



MLA STYLE SHEET

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The **MLA Style Sheet** is a concise guide to using the style of the Modern Language Association in research papers. It is based on the most recent (sixth) edition of the *MLA Handbook* (2003), and has been revised and updated in Fall 2006. The latest version of the *MLA Style Sheet* and other MLA style resources is available at www.docstyles.com. Freeware Copyright 2006 by Dr. Abel Scribe PhD.

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INTRODUCTION

MLA style is the style of writing used by Modern Language Association as reflected in the journal published by the organization--*PMLA (Publications of the Modern Language Association)* and kindred journals. The style is documented in the *MLA Handbook for Writers of Research Papers* (6th ed., 2003) by Joseph Gibaldi.

MLA Style Sheet. Some of the more commonly used rules and reference formats from the manual are listed here. However, this Web page is no substitute for the 360 page *MLA Handbook*, which should be purchased by any serious student in the humanities (about \$17). The *MLA Handbook* can be found in almost any college bookstore--and many other bookstores--in the reference section. Occasionally there are features commonly used in scholarly writing that are not covered in the *MLA Handbook*. In these cases the *Chicago Manual of Style (CMS)*, 14th edition, or recent issues of *PMLA* are consulted.

Dictionaries. "A good dictionary is an essential tool for all writers. Your instructor will probably [?] recommend a standard American dictionary such as *The American Heritage College Dictionary*, *Merriam-Webster's Collegiate Dictionary*, or *Random House Webster's Collegiate Dictionary*. Because dictionaries vary in matters like word division and spelling preference, you should, to maintain consistency, use the same one throughout your paper" (Gibaldi 61).

GENERAL STYLE NOTES

Style Notes cover details commonly encountered when drafting a research paper. These are also the details that knowledgeable readers are likely to note when you get them wrong. You may elect to apply your own best judgment on the more esoteric features, as long as you remember to be consistent.

Abbreviations

"Abbreviations are used regularly in the list of works cited and in tables but rarely in the text of a research paper (except within parentheses). In choosing abbreviations, keep your audience in mind. While economy of space is important, clarity is more so. Spell out a term if the abbreviation may puzzle your readers" (Gibaldi 262).

- Never begin a sentence with a lowercase abbreviation. Avoid beginning a sentence with an acronym.
- Common abbreviations such as *etc.*, *e.g.*, and *i.e.* may be used **only** in parentheses. In the text write *for example*(e.g.); *and so forth* (etc.); *that is* (i.e.).
- Spell out the names of countries, states, counties, provinces, territories, bodies of water, mountains, in the text.
- Most prefixes to places, such as Fort, North, Port, South, are spelled out in the text; as are suffixes such as Peak or Fork. Write: North Platte, Fort Collins, Port Huron, South Bend, Long's Peak.
- When writing initials, the traditional format is still preferred—put a period and a single space after each. For example, write: J. S. Bach, E. E. Cummings, C. S. Lewis, J. R. R. Tolkien.

Acronyms/Initialisms. "The trend in abbreviation is to use neither periods after letters nor spaces between letters, especially for abbreviations made up of all capital letters" (Gibaldi 262). For example, write: CA, PhD, MLA, CD-ROM, US, UK.

- If an acronym is commonly used as a word, it does not require explanation (IQ, LSD, FBI, ESP).
- A term must be fully written the first time it is used, thereafter just the acronym is used.
- If an acronym is not familiar use an expanded abbreviation; for *MLA* write *Mod. Lang. Assn.*
- Use two-letter postal codes for U.S. states and Canadian provinces in references only (GA, PQ, etc.).
- Write the plural form of an acronym without an apostrophe (e.g. some MBAs command high salaries).

NB> The common practice in research writing to spell out the name or phrase to be abbreviated followed by the acronym in parentheses. Thereafter, just the acronym is used. For example, the Modern Language Association (MLA) publishes a journal. The MLA also publishes a journal.

Capitalization & Spacing

Capitalization in MLA style is mostly conventional, with the exceptions noted below. Generally, specific designations are capitalized, as in the *American West*. But more general designations--or designations used as adjectives--are lowercased: The western United States, eastern Europe.

- The names of ethnic or racial groups are capitalized if they represent a geographical region or language group. For example, *Hispanic, Asian, African American, Appalachian*.
- Terms based only on color, direction, size, habitat, customs, or local usage are usually lowercased.

NB> When in doubt, and when a good guide to grammar and usage is no help, follow whatever practice appeals to you but *be consistent* throughout your text!

Heading caps. "The rules for capitalizing are strict. In a title or subtitle, capitalize the first word, the last word, and all principal words, including those that follow hyphens in compound terms" (Gibaldi 103). These are commonly referred to as *heading caps*. Do not capitalize the following unless they begin a title or follow a colon:

- Articles: *a, an, the*.
- Prepositions: *against, between, in, of, to*.
- Conjunctions: *and, but, for, nor, or, so, yet*.
- Infinitive: *to*.

Sentence caps capitalize just the first word, the first word after a colon, and any proper nouns in a heading or title.

- Use heading caps for the titles of books and articles used in the text and in references.
- Use heading caps for major headings in your paper (except run-in headings).
- Use sentence caps for titles of most non-English works.
- Use sentence caps for lower level run-in or paragraph subheadings.

NB> MLA style uses heading caps for the titles of sources—books, chapters, or articles— both in references and in text. Titles in French, German, Italian, Spanish, or Latin are more conventionally rendered in sentence caps (capitalize just the first word, all proper nouns [according to the convention of the language], and the first word after a colon).

Character spacing. Conventional spacing after punctuation is practiced by MLA style, with the exception of putting a *single space* after most colons. Concluding punctuation (a question mark, exclamation point, or period) may be followed by one or two spaces as long as you are consistent throughout your text.

