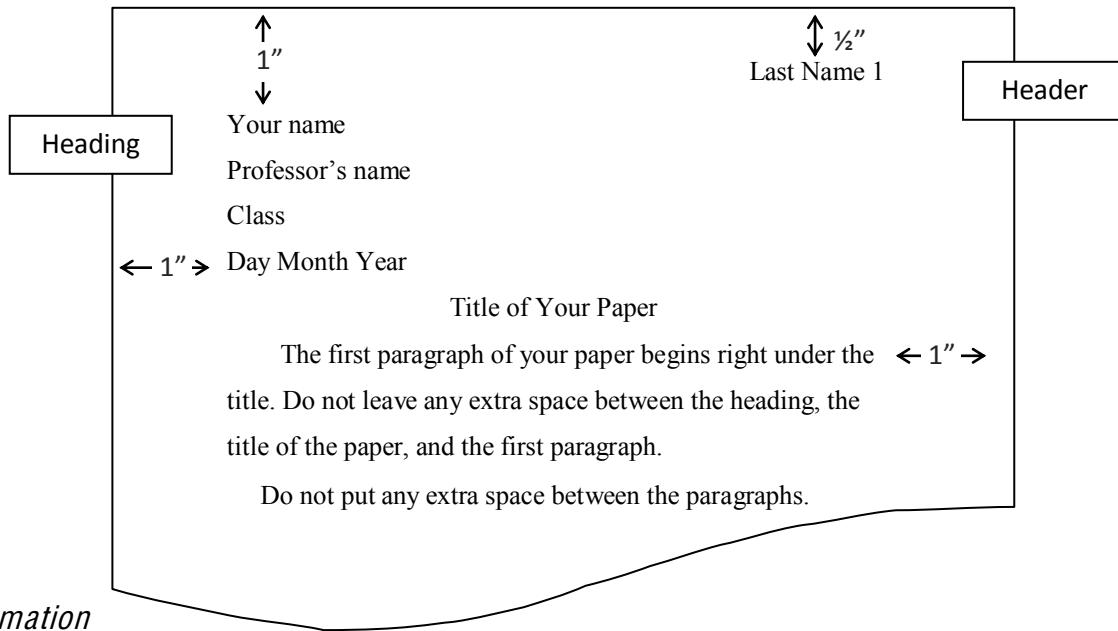


Please refer to the following information and examples for formatting a paper and using sources in the Modern Language Association of America (MLA) style, widely used in humanities disciplines. Consult the 7th edition of the *MLA Handbook for Writers of Research Papers* for additional information. Copies are available in the Nittany Success Center and in the library. An online *MLA Quick Citation Guide* is also available from the “Citation Styles” link on the Penn State University Libraries’ home page.



Basic Information

MLA Handbook, pages 116-20

1. Margins are to be one inch (1") from the top, bottom, and sides.
2. Double space everything, including block quotes and citations.
3. Use 12-point Times New Roman font. **Note:** This is not the default in Microsoft Word 2007, so make sure to change the font and size. Do not use different fonts for titles or other special effects.
4. Justify only on the left side of the paper.
5. Include a header with your last name and page number in the upper right-hand corner. Check with your instructors to find out their preference for numbering the first page of your paper.
6. Indent the beginning of each paragraph using one tab space. Do not leave extra space between paragraphs.
7. Center the title and capitalize all the main words.
8. The *Works Cited* page follows the text of the paper, beginning on a new page and continuing the page numbering of your paper.
9. Each Appendix should be on a separate page.
10. Check the *MLA Handbook* for setting up charts, tables, and graphs. For most purposes, these should be integrated into the body of the paper.

General Guidelines for Authors and Titles
MLA Handbook, pages 79-92

1. Refer to the author by his or her full name the first time it is mentioned in the text, but by last name only thereafter, unless you have two authors with the same last name. In that case, use both the first and last names consistently.
2. Titles of books, plays, magazines, journals, newspapers, movies, television shows, compact discs, and Web sites are to be *italicized*.
3. Titles of articles, short stories, essays, poems, and songs are in quotation marks.
4. Capitalize the first and last words and all main words. Examples: “Eight Days a Week,” *Great Expectations*, *Wall Street Journal*, *The Simpsons*, “The Raven”

Plagiarism

MLA Handbook, pages 51-61

Plagiarism is using someone else’s work and submitting it as your own, failing to give appropriate acknowledgement when directly quoting or paraphrasing another, or presenting another’s line of thinking without giving credit. Do not repeat the author’s key words or sentence structure when paraphrasing.

