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University of Akron – Wayne College
Smucker Learning Center

MLA HANDOUT FOR WAYNE COLLEGE STUDENTS

This handout is designed to assist students in documenting research papers using the guidelines of the Modern Language Association. These pages briefly summarize frequently used methods for giving credit to authors whose works you have consulted in the course of preparing an academic paper.

If you need more information, please come into the Smucker Learning Center where one of the Writing Consultants will gladly help you, or check the *MLA Handbook for Writers of Research Papers, 7th edition*.

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CITING SOURCES WITHIN THE TEXT OF YOUR PAPER

WHEN TO CITE A SOURCE

- Always document the source when you are quoting (using the words exactly as they appear in your source).
- Cite every time you summarize, paraphrase, or otherwise indicate the author's information, ideas, or opinions.
- When in doubt, cite your source.

HOW TO INCLUDE SOURCE MATERIAL IN TEXT

- *Using Paraphrases:* Generally speaking, information should be paraphrased (put in your own words and sentence structure) in order to maintain a consistent style of writing. Paraphrases are always cited.
- *Using Quotations:* If the wording of the information is so good that you cannot put it into your own words and have the same meaning, you may quote the information.
 - If the quote is less than 4 lines long in text, place it in quotation marks and do not indent it. The citation goes in parentheses and follows the rules in the section entitled "How to Cite in Text."

EXAMPLE: When using sources in a research paper, Professor May claims that "the exact vocabulary and syntax are paramount to understanding" (34).

- If the quote is more than 4 lines long, indent each line of the quote 10 spaces from the left margin only and do not use quotation marks. Double space the quote. The citation goes at the end of the quotation in parentheses *after* the period for the sentence. (See example on next page)

EXAMPLE:

When adding source material in a research paper, Professor May also warns that

students often fail to realize that careful citations are necessary in both the text itself and the list of references. Many think that in-text citations are not needed if the material is paraphrased; however, it is even more important to include the parenthetical notation in those instances because there are no quotation marks to indicate that material comes from an outside source. (47)

USING SIGNAL WORDS TO INDICATE THE BEGINNING OF SOURCE MATERIAL IN TEXT

- You should indicate where source material begins in text. You can do this by saying “According to...,” but you don’t want to overuse this phrase. Listed below are signal verbs that better explain the relationship between the source material and what you are discussing.

If your source is neutral:

Acknowledges	Explains	Reports
Comments	Observes	Says
Considers	Offers	Sees
Demonstrates	Points out	Writes

If your source implies something:

Analyzes	Infers	Speculates
Concludes	Predicts	Suggests
Finds	Proposes	
Implies	Reveals	

If your source is against something:

Alleges	Claims	Denies
Argues	Contends	Maintains
Asserts	Criticizes	Opposes
Charges	Defends	

If your source agrees with something:

Admits	Concedes	Grants
Agrees	Concurs	Insists
Allows	Emphasizes	Supports

If your source disagrees with something:

Complains	Deplores	Laments
Condemns	Disagrees	Warns

- Consider including the credentials of the author within the text to help establish credibility.

HOW TO CITE IN TEXT

If you do not use the author's name within the sentence,
put the author's last name and the page number on which the information appears in parentheses at the end of the sentence, before the period.

EXAMPLE:

Citing sources is hard but essential work (Black 45).

If your source has two authors,
include both last names separated by *and* (not italicized) in the parentheses followed by the page number. Place the period after the parentheses.

EXAMPLE:

Accuracy is extremely important when including documentation information from a source
(Jenkins and Johnson 29).

If your source has more than two authors,
list all the authors' last names in the parentheses with a comma between each and *and* between the last two. Place the period after the parentheses.

EXAMPLE:

Including citations helps to demonstrate the writer's credibility (Herman, Marcos, and Peters 134).

If your source does not give an author's name within the text,
use a shortened form of the title (using one, two, or three of the first main words) in the parentheses followed by the page number on which the information appears. (Underline the title if it is a book; put in quotation marks if an article title.)

EXAMPLE:

Using the new MLA is simpler than the old one ("Citing Sources" 3).

If you use the author's name within the sentence that paraphrases or quotes his or her ideas,
put the page number for the source of the material in parentheses immediately at the end of the paraphrased information.

EXAMPLES:

(a) Jonathan Black suggests that citing sources is hard but essential work (45).

