### Instructions for Use of BWHS Style Guide

- This guide provides a basic introduction to the MLA citation style. It is based on the 7th edition of the *MLA Handbook for Writers of Research Papers* published by the Modern Language Association in 2009. All citation examples provided were created using NoodleTools bibliographic software. For additional information and examples, refer to the *MLA Handbook*.
- The punctuation shown here is not optional. Punctuation is an important part of MLA standards and should be followed precisely as it is seen here.
- Any explanatory notes are found in brackets behind the item being explained. The information in the brackets should not be directly copied into the entry.

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### Appendices

- **A** FAQs MLA Style
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- **D** In-Text Documentation
- **E** Sample Research Page
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Entries for books consist of several elements in a prescribed sequence. Most of the components are normally arranged in the following order:

1. Name of author, editor, compiler, or translator.
2. *Title of the work* (italicized).
3. Edition used (if other than 1st ed.).
4. Number(s) of the volume(s) used.
5. City of publication: name of publisher, and year of publication (latest copyright year).
6. Medium of publication consulted (Print).
7. Supplementary bibliographic information and annotation.

**Book**

Author's Last Name, Author’s First Name. *Title of Book*. Publication City: Publisher, Publication Year. Print.

**One Author:**

**Author and Editor Variations:** (List authors and editors in order they appear on book’s title page, not necessarily in alphabetical order. Example concepts apply to other entry types as well.)

**Two Authors:**
Author 1’s Last Name, First Name, and Author 2’s First Name Last Name. *Title of Book.*

Publication City: Publisher, Publication Year. Print.

**Example:**

**Three Authors:**
Author 1’s Last Name, First Name, Author 2’s First Name Last Name, and Author 3’s First Name Last Name. *Title of Book.* Publication City: Publisher, Publication Year. Print.

**Example:**
**Four or More Authors:**
When 4 or more names are entered, NoodleTools will automatically list only the first author, followed by the phrase et al. (meaning "and others"; no period after "et") in place of the other authors' names, as suggested by the MLA Handbook.

Author 1’s Last Name, First Name, et al. *Title of Book*. Publication City: Publisher, Publication Year. Print.

**Example:**

**Corporate Author:**
Name of Corporation, Agency, Committee, or Organization. [Omit “a”, “an”, or “the”] *Title of Book*. Ed. Editor(s)’ First Name Last Name(s). [if given] Publication City: Publisher, Publication Year. Print.

**Examples:**


**(Anonymous) No Known Author or Editor:**
List and alphabetize by the title of the book.

*Title of Book*. Publication City: Publisher, Publication Year. Print.

**Example:**

**Edition with Author and Editor:**
Author’s Last Name, First Name. *Title of Book*. Ed. Editor’s First Name Last Name. Publication City: Publisher, Publication Year. Print.

**Example:**
One Editor – No Author:
Editor’s Last Name, First Name, ed. *Title of Book*. Publication City: Publisher, Publication Year. Print.

Example:

Two Editors:
Editor 1’s Last Name, First Name, and Editor 2’s First Name Last Name, eds. *Title of Book*. Publication City: Publisher, Publication Year. Print.

Example:

❖ Short Work in an Anthology/Book Collection ❖
Essay, Poem, or Short Story

Author’s Last Name, First Name. “Title of Essay, Poem, Short Story, or Work.” *Title of the entire Book/Anthology*. Ed. Editor(s)’ First Name(s) Last Name(s). [if given] Publication City: Publisher, Publication Year. Page number(s). Print.

Example:
Note: For books featuring reprinted articles, add the publication information of the original published work. Gale’s *Opposing Viewpoints* and *Novels for Students* are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers that have been reprinted in a book /collection.

**Book in a Series, with one author:**
Author's Last Name, First Name. *Title of Book*. Publication City: Publisher, Publication Year.

Print. Series Name.

**Example of Contemporary Issues Series:**

Contemporary Issues.

Previously-published article (different title) from a magazine or newspaper that has been reprinted in a book /collection.

Author’s Last Name, First Name. "Title of Article in book/collection." *Title of Book/Collection*.