Commonly-known or understood material such as the biography of an author, a scientific truth, or historical dates do not have to be documented, nor do proverbs, sayings, and clichés.

When writing, keep the following in mind:

1. Differentiate between paraphrase or summary and directly-quoted material.
2. Do not copy and paste material directly from a source without citing it.
3. Memorable or key phrases must be reworded unless directly quoted.
4. Document or cite all lines of argument or reasoning.

Use of Numbers

MLA Handbook, pages 81-85

1. Spell out numbers that can be written in one or two words (four, thirty-five); use numerals to represent longer numbers (110, 5 ½).
2. If the paper calls for a series of numbers or frequent use of numbers, such as statistical findings, use numerals. Also, use numerals for numbers preceding units of measurement (17 amperes).
3. Do not begin a sentence with a numeral – spell it out.
4. Express related numbers in the same format (5 out of 50 states).
5. Following are examples of inclusive numbers. The second number is given in full through ninety-nine and when necessary for clarity. Use this format for page number ranges:

13-35	83-110	101-07	191-217	1,954-59
55-99	625-884	125-52	923-1,003	1,608-774

Internal Documentation (In-text citations, parenthetical references)
MLA Handbook, pages 213-32

Every time you paraphrase or directly quote a source, you *must* give the reader the author's last name and the page number of the source, either in the tag (introductory) line or in parentheses. Do not use a comma between the author's name and the page number. Paraphrase wherever possible.

Section 6.3 in the *MLA Handbook* is worth reading as it contains helpful guidelines for incorporating borrowed information into your text and for using parenthetical references.

Keep in mind, "When a source has no page numbers or any other kind of reference numbers, no number can be given in the parenthetical reference" (*MLA* 221).

Author's name in tag line

"He was obeyed," writes Joseph Conrad of the manager in *Heart of Darkness*, "yet he inspired neither love nor fear, nor even respect" (87).

Author's name in parentheses

The author, speaking of the manager in *Heart of Darkness*, says that "He was obeyed, yet he inspired neither love nor fear, nor even respect" (Conrad 87).

More than three authors

If a work has more than three authors, you may either give all the last names followed by the page number, or use *et al.* followed by the page number. Notice that *et al.*, which means "and others," ends with a period. Example: (Bell, Peters, Monsour, and Pope 19) or (Bell et al. 19). Use the same format for the names in your list of works cited.

Indirect quotations

Use material from primary sources whenever possible. If you need to include a quotation from an indirect source, use the original author's name in the tag line and add *qtd. in* ("quoted in") before the indirect source in the parenthetical reference.

Sir William Berkeley believed that "learning has brought disobedience and heresy and sects into the world, and printing has divulged them" (qtd. in Chappell 139).

In the above example, Chappell's book would appear in the works cited list.

Work listed by title

If there is no author, use the article or book title (or a shortened version of the title, if it is a lengthy title) before the page number. For example, a parenthetical reference to the anonymous article "Tweeting All the Way to the Bank" which appeared in the *Economist* would be formatted as ("Tweeting" 61).

Citing more than one source in a single parenthetical reference

If you wish to cite more than one source, separate the citations with a semicolon.

(Badke 48; Lupton 411-13).

Corporate author

Corporate authors are groups such as the United Nations, the Modern Language Association, or the Commonwealth of Pennsylvania. It is easier to read if the corporate author is cited in the text (rather than parenthetically) the first time it is referenced, as in the following example:

“The American Diabetes Association (ADA) warns that too much sugar could be bad for a child’s health” (42).

After the first citation, you may just use the initials to refer to the author.

“Recent research has shown that sugar can cause dental problems” (ADA 44).

Block quotes – MLA Handbook, page 94

When you quote more than four typed lines of prose or more than three lines of poetry, set off the quotation by indenting it one tab from the left margin. Long quotations should be introduced with a tag line followed by a colon. Do *not* use quotation marks around the material.

At the conclusion of Golding’s *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)

As you can see in the above example, the parenthetical reference follows the ending period of the quotation. There is also a space after this period.

Errors in source material – MLA Handbook, page 101

If there is an error in the original copy, you may add *sic*, which is Latin for “thus,” to assure your readers that the quote is accurate, even with the error. Do *not* correct the error. Use *sic* in square brackets if it appears within the quote or in parentheses if it appears after the quote. Only use *sic* for directly quoted material, not a paraphrase.

“According to the Transportation Department, the trains where [sic] running late that day.”

Shaw admitted, “Nothing can extinguish my interest in Shakespear” (sic).

