

ORCHARD PARK HIGH SCHOOL UNABRIDGED MLA GUIDE

2011

**For a more detailed version, consult the
MLA Handbook for Writers of Research Papers, Seventh Edition.**

A works-cited page is printed at the end of the paper and presents the full bibliographic information for every source cited in the body of the paper. Do not include sources that you may have consulted, but did not use in your paper. It should appear at the end of the paper on a separate sheet and should list all works you have quoted or referred to in the body of your paper. ***Remember to document anything that is taken from a source other than your own brain.***

Paper Format

- Top, bottom, and side margins should be one inch
- Quotations longer than four lines should be indented one inch from both margins
- Use only 8 ½ x 11 inch paper
- Use a header in the upper right hand corner with your last name followed by page number.
- Font should be Times New Roman 12 pt.

Typing and Spacing of Works Cited Page

- All entries are listed alphabetically by author. If the author is unknown, use the title.
- Do not use articles (A, An, The) when alphabetizing titles. Alphabetize by the next word.
- The entire list should be double spaced, both within and between entries.
- Within each citation there are two spaces after a period (.) or a colon (:), and one space after a comma (,) unless otherwise instructed by teacher.
- First line of each entry should begin at the margin. Second line (and following) should be indented by five spaces (hanging indent).
- Works Cited page must be paginated.
- *Italicize* the names of
 - ✓ Books, plays, poems published as books
 - ✓ Pamphlets
 - ✓ Periodicals
 - ✓ Websites

- ✓ Online Databases
- ✓ Films, television and radio shows
- Use “quotation marks” for:
 - ✓ Titles of articles, essays, stories, and poems published in larger works
 - ✓ Chapters of books
 - ✓ Pages in websites
 - ✓ Individual episodes of television or radio program

Parenthetical Citations

- All short direct quotes, long direct quotes, paraphrases, and summaries need to be cited.
 - ✓ "Short direct quote" (citation) – If the quotation is no more than four lines, enclose the passage in quotation marks and incorporate it into your text. Place the sentence period outside of the parentheses containing the citation.

“.....was considered to be a master genius” (Spalding 82).

- ✓ If the author’s name is used in the sentence, you do not need to repeat the name in the parenthetical citation, only the page number.

Spalding referred to him as a master genius (82).

- ✓ Long direct quotes (more than four lines) – If the quotation is more than four lines, set it off from the text of your paper by beginning a new line, indenting one inch (ten spaces) and typing the quotation double-spaced, without adding quotation marks. Place the period before the parentheses.

PRINT

Book – One Author

Last Name, First Name. *Title*. Place of Publication: Publisher, Copyright Date.

Medium.

Works-cited example:

Haugen, David M. *Education*. Detroit: Greenhaven Press, 2009. Print.

In-text example: (Haugen 44)

Book - Two or Three Authors

List names in same order as on title page. Do not alphabetize. Cite only first author last name first.

Last Name, First Name, and First and Last Name(s). *Title*. Place of

Publication: Publisher, Copyright Date. Medium.

Works-cited example:

Lamont, David M., and Susan Musser. *Education*. Detroit: Greenhaven Press, 2009.

Print.

In-text example: (Lamont and Musser 44)

Book - More Than Three Authors

Last Name, First Name, et al. *Title*. Place of Publication: Publisher, Copyright Date.

Medium.

Works cited example:

Messner, Mary, et al. *Year Round School*. New York: Walker, 2009. Print.

In-text example: (Brown et al. 135)

Book - No Author

Title. Place of Publication: Publisher, Copyright Date. Medium.

Works-cited example:

Education in a New Era. Alexandria, VA: Vintage Press, 2009. Print.

In-text example: (*Education* 53)

Book with Editor - No Author

Editor's Last Name, First Name, ed. *Title*. Place of Publication: Publisher, Copyright

Date. Medium.

Works-cited example:

Brandt, Ronald, ed. *Education and Public Health*. Detroit: Greenhaven Press, 2009.

Print.

In-text example: (Brandt 252)

Article in a Collection or Book (*Opposing Viewpoints*)

Last name, First name. "Title of Article." *Title of Collection*. Ed. Editor's Name(s).

Place of Publication: Publisher, Year. Page range of entry. Medium.

Works-cited example:

Little, Annie. "Year Round School is Beneficial." *Education: Opposing Viewpoints*.

Ed. John Greenberg. Detroit: Greenhaven Press, 2009. 246-257. Print.

In-text example: (Little 252)

Magazines

Author's Last Name, First Name. "Title of Article." *Name of Periodical*.

Date (day mo. year): Page range of entry. Medium.

