

Refer to the **NEW** MLA Handbook for Writers of Research Papers, Seventh Edition (Ref LB2369.M53 2009) for a more complete and accurate list of examples.

Bibliography Resource Citing

- MLA Style requires hanging indentation for citations.
- Always double space citations.
- When listing the author, always last name first and then full first name: Moses, Barbara.
- Double check that all necessary punctuation is included in the citation.
- Works-cited are listed in alphabetical order.
- List medium or publication consulted (Print) at end.

PRINT RESOURCES

Book - One Author

Moses, Barbara. *The Good News About Careers: How You'll be Working in the Next Decade*. North York, ON: Stoddart, 1999. Print.

Book - Two or Three Authors

Canfield, Jack, and Jacqueline Miller. *Heart at Work: Stories and Strategies for Building Self-Esteem and Reawakening the Soul at Work*. New York: McGraw-Hill, 1998. Print.

Book - More Than Three Authors

Wood, Samuel, et. al. *World of Psychology*. Scarborough, ON: Allyn and Bacon, 1999. Print.

Government Document

Ontario. Ministry of Education and Training. *Journalism - Print and Broadcast Program Standard*. Toronto: Ministry of Education and Training, 1998. Print.

Reference with Author

McLean, Steve. "Juno Awards." *The Canadian Encyclopedia : Year 2000 Edition*. 2000 ed. 1999. Print.

Magazine

McMurdy, Diedre. "Jobs You Don't Want." *Maclean's* 28 August 2000: 27. Print.

Newspaper

Dunkley, Peter M. "Going Round in Circles: Debate Still Rages Over Origin of Crop Circles." *Calgary Herald* 19 June 1999: A1. Print.

Scholarly Journal

Piper, Andrew. "Rethinking the Print Object: Goethe and the Book of Everything." *PMLA* 121.1 (2006): 124-38. Print

Brochure or Pamphlet

Modern Language Association. *Language Study in the Age of Globalization: The College-Level Experience*. New York: MLA, n.d. Print.

CD-ROM RESOURCES

Periodical

Lanken, Dane. "Puddle to Pond: Unleashing Nature's Amazing Profusion." *Canadian Geographic* May-June 2000: 42. CD-ROM. *C.P.I.Q.* The Gale Group. 2000.

Nonperiodical

Frieden, Robert. *Wireless Communications*. Encarta: Encyclopedia Deluxe 2001. Microsoft, 2000. CD-ROM.

WEB PUBLICATIONS

- Include URLs only if your instructor requires it or if the information cannot be located using author name or title.
- If you need to include the URL make sure it is enclosed in angle brackets. <http...>

Nonperiodical - Only on the Web

"Maplewood, New Jersey." Map. *Google Maps*. Google, 15 May 2008. Web. 15 May 2008.

Nonperiodical - Also in Print

Child, L. Maria, ed. *The Freedmen's Book*. Boston, 1866. *Google Book Search*. Web. 15 May 2008.

Nonperiodical - Another Medium Besides Print

The Great Train Robbery. Dir. Edward Porter. Thomas Edison, 1903. *Internet Archive*. Web. 5 June 2008.

Scholarly Journal

Schmidt-Nieto, Jorg R. "The Political Side of Bilingual Educator: The Undesirable Becomes Useful." *Arachne@Rutgers* 2.2 (2002): n. pag. Web. 5 June 2008.

Periodical - Online Database

Solomon, Charlene Marmor. "Cracks in the Glass Ceiling." *Workforce* Sept. 2000: 86. *Business Source Elite*. EBSCOhost. 16 Oct. 2000.

Television or Radio Broadcast

"The Phantom of Corleone." Narr. Steve Kroft. *Sixty Minutes*. CBS. WCBS, New York, 10 Dec. 2006. Television.

Use of Quotations

- Accuracy of quotations in research writing is extremely important.
- Original sources must be reproduced exactly. There cannot be any changes whatsoever to the spelling, capitalization, or interior punctuation of the source.

Full Quotation - No More Than 4 lines

- Put into quotations and incorporate into the text.
- No special emphasis is required.

"It was the best of times, it was the worst of times," wrote Charles Dickens of the eighteenth century.

Phrase / Word Quotation

- When the entire quote is not required, use a word or phrase in quotations within the text.

For Charles Dickens the eighteenth century was both "the best of times" and "the worst of times."

Location of Quotations in the Sentence

- Quotes may be placed at the beginning, middle or end of the sentence.
- Quotes may also be separated by your own words.

"He was obeyed," writes Joseph Conrad of the company manager in *Heart of Darkness*, "yet he inspired neither love nor fear, nor even respect."

Full Quotation - More Than 4 Lines

- Set quote apart from text by beginning a new line.
- The new line is indented 1 inch from the left margin.
- Must be **double spaced**.
- NO quotation marks around the quote.
- Colon [:] usually introduces the quote, other forms of punctuation may be used or none at all.
- Parenthetical references follow the last line of the quote.

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

Full Quotation - More Than 4 Lines, 2 or More Paragraphs

- Indent the first line of each paragraph an additional .25 inch.
- If the first sentence quoted is not the beginning of a paragraph do not indent the .25 inch; only indent the first lines of successive paragraphs.

Punctuation for Quotations

- When a quotation is formally introduced, the quote is preceded by a colon [:].

- When providing parenthetical documentation at the end of the quotation, place the punctuation after the parenthetical bracket.

Shelley held a bold view: "Poets are the unacknowledged legislators of the World" (794).

- When a quotation is an integral part of the sentence structure, do not use punctuation or use a comma [,].
- Punctuation is placed inside the quotation mark at the end of a sentence which does not have parenthetical referencing.

Shelley thought poets "the unacknowledged legislators of the World."

Parenthetical / In-Text References

- Parenthetical references are used to document any external sources used within a document.
- If the material cited is considered general knowledge do not use parenthetical documentation.
- Parenthetical references direct readers to the full bibliographic citations listed in the bibliography which is located at the end of the document.
- Keep parenthetical references brief, and use as few as document clarification and accuracy will allow.
- Only use parenthetical references where necessary.
- Punctuation is placed after the parenthetical reference, with the exception of a quote which is set apart from the text. Then the reference follows the last line of the quote.

Author's Name in Reference

- In most cases, the parenthetical references include the author's last name and the specific page number for the information cited.
- Do not include the name of the author in the text if using it in the parenthetical reference.

The animals at East Mountain Reservation are "unlike any known to previous civilizations, strange and exotic to the human explorers" (Davies 176).

Author's Name in Text

- When introducing material with the name(s) of the author(s), then you need only put the page number in parentheses at the end of the borrowed material.
- Do not use the author's name in the parenthetical reference if it is used within the text.

Mary Davies describes the animals at East Mountain Reservation as "unlike any known to previous civilizations, strange and exotic to the human explorers" (176).

Avoiding Plagiarism

- When repeating, paraphrasing another's wording or using a particularly apt phrase, always acknowledge the author's work by citing the source.

As Wendy Martin has suggested, Emily Dickinson firmly believed that we cannot fully comprehend life unless we also understand death (625).