Ellipsis – MLA Handbook, pages 97-98

Ellipsis points (three spaced periods) are used to designate that material has been omitted from the source material. These are used *only* with directly quoted material, not paraphrases. Please consult the handbook for guidelines on the proper spacing for an ellipsis.

*Works Cited**MLA Handbook*, pages 123-212

The list of works cited follows the text of the paper, beginning on a new page and continuing the page numbering of your paper. Center the title *Works Cited* one inch from the top. All sources used in your paper are listed in alphabetical order and are double-spaced with hanging indentation.

Last Name 9

Works Cited

- Mayers, R. Stewart, and Sally J. Zepeda. "High School Department Chairs: Role Ambiguity and Conflict During Change." *NASSP Bulletin* 86.632 (2002): 49-64. *ProQuest Research Library*. Web. 2 Aug. 2009.
- Zepeda, Sally J. "Cognitive Dissonance, Supervision, and Administrative Team Conflict." *International Journal of Educational Management* 20.3 (2006): 224-32. *ProQuest Research Library*. Web. 2 Aug. 2009.
- . "Leadership to Build Learning Communities." *Educational Forum* 68.2 (2004): 144-51. *ProQuest Research Library*. Web. 2 Aug. 2009.
- Zepeda, Sally J., and Bill Kruskamp. "High School Department Chairs: Perspectives on Instructional Supervision." *High School Journal* 90.4 (2007): 44-54. *ProQuest Research Library*. Web. 2 Aug. 2009.
- Zepeda, Sally J., and R. Stewart Mayers. "An Analysis of Research on Block Scheduling." *Review of Educational Research* 76.1 (2006): 137-70. *ProQuest Research Library*. Web. 2 Aug. 2009.
- . "New Kids on the Block Schedule: Beginning Teachers Face Challenges." *High School Journal* 84.4 (2001): 1-11. *ProQuest Research Library*. Web. 2 Aug. 2009.

If you are citing two or more works by the same author, list the name in the first citation only. Use three hyphens and a period for all the following references. The same rule applies for multiple authors, as long as the authors' names in each source appear in the same order. If they are not in the same order, or if there are different coauthors, you must list all names in the same order as shown in the original source. For entries beginning with the same name, but with different coauthors, alphabetize by the last names of the second author listed (Kruskamp before Mayers, in the examples above).

All citations are to be double spaced with hanging indentation. In order to save space, the following examples are not double spaced.

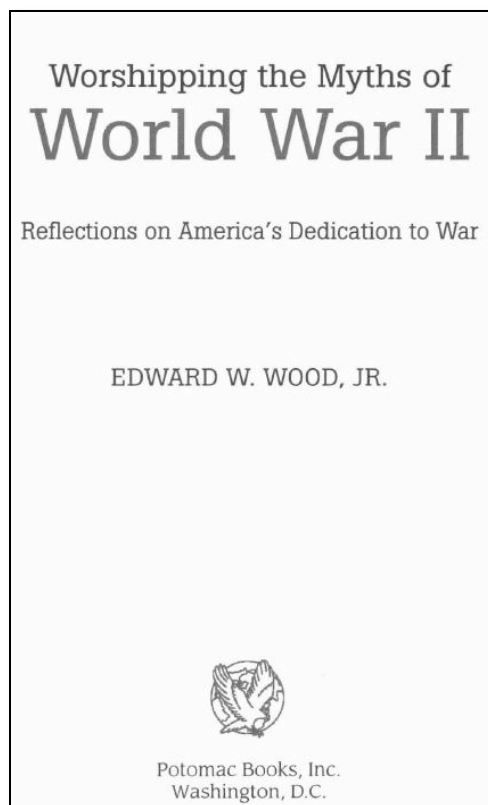
BOOKS

MLA Handbook, pages 148-81

In addition to the sources shown below, Section 5.5 in the *MLA Handbook* covers anonymous books, scholarly editions, translations, graphic novels, multivolume works, books in a series, brochures, government publications, and dissertations.

Citations for books include the following:

- Author's name
- Title of work italicized
- Publication information (city of publication, the publisher's name, and the year of publication)
- Medium



Place of publication

List the city only. Do not include the state, province, or country.

Publisher's name

Shorten the publisher's name according to the guidelines in Section 7.5 of the *MLA Handbook*.

- Omit *A*, *An*, and *The*
- Omit business abbreviations, such as *Co.*, *Corp.*, *Inc.*
- Omit descriptive words, such as *Books*, *House*, *Press*, *Publishers*
- Use the abbreviation UP for University Press, such as Pennsylvania State UP, or U of Chicago P.
- Do not list first names or initials in publisher's names and only use one person's surname if there are multiple names in the publisher's name. Examples: Use Norton for W.W. Norton and Co., Inc, and McGraw for McGraw-Hill, Inc.
- Use the copyright date as the date of publication.