Works-cited example:

Cohen, Ronald. "The Year in Pictures." *Time* 21 Dec. 2009: 42-74. Print.

In-text example: (Cohen 48)

Newspapers

Author's Last Name, First Name. "Title." *Name of Newspaper* Date (day mo. year),

Edition: Section Pages. Medium.

Works-cited example:

Doe, John. "Let's Lengthen the School Year." *The New York Times* 27 Dec. 2009,

Early Edition: WK1 or (WK1+). Print.

If the newspaper article is more than one page, follow the page number with a (+) plus to indicate the additional pages.

In-text example: (Doe 1) or (Doe 1+)

Encyclopedias

Article inside the encyclopedia.....

Last Name, First Name. "Title of Article." *Encyclopedia Name*. Edition if stated.

Date. Medium.

Works-cited example:

Johnson, Edward. "Education." *Historical Encyclopedia of American Business*.

2009. Print.

In-text example: (Johnson)

Dictionaries

Using a definition from a specific dictionary.....

"Education." *Merriam-Webster's Collegiate Dictionary*. 11th ed. 2003. Print.

In-text example: ("Education")

WEB

World Wide Website (Entire Website)

Author's/Editor's Last Name, First Name. *Title of Site*. Publisher of Site. Date of Publication. Medium. Date Accessed (day mo. year). < Optional URL >.

Works cited example:

PETA People for the Ethical Treatment of Animals. PETA. 2009. Web. 8 Jan. 2010.

In-text example: (PETA)

When citing information found on the web, URLs are optional. Check with your teacher.

Page from a Website (Including online magazines, journals or newspapers)

Author's/Editor's Last Name, First Name. "Title of Article." *Online Source*
Publication Date (day mo. year). Medium. Date Accessed (day mo. year).
<Optional URL >.

Works-cited example:

Bradley, Ann. "Suicide Attack by Islamic Jihad Threatens Truce." *AP Online* 6 Apr. 2008. Web. 8 Jan. 2010.

In-text example: (Bradley)

On-Line Database:

Cite articles from online databases (e.g. *Student Resources in Context*, *eLibrary Curriculum Edition*, *Culturegrams*) and other subscription services just as you would print sources. In addition to this information, provide the title of the database italicized, the medium of publication, the date of access and the URL <Optional URL>.

Author's Last Name, First Name. "Title of Article." *Name of Source* Volume number
(if available) Publication Date: page number(s). (if available) *Name of Database*. Medium. Date Accessed (day mo. year). <Optional URL>.



***Biography Resources in Context* works-cited example:**

"Maria Montessori." *Encyclopedia of World Biography*, 2nd ed. Gale Research, 1998.

Biography Resources in Context. Web. 27 Jan. 2011.

In-text example: ("Maria Montessori")

***CQ Researcher* works-cited example:**

Clemmitt, Marcia. "Genes and Health." *CQ Researcher* 21 Jan. 2011. *CQ Researcher*

Online. Web. 25 Jan. 2011.

In-text example: (Clemmitt)

Culturegrams works-cited example:

"Haiti." *World Edition* 2009. *CultureGrams Online Edition*. Web. 27 Jan 2011.

In-text example: ("Haiti")

eLibrary Curriculum works-cited example:

Stephens, Wendy. "Evidence of Student Voices: Finding Meaning in Intellectual Freedom." *Newsweek* 24 April 2010. *eLibrary*. Web. 8 Jan. 2011.

In-text example: (Stephens)

eLibrary Science works-cited example:

"Climate Scientists Advise White House on Global Warming". *Journal of Environmental Health* 2(2001):46. *eLibrary Science*. Web. 27 Jan 2011.

In-text example: ("Climate")

Gale Virtual Reference Library works-cited example:

“Women’s Educational Equality Act”. *Dictionary of American History*. Ed. Stanley I. Kutler. Vol. 8. 3rd ed. New York: Charles Scribner's Sons, 2003. p510. *Gale Virtual Reference Library*. Web. 27 Jan. 2011.

In-text example: (“Women’s”)

Global Issues in Context works-cited example:

Langman, Jimmy. “Disappearing Lake.” *Newsweek International* 17 Jan. 2011. *Global Issues in Context*. Web. 25 Jan. 2011.

In-text example: (Langman)

Groliers works-cited:

Mathews, Jay. "Education." *The New Book of Knowledge*. 2010. *Grolier Online*. Web. 29 Jan. 2011.

In-text example: (Matthews)

History Study Center works-cited example:

"Separate Education Is Not Equal Education." *Historic U.S. Court Cases: An Encyclopedia*. New York: Routledge, 2001. *History Study Center*. Web. 27 Jan. 2011.