(b) Jonathan Black suggests that citing sources is hard but essential work (45) in order to

earn a good grade on research papers.

(c) According to Jonathan Black, citing sources is ‘difficult work, but it is always necessary’ (45).

If your source does not have fixed page numbers (like most WWW sources), put only the author or shortened form of the title in the parentheses at the end of the source material, even if it is referenced in the text. **Note: The page numbers of a printout of an article from the Web should not be used in a citation.**

EXAMPLE:

Paraphrased citations should never be forgotten (“Citing Sources”).

If you have more than one source by the same author, include both the author’s last name and the shortened form of the title with a comma between them. Punctuate the title in the same way as in the Works Cited citation.

EXAMPLE:

Authors of research papers sometimes forget that citations are needed for paraphrased material (Cole, *English Handbook* 445).

If the info. comes from more than one source, use semicolons to separate the citations within the parentheses.

EXAMPLE:

Sources cited in the text must also be cited in the Works Cited page (“Citing Sources”; Black 46).

- Do not place a comma between the author or title and the page number in the parentheses.

HOW TO DOCUMENT INFORMATION FROM WWW SOURCES

- Cite sources from the World Wide Web similarly to printed works (see above). Because most WWW sources do not have page numbers on them, the in-text citation will not contain a page number.
- Do NOT use the page numbers of the printout of a WWW source.
- If your electronic source does number the paragraphs, include the abbreviation par. or pars. followed by the number of the paragraph in the parenthetical citation. If this type of citation begins with the author’s name, place comma after the author’s name.

EXAMPLE:

(Thornton, pars. 34-35).

- Remember that if paragraphs are not numbered within the source, do NOT number them yourself and use them in the citation.

HOW TO DOCUMENT BIBLICAL REFERENCES IN TEXT

- The first time you use a biblical reference in text, identify the version or edition you are using (italicized), put in a comma, abbreviate the book of the Bible, then put in the chapter number, a period, and the verse number (s).

EXAMPLE:

First use: (*The Jerusalem Bible*, I Cor. 6.12)

After the first use of the edition of the Bible, only identify the book, chapter, and verse.

EXAMPLE:

Next use: (II Cor. 9.1-2)

- Capitalize, but do not underline, the names of the Bible, the books within the Bible, and the names of the particular translations or versions of the Bible. Italicize the name of the Bible.

SETTING UP THE WORKS CITED PAGE

GENERAL INFORMATION

- ❖ The Works Cited page is a separate page from the rest of the paper.
- ❖ Number the Works Cited page, continuing the numbers of the text.
- ❖ Make the Works Cited page the last page of your paper, followed only by the Appendices, if there are any.
- ❖ Center the heading *Works Cited* (not in italics) one inch from the top of the page.
- ❖ Include a citation for each source that is **used** in the essay.
- ❖ List the citations alphabetically according to the first word of the citation, unless it is *A*, *An*, or *The*.

FORMATTING CITATIONS

- Double space within each entry.
(If working with Microsoft 2007, set style to the second box – Paragraph with no spacing – and then set for double space using ctrl+2)
- Double space between each entry. DO NOT include extra spaces between citations.
- Begin each entry with a hanging indent. (The first line is flush with the left margin and other lines are indented.)
 - *Hanging Indent using Word 2003:*
Put your cursor on the first line of the entry OR highlight all entries at once.
Click on Format -- Paragraph -- Indents & Spacing -- Special -- Hanging
Click OK
 - *Hanging indent using Word 2007:*
Put your cursor on the first line of the entry OR highlight all entries at one.
From Home tab, click on small box to right of the word Paragraph.
Under Special, click on Hanging.
Click on OK.

PARTS OF A CITATION

AUTHOR

- List author in this manner: last name, first name.
- If more than one author,
 - list them in the order given in the publication.
 - list only the first author last name first. Other authors are first name, last name.
 - place a comma between each author and the word *and* between the last two.
- If no author, simply start the citation with the title.

TITLES

- Put the title of the article in quotation marks.
- Italicize the title of the periodical (journal, magazine, newspaper) Do not underline it.
- Capitalize the title according to normal rules. (Capitalize all words except *a*, *an*, and *the* and prepositions – unless they are the first words of the title)
- Place the period after the title of the article inside the quotation marks.

