

Quick Guide to MLA Documentation

The Works Cited page is **double-spaced** and the title Works Cited should appear centered at the top of the page. The first line of any individual citation should be 1 inch from the left edge of the paper; subsequent lines should be indented further by 1/2 inch. All entries are alphabetized by the author's last name. **Titles are now italicized as opposed to underlined.**

Entries should appear in alphabetical order by the author's last name (or the name of the article if no author is listed).

Books

- One Author* Mecca, Mark. *To Know Cars Is to Love Cars*. New York: Oxford UP, 2008. Print.
- Second Book by Same Author (Alph. by Title)* ---. *The Most Magnificent Mechanic on Mars: An Autobiography*. New York: Knopf, 2007. Print.
- No Author* *Preparing for the ACT Assessment*. Iowa City: ACT Publications, 2008. Print.
- 1-3 Authors* Sullivan, Arlene, Mark V. Mecca, and Chaleo Smith. *Most Common Neuropsychological Disorders among Urban Youth*. London: Longman, 2000. Print.
- 4+ Authors* Ruh, JoAnn, et al. *Effective Procedures in Office Administration*. Norwood, NJ: Ablex, 2003. Print.
- An edition* King, Mike. *Across America on Two Wheels* 4th ed. Boston: St. Martin's, 2007. Print.
- Anthology Chapter* Askew, Mike. "Early Jazz Styles." *The History of Jazz in America*. Ed. Edward Heitzman. Toronto: Penguin, 2005. 7-69. Print.

Online Resources

MLA recommends that you exclude the URL unless the reader cannot locate the source without it or when your instructor requires it. If you present a URL, give it immediately following the date of access, a period, and a space.

- Web Sites* Mecca, Mark. "Car Repairs for the Common Man." *American Automobile Enthusiasts.com*. American Automobile Enthusiasts. 2009. Web. 2 Mar. 2009.
- Podcast* Sims, Andrew, et al. "Harry Potter Versus Voldemort: Final Debate (Show 166)." *MuggleCast*. 19 Dec. 2008. Web. 27 Dec. 2008.
- PDF, MP3, JPEG* Johnson, Beverly. "The Student Teacher." *The Educator Review*. 32.9 (2001): 302-44. JSTOR. PDF file.
- Abrams, David. "The Building of the CNN Tower." 1998. *Microsoft Word file*.
- Beethoven, Ludwig Van. *Moonlight Sonata*. Crownstar. 2006. MP3.
- YouTube* freddiew. "The Crying PC Gamer." *YouTube*. YouTube. 25 Apr. 2011. Web. 12 Oct. 2011.
- Sound Recording* Beethoven, Ludwig van. *Symphony No. 9 in D Minor "Choral."* Perf. Elisabeth Schwarzkopf, Elisabeth Hongen, Hans Hopf, and Otto Edelmann. Chor und Orchester de Bayreuther Fetspiele. Cond. Wilhelm Furtwangler, Rec. 29 Jul. 1951.EMI, 1998. CD. Great Recordings of the Century.
- Taylor, James. *October Road*. Sony Music Entertainment, Inc., 2000. CD.
- Film* *Harry Potter and the Half-Blood Prince*. Dir. David Yates. Perf..Daniel Radcliffe, Emma Watson, and Rupert Grint. Warner Bros. Pictures Distribution, 2009. Film.

- DVD* *Ice Age: The Meltdown*. Dir. Tim Burton. Perf. Ray Ramano, John Leguzamo, Queen Latifah. Twentieth Century Fox Animation, 2006. DVD.
- Performance* *Hamlet*. By William Shakespeare. Dir. Saul Elkin. Perf. Paul Todaro. Delaware Park, Buffalo. 19 July 2005. Performance.
- Visual Art* Gauguin, Paul. *The Yellow Christ*. 1889. Oil on canvas. Albright-Knox Art Gallery, Buffalo, New York.
- Bearden, Romare. *The Street*. N.d. Private collection of Mrs. Robert M. Benjamin, New York.
- Image* Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. *Gardeners Art through the Ages*. 10th ed. By Richard G Tansey and Fred S. Kleiner. Fort Worth: Harcourt Brace. 939. Print.
- Da Vinci, Leonardo. *Mona Lisa*. 1503. Musee du Louvre, Paris. *ibiblio.org*. Web. 22 Feb. 2002.
- Maps/Charts* *Food Pyramid*. Chart. Hauppauge: Barron, 1992. Print.
- United States: 1800*. Map. Chicago: Rand, 2000. Print.
- “Old World Travelers.” Map. *The United States and its History*. By John Brown. New York: Houghton, 2001. 78. Print.
- “Buffalo, New York.” Map. Google Maps. *Google*, 12 Feb. 2009. Web. 16 Apr. 2011.
- Interview* Cruise, Tom. Telephone interview. 20 Jan. 1990.
- Updike, John. Interview by Scott Simon. *Weekend Edition*. Natl. Public Radio. WBUR, Boston. 2 Apr. 1994. Radio.
- Brown, Byron. Personal interview. 22 Jun. 2007.
- Creek, Donna. Telephone interview. 10 Dec. 2009.

