

## MLA Documentation

**IMPORTANT:** See page 5 for “MLA Factoids” and help in formatting the list of references. See the last page for a sample. If you need citations for items that are not listed in this guide sheet, contact the librarians.

### Books

**Do not use any states in the location part of the citations.**

**Single Author** (UP stands for University Press.)

Lampe, Gregory P. Frederick Douglass: Freedom’s Voice. East Lansing: Michigan State UP, 1998.

**Two or Three Authors (Notice: The second and third authors have the first name first.** Federation P is Federation Press.)

Andrews, Kevin, Susie Tanner, and Michelle Curtis. A Changing Australia: The Social, Cultural and Economic Trends. Annandale: Federation P, 1998.

**More Than Three Authors:** Brown, Frank, et al.

**Second or Later Edition (For abbreviated edition: Abr. ed. For Revised edition: Rev. ed.)**

Lerner, Gerda. The Grimke Sisters from South Carolina. 2<sup>nd</sup> ed. New York: Oxford UP, 1998.

**Corporate Author**

American Association of Cereal Chemists. Sweeteners. Ed. Charles B. Clayman. St. Paul: American Association of Cereal Chemists, 1998.

**Edited Book** (U of Cambridge P is University of Cambridge Press)

Smith, John, and Margaret Jolly, eds. Colonial Experience. Cambridge: U of Cambridge P, 1998.

**Chapter in Anthology or Compilation**

Explanation of citation:

Author(s) of Chapter. “Chapter Title.” Title of Book. Ed. followed by the editor’s name or editors’ names. City: Publisher, Copyright Year. Pages of Chapter.

Deeb, Robert, and Charles D. Brower. “Law and Justice.” American Decades: 1950-1959. Ed. Richard Layman. Detroit: Gale, 1994. 225-256.

**Chapter in a Volume in a Series**

“Asia: Islamic State of Afghanistan.” Culturegrams. Ed. Grant P. Skabelund, et al. 4<sup>th</sup> ed. Vol. 2. Provo: Brigham Young U, 1998. 1-4.

### Pamphlets

Cite a pamphlet as you would a book.

### Encyclopedias

Chaney, Warren Henry. “Ventriloquism.” Collier’s Encyclopedia. 52<sup>nd</sup> ed. 1996.

### Dictionaries

“Noon.” Def. 4b. The Oxford English Dictionary. 2<sup>nd</sup> ed. 1989.

### Government Publications

United States. Census Bureau. Statistical Abstract of the United States: 1999. Washington: GPO, 1999.

### Magazine Articles

**NOTE: If the pages are not consecutive, use the first page followed by a +. Example: 23+.** (The title of the article is in quotation marks and the title of the magazine is underlined.)

Drucker, Peter. “Beyond the Information Revolution.” Atlantic Monthly Oct. 1999: 47-48.

### Journal Articles

**Articles in journals are written by experts for experts in the field.**

**NOTE: If the pages are not consecutive, use the first page followed by a +. Example: 23+.**  
The title of the article is in quotation marks and the title of the journal is underlined.

**Journal Paginated by Issue (The numbering of pages starts over with each issue. The volume is 181 and the issue number is 3.)**

Kauffman, James M., and Harold J. Burbach. “Creating Classroom Civility.” Journal of Education 181.3 (1998): 12-18.

**Journal with Continuous Pagination (The numbering of pages continues from issue to issue. The volume number is 90 and the issue number is not listed.)**

Jones, Paul Church. “Behavior Modification in the Classroom.” Journal of Educational Psychology 90 (1998): 605-19.

### Library Subscription Service (EBSCO)

In using an HTML, if only the first page number is given, give the page number followed by a hyphen, a space, and a period. Example for page 58: 58- .

Author. “Title of Article.” Title of Magazine Day Month Year: Page Number. Database.

EBSCO. Kirkwood Community College, Lib., Cedar Rapids, IA. Access Date

<<http://search.epnet.com>>.

Smith, Gary. “Onward to the Top.” Successful Business. 22 May 2003: 58- . Academic

Search Elite. EBSCO. Kirkwood Community College, Lib., Cedar Rapids, IA. 29 April

2005 <<http://search.epnet.com>>.

### Internet Sources

**Divide a URL after a slash or before a period.** Ideally, the URL of the exact document you consulted should be given. If the URL is long and complicated, it is preferable to give the URL of the site's home page, if such a page exists. Follow the URL with the word Path and a colon and then list the links.

Example: <<http://www.smu.edu>> Path: Abstracts; K-O.

Explanation of following citation:

"Title of Page." no date, update or the copyright date. Date of Access <web address>.

### No Author and No Date

"Home for the Holidays." n.d. 28 June 2004 <[http://www.holiday\\_home.com](http://www.holiday_home.com)>.

### Author and Date

Explanation of following citation:

Author. "Title of Page." Update or if it is the current year, you can use the copyright year. Access Date.

<web address>.

Smith, Susan. "A Traitor." 4 July 2002. 9 July 2003 <<http://www.traist56.org>>.

### Internet Magazine

Explanation of following citation:

Author. "Title of Article." Title of Magazine Date of Magazine: pages of article. Date of Access <web address>.

Brown, John. "Harper's Ferry." History Online 4 Jan. 2000: 24-25. 24 Sept. 2000

<<http://www.history.org>>.

### Home Internet

"Fun in the Sun." Encarta Vers. 2.0. 1997. America Online. 3 Mar. 1998. Keyword: Encarta.

### Newspaper Articles

**NOTE: If the pages are not consecutive, use the first page followed by a +. Example: A23+.**

Price, Hugh B. "S.A.T. Scores." New York Times 26 May 1998, late ed.: A23+.