Book by a single author or editor

Fair, John D. *Muscle town USA: Bob Hoffman and the Manly Culture of York Barbell*. University Park: Pennsylvania State UP, 1999. Print.

Gallagher, Gary W., ed. *Fighting for the Confederacy: The Personal Recollections of General Edward Porter Alexander*. Chapel Hill: U of North Carolina P, 1989. Print.

Wood, Edward W., Jr. *Worshipping the Myths of World War II: Reflections on America's Dedication to War*. Washington: Potomac, 2006. Print.

Book by two or more authors

Give the names of the authors as they appear on the title page. Reverse only the first author's name.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 2nd ed. Chicago: U of Chicago P, 2003. Print.

If there are more than three authors, you may list them all or you may list only the first author followed by *et al.*, which means "and others."

Ozretich, Rachel, Linda Burt, Susan Doescher, and Martha Foster. *Case Studies in Early Childhood Education: Implementing Developmentally Appropriate Practices*. Boston: Merrill, 2010. Print.

Ozretich, Rachel, et al. *Case Studies in Early Childhood Education: Implementing Developmentally Appropriate Practices*. Boston: Merrill, 2010. Print

Book by a corporate author

A corporate author can be an association, a committee, or any group whose members are not identified individually. Omit any initial article in the name, such as *A*, *An*, and *The*. In some cases, the corporate author is also the publisher.

Urban Land Institute. *Cities Post-9/11*. Washington: Urban Land Inst., 2002. Print.

Work in an anthology

Begin the citation with the information for the part of the book (short story, essay, poem) you are using, followed by the information for the anthology. Notice the page numbers for the piece you are citing appear at the end of the citation, right before the medium of publication.

Poston, Ted. "A Matter of Record." *Ebony Rising: Short Fiction of the Greater Harlem Renaissance Era*. Ed. Craig Gable. Bloomington: Indiana UP, 2004. 493-94. Print.

Article from a reference book

Since encyclopedias and dictionaries are arranged alphabetically, you may omit the page numbers.

Signed article in a widely used reference book (publication information not required)

Nelson, Glenn C. "Pottery." *The Encyclopedia Americana*. 1993 ed. Print.

Unsigned article in a widely used reference book (publication information not required)

"Propane." *The Encyclopedia Americana*. 1993 ed. Print.

Signed article in a specialized reference work (publication information required)

Zuckert, Michael P. "Natural Rights." *Encyclopedia of the Enlightenment*. Ed. Alan Charles Kors. Vol. 3. New York: Oxford UP, 2003. Print.

ARTICLES

MLA Handbook, pages 136-48

Citations for articles usually include the following:

- Author's name
- Title of article in quotation marks
- Title of journal, newspaper, or magazine italicized
- Volume # and issue # for scholarly journal articles
- Date of publication
- Inclusive page numbers
- Medium

Scholarly journal article

Ladner, Betty, Donald Beagle, James R. Steele, and Linda Steele. "Rethinking Online Instruction: From Content Transmission to Cognitive Immersion." *Reference & User Services Quarterly* 43.4 (2004): 329-37. Print.

You may choose to cite this source as follows:

Ladner, Betty, et al. "Rethinking Online Instruction: From Content Transmission to Cognitive Immersion." *Reference & User Services Quarterly* 43.4 (2004): 329-37. Print.

Newspaper article

Since there can be a lot of variation in the way newspapers number and date their sections and editions, please see pages 141-42 in the *MLA Handbook* for additional information and examples.

Steinhauer, Jennifer. "Pinch of Reality Threatens the California Dream." *New York Times* 22 July 2009, Washington ed.: A1+. Print.

Van Ingen, Lori. "Protest to Target City Surveillance Cameras." *Intelligencer Journal* [Lancaster] 26 June 2009: B1+. Print.

Magazine article

Magazine published every week or every two weeks:

Quittner, Josh. "The Race for a Better Read." *Time* 16 Feb. 2009: 34-35. Print.

"Tweeting All the Way to the Bank." *Economist* 25 July 2009: 61-62. Print.

Magazine published every month or two months:

Bakich, Michael E. "How to Build a Backyard Observatory." *Astronomy* Mar. 2009: 56-59. Print.

Landis, Kevin. "Dreaming in Place." *American Theatre* July-Aug. 2009: 28+. Print.

