*If viewed on the Internet, include the name of the webpage and the date of access.** |
| **Article in Online Scholarly Journal** | Dolby, Nadine. “Reasearch in  Youth Culture and Policy:  Current Conditions and Future  Directions.” *Social Work and*  *Society: The International*  *Online-Only Journal* 6.2 (2008):  n. pag. Web. 20 May 2009. | **\*This is for a journal that is published online only. Be sure to include n.pag to indicate that there are no page numbers.** |
| **Article in Online Scholarly Journal that also Appears in Print** | Wheelis, Mark. “Investigating  Disease Outbreaks Under a Protocol to the Biological and  Toxin Weapons Convention.” *Emerging Infectious Diseases* 6.6 (2000). 595-600. Web. 8 Feb  2009. | **\*This article appears online and in print. Indicate which version you viewed by “Web” or “Print.”** |
| **Blog Posting** | Editor, screen name, author, or  compiler name (if available). “Posting Title.” Name of  institution/organization affiliated  with the site (sponsor or  publisher). Medium of  publication. Date of access.Salmar1515 [Sal Hernandez]. “Re:  Best Strategy: Fenced Pastures  vs. Max Number of Rooms?”  *BoardGameGeek*.  BoardGameGeek. 29 Sept.  2008. Web. 5 Apr. 2009. | **\*The first citation is the basic citation. An example is listed below the base citation.****\*If the publisher is not known, write “n.p.” for no publisher.****\*The website and institution name may be the same. Only italicize only the name of the site.** |
| **Website** | Editor, author, or compiler name  (if available). *Name of Site*.  Version number. Name of  institution/organization affiliated  with the site (sponsor or  publisher), date of resource  creation (if available). Medium of  publication. Date of access.Dell, Amore. *How Shark Scales*  *Give Predator Deadly Speed*.  National Geographic. 23 Nov.  2010. Web. 29 Nov. 2010. | **\*Date of access means the date that you viewed the website.** |
| **Scholarly Journal** | 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. Print. | **\*Always provide issue numbers when available.****\*15.1 is the issue number in this example** |

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| **Short Work from a Website** | Author’s name. “Title of short work.” *Title of Site*.  Sponsor of site, date of  publication. Medium. Date of  Access.Shiva, Vandana. “Bioethics: A  Third World Issue.”  *NativeWeb*, n.d. Web. 22 Jan.  2009. | **\*Follow this example for short online works such as articles, poems, and other documents that are not book length or that appear as internal pages on a website.** |

**Using Quotations**

* Quotes are formatted differently based on length.
* If citing two or more works from the same author, include the title of the specific work instead of the name of the author.

**Short Quotations (Prose)**

* Short quotes are comprised of four or less typed lines of prose.

**Usage Guidelines**

* Enclose quotes with double quotation marks.
* Include citation in parenthesis after the quotations marks.
* Remember to include question marks and exclamation points if used in quotation.
* Your punctuation should appear after the citation.

 **Examples:**

**“I saw that the dress had been put upon the rounded figure of a young woman, and the figure upon which it now hung loose, had shrunken to skin and bone” (Dickens 48).**

**Is it possible that dreams may express “profound aspects of personality” (Foulkes 184)?**

**Long quotations (Prose)**

* Long quotations are longer than four lines of prose.

**Usage Guidelines**

* Start quotation on a new line with a one inch margin from the left side of the page.
* A colon is usually used to lead into the quotation. (See example)
* No quotation marks are needed.
* Double space the quotation.
* The citation should come after the closing punctuation.

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)

**Quotations in Poetry**

* **Short quotations**
	+ You should include short quotations within your text
	+ If using more than one line, use a slash (/) to separate lines.

**Examples:**

Bradstreet evokes a sense of mortality in the following line: “All things within this fading world hath end” (1).

Reflecting on the “incident” in Baltimore, Cullen concludes, “Of all the things that happened there / That’s all that I remember” (11-12).

**Quotations in Poetry**

* **Long quotations**
	+ Indent one inch from the left margin unless the poem has unusual spacing.
	+ Double space between lines and only use punctuation mark included in the poem
	+ Do not use quotation marks
	+ The citation follows the last line. If the citation will not fit on the line, it should appear on a new line.

**Example:**

Elizabeth Bishop’s “In the Waiting Room” provides evocative details:

It was winter. It got dark

Early. The waiting room

was full of grown-up people,

arctics and overcoats,

lamps and magazines. (6-10)