- E-mail* Jones, Sara. "Re: Writing Centers." Message to author. 28 Jan. 2001.
E-mail.
- Graves, Sam. "Re: Artwork." Message to Karen Johnson. 12 Feb. 2002.
E-mail.
- Cartoon or Comic Strip* Adams, Scott. "Dilbert." Comic Strip. *The Buffalo News* 6 Jul. 2009: B7.
Print.
- Advertisement* Southwest Airlines. Advertisement. CNN. 4 May 2009. Television.
- Magazines* Armstrong, Larry, Dori Jones Yang, and Alice Cuneo. "The Learning Revolution: Technology is Reshaping Education – at Home and at School." *Business Week*. 28 Feb. 2007: 80-88. Print.
- Journals* Hodge, James G. Jr., Lawrence O. Gostin, and Peter D. Jacobson. "Legal Issues Concerning Electronic Health Information." *JAMA* 282 (2003): 1466-71. Print.
- DATABASES:**
- Encyclopedia* "Earthquake." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 6 Jun. 2009.
- Magazine* Koch, Kathy. "Medical Marijuana." *CQ Researcher* 20 Aug. 2002: 705, 707+. ProQuest. Web. 2 Mar. 2009.
- Newspaper* Coates, Steve. "Et Tu, Cybernetica Machina User?" *New York Times* 28 Oct. 2008, late ed.: D4. ProQuest. Web. 2 Mar. 2009.
- Journals* Crespo, G. Gomez. "Cigarette advertisement cites journal." *Journal of the National Cancer Institute* 89:3 (2001): 260+. ProQuest. Web. 2 Mar. 2009.
- Fineman, Howard. "Bush's Forbes Obsession." *Newsweek*. 1 Jan. 2007: 26+. EBSCOhost. Web. 2 Mar. 2009.

DeNoon, Daniel J. "Fertility Treatment May Protect Against HIV."

AIDS Weekly Plus. 22 Sep. 2008: 32. InfoTrac Health

Reference Center-Academic. Web. 2 Mar. 2009.

Online-only

Kessl, Fabian and Nadia Kutsche. "Rationalities, Practices, and

Resistance in Post-Welfarism. A Comment on Kevin

Stenson." *Social Work & Society* 6.1 (2008): n. pag. Web.

10 Oct. 2008.

No author

"The Battle of the Books." *Humanist*. ProQuest. 19 Oct.

2005. Web. 5 Jan. 2009.

Example of In-Text Citation of sources:

For British women, "the war years stand out as a time of emancipation, between prewar parental restraints and postwar marital domesticity" (Reynolds 457).

Example of Works Cited page

Double space, alphabetize by author's last name or title of work if no author. If multiple works by the same author, only use author's name once. Indent second and subsequent lines included in the citation.

Works Cited

Baker, Russell, ed. *The Norton Book of Light Verse*. New York: Norton, 1986. Print.

---, ed. *Russell Baker's Book of American Humor*. New York: Norton, 1993. Print.

Berlage, Gai Ingham. *Women in Baseball: The Forgotten History*. Westport: Greenwood, 1994. Print.

"Ginsburg, Ruth Bader." *Who's Who in America*. 48th ed. 1994. Print.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. Republic, 1988. DVD.

Wiener, Leonard. "A Trickier Tax Season." *U.S. News and World Report*. 12 Mar. 2007. 142. 9:44+ EBSCOhost. Web. 2 Mar. 2009.

Quick Guide to MLA In-Text Citations

In-text or parenthetical citations are the MLA method of giving a source the proper credit by placing the relevant information in parenthesis after a quotation, paraphrase, or summary. Citing frequently throughout your work prevents any appearance of plagiarism.

General Guidelines:

- The type of information needed depends on (1) the medium and (2) the source's corresponding entry on the Works Cited page.
- The information that is used in-text must correspond to the information provided on the Works Cited page. Whatever word or phrase is used in-text must be the first word or phrase for that entry as it appears on the Works Cited page.

Author-Page Citation (Print)

MLA format for author-page citations requires the usage of the author's last name and the page number from which the information was taken. The complete reference information should be included on your works cited page. You may either use the author's name in the sentence itself or in the parenthetical citation following the sentence. The page number will always appear in the parenthetical citation after the sentence and should never be included in the sentence itself. For example:

Rossabi felt that it was under the leadership of Chinggis Khan that the Mongols were able to conquer the rest of Asia (4).

or

Rossabi states, "Under the leadership of Chinggis Khan (ca. 1162-1227), the Mongols burst upon the rest of Asia" (4).

or

The Mongols, lead by Chinggis Khan, were able to conquer all of Asia (Rossabi 4).