Ed. Editor(s)’ First Name Last Name(s). Publication City: Publisher, Publication Year.

Page Number(s). Print. Series Name. Rpt. of “Title of Original Article.”

*Magazine/Newspaper Title*. Date of publication. Page numbers.

**Magazine and Opposing Viewpoints Book Example:**

**Newspaper and Current Controversies Book Example:**


Note: For books featuring reprinted articles, add the publication information of the original published work. Gale’s *Opposing Viewpoints* and *Novels for Students* are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers that have been reprinted in a book /collection.

**Book for Literary Criticism**

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**Short Work in an Anthology**

*Novels for Students (NfS)*

**Not attributed to a particular author (i.e., the Themes, Style, or Character sections)**

"Title of Specific Work/Section." *Title of Book/Anthology.* Ed. Editor(s)’ First and Last Name(s).

Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s).

Print.

**Example:**


**Specially commissioned essay, usually under the “Criticism” subhead:**

Author’s Last Name, First Name. “Title of Specific Section.” *Title of Book/Anthology.* Ed.

Editor(s)’ First Name Last Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Print.

**Example:**


**Essay originally appeared in a journal, reprinted in NfS**

Author’s Last Name, First Name. "Title of Essay." *Title of the Periodical* Issue Number (Publication Year): Page Number(s). Rpt. in *Title of Book.* Ed. Editor(s)’ First Name Last Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Print.
Example:
Malak, Amin. "Margaret Atwood’s The Handmaid’s Tale and the Dystopian Tradition."


Example reprinted in *Contemporary Literary Criticism (CLC)*:

 membuat tombol di bawah:

**Reference Book Article/Entry**

Note: When citing widely used reference books, do not give full publication information – only the edition (if stated), publication year, and medium of publication. Volume and page numbers are not necessary when volumes are arranged alphabetically.

Author’s Last Name, First Name. [This is the author of the article – found at the beginning or end of the article – if given] “Title of Article.” *Title of Book*. Ed. Editor(s)’ First Name Last Name(s). [if given] Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Print.

Examples:
Dictionary:

Encyclopedia:
❖ **Introduction, Preface, Foreword, Afterward, Jacket Cover, Embedded Text, or Quotation❖**

Author’s Last Name, First Name. [author of the section] “Title of Section.” [if given] Type of Section. [types listed above] By Author of Book. [or editor if author isn’t given] Publication City: Publisher, Publication Year. Page Number(s). Print.

Example:

❖ **Pamphlet, Brochure, or Press Release❖**

Treat as you would a book:
Author’s Last Name, First Name. [or sponsor’s name] *Title of Pamphlet.* Publication City: Publisher, Publication Year. Print.

Examples:


**Chronicle Occupational Briefs:**
*Title of Brief: Brief Number.* Publication City: Publisher, Publication Year. Page Numbers(s). Print.

Example:
❖ Magazine Article ❖

Author’s Name, First Name. “Title of Article.” Title of Magazine Publication Date: Page Number(s). Print.

Example:

❖ Newspaper Article ❖

Author’s Last Name, First Name. “Title of Article.” Title of Newspaper Publication Date: Page Number(s). Print.

Example:

❖ Movie Review from Print Source ❖

Review of a film, book, performance, or other published work

Reviewer’s Last Name, First Name. "Title of Review." [if given] Rev. of Title of Movie, dir. Director’s Name. Title of Source Publication Date: Page Number(s). Print.

Example:

❖ Painting, Sculpture, or Photograph ❖

Artist/Photographer’s Last Name, First Name. Title or Description of Artwork. Year artwork was created. Medium of artwork. Name of museum, collection or owner, Museum/collection location.

Examples:
Actual artwork:
Photographic reproduction appearing in a book (omit the medium & add book information):

Image/Personal Photograph:
Description of Image. Date photograph was taken. Personal photograph by author.

Example:

❖ An Advertisement ❖

Advertisement in a Magazine:
Name of the product, company, or institution that is the subject of the advertisement,

Advertisement. Name of Publication Date of Publication: Page Number(s). Print.