"Security in Airports." The Gazette [Cedar Rapids] 5 Dec. 2002: A1.

### Editorial

Brown, Sue. "Keeping the Businesses." Editorial. New York Times 4 Jan. 2003, late ed.: A18.

### Personal Interviews

Rivera, Julian. Personal interview. 24 Mar. 2000.

### Letters or E-Mails

Ahmed, Mohammed. E-mail to the author. 7 May 2000.

### Television Programs

"Security: The Next Best Thing." Narr. Ed Bradley. Dir. Del Brown. 60 Minutes. CBS. KGAN, Cedar Rapids. 31 May 1998.

### Films

Maya Lin: A Strong Clear Vision. Dir. Freida Lee Mock. Prod. Tom Schimler. Perf. Sally Allen, Bruce Tucker, Sue Hills, and Ben Smith. Am. Film Found., 1995.

### Literary Criticism

#### Magazine Article Cited

Wilson, Edmund. "The Ambiguity of Henry James." The Hound and Horn 7 (1934): 385-406. Rpt. in Short Story Criticism. Ed. Thomas Votteler: Vol. 8. Detroit: Gale, 1991. 274-6.

#### Book Cited

Smith, Annie. "The Nature Walk." Environmental Protection. New York: Mentor, 1990. 34-36. Rpt. in Contemporary Literary Criticism. Ed. Thomas Votteler. Vol. 20. Detroit: Gale, 1999. 23-36.

#### Opposing Viewpoints (Rpt. is Reprint; n. pag. is no pagination)

Explanation of following citation:

Author of Chapter. "Chapter Title." Book Title. Ed. Editor of the Book. City: Publisher, Year. All Chapter Pages. Rpt. of [information is given at the bottom of the first page of the chapter.]

Clancy, Tom, and Russell Seitz. "Nuclear Proliferation is Inevitable." Nuclear Proliferation: Opposing Viewpoints. Ed. Charles P. Cozic. San Diego: Greenhaven P, 1992. 33-48. Rpt. of "Five Minutes Past Midnight and Welcome to the Age of Proliferation." The National Interest Winter 1991/1992: n. pag.

## In-text Documentation for MLA

- The quotation mark comes before the documentation.
- The punctuation at the end of the sentence comes after the documentation.
- If the documentation follows a block quotation, place the punctuation before the documentation.

### One Work by One Author

Gregory Lampe spoke highly of Douglass (125-35). **OR** He spoke highly of Douglass (Lampe 125-35).

### Two or More Authors

Others found many changes (Andrews and Curtis 65).

"King was put in jail" (Smith, Cooper, Brown and Brennan 123). **OR** "King was put in jail" (Smith, et al. 123).

### On-line Reference

"They were going to go too" (Cook, par. 13).

### Personal Interview

It is preferable to include the name of the person in the text, rather than in a parenthetical reference.

### Criticism Source (Magazine Article Cited)

Text is what you have quoted, Wilson is the author, 8 is the volume and 274 is the page number:  
 “Text” (Wilson 8: 274).

### Electronic Sources

(Wood, screens 2-3) **OR** (Thomas, par. 44)

**If no author is given**, use a shortened form of the title, including the first word listed in the list of references, in place of the author’s name: (“Founding,” par. 16)

**Corporation:** (Public Agenda Foundation, par. 25)

It is better to use a long corporate name in the text and just the screen or paragraph number in the parenthetical reference: The Public Agenda Foundation has statistics about the involvement (par. 25).

### MLA Factoids

If there is **no date listed**, use: (n.d.). If there is **no author listed**, start with the article title.

**Divide a URL** after a slash or before a dot.

**Shorten publisher names.** Use the surname of the first person’s name: John Wiley and Sons—Use Wiley. For Harcourt Brace, use Harcourt. Omit articles, A, An, The; business abbreviations, such as, Co., Inc.; and descriptive words, Books, House, Press, Publishers. For Ohio State University Press, use Ohio State UP or for Ohio State University, use Ohio State U.

**List the authors or editors** for **each** citation in the order given on the publication. If there are two or more authors or editors, put the last name and then first name of the first author. Then put the other names with the first name first: White, Jean Marie, Joe Brown, and Sue Ellen Adams.

**Capitalize** the first word, proper nouns, and all important words of a **book** title, **Internet** article title, a **magazine article** title and a **subtitle**.

Underline **book titles**, **magazine titles**, **newspaper names**, and **Internet** article **titles**.

**SEE THE SAMPLE ON THE NEXT PAGE.** The **reference list** should be on a separate sheet of paper with one-inch margins. **The words**, Works Cited, are centered. If you use only one source, center the words, Work Cited. **Do not bold any** information. The **font and its size** should be the same throughout the list and the same as the text of the paper, usually size 12. The entire list is **double-spaced** (one line in between). **Do not put extra spaces** between the citations. The second and subsequent lines should be **indented**. **Alphabetize** the citations in one list, either by the name of the author or editor or the first significant word of the title. In the sample on the next page, the title, The Apple of Her Eye, comes before the author, Brown, because the word, The, is ignored in alphabetizing. The words, A and An at the beginning of a title, are ignored, too.

## Works Cited

“The Apple of Her Eye.” 6 October 2003. 11 November 2003 <<http://www.firstlady.gov>>

Brown, Jimmie, and Virginia Allen. The Next President of the United States: The Leader of the Free World. New York: Little, 2000.

“Who is Leading the Country?” Country Politics 6 Oct. 2001: 34-59.