Compound Words

Compound words are two or more words that work together in a specified order. This order cannot be reversed or rearranged without destroying the compound word's meaning. A dictionary is the best guide to spelling and usage. If it is not in the dictionary it is not likely a hyphenated compound, but check the following rules for possible exceptions. If it is in the dictionary, use the first spelling given.

Full-time compound words are hyphenated as an adjective or a noun. "The court-martial hearing is set for 1000 hours. The hearing will determine whether a court-martial is warranted." *Court-martial* is a full-time compound word (as is "full-time"). This information is given in a dictionary.

Conditional compounds are hyphenated as **adjectives**, but not when used as nouns.

1. *Adjectival compound.* "The counselor suggested a *role-playing* technique to reduce the stress of encounters, but cautioned that *role playing* alone would not solve the problem." *Role playing* is a compound adjective, but not a compound noun.

2. *Add a hyphen* to any prefix before a proper noun, capitalized abbreviation, or number. For example, the *post-Freudian* era, the *pre-1960s* civil rights movement, the *non-APA* journals in psychology.
3. *Fractions*. "When . . . a fraction is considered a single quantity, it is hyphenated [whether it is used as a noun or as an adjective]" (CMS 383). *One-fourth* the audience was comprised of former refugees. A *two-thirds* majority was required to pass the initiative.
4. *Made-up compound*. A compound may be of the *made-up-for-the-occasion* variety: "The *up-to-date* figures were unadjusted." But when these terms are used in the predicate they are not hyphenated: The compound word was *made up for the occasion*. "The unadjusted figures were *up to date*."
5. *Serial compounds*. When two or more compound modifiers have a common base, this base is sometimes omitted in all but the last modifier, but the hyphens are retained. Long- and short-term memory, 2-, 3-, and 10-min trials.
6. Do not hyphenate a compound term using an adverb ending in *-ly*. "The *widely used* term was not yet in the dictionary. Such *clearly understood* terms are eventually documented if they endure."

 **Avoid confusion!** A *re-creation* is not the same as *recreation*. Does "the fast sailing ship" refer to a ship that was designed for speed, or one that is making an unusually fast passage? If the former, then it is a *fast* sailing ship. If it is the latter, then it is a *fast-sailing* ship (CMS 203).

Prefixes

Through long usage most common prefixes do not require a hyphen: *aftereffect, antifreeze, cofounder, Internet, microwave, oversight, preempt, reexamine, supermarket, unbiased, underground*. There are many exceptions. When in doubt check a dictionary. Note the following exceptions:

1. *Same two letters*. If the prefix puts the same two letters together, a hyphen is sometimes inserted. For example, write: anti-industrial, co-op, non-native, post-trial. But also write: cooperative, coordinate, nonnegotiable, overrate, overreach, overrule, reelect, unnamed.
2. *Superlatives-diminutives*. Some prefixes, *best-, better-, ill-, lesser-, little-, well-*, are hyphenated when they precede the noun they modify, but are not hyphenated when preceded by a modifier, or when used as a predicate adjective. The ill-advised attack failed, the strategy was ill advised.
3. *Weird terms*. If the prefix creates an unfamiliar or weird term, a hyphen may improve clarity, for example, write *pro-ally, anti-college* instead of *proally, anticollege* (Turabian 101).

The following prefixes *always* require a hyphen:

Prefix	Example	Prefix	Example	Prefix	Example
all-	all-powerful leader	great-	great-grandfather	self-	self-reliant person
ever-	ever-faithful friend	half-	half-baked plan	still-	still-active volcano
ex-	ex-president	much-	much-loved pastor		

Emphasis: Using Italics & Quotation Marks

Italics. "Most word-processing programs and computer printers permit the reproduction of italic type. In material that will be graded, edited, or typeset, however, the type style of every word and punctuation mark must be easily recognizable, . . . you can avoid ambiguity by using underlining when you intend italics" (Gibaldi 94). *Add italics to a word or phrase only the first time it is used, thereafter use plain text.*

- Emphasize a keyword or phrase in your text by placing it in italics (or underline). The next time the term or phrase is used it should be in plain text.
- Underline (or italicize) the titles of books and the names of periodicals in your text and references.
- Underline (or italicize) "words and letters that are referred to as words or letters" (Gibaldi 95). For example, write "The term *American Indian* is inclusive of over 500 Federally recognized ethnic communities."
- Underline (or italicize) non-English words or terms used in your text. For example, "*Ya-te-hay* is a form of greeting in the Diné (Navajo) language." This practice excludes those words that have become incorporated in the English language, such as *laissez-faire*, or *arroyo*.

Quotation marks. Use quotation marks other than for quotes only in the following circumstances:

- "Place quotation marks around a word or phrase given in a special sense or purposefully misused" (Gibaldi 91). For example, The Population Council criticized the "outrageous" position of the Church on birth control.
- Use quotation marks to enclose a translation of a non-English term in your text. *Addis Ababa*, the name of the capital of Ethiopia, is literally translated "new flower."

Within quotations. Emphasis may be added to a word or phrase in a quotation by placing it in italics. When this is done the note [emphasis added] or [italics added] must be inserted in brackets at the end of the quotation (within the quotation marks), or if the emphasis comes at the end of the sentence, in parentheses outside the quotation marks.

Numbers & Dates

Numbers. If your topic makes little use of numbers, "you may spell out numbers written one or two words" (Gibaldi 98). Otherwise, use arabic numerals. Write: *one, five, twenty-one, one hundred, eighteen hundred*, but write *5½, 101, 3,810*. If your writing contains the recurrent use of numeric statistical or scientific data, use numerals for those numbers.