DATES

- For books:
 - Use the newest copyright date listed.
- For periodicals:
 - If only month and year, use it.
 - If day, month, and year are given, write the date military style (i.e., 25 Feb. 2009).
- For date of access:
 - Write the date military style (i.e., 25 Feb. 2009).

PLACE OF PUBLICATION FOR BOOKS

- Use the first place of publication listed in the book.

PAGE NUMBERS

- For books:
 - Do not include page numbers for books, unless you are using a specific article or chapter from the book. Then include all of the page numbers of that article or chapter.

- For articles in periodicals:
 - Include all of the consecutive page numbers on which the article appears.
 - If the article begins on one page and finishes somewhere else in the periodical, write the consecutive page numbers and then +.
 - If article appears in a newspaper that is divided into sections, be sure to include the section letter.
 - If page numbers do not exist, write N. pag. in place of the page numbers.

- For Websites:
 - If the Website has permanent page numbers, include them.
 - Do not use the page numbers that are generated from your printer.
 - If the Website includes paragraph numbers, place a comma after the author and write pars. followed by the paragraph number rather than a page number.

MEDIUM

- ❖ Always include the word indicates the medium you used to access the source (for example, Print or Web).

PUNCTUATION

- ❖ Be careful to include periods where indicated in the sample citations.

- ❖ Type one space after each period in a citation.

- ❖ Always end a citation with a period.

SAMPLE INDIVIDUAL ENTRIES

BOOKS

BOOK

GENERAL FORMAT

Last name of author, First name. *Title of Book*. Place of Publication: Publisher, year of publication. Print.

EXAMPLE

Black, George. *Documenting Sources the New Way*. Chicago: Educational Books, 2009. Print.

BOOK WITH MULTIPLE EDITIONS

GENERAL FORMAT

Last name of author, First name. *Title of Book*. Edition number ed. Place of Publication:
Publisher, year of publication. Print.

EXAMPLE

Baker, George. *Handbook on Documentation*. 3rd ed. Chicago: Grove, 2009. Print.

CHAPTER OR SECTION IN A BOOK

GENERAL FORMAT

Last name of author of article, First name. "Title of Chapter or Section." Name of editor (first name last name), ed. *Title of Book*. Place of Publication: Publisher, year of publication. Pages on which the article appears. Print.

EXAMPLE

Kennedy, Sarah. "Checking Out MLA." Mary Conrad, ed. *Documentation the Easy Way*. Akron, OH: U of Akron P, 2009. 232-256. Print.

EDITED BOOK (book itself cited in text)

GENERAL FORMAT

Last name of author of book, First name. *Title of Book*. Ed. Name of editor (first name last name). Place of Publication: Publisher, year of publication. Print.

EXAMPLE

Bowers, Chad. *Plagiarism in the Twenty-first Century*. Ed. James White. Boston: Bluebird, 2009. Print.

EDITED BOOK (material written by editor, such as foreword cited in text)

GENERAL FORMAT

Last name of editor, First name. *Title of Book*. By Name of author (first name last name). Place of Publication: Publisher, year of publication. Print.

EXAMPLE

White, James, ed. *Plagiarism Today*. Ed. Chad Bowers. Boston: Bluebird, 2009. Print.

ENCYCLOPEDIA

GENERAL FORMAT

Last name of author of article, First name. "Title of Section." *Title of Book*. Edition number
ed. Year of Publication. Print.

EXAMPLE

May, Jaime. "MLA." *Encyclopedia Britannica*. 20th ed. 2009. Print.

SPECIALIZED REFERENCE BOOK

GENERAL FORMAT

Last name of author of section, First Name. "Title of Section." *Title of Reference Book*. Ed.
Name of editor of book. Number of edition. Ed. Vol. Number of volume. Place of
publication: Publisher, Year of publication. Print.

EXAMPLE

Hernandez, Anita. "Citations in Research Papers." *Encyclopedia of English*. Ed. Isaac Johnson.
3rd ed. Vol. 2. Chicago: Wholesome Books, 2009. Print.

ONLINE ARTICLE IN REFERENCE BOOK (such as encyclopedia)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Name of Encyclopedia*. Sponsoring
institution, copyright year. Web. Date of access.

EXAMPLE

Thompson, Mary. "Documentation Styles." *Encyclopedia Britannica*. Encyclopedia Britannica,
2009. Web. 15 May 2009.

ARTICLES IN A PERIODICAL

JOURNAL ARTICLE (original)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Journal* volume number. Issue number (year of publication): page numbers. Print.