[Medium of publication consulted]

Example:

❖ Speech or Lecture ❖
(Possibly by One of Your Esteemed Teachers)

Speaker’s Last Name, First Name. “Title of the presentation.”[if known] Meeting Name and/or Sponsoring Organization. Location where Presentation was Delivered, Date of Presentation. Form of Delivery [e.g. Address, Class Presentation, Keynote speech, Lecture Panel, Reading or Speech]

Example:
\textbf{\textit{Interview Conducted by You}}

Last Name, First Name of Person you interviewed. Kind of Interview [e.g., Personal Interview, Telephone Interview, E-mail Interview]. Date Interview was Conducted.

\textbf{Examples:}
Matysik, Patricia. Personal Interview. 6 Nov. 2009.
Birkner, Tom. E-mail Interview. 6 June 2008.

\textbf{\textit{Published Interview}}

Last Name, First Name of Person interviewed. "Interview Title.” Interview by Name of Person Who Conducted Interview. \textit{Title of Source}. Source’s Publication Date: Page Number(s).Medium of Publication [Print, Radio, DVD, Television].

\textbf{Example:}

\textbf{\textit{Map, Chart, or Graph}}

\textbf{Cite as you would a book or article:}
Title of Map or Chart. Description. [use the word Map or Chart] Publication City: Publisher, Publication Date. Print.

\textbf{Example:}
Electronic Source

When citing a source from the World Wide Web, the following pieces of information should be included in the citation. If not all information is available, cite what is given.

1. Name of Author, Editor, Director, or Performer [Last name, First name]
2. “Title of Work”
3. Title of overall Website
4. Version or edition used
5. Publisher or Sponsor of the Website; if not available, use N.p.
6. Date of Publication [Day, Month, Year]; if not available, use n.d.
7. Medium of Publication [Web]
8. Date of Access [Day, Month, Year]
9. URL [copy and paste Web address as it appears in the address bar]
   ◆ Exceptions: BW Library’s subscription databases, such as Gale

◆ Website ◆

Last Name, First Name. [of Author, Editor, Director, or Performer] “Title of Page or Article.”

Name of overall Website. Publisher or Sponsoring Organization of Website, [if not available, use N.p.] Day Month Year of Copyright Date or Latest Update. [,; if not available, use n.d.] Web. Date of Access. <URL>.

Examples:
Citing the entire Website - no author or editor:


Website with an Author:
Website with an Editor:
<http://www.fordham.edu/halsall/>.

Page from a Website:

❉Blog (Weblog)❉
Cite a blog as you would an entire Website
Cite an entry or a comment in a Weblog as you would a short work from a Website

Username or Author’s Last Name, First Name. "Title of Blog Post.” *Title of Blog*. Publisher or Sponsor of Website, [if not available, use N.p.] Day Month Year of Posting. [; if not available, use n.d.] Web. Date of Access. <URL>.

Examples:

Blog with a Username:

Blog with an Author:

Blog with no Username or Author:
Wiki

Last Name, First Name. [of Author, Compiler or Editor of the Page] “Title of Page or Article.”

Name of Website or Web Project. Publisher or Sponsor of Website, [if not available, use N.p.] Day Month Year of Copyright Date or Latest Update. [if not available, use n.d.] Web. Date of Access. <URL>.

Examples:


Article from Online Magazine

Author’s Last Name, First Name. "Page or Article Title." Name of Magazine/Website. Publisher or Sponsor of Website, Copyright Date or Latest Update. Web. Date of Access. <URL>.

Example:
❖ Article from Online Newspaper ❖

Author’s Last Name, First Name. "Page or Article Title." Name of Newspaper/Website. Publisher or Sponsor of Website, Copyright Date or Latest Update. Web. Date of Access. <URL>.

Example:

❖ Online Movie Review ❖

Reviewer’s Last Name, First Name. “Title of Review.” Rev. of Title of Movie, dir. Director’s name. Name of Website. Publisher or Sponsor of site, Copyright Date or Latest Update. Web. Date of Access. <URL>.