- Hyphenate compound numbers from twenty-one to ninety-nine, compounds with a number as the first element (e.g., three-way lightbulb), and the written form of fractions.
- When numbers or a date are required to open a sentence, write them out. For example: "Five girls and 125 boys tried out for the varsity soccer team." If you can, rewrite the sentence.
- Do not mix numbers that are spelled out with symbols, write out the term for the symbols as well. For example, write: 45%, or forty-five percent; \$20 or twenty dollars.
- Do not mix numerals with written numbers when they refer to similar things. For example, "Only 10 of the 150 people on the tour (not ten of the 150 tourists) were willing to visit the city after the riot." But also write: "The President got 1.3 trillion of the 1.6 trillion dollar tax cut he proposed."
- Use numerals with symbols and abbreviations (e.g., %, \$, ¢, ft., lbs., p.m., ed. vol.) when these appear frequently in your text or are used in references. For example, write: 25%, \$25, 50 lbs., 3rd ed., vol 5. Otherwise write out numbers with measures in your text (but not in references) when you can do so in three words or less, twenty-five percent, twenty-five dollars, fifty pounds.

Ordinal numbers follow the general rules for numbers. For example, "The window for applications was the third to twenty-third of August." But use numerals if more than two words are needed to write the number. For example, the *Statistical Abstract of the United States* is in its 124th edition. MLA style uses only numerals in references (e.g., 2nd ed., 3rd ed.).

Inclusive range of numbers. MLA style drops digits in numbers above 99 according to specific rules. This is the process of *eliding* a range of inclusive numbers.

- When writing numbers through 99 give the full digits. For example, write 42-48 not 42-8.
- Page numbers above 99 require only the last two digits of the second number as long as the result is unambiguous. Leading zeros are not dropped in MLA practice. Write pages 1123–24 *not* 1123–1124; write pages 2000–04 *not* 2000–4 nor 2000-2004. Write pages 112–35 and pages 102–21, but write pages 102–08 *not* 102–8 or 102–108.
- Write pages 1,584–621 not pages 1,582–1,621, and certainly not pages 1,584–21.
- Elide dates only when they fall within the same century. Write the years 1865-1917 not 1865-917.

NB> When expressing a range of numerals in text do not use a dash unless the numbers reflect an inclusive range of *dates*, write "to" instead. For example, "The IQ range of the first group was 86 to 112." But also write "The years of the Great Depression, 1930–40, tested America severely."

Full dates when written in the text may be in US format: month day, year (e.g., August 21, 2001); or in universal or European format, day month year (e.g., 21 August 2001). Be consistent throughout the text.

Seriation (Lists)

Seriation is a technique to itemize or enumerate the parts to a series or an argument. This can be helpful when the parts are complex, elaborate, or disparate. It is particularly useful in constructing a transition paragraph to introduce a series of topics. Chicago style refers to this as a process of *enumeration*.

Sentence seriation. A series or list of terms or phrases can be introduced following a colon: (1) marked by numbers in parentheses; (2) to enumerate a series of topics; (3) especially when the topics differentiated are complex, lengthy, or disparate. The MLA *Handbook* is silent on this practice, but recent papers in *PMLA* also use numbers.

Paragraph seriation. If each element in the series requires a separate paragraph, these are set flush with the left margin with each paragraph indented and numbered appropriately. An introductory clause or sentence ending with a colon typically introduces the series:

1. This form of seriation is useful in detailing and summarizing an argument, or perhaps the results of a research study.

2. Each element in the series may contribute to the general topic with extensive commentary.

3. But as a practical matter, this form of seriation is not particularly common in research papers. When the elements require this form of elaboration it is more common to set them under their own subheadings in the text, perhaps following sentence seriation in a transition paragraph under a major heading.

 **No Bullets!** *Chicago* advises "the use of bullets (heavy dots) in place of enumeration is sometimes resorted to, but these may be considered cumbersome, especially in scholarly work" (314).

Terminology (Internet)

"With frequent use, open or hyphenated compounds tend to become closed (*on line* to *on-line* to *online*). *Chicago's* general adherence to *Webster* does not preclude occasional exceptions when the closed spellings have become widely accepted, pronunciation and readability are not at stake, and keystrokes can be saved" (CMS 2003, 300).

disc. This is reserved for optical storage media, as in Compact Disc or CD; digital versatile disc or DVD.

disk. This usage is reserved for rewritable storage media—hard disks and floppy disks.

e-mail [email]. *The hyphenated form is found in the AMA, APA, CMS, and MLA style manuals!* Common usage is tending to close this word up. The *e* is never uppercased except at the beginning of a sentence.

home page [homepage]. This is spelled open in the *Chicago Manual* and the *MLA Handbook*.

Internet is a proper noun.

online. *Online* is a single word. When used as an adjective it is not joined with a hyphen, as in *online community, online experience*.

Web . . . [Web . . .]. This is a proper noun. When *Web* is used in an open compound term (or with a hyphen when used as an adjective), as in *Web page, Web* is uppercased. When the compound term is closed, *Web* is spelled lowercased, as in *webmaster*.

Web page [Web site]. The *AMA, APA, CMS, and MLA* style manuals agree this term is spelled open. When a compound term is spelled open (without a hyphen), or as a compound adjective (with a hyphen), as in *Web page, Web-page design*, then *Web* is uppercased.

webmaster, web. . . Most other *Web* terms (except *Web ring*) are spelled lowercased and closed (without a hyphen)—*webcam, webcast, webhead, webmail, webzine*, etc. (then again, there's also *WebTV*). Some terms may be spelled open in formal writing—*Web cam, Web cast, Web mail, Web TV*.

QUOTATIONS

Quotations must be placed in quotes or indented as a block quote. All quotations must include a citation referring the reader to the source document. As a matter of form, quotations should flow with your text, and may be edited to do so.