EXAMPLE

Hammond, Timothy. "Citing Information Properly." *College English* 76.2 (2009): 276-281. Print.

JOURNAL ARTICLE (from database)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Journal* volume number. Issue number (year of publication): page numbers. *Name of Database*. Web. Date of access.

EXAMPLE

Hammond, Timothy. "Citing Information Properly." *College English* 76.2 (2009): 276-281. *Academic Search Complete*. Web. 21 Feb. 2009.

JOURNAL ARTICLE (online)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Journal* volume number. Issue number (year of publication): page numbers. Web. Date of Access.

EXAMPLE

Schmidt, Dale. "On Citing Sources." *English Online* 5.1 (2009): 27-30. Web. 15 May 2009.

Note: If the article does not contain fixed page numbers, use n. pag. in place of the page numbers.

MAGAZINE ARTICLE (original)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Magazine* Date of Publication: page numbers. Print.

EXAMPLE

Smith, James. "Citing Sources Is Fun." *Homework Magazine* 20 Jan. 2007: 15-18. Print.

MAGAZINE ARTICLE (from database)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Magazine* Date of Publication: page numbers. *Name of Database*. Web. Date of access.

EXAMPLE

Smith, James. "Citing Sources Is Fun." *Homework Magazine* 20 Jan. 2007: 15-18. *Academic Search Complete*. Web. 23 Feb. 2009.

MAGAZINE ARTICLE (online)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Magazine*. Sponsoring institution, Date of article. Web. Date of access.

EXAMPLE

Smith, James. "Citing Sources." *Time*. Time, 20 Jan. 2007. Web. 23 Feb. 2009.

NEWSPAPER ARTICLE (original)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Newspaper* Date of Publication: page numbers. Print.

EXAMPLE

Blum, Ronald. "Searching for Credible Sources." *Canton Repository* 6 Dec. 2007: C13. Print.

NEWSPAPER ARTICLE (from database)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Newspaper* Date of Publication:
page numbers. *Name of Database*. Web. Date of access.

EXAMPLE

Blum, Ronald. "Searching for Credible Sources." *Canton Repository* 6 Dec. 2007: C13.
Newsbank. Web. 22 Feb. 2009.

NEWSPAPER ARTICLE (online)

GENERAL FORMAT

Last name of author, First name. "Title of Article." *Title of Newspaper*. Sponsoring institution,
date of article. Web. Date of access.

EXAMPLE

Blum, Ronald. "Searching for Credible Sources." *Canton Repository*. Canton Repository, 6 Dec.
2007. Web. 22 Feb. 2009.

EDITORIAL IN A PERIODICAL

GENERAL FORMAT

Last name of author, First name. "Title of Article." Editorial. *Title of Periodical* Date of
Publication: page numbers. Print.

EXAMPLE

Edwards, Sarah. "Why We Need to Cite Sources." Editorial. *The Daily Record* 30 Jan. 2006: C2.
Print.

WWW SOURCES

Notes about Web Source Citations

- If no sponsoring institution is given, use *N.p.* (Not italicized).
- Date of access is often a copyright date and can be found at the bottom of the page.
- If no date of access, use *n.d.*(not italicized).

COMPLETE WEBSITE

GENERAL FORMAT

Last name of author, First name. *Title of Webpage*. Sponsoring institution, Date of last update.
Web. Date of access.

EXAMPLE

Latamer, Anthony. *Documentation Made Easy*. University of Akron, 2009. Web. 22 Feb. 2009.

Note: URLs for websites are only required if the reader probably cannot locate the source without it or if your instructor requires it. If included, put it in after the date of access.

EXAMPLE

Latamer, Anthony. *Documentation Made Easy*. University of Akron, 2009. Web. 22 Feb. 2009.

<www.uakron.edu/documentation>.

SHORT WORK ON A WEBPAGE

GENERAL FORMAT

Last name of author, First name. "Title of Piece on Webpage." *Title of Webpage*. Sponsoring
Institution, Date of last update. Web. Date of access.

EXAMPLE

Jones, Michael. "Using MLA in Research Papers." *Documentation for College Students*. The
Good Student Institute, March 2009. Web. 12 March 2009.

ONLINE JOURNAL ARTICLE

See page 9 of this handout.

ONLINE MAGAZINE ARTICLE

See page 10 of this handout.