In-text example: ("Separate")

Issues & Controversies works-cited example:

"Online Education." *Facts on File: Issues & Controversies* 17 Oct. 2008. *Issues & Controversies*. Web. 27 Jan. 2011.

In-text example: ("Online")

ProQuest Learning: Literature works-cited example:

"Adams, Henry, 1838-1918." *ProQuest Biographies*. 2006. *Proquest Learning: Literature*. Web. 27 Jan. 2011.

In-text example: ("Adams, Henry")

***Salem Health* works-cited example:**

Martinelli, Sarah Crawford. "Genetic Engineering." *Genetics & Inherited Conditions*.

Ed. Jeffrey A. Knight, 3rd Pasadena, CA: Salem Press, 2010. *Salem Health*.

Web. 25 Jan. 2011.

In-text example: (Martinelli)

***Salem History* works-cited example:**

Windhausen, John D. "Cold War." *The Sixties in America*. Ed. Carl Singleton.

Pasadena, CA: Salem Press, 1999. *Salem History*. Web. 25 Jan. 2011.

In-text example: (Windhausen)

***Salem Science* works-cited example:**

Zabilka, Ivan L. "Solar Flares." *The Solar System*. Ed. David G. Fisher and Richard R.

Erickson, 2nd ed. Pasadena, CA: Salem Press, 2009. *Salem Science*. Web. 25

Jan. 2011.

In-text example: (Zabilka)

***Student Resources in Context* works-cited example:**

Brinkley, Alan. "Half a Mind Is a Terrible Thing to Waste". *Newsweek* 19 Mar. 2009.

Student Resource in Context. Web. 27 Jan. 2011.

In-text example: (Brinkley)

***Today's Science* works-cited:**

"2009: A Year in Science." *Facts on File Today's Science* Jan. 2010. *Today's*

Science. Web. 27 Jan. 2011.

In-text example: ("2009")

***Worldbook* works-cited:**

Picus, Lawrence O. "Early Childhood Education." *World Book Advanced* 2010. *World*

Book. Web. 29 Jan. 2011.

In-text example: (Picus)

***World News Digest* works-cited example:**

"Education: California Tuition Hike Spurs Protests." *Facts on File World News Digest* 31
Dec. 2009. *World News Digest*. Web. 27 Jan. 2011.

In-text example: ("Education")

E-Mail

Author's Last Name, First Name. "Subject Line". Message to: recipient. Date of the
message (day month. year).

Work-cited example:

Ketzer, Sue. "Books are Good". Message to: Ryan Ayers. 10 Feb. 2010.

In-text example: (Ketzer)

NON-PRINT

Personal Interview

Interviewee's Last Name, First Name. Personal Interview. Date (day mo. year).

Works-cited example:

Ayers, Ryan. Personal Interview. 7 Feb. 2010.

In-text example: (Ayers)

Films or Movies (in the theater)

Title. Dir. First and Last name of Director. Perf. First and Last name of Actor(s).

Studio, release year. Medium.

Works-cited example:

Avatar. Dir. James Cameron. Perf. Sigourney Weaver. Twentieth Century-Fox Film Corporation. 2010. Film.

In-text example: (*Avatar*)

Unpublished Lecture, Speech, and Oral Presentation

Author's Last Name, First Name. "Title." Location. Date (day mo. year). Description.

Works-cited example:

Ayers, Ryan. "Fun with Citation". Orchard Park High School. Library Media Center, Orchard Park, NY. 10 Jan. 2010. Class lecture.

In-text example: (Ayers)

Films or Movies (DVD, VHS)

Title. Dir. First and Last name of Director. Perf. First and Last name of Actor(s). Studio, Release Year. Medium.

Works-cited example:

Titanic. Dir. James Cameron. Perf. Leonardo DiCaprio. Twentieth Century-Fox Film Corporation, 1997. DVD.

In-text example: (*Titanic*)

Works Cited (Example)