- "The accuracy of quotations in research writing is extremely important" (Gibaldi 109). "Direct quotations must reproduce exactly not only the wording but the spelling, capitalization, and internal punctuation of the original" (CMS 357–358).
- "If you quote material in a foreign [*sic*] language, you must reproduce all accents and other marks exactly as they appear in the original (école, pietà, tête, leçon, Fähre, año)" (Gibaldi 80).
- If you quote material that contains a citation to another work, include this citation in your quotation. The work cited does not have to be included in the list of works cited if it is cited only in the quotation.

 **"Quotations are effective** in research papers when used selectively. Quote only words, phrases, lines, and passages that are particularly interesting, vivid, unusual, or apt, and keep all quotations as brief as possible. Overquotation can bore your readers and might lead them to conclude that you are neither an original thinker nor a skillful writer" (Gibaldi 109).

Quotations in Running Text

Shorter quotations, most quotes in research writing, are embedded directly in the text. Place quotes in running text inside quotation marks. Do not use the abbreviation "p." for "page."

- When the author is introduced in the text the page number follows the quotation. Smith reported that "the creature walked like a duck and quacked like a duck" (23).
- Without an introductory phrase, the author and page are placed together. For example— It was reported that "the creature walked like a duck and quacked like a duck" (Smith 23).
- When citing a quote drawn from several pages in the source, separate page numbers in the citation with commas. For example, write (Thoreau, *Walden* 23, 129-31, 144).

Block Quotes

Block quotes are required with longer quotations, "more than four lines in your paper" (emphasis added) (Gibaldi 110). Block quotes are continuously indented from the left margin **one inch**. Double space within, before, and after a block quote. Do not place the quote inside quotation marks.

- "If you quote only a single paragraph or part of one, do not indent the first line more than the rest" (Gibaldi 110-111).
- "If you need to quote two or more paragraphs, indent the first line of each paragraph an additional quarter inch. . . . If the first sentence quoted does not begin a paragraph in the source, however, do not indent it the additional amount. Indent only the first line of successive paragraphs" (Gibaldi 111).

The first paragraph of a block quote— whether it was indented in the original or not— is not indented if only one paragraph is quoted. But if two or more paragraphs are quoted, then all paragraphs begin with an indent— in addition to the one inch block quote indent— if they were indented in the original.

NB> Paragraph indents in block quotes are *one-quarter inch*, half the standard indent.

Editing Quotations

Capitalization and punctuation may be freely changed to merge a quote into the text, but "a quotation should never be presented in a way that could cause a reader to misunderstand the sentence structure of the original source" (Gibaldi 114). Examples are drawn from the paragraph below.

Effective writing seeks to merge a quotation into the flow of the text. It is not necessary to indicate the minor changes needed to do so. The reader should not stumble over a quote. Edit a quotation according to the following rules.

- If a quote begins in what is mid-sentence in the original, the first letter of the first word may be uppercased to open a sentence. Write: "Merge quotations into . . ." (not "[M]erge quotations. . .").
- A quote that begins with a capital letter in the original may be lowercased to match the syntax without noting the change. For example, good writers know that "the reader should not stumble over a quote."
- The punctuation mark at the end of a quote may be changed to fit the syntax. Please note, a "reader should not stumble over a quote!" But, "if the [original] quotation ends with a question mark or an exclamation point . . . the original punctuation is retained" (Gibaldi 120).
- Double quotation marks may be changed to single quotation marks, and the reverse, without indicating the change.

Add text to a quotation. It may be helpful to add text to merge a quote with the flow and tense of your text, to add emphasis, or to clarify the original. Brackets are required to indicate material or emphasis added to a quote. For example: "They [the Irish Republican Army] initiated a cease fire."

Emphasis may be added to a word or phrase in a quotation by placing it in italics. When this is done the note (emphasis added) or (italics added) must be added after the quotation marks (see Gibaldi 118).

Correct errors. Obvious typographical errors in a quote may be corrected. But for an unusual word choice or spelling it may be best to note the original is being quoted faithfully. This is done by inserting the Latin term *sic* (thus), in italics or underlined, in brackets within the quotation (but in parentheses at the end of a quote), immediately following the term. For example, "The ship struck an iceberg and floundered [*sic*], with the loss of all on board." Or write "The ship struck an iceberg and floundered" (*sic*). (Note, to *flounder* is to thrash about wildly. To *founder* is to fill with water and sink.)

Delete Parts of Quotes

Ellipsis points are used to indicate text omitted from a quotation. Three ellipsis points (periods with a single space before, between, and after each period) indicate material has been omitted within a sentence or at the end of a sentence. Unless clarity demands it, do not use ellipsis points to begin a quotation. For example, Henry David Thoreau asserts:

"To be a philosopher is not merely to have subtle thoughts, nor even to found a school, but to so love wisdom as to live according to its dictates, a life of simplicity, independence, magnanimity, and trust" (15, ch. 1).

An omission *within* the quote is edited:

"To be a philosopher is not merely to have subtle thoughts, . . . but to so love wisdom as to live according to its dictates, a life of simplicity, independence, magnanimity, and trust" (Thoreau 15; ch. 1).

An omission at the end of a sentence is edited:

"To be a philosopher is not merely to have subtle thoughts, nor even to found a school, but to so love wisdom as to live according to its dictates . . ." (Thoreau 15; ch. 1).