Example:

❖ Image from an Electronic Source ❖

Art, Photograph

Photographer/Artist’s Last Name, First Name. Title or Description of Image. Date photograph was created. Name of Website. Publisher or sponsor of Website, Date of Publication. Web. Date of Access. <URL>.

Examples:
Work of Art:
Photograph from a Website:

Photograph on Flickr:

Image /Personal Photograph posted on Facebook:
Description of Image. Date photograph was taken. Personal photograph by author. *Name of Website*. N.p., n.d. Web. Date of access <URL>.  
Example:  

✨ Global Road Warrior ✨
BW Library Database

Note: When citing Global Road Warrior, shorten the URL to http://www.globalroadwarrior.com

Name of Corporate Author. “Title of Page or Article.” *Name of Overall Website*. Publisher or Sponsoring Organization of Website, Day Month Year of Copyright Date or Latest Update. [if not available, use n.d.] Web. Date of Access. <URL>.  
Example:  
Citing Resources Accessed on the Web or in a Database after being Published in a Print or Non-Print Medium

Note: Refer to the print template for the initial citation information. Then include the following four components to indicate the online medium:

1. Title of Database or Website
2. Medium of Publication [Web]
3. Date of Access [ Day, Month, Year]
4. URL [copy and paste Web address as it appears in the address bar]

Note: For books featuring reprinted articles, add the publication information of the original published work. Opposing Viewpoints and Novels for Students are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers, that have been reprinted in a book /collection.
Author’s Last Name, First Name. "Title of Article in book/collection." Title of Book/Collection. Ed. Editor(s)’ First Name Last Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Name of Online Database. Web. Date of Access. <URL>.

Example:

Example of Literary Criticism in Novels for Students:

Critical Essay Reprinted in NfS:
Author’s Last Name, First Name. "Title of Essay." Title of the Periodical Issue Number (Publication Year): Page Number(s). Rpt. in Title of Book. Ed. Editor(s)’ First Name Last Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Name of Online Database. Web. Date of Access. <URL>.

Example:
**InfoTrac Custom Journals**

**Scholarly Journal Article:**
Author’s Last Name, First Name. “Title of Article.” *Name of Periodical* Volume Number.Issue Number (Publication Year): Page Number(s). *Title of Database*. Web. Date of Access. <URL>.

**Example:**

**InfoTrac Student Edition**

**Magazine Article:**
Author’s Last Name, First Name. "Title of Article." *Name of Periodical* Publication Date: Page Number(s). *Title of Database*. Web. Date of Access. <URL>.

**Example:**

**Opposing Viewpoints Resource Center**

**Article/Entry in an Encyclopedia:**
Author’s Last Name, First Name. "Title of Article/Entry in book." *Title of Book*. Ed. Editor(s)’ First Name Last Name(s). Number of edition ed. Publication City: Publisher, Publication Year. *Name of Online Database*. Web. Date of Access. <URL>.

**Example:**
Previously-published article (different title) from a newspaper that has been reprinted in a book /collection.
Author’s Last Name, First Name. "Title of Article in book/collection." Title of Book/Collection.
   Ed. Editor(s)’ First Name Last Name(s). Publication City: Publisher, Publication Year.
   Page Number(s). Series Name. Rpt. of “Title of Original Article.” Magazine or
   Newspaper Title Date of publication. Page numbers. Name of Online Database. Web.
   Date of access. <URL>.

Current Controversies Example:

✈ United Streaming✈
BW Library Database

Note: When citing United Streaming, shorten the URL to
http://streaming.discoveryeducation.com

Primary Contributor/Group/Corporation’s Last Name, First Name, title of role. [e.g. prod., perf.]
Title of Video. Dir. [or other role] First Name Last Name. [of Director and/or other
Contributors] Distributor, Film's year of release. Name of Website or online database.
Web. Date of access. <URL>.