- "2009: A Year in Science." *Facts on File Today's Science* Jan. 2010. *Today's Science*. Web. 27 Jan. 2011.
- "Adams, Henry, 1838-1918." *ProQuest Biographies*. 2006. *Proquest Learning: Literature*. Web. 27 Jan. 2011.
- Avatar*. Dir. James Cameron. Perf. Sigourney Weaver. Twentieth Century-Fox Film Corporation. 2010. Film.
- Ayers, Ryan. "Fun with Citation". Orchard Park High School. Library Media Center, Orchard Park, NY. 10 Jan. 2010. Class lecture.
- Ayers, Ryan. Personal Interview. 7 Feb. 2010.
- Bradley, Ann. "Suicide Attack by Islamic Jihad Threatens Truce." *AP Online* 6 Apr. 2008. Web. 8 Jan. 2010.
- Brandt, Ronald, ed. *Education and Public Health*. Detroit: Greenhaven Press, 2009. Print.
- Brinkley, Alan. "Half a Mind Is a Terrible Thing to Waste". *Newsweek* 19 Mar. 2009. *Student Resources in Context*. Web. 27 Jan. 2011.
- Clemmitt, Marcia. "Genes and Health." *CQ Researcher* 21 Jan. 2011. *CQ Researcher Online*. Web. 25 Jan. 2011.
- "Climate Scientists Advise White House on Global Warming". *Journal of Environmental Health* 2(2001):46. *eLibrary Science*. Web. 27 Jan 2011.
- Cohen, Ronald. "The Year in Pictures." *Time* 21 Dec. 2009: 42-74. Print.
- Doe, John. "Let's Lengthen the School Year." *The New York Times* 27 Dec. 2009, Early Edition: WK1 or (WK1+). Print.
- "Education." *Merriam-Webster's Collegiate Dictionary*. 11th ed. 2003. Print.

- "Education: California Tuition Hike Spurs Protests." *Facts on File World News Digest* 31 Dec. 2009. *World News Digest*. Web. 27 Jan. 2011.
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- Haugen, David M. *Education*. Detroit: Greenhaven Press, 2009. Print.
- Johnson, Edward. "Education." *Historical Encyclopedia of American Business*. 2009. Print.
- Ketzer, Sue. "Books are Good". Message to: Ryan Ayers. 10 Feb. 2010.
- Lamont, David M., and Susan Musser. *Education*. Detroit: Greenhaven Press, 2009. Print.
- Langman, Jimmy. "Disappearing Lake." *Newsweek International* 17 Jan. 2011. *Global Issues in Context*. Web. 25 Jan. 2011.
- Little, Annie. "Year Round School is Beneficial." *Education: Opposing Viewpoints*. Ed. John Greenberg. Detroit: Greenhaven Press, 2009. 246-257. Print.
- "Maria Montessori." *Encyclopedia of World Biography*, 2nd ed. Gale Research, 1998. *Biography Resources in Context*. Web. 27 Jan. 2011.
- Martinelli, Sarah Crawford. "Genetic Engineering." *Genetics & Inherited Conditions*. Ed. Jeffrey A. Knight, 3rd Pasadena, CA: Salem Press, 2010. *Salem Health*. Web. 25 Jan. 2011.
- Mathews, Jay. "Education." *The New Book of Knowledge*. 2010. *Grolier Online*. Web. 29 Jan. 2011.
- Messner, Mary, et al. *Year Round School*. New York: Walker, 2009. Print.
- "Online Education." *Facts on File Issues & Controversies* 17 Oct. 2008. *Issues & Controversies*. Web. 27 Jan. 2011.

PETA People for the Ethical Treatment of Animals. PETA. 2009. Web. 8 Jan. 2010. Web. 29 Jan. 2011.

"Separate Education Is Not Equal Education." *Historic U.S. Court Cases: An Encyclopedia*. New York: Routledge, 2001. *History Study Center*. Web. 27 Jan. 2011.

Stephens, Wendy. "Evidence of Student Voices: Finding Meaning in Intellectual Freedom." *Newsweek* 24 April 2010. *eLibrary*. Web. 8 Jan. 2011.

Titanic. Dir. James Cameron. Perf. Leonardo DiCaprio. Twentieth Century-Fox Film Corporation, 1997. DVD.

Windhausen, John D. "Cold War." *The Sixties in America*. Ed. Carl Singleton. Pasadena, CA: Salem Press, 1999. *Salem History*. Web. 25 Jan. 2011.

"Women's Educational Equality Act". *Dictionary of American History*. Ed. Stanley I. Kutler. Vol. 8. 3rd ed. New York: Charles Scribner's Sons, 2003. p510. *Gale Virtual Reference Library*. Web. 27 Jan. 2011.

Zabilka, Ivan L. "Solar Flares." *The Solar System*. Ed. David G. Fisher and Richard R. Erickson, 2nd ed. Pasadena, CA: Salem Press, 2009. *Salem Science*. Web. 25 Jan. 2011.

Information for this guide was taken from:

MLA Handbook for Writers of Research Papers. 7th Edition. New York: Modern Language

Association of America, 2009. Print.

"MLA 2009 Formatting and Style Guide." *Owl at Purdue*. Purdue University. 2009. Web. 15

Mar. 2010.