ONLINE NEWSPAPER ARTICLE

See page 11 of this handout.

BLOG ENTRY

GENERAL FORMAT

Last name of author, First name. "Title of the Entry." *Title of Blog or Site*. Name of Sponsor.

Web. Date of access.

EXAMPLE

Thomson, Carl. "Why Should We Cite Sources?" *Documentation Blog*. YBM Media. Web. 13

March 2009.

Note: If no sponsor, include N.p. instead.

EXAMPLE

Thomson, Carl. "Why Should We Cite Sources?" *Documentation Blog*. N. p. Web. 13 March

2009.

EMAIL

GENERAL FORMAT

Last name of writer of email, First Name. "Title of Message Taken from Subject Line."

Message to the Author of the paper. Date of email. Email.

EXAMPLE

Sanchez, Josephine. "RE: Using MLA in Your Research Paper." Message to William Morgan.

21 May 2009. Email.

OTHER COMMON SOURCES

PERSONAL INTERVIEW

GENERAL FORMAT

Last name of person interviewed, First Name. Type of interview (Personal interview,

Telephone interview). Date of interview.

EXAMPLE

Henderson, Jonathan. Personal interview. 25 May 2009.

TELEVISION BROADCAST

GENERAL FORMAT

“Title of Episode or Segment.” *Title of Program or Series*. Name of network. Call letters, City of local station. Broadcast date. Television.

EXAMPLE

“What’s New in Teaching English.” *Fun in School*. PBS. WVIZ, Cleveland. 14 April 2009. Television.

RADIO BROADCAST

GENERAL FORMAT

Title of Program. Narr. Name of narrator. Network. Call letters, City of local station. Broadcast date. Radio.

EXAMPLE

Innovations Today. Narr. Joseph Magill. WKSU, Kent, OH. 31 May 2009. Radio.

TELEVISION OR RADIO BROADCAST TRANSCRIPT

GENERAL FORMAT

Title of Program. Narr. Name of narrator. Network. Call letters, City of station. page numbers. Broadcast date. Print. Transcript.

EXAMPLE

Innovations Today. Narr. Joseph Magill. WKSU, Kent, OH. 31 May 2009. Print. Transcript.

FILM OR VIDEO RECORDING

GENERAL FORMAT

Title of Film. Dir. Name of director. Distributor, Year of release. Medium (Film, Videocassette, DVD).

EXAMPLES

Walking in MLA Fields. Dir. Mary Rohr. United Cimenamators, 2009. Film.

Walking in MLA Fields. Dir. Mary Rohr. United Cimenamators, 2009. DVD.

SAMPLE WORKS CITED PAGE

Works Cited

- Black, George. *Documenting Sources the New Way*. Chicago: Educational Books, 2009. Print.
- Blum, Ronald. "Searching for Credible Sources." *Canton Repository*. Canton Repository, 6 Dec. 2007. Web. 22 Feb. 2009.
- Hammond, Timothy. "Citing Information Properly." *College English* 76.2 (2009): 276-281. Print.
- Henderson, Jonathan. Personal interview. 25 May 2009.
- Jones, Michael. "Using MLA in Research Papers." *Documentation for College Students*. The Good Student Institute. March 2009. Web. 12 March 2009.
- Kennedy, Sarah. "Checking Out MLA." Mary Conrad, ed. *Documentation the Easy Way*. Akron, OH: U of Akron P, 2009. 232-256. Print.
- Smith, James. "Citing Sources Is Fun." *Homework Magazine* 20 Jan. 2007: 15-18. *Academic Search Complete*. Web. 23 Feb. 2009.

DOCUMENT FORMAT

- Use an easily readable font (such as Times New Roman) set to standard 12-point size.
- DO NOT use a title page.
- On the first page of the essay, in the upper left corner, put your name, the course name, the instructor's name, and the date on separate lines (double spaced).
- Skip one double space and center your title.
- Do NOT write the title in bold font or in all caps.
- Skip one more double space and begin the essay.
- Number your pages in the header on the right side of the page.
- Include your last name with the page numbers.
(Using Microsoft Word 2007, click on the *Insert* tab. Click on *Page Number*. Click on *Top of Page*. From the drop down box that appears, click on *Page Number 3*. Then on your document in front of one of the page numbers in the header, add your last name. It will appear on all the pages.)
- Number the Works Cited page and any appendices as part of your paper.