Text Details: MLA Standard Format

- *Page numbers* are required on every page. The page header is the author's last name. These go inside the margin space, one-half inch from the top of the page, next to the right margin.
- *Margins*. One inch margins are required on all four sides of a page. This applies to all pages, and the contents of all pages, but excludes the page number/header.
- *Double space everything!*
- *Title*. The title is centered on the page and formatted in heading caps. The *MLA Handbook* expresses a clear preference for underlining wherever you might use italics. Indents. Indent paragraphs and one-half inch, except block quotes. Indent block quotes one inch.
- *Block quotes* are required when a quote exceeds four lines in your paper. Indent the quote one inch.
- *No footnotes!* Use only endnotes--if any--with MLA style. References in endnotes require a special style covered in an appendix to the *MLA Handbook*.
- *Justification?* "Do not justify the lines of your paper at the right margin" (Gibaldi 132). Hyphens introduced to break words and wrap lines can confuse a reader.
- *Fonts* should be selected to make your paper easy to read. Most research style guides specify a large font to achieve this end, usually a 12-point font. The *MLA Handbook* expresses no clear preference for the size or type (e.g., Arial, Times Roman) of font.

PMLA Presentation Format

Not all papers are classroom exercises. MLA style is superb for documented papers prepared for other readers. The style is simple to use and intuitive for most readers to follow. Minor changes lend papers a more formal appearance without departing greatly from MLA style. The features shown have been adapted from the way the MLA actually publishes papers in their own journal, *PMLA*.

<p>PMLA Presentation Format Lastname 1</p>	
<p>First M. Lastname Professor Adams Humanities 101 1 April 2006</p> <p style="text-align: center;">Centered Title in Heading Caps</p> <p>The MLA page format may be extended to reflect journal practices and common conventions. These include the use of headings, single spacing within block quotes and references, and indenting block quotes just one-half inch rather than specified one inch.</p> <p>First Level Heading</p> <p>The first paragraph after a heading or subheading is <i>not indented</i>. Subsequent paragraphs are indented one-half inch. Block quotes are required when the quote exceeds four lines, indented one-half inch from the left margin.</p> <p>To be a philosopher is not merely to have subtle thoughts, nor even to found a school, but to so love wisdom as to live according to its dictates, a life of simplicity, independence, magnanimity, and trust. (Thoreau, <i>Walden</i>, ch. 5, 15)</p> <p>Second level heading. This is often called a <i>run-in</i> or <i>paragraph</i> heading. This is one of several heading styles used by the journal <i>PMLA</i>. The subheading may be set in italics or a bold font, or both. Be consistent!</p>	<p style="text-align: right;">Lastname 10.</p> <p style="text-align: center;">WORKS CITED</p> <p>Anaya, Rodolfo, and Francisco Lomeli, eds. <i>Aztlan: Essays on the Chicano Homeland</i>. Albuquerque: Academia-El Norte, 1989.</p> <p>Braudel, F. <i>The Perspective of the World</i>. Volume III of <i>Civilization and Capitalism 15th–18th Century</i>. Trans. S. Reynolds. New York: Harper, 1984.</p> <p>Camhi, Leslie. "Art of the City." Rev. of <i>New York Modern: The Arts and the City</i>, by William B. Scott, and Peter M. Rutkoff. <i>Village Voice</i> 15 June 1999: 154.</p> <p>French, R. M., trans. <i>The Way of a Pilgrim and The Pilgrim Continues His Way</i>. New York: Ballantine-Random House, 1974.</p> <p>Gamson, William A., Bruce Fireman, and Steven Rytina. <i>Encounters with Unjust Authority</i>. Homewood, IL: Dorsey, 1982.</p> <p>Gibaldi, Joseph. <i>MLA Handbook for Writers of Research Papers</i>. 6th ed. New York, NY: The Modern Language Association of America, 2003.</p> <p>Jonsson, Patrick. "A Bill of Rights, Looted Long Ago, is Stolen Back." <i>The Christian Science Monitor</i> 22 Apr. 2003. 27 Apr. 2003 <http://www.csmonitor.com/2003/0422/p01s01-usgn.htm>.</p> <p>Whitman, Walt. "Song of the Open Road." <i>Complete Poetry and Selected Prose</i>. 1891–92. Ed. James E. Miller, Jr. Boston: Houghton, 1959. 108–115.</p>
<p>Margins are one inch around the page.</p>	<p>Block paragraph spacing single-spaces within references, double-spaces between references.</p>

Follow the instructions for the *Handbook* format, except for:

- *Block paragraph spacing.* Double space the text except for block quotes, notes, within titles and headings, and references. But double space before and after each of these.
- *Standard indents.* Indent block quotes one-half inch like other indents. It is not necessary to indent the first paragraph after a heading or subheading, but you can if you wish. As always, be consistent.
- *Italics in place of underlining.* MLA style continues to recommend underlining in place of italics. "In material that will be graded . . . the type style of every letter and punctuation mark must be easily recognizable. Italic type is sometimes not distinctive enough, . . . and you can avoid ambiguity by using underlining when you intend italics" (Gibaldi 94). Italics give a more polished appearance
- *Headings & subheadings.* Use headings in the order shown in the graphic. If you need an additional level, use another run-in heading, numbered, in italics. A run-in heading need not be a complete sentence, but it must end with punctuation.

 **PMLA** presents several different heading styles. One style uses roman numerals in brackets, centered on the page, for example, [I], [II], [III], [IV]. Whatever practice you adopt, be consistent.

MLA TEXT CITATIONS

MLA style use a parenthetical form of text citation. Unlike the author-date format used in the social sciences and psychology, MLA style place only the author's name— and the page number when citing a direct quote— in the citation. The *MLA Handbook* notes two basic rules to follow when citing sources:

1. "References in the text must clearly point to specific sources in the list of works cited." (Gibaldi 238).
2. "Identify the location of the borrowed information as specifically as possible." (Gibaldi, 239) Cite the specific chapter, act and scene, or section of a work when appropriate.