Articles from an online library database

If you are using an article accessed from an online library database, do not use the word *Print*, as shown in the previous examples. Instead, follow the page numbers with the name of the database (italicized), the medium of publication (Web) and the date you accessed the article (day, month, and year). See the section for Web publications in the *MLA Handbook*, pages 192-93, for additional examples. Below are the same article citations obtained from an online database.

Bakich, Michael E. "How to Build a Backyard Observatory." *Astronomy* Mar. 2009: 56-59. *ProQuest Research Library*. Web. 29 July 2009.

Ladner, Betty, et al. "Rethinking Online Instruction: From Content Transmission to Cognitive Immersion." *Reference & User Services Quarterly* 43.4 (2004): 329-37. *ProQuest Education Journals*. Web. 24 July 2009.

Landis, Kevin. "Dreaming in Place." *American Theatre* July-Aug. 2009: 28+. *ProQuest Research Library*. Web. 29 July 2009.

Quittner, Josh. "The Race for a Better Read." *Time* 16 Feb. 2009: 34-35. *ProQuest Research Library*. Web. 29 July 2009.

"Tweeting All the Way to the Bank." *Economist* 25 July 2009: 61-62. *ProQuest Research Library*. Web. 3 Aug. 2009.

Steinhauer, Jennifer. "Pinch of Reality Threatens the California Dream." *New York Times* 22 July 2009, late ed.: A1+. *ProQuest ABI Inform Complete*. Web. 29 July 2009.

Van Ingen, Lori. "Protest to Target City Surveillance Cameras." *Intelligencer Journal* [Lancaster] 26 June 2009: B1+. *NewsBank*. Web. 29 July 2009.

WEB PUBLICATIONS

MLA Handbook, pages 181-93

Since you are able to find such a wide variety of material on the Web, it is difficult to summarize guidelines for these sources. MLA recommends printing or downloading the Web sources you use in a research paper, in case they are no longer available later, but they no longer recommend including the URL as part of a citation, unless it would be too difficult for the reader to locate the source without it or if you are required by your instructor to include it.

The citations shown in this handout include the following information:

- Name of the author (individual or organization responsible for the information)
- Title of the work (in quotes, since this is not the whole site, but rather an article or work which is part of a larger site)
- Title of the overall Web site (italicized)
- Publisher or sponsor of the site (you may find this information listed as the copyright owner; use N.p. if that information is not available)
- Date of publication (copyright date if that is all that is available, or n.d. if no date is shown)
- Medium of publication
- Date of access

The following example is a Web exclusive article from the *Newsweek* site, not available in the print *Newsweek* magazine. The first reference to *Newsweek* in the citation is italicized since it refers to the name of the Web site. The second time refers to the publisher, or sponsor, of the site and is not italicized.

Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 7 July 2009.

Following is the same example with optional URL:

Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 7 July 2009.
<<http://www.newsweek.com/id/70750>>.

The following is an example for citing information from an organization's Web site. Notice that many of the elements are the same.

Donor Sibling Registry. "About the DSR." *The Donor Sibling Registry*. Donor Sibling Registry, 2008.
Web. 30 July 2009.

If you choose to use a URL, place it at the end of the citation, enclose it in angle brackets and end with a period. You may break a long URL into two lines, only after the double or single slashes. You will have to click "Undo" if your Word program tries to automatically format your URL as a hyperlink.

ADDITIONAL COMMON SOURCES

MLA Handbook, pages 193-211

In addition to the sources shown below, Section 5.7 in the *MLA Handbook* covers television and radio broadcasts, sound recordings, performances, musical scores, visual art, maps, charts, comic strips, advertisements, lectures, speeches, manuscripts, letters, and e-mail messages.

A digital file

The following is an example of a citation for a file downloaded from the Web:

American Council of Learned Societies. Commission on Cyberinfrastructure for the Humanities and Social Sciences. *Our Cultural Commonwealth*. New York: ACLS, 2006. PDF file.

Video or film

Begin with the title of the film (as in the first example), unless you are citing the contribution of a particular individual (second example). Include the director, distributor, year of release and the medium. You can include the original release date in a citation for a DVD, if it is relevant.

It's a Wonderful Life. Dir. Frank Capra. RKO, 1946. Film.

Stewart, James, perf. *It's a Wonderful Life*. Dir. Frank Capra. RKO, 1946. Film.

It's a Wonderful Life. Dir. Frank Capra. RKO, 1946. Republic, 2001. DVD.

Interview

Examples for interviews you conducted, either in person or on the phone:

Killian, Harry. Personal interview. 16 Nov. 2008.

Simmons, Roger. Telephone interview. 15 Dec. 2007.