All three of the above examples alert the read to the author and specific page number of the information used. The reader can then refer to the Works Cited page to find the complete bibliographical information. The corresponding Works Cited entry would appear as:

Rossabi, Morris. *Khubilai Khan: His Life and Times*. Berkeley: U.P.C., 1988. Print.

No Known Author (Print)

If there is no known author for a source, use an abbreviated version of the title of the work. Short works (e.g. articles) appear in quotation marks and longer works (e.g. books) are italicized along with the page number. For example:

The generation of the 1960's experienced a major societal change as women began to engage in many nontraditional activities ("Women and Change" 32).

The corresponding Works Cited entry would appear as:

"Women and Change in the 1960's." *Life*. 28 Feb. 2007: 80-88. Print.

Or you could write it this way:

The young men and women of the 1960's became involved in a variety of activities that they felt would bring about change in society (*The Generation Change* 132).

The corresponding Works Cited entry would appear as:

The Generation of Change: Movements in Society. Boston: Oxford U.P., 2002.

Print.

Citing Authors with the Same Last Name (Print)

If you are using two authors with the same last name, provide the authors' first initial (or full first name if the initials are the same) along with the last name and page number. For example:

Women were thought to have found their voice through working with the civil rights movement (A. Smith 23). Others have argued that women found their voice at the turn of the century when they rallied around women's suffrage (C. Smith 388).

The corresponding Works Cited entries would be alphabetized by the author's first name. For example:

Smith, Allen. *Women's Voices*. New York: Oxford UP.2008. Print.

Smith, Charles. *The Suffrage Movement*. London: Longman, 2004. Print.

Citing Work by Multiple Authors (Print)

For a source with three or fewer authors use all three authors' last names, separated by commas, in the parenthetical citation. For example:

Frontiers: A Journal of Women Studies began publication in 1975. Along with *Signs* and *Feminist Studies*, it was one of the first academic journals to emerge from the second wave of the Women's Movement (Smith, Johnson, and Wright 229).

The corresponding Works Cited entry would appear as:

Smith, Derrick, David Johnson, and Patrick Smith. *Women's Voices*. London: Longman, 2009. Print.

If the source has more than three authors, provide the first author's last name followed by "et al." For example:

Refusing to be rendered historically voiceless any longer, women are creating a new history-using our own voices and experiences (Jones et al. 79).

The corresponding Works Cited entry would appear as:

Jones, Roger, et al. *Women's Oral History*. New York: Knopf, 2010. Print.

Citing Multiple Works by the Same Author

If you are using multiple works by the same author provide the author's last name followed by a comma, followed by a shortened version of the title of the in quotes, followed by the page number.

For example:

When looking at the developments of the 1960's one can see how the women's and civil rights movements had the same roots (Smith, "Two Movements" 79). Smith explores the concept that in the early stages of the civil rights movement that women actually were the backbone ("Women and the Civil" 355).

*Note the second parenthetical reference did not include the author's last name as it was included in the sentence itself.

The corresponding Works Cited entries would be alphabetized according to the title of the work. For example:

Smith, Andrew. *Two Movements*. New York: Knopf. 2010. Print

Smith, Andrew. *Women and the Civil Rights Movement*. New York: Knopf. 2009. Print.

Multiple Citations

When using multiple sources in the same parenthetical reference, the individual citations should be separated by a semicolon and should be alphabetical. For example:

The first landmark *Frontiers* issue on women's oral history (1977) was intended to fill this information gap. Oral history—interviewing people for the purpose of recording their personal and historical memories—was the perfect tool for the grassroots effort of interviewing ordinary women (Albert 75; Smith 269).

The corresponding Works Cited entries would appear as previously mentioned.

Citing the Bible

When citing the Bible it is important to make clear which Bible you are using, as translation varies from Bible to Bible. The title should be italicized, followed by chapter and verse. For example:

The Lord told Moses that in order to cleanse the Levites he needed to separate them from the Israelites (*The New Jerusalem Bible*, Nm 5-7).

The corresponding Works Cited entry would appear like this:

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

If all of your references come from the same Bible, it is necessary to list the name of the specific Bible in the first parenthetical citation. After that you need only use chapter and verse.

Internet Sources

There are some general guidelines when using non-print or Internet sources. They are as follows:

- Include in the parenthetical citation the first item or series of items that corresponds with the Works Cited entry (e.g. author's last name, website name, article name, etc.).
- You do not need to use a page number as this will differ depending on your web browser and printer settings.
- Do not use URLs unless you use the website as the signal phrase that corresponds to the Works Cited entry. You need only to provide a shortened version of the URL. For example: msn.com instead of <http://www.msn.com>.