What to cite? Cite all direct quotations as well as significant ideas, concepts, or findings borrowed or adapted from others. The *MLA Handbook* warns that "forms of plagiarism include the failure to give appropriate acknowledgment when repeating or paraphrasing another's wording, . . . another's argument, or when presenting another's line of thinking" (Gibaldi 71).

What not to cite. It is generally not necessary to cite: (1) dictionary definitions of words unless the specific dictionary is relevant to the context; (2) well documented historical facts; (3) conventional knowledge or knowledge broadly shared in a discipline.

Basic Citation Format

Each separate referent to a source must be cited however many times this may occur in a paper. "To avoid interrupting the flow of your writing, place the parenthetical reference where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material documented" (Gibaldi 241). A page number is usually cited only with a direct quotation unless the reader needs to be referred to an unusual concept or idea for possible verification.

An introductory phrase leads into a direct quotation by placing the author's name in the text. The page citation in parentheses then follows the quotation. For example: Smith stated "now is the time to run for the gold" (123). As a matter of style it is helpful to the reader to integrate citations into the flow of your text. This is an important consideration in MLA style.

If there is no introductory phrase cite both the author and page in parentheses. For example: One expert observed that "the creature quacks like a duck" (Smith 123).

Source	Citation	Source	Citation
No Author	(<u>Book Title</u> 123) ("Article Title" 123)	Corporate	(Modern Language Association 123)
1 Author	(Smith 123)	Literary	(<u>King Lear</u> 4.1) (Thoreau 11; ch.1)
2 Authors	(Smith and Jones 123)	Multiple	(Adams 11; Baker 21; Chavez 123)
3 Authors	(Smith, Jones, and Garcia 123)	Two Works	(Thoreau, <u>Walden</u> 8) (Thoreau, "Life" 9)
4 Authors+	(Smith et al. 123)	Volume/Page	(Burton 2: 123)

1. *No Author?* Substitute the title of the work (title of an article or book) for the author in both the reference list and text citation. The first word in the citation must be the first significant word (ignore *a*, *and*, *the*) in the title as used to alphabetize the reference in the list of works cited. If the title is long use a short form or just the first word.

2. *Two or Three Authors.* Cite both authors' names: (Smith and Jones 123). When there are two or more authors with the same surname repeat the surname for each author. For example, write (Smithe, Smithe, and Smithe 123).
3. *Four or More Authors.* You may cite the lead author plus *et al.* in all text citations (see Gibaldi 239). Be consistent in whatever practice you adopt, and consistent in matching the text citation with the entry in the reference list.
4. *Multiple sources* are cited enclosed in a single set of parentheses. List sources alphabetically in the order they appear in the reference list. Each citation is separated by a semicolon. For example, write (Alt 12; Brown 23; Car 123; Dean 123–46; Smith 99).
5. *Multiple works by one author* require the short title of the specific work be added to the citation (See Gibaldi 251). For example, write (Thoreau, *Walden* 123) to contrast the source of a quote from another work by Thoreau (Thoreau, "Life Without Principle" 23).
6. *Corporate Author.* Cite the full name of the group or institution as given in the reference list entry.

 **The MLA Handbook** offers no examples of acronyms used in references or citations.

Literary Citations

MLA style makes special provision for the repeated citation of literary works. "In a reference to a classic prose work, such as a novel or play, that is available in several editions, it is helpful to provide more information than just the page number" (Gibaldi 253). The objective is to help a reader with an edition different from the author's to find the same passage. MLA style distinguishes between prose books and plays and verse books, plays, and poems.

Prose works. MLA style wants writers to identify a source as specifically as may be reasonable. The style for doing this takes two forms, one for prose works, another for verse. Prose works cite the page followed by a semicolon, then additional identifying information.

- *Chapter.* Cite the page followed by a semicolon, then additional identifying information. For example, in *Walden* Henry David Thoreau claimed "the mass of men lead lives of quiet desperation" (111; ch. 1). This same passage is found on different pages in other editions, but always in the first chapter (Thoreau 111; ch. 1).
- *Volume.* Anthologies and other longer works often come in several volumes. "When citing a volume number as well as a page reference for a multivolume work, separate the two by a colon and a space: '(Wellek 2: 1–10)'" (Gibaldi 247).
- When citing a specific page, the page number is understood to come after the volume. For example: "Few Moslems contemplate for the first time the Ka'abah [sic], without fear and awe: there is a popular jest against new comers, that they generally inquire the direction of prayer" (Burton 2: 161).
- When citing an entire volume, add the abbreviation "vol." to the citation. For example, in his *Personal Narrative of a Pilgrimage to Al-Madinah and Meccah*, he includes a detailed account of a clandestine visit to Mecca in 1853 (Burton, vol. 2).
- When citing an entire volume with the reference in the text, spell out *volume*. For example, "Burton provides an exacting account of his clandestine visit to Mecca in volume 2 of *Personal Narrative of a Pilgrimage to Al-Madinah and Meccah*" (159–258).

Verse works are cited in a manner many will find unconventional. MLA style advises use of a decimal notation system.

- The following passage is from the Bible: "For whosoever shall call upon the name of the Lord shall be saved." This is found in the book of Romans, Chapter 10, verse 13. MLA style cites this (Rom. 10.13). Conventional notation cites this (Rom. 10:13).
- The following passage is from the *Merchant of Venice* (MV). Shylock is speaking: "I'll have my bond; speak not against my bond; I have sworn an oath that I will have my bond. . . ." MLA cites this (MV 3.3). Conventional notation might cite this (*Merchant of Venice*, act III, sc. iii).

NB> The *MLA Handbook* cautions that "some instructors prefer roman numerals, . . . but if your instructor does not require this practice, use arabic numerals (King Lear 4.1), [rather than (*King Lear* IV.i) or (*King Lear* act IV, sc. 1)]" (Gibaldi 254).