Note: Leave the contributor fields blank if you wish to emphasize the film/recording as a
whole, not an individual's specific contribution:

Title of Video. Distributor, Film's original year of release. Name of Website’s Sponsoring
Organization or Institution. Date of Access <http://streaming.discoveryeducation.com/>.
Video Clip Example:

❖ Video Clip on You Tube ❖

Last Name, First Name. [of primary contributor: performer /composer/narrator, etc.] perf. [or other role] *Title of Clip. Name of Website*. Name of Website’s Publisher or Sponsoring Organization. [or N.p.] Video clip’s date of release/creation. [or n.d.] Web. Date of Access <URL>.

Examples:
<http://www.youtube.com/watch?v=kfZlIKVf1w&feature=related>.

<http://www.youtube.com/watch?v=weFftGrtZ7w&feature=channel>. 


Other Media Sources

❖ E-mail ❖

Writer’s Last Name, First Name. "Title of e-mail, taken from subject line." Message to
Recipient’s First Name Last Name. Date of e-mail. E-mail. [medium of delivery]

Example:

❖ E-mail Interview ❖

E-mail Interview Conducted by You:
Last Name, First Name of Person you interviewed. E-mail Interview. [Kind of Interview] Date
Interview was conducted.

Example:
Birkner, Tom. E-mail Interview. 6 June 2008.

❖ DVD or Video ❖

Title of Recording. Dir. Director’s First Name Last Name. Names and roles of other pertinent
contributors. Film’s Year of Release. [if relevant] Distributor, Recording’s Year of
Release. Medium. [DVD, Videocassette, Blu-ray Disc]

Example:

Note: If you are emphasizing the contribution of a particular individual, such as the director or
performer, begin with that person’s Last Name, First Name, role.

Examples:
Spielberg, Steven, dir. War of the Worlds. Perf. Tom Cruise, Dakota Fanning. Universal Studios

Blu-ray Disc
Sound Recording, Podcast, CD, or MP3

Performer’s Last Name, First Name. "Title of Individual Song." By Composer’s First Name Last Name(s). [person who wrote the song] Names and roles of other pertinent people involved in the recording. Title of Entire Recording/Album. Rec. Date Originally Recorded. Manufacturer/Production Company, Year Recording was Issued. Medium. [CD, Audiocassette, LP, or MP3]

Examples:


Radio Program podcast downloaded as an MP3:

TV or Radio Program Online

“Title of Episode or Segment.” Title of Program or Series. Name of Network. Date of Broadcast. Title of Website. Web. Date of Access. <URL>.

Examples:
Radio:
Television:

Radio Program Transcript Online and Emphasizing Contributions of Host and Reporter:

Acknowledgements
Style guide by Librarians Mary K. Barteau and Connie Culbertson  
Style guide proofed by Patricia Matysik  
Appendices A & B adapted from *O’Fallon High School Style Guide 2009*  
Appendix D adapted from *Springfield High School Style Guide 2009*
Answers to Frequently Asked Questions about MLA Style

1. What does MLA stand for? Modern Language Association

2. How many spaces follow periods and colons in an entry?
   - One space  
   Example: The dog ate my homework. Really?

3. How do I format the Works Cited page?
   - Do not number entries or use bullets
   - All items are double spaced. No single spacing anywhere.
   - Each entry ends with a period.
   - Use a hanging indent for each entry that goes beyond one line. All lines after the first line are indented 1 tab.
   - Titles that are not in quotation marks must be either underlined or italicized. Check with your teacher. Be consistent.
   - Alphabetize by the author’s last name or the first important word of a title.

4. How do I alphabetize on the Works Cited page?
   - Titles that start with numbers are first—in numeric order.
   - If there is no author, alphabetize by the first important word of the title. Do not alphabetize using “The,” “A,” or “An,” but do not remove these words from the title.
   - If the same author wrote two or more of the sources you are using, type ---. Instead of writing the author’s name the next you enter it on the page.

5. How do I write author names on the Works Cited page?
   One author: Jones, James.
   Two authors: Jones, James, and Harry Smith.
   Three authors: Jones, James, Harry Smith, and Cynthia Miller.
   Four or more authors: Jones, James, et al.
   Name with a middle initial: Jones, James W.
   Name with a title, such as Dr.: Do not include the title.

Note: If no author is given, the entry will begin with the