MLA WORKS CITED

Place references under the centered heading "Works Cited," (heading caps) one inch below the top of the page (just inside the top margin), on a new page, with the page numbering continuing from the previous page. The list of works cited comes after the text and endnotes (if any); it is the last part of your paper. *Reference only what you cite in the text and cite in your text every entry in the reference list.*

The MLA *Handbook* instructs students to double space everything, including references. When formatting a paper for presentation (or other than class use), the more compact block paragraph spacing is appropriate: single space within references, double space between them.

- *Arrange references alphabetically* by author, if there is no author by title (ignore *A, An, The*, and equivalents). "The alphabetical order of names is determined by the letters before the commas that separate last name and first names. Spaces and other punctuation marks [and case] are ignored" (Gibaldi 146).
- Use a hanging indent, with the indent one-half inch from the left margin.
- *Give authors' full names.* List up to three authors to a work; with four or more authors, note the first plus "et al."
- Multiple works by the same author list *alphabetically by title, not by date.* MLA style approximates a three-em dash with three hyphens followed by a period. Use this "three-em dash" in place of the author's name in subsequent works by the same exact author(s).
- *All titles use heading caps* (except languages where sentence caps are customary). Titles of articles, reports, and chapters in edited books are placed in quotes. Titles of books and volumes, and the names of journals, are underlined or placed in italics.
- Underline? The MLA *Handbook* suggests underlining in place of italics in both your text and references (be consistent in text and references).

Basic Rules

- The MLA *Handbook* makes an obsession of using abbreviations in references (see Gibaldi 261–82). Many authors and journal editors dispense with the more esoteric of these in print.
- Use decimal notation to indicate number in a volume of a journal paged by issue, that is, write volume four, number two "4.2" not the more conventional format "4(2)."
- Reprinted works require the original publication date as well as the date the reprint was published. The original publication date comes after the title.
- Full dates require the day-month-year format: 1 April 2003.
- The MLA *Handbook* offers no examples of acronyms used in references or citations.
- **Line wrap URLs** by breaking them after a slash (or before a period). Do not insert a hyphen!

Books & Compilations

Anthology/Compilation - Reprint/Web Source

Hemingway, Ernest. "The Big Two-Hearted River." *The Nick Adams Stories*. Ed. Philip Young. New York: Bantam Books, 1973. 159-180.

Jung, Carl G. "On the Relation of Analytical Psychology to Poetry." *The Portable Jung*. Ed. Joseph Campbell. Trans., R. F. C. Hull. New York: Viking-Penguin Books, 1971.

Whitman, Walt. *Complete Poetry and Selected Prose*. 1891-1892. Ed. James E. Miller, Jr. Boston: Houghton, 1959.

Walt Whitman Hypertext Archive. Ed. Kenneth M. Price and Ed Folsom. 1997-1998. 27 Apr. 2003. <<http://www.whitmanarchive.org/archive1/works/leaves/1891/text/fulltext.html>>.

References to anthologies may cite a specific work in the compilation, or the entire collection. References to works found on the Web also cite (1) the print edition (if it is known); (2) the title of the Web site, database, or project where it was found; (3) the name of the content editor (not webmaster) of the site; (4) the publication date of the site (if any); (5) the date you accessed the site; and (6) the URL (Uniform Resource Locator).

Edited Book

Austen, Jane. *Sense and Sensibility*. Ed. Claudia Johnson. New York: Norton, 2001.

Friedman, Howard S., ed. *Personality and Disease*. New York: Wiley, 1990.

One Author - Reprint/Online

Arendt, Hannah. *The Human Condition*. 1958. Chicago: U of Chicago P, 1998.

Thoreau, Henry David. *Walden*. 1854. EServer.org: Accessible Writing. Ed. Richard Lenat. 2002. U of Washington, Seattle. 30 Jan. 2003 <<http://eserver.org/thoreau/walden00.html>>.

The original publication date of a reprint usually goes immediately after the title.

Two or More Authors - Edition Other Than First

Bourdieu, Pierre, and Jean-Claude Passeron. *Reproduction in Education, Society and Culture*. London: Sage, 1977.

Markman, Roberta H., et al. *10 Steps in Writing the Research Paper*. 5th ed. Hauppauge, NY: Barron's, 1994.

Schuman, Howard, Charlotte Steeh, Lawrence Bobo, and Maria Krysan. *Racial Attitudes in America: Trends and Interpretations*. Rev. ed. Cambridge, MA: Harvard University Press, 1997.

When there are four or more authors to a work you may elect to cite just the lead author plus *et al.* (this is optional). If the edition is other than the first, that information follows the title.

Corporate Author - Government Publication

US Census Bureau. *Statistical Abstract of the United States: 2002*. 122nd ed. 4 Mar. 2003. 27 Apr. 2003 <<http://www.census.gov/statab/www/>>.

Multivolume Work - Reprint

Burton, Richard F. *Personal Narrative of a Pilgrimage to Al-Madinah & Meccah*. 2 vols. 1855. New York: Dover, 1964.

Translator as Author

French, R. M., trans. *The Way of a Pilgrim and The Pilgrim Continues His Way*. New York: Ballantine-Random House, 1974.

Journals, Magazines, & Newspapers

Journal Articles

Dietler, Michael. "Our Ancestors the Gauls': Archaeology, Ethnic Nationalism, and the Manipulation of Celtic Identity in Modern Europe." *American Anthropologist* 96 (1994): 584-605.

Most research journals are paged consecutively through a volume--the page numbers of each new issue pick up where the last issue left off. However, some journals start over at page one with each issue. These journals are *paged by issue* (see below).

Online Journal

Barry, John M. "The Site of Origin of the 1918 Influenza Pandemic and Its Public Health Implications." Commentary. *Journal of Translational Medicine* 2.3 (20 Jan. 2004): 1-4. 18 Nov. 2005 <<http://www.translational-medicine.com/content/2/1/3>>.

Bowers, Rick. "Comedy, Carnival, and Class: A Chaste Maid in Cheapside." *Early Modern Literary Studies* 8.3 (Jan. 2003): 22 pars. 27 Apr. 2003 <<http://purl.oclc.org/emls/08-3/comebowe.htm>>.

References to these electronic journals follow MLA notation style in numbering the issue in the respective volumes, 2.3 (volume 2, issue 3) and 8.3. The second has numbered paragraphs in the original.

Line wrap URLs by breaking them after a slash (or before a period). Do not insert a hyphen!

Online Facsimile of a Print Journal

Fine, Gail. "Descartes and Ancient Skepticism: Reheated Cabbage?" *Philosophical Review* 109 (2000): 195-235. Expanded Academic ASAP. InfoTrac Web. Boulder U Lib. 1 Apr. 2003. <<http://infotrac.galegroup.com>>.

Paged by Issue

Dumper, Michael. "Israeli Settlement in the Old City of Jerusalem." *Journal of Palestine Studies* 21.4 (1992): 32-53.

Newspaper & Magazine Articles

Cordi, Margaret. "Weekly Review." *Harpers Apr.* 2003. 27 Apr. 2003 <<http://www.harpers.org/weekly-review/>>.

"Feds Close Vail Logging Road." *Colorado Daily* [Boulder] 27-29 July 1999: 2.

Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why." *New York Times* 24 Feb. 1998, late ed.: F1+.

Jonsson, Patrick. "A Bill of Rights, Looted Long Ago, is Stolen Back." *The Christian Science Monitor* 22 Apr. 2003. 27 Apr. 2003 <<http://www.csmonitor.com/2003/0422/p01s01-usgn.htm>>.

Wilson, Edward O. "Back from Chaos." *Atlantic Monthly* Mar. 1998: 41-62.

Reviews: Books - Films

Adams, Phoebe. Rev. of *To Kill a Mockingbird*, by Harper Lee. *The Atlantic Monthly* Aug. 1960. 27 Apr. 2003 <<http://www.theatlantic.com/unbound/classrev/mocking.htm>>.

Gamhi, Leslie. "Art of the City." Rev. of *New York Modern: The Arts and the City*, by William B. Scott, and Peter M. Rutkoff. *Village Voice* 15 June 1999: 154.

Sterritt, David. "Coppola, 'Apocalypse Now,' and the Ambivalent 70's." Rev. of *Apocalypse Now*, Francis Ford Coppola, dir. *The Chronicle of Higher Education* 3 Aug. 2001. 27 Apr. 2003 <<http://chronicle.com/weekly/v47/i47/47b01801.htm>>.

Media, Papers & Reports

Conference Paper (Unpublished)

McFadden, Maggie. "Weaving the Cloth of International Sisterhood." Paper presented at the National Women's Studies Association conference, Minneapolis, June 1988.

Dissertation

Pfingstag, Benjamin Nelson. "Aspects of Form and Time in the Paintings of William Henry Mount." Ph.D dissertation, Graduate School of the State U of NY at Binghamton, 1980.

Film - Musical Score - Painting - Recording

Amadeus. Dir. Milos Forman. Perf. F. Murray Abraham, Tom Hulce, and Elizabeth Berridge. 1984. Videocassette. EMI/HBO, 1985.

Beethoven, Ludwig van. *Symphony No. 8 in F. Op. 93*. New York: Dover, 1989.

Rembrandt van Rijn. *Aristotle Contemplating the Bust of Homer*. Metropolitan Museum of Art, New York.

Holiday, Billie. "God Bless the Child." Rec. 9 May 1941. *The Essence of Billie Holiday*. Columbia, 1991.

Web Sites & Pages

The Walt Whitman Hypertext Archive. Ed. Kenneth M. Price and Ed Folsom. 1997-1998. 27 Apr. 2003 <<http://www.whitmanarchive.org/archive1/works/>>.

Washington, George. Home page. 1 Apr. 2003 <<http://mtvernon.org/index.htm>>.

"Using Modern Language Association (MLA) Format." *OWL: Online Writing Lab*. Eds. Jennifer Liethen Kunka, Joe Barbato, and Erin Karper. Dec. 2000, Jan. 2003. Purdue U. 25 Apr. 2003 <http://owl.english.purdue.edu/handouts/print/research/r_mla.html>.

When a page on a Web site has a unique title it should be cited along with the main title of the site. This is comparable to citing a chapter in an anthology.

Reference Encyclopedia

"Thoreau, Henry David." *Encyclopedia Britannica*. 2003. Encyclopedia Britannica Premium Service. 27 Apr. 2003 <<http://www.britannica.com/eb/article?eu=74114>>.

This reference notes that a subscription service was used: Encyclopedia Britannica Premium Service.

Works Cited

American Psychological Association (APA). *Publication Manual of the American Psychological Association*. 3rd, 4th & 5th eds. Washington, DC: APA, 1983/1994/2001.

The *Chicago Manual of Style* (CMS). See University of Chicago Press.

Dr. Abel Scribe PhD. *The Writers's Guide to MLA Style NB Edition*. Ver. 2. Boulder, CO: Dr. Abel Scribe PhD, 2004. 1 October 2006. <www.docstyles.com>.

Gibaldi, Joseph. *The MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003.

Thoreau, Henry David. 1854. *Walden* and "Civil Disobedience." New York: New American Library, 1979.

University of Chicago Press. *Chicago Manual of Style*, 15th ed. Chicago: U of Chicago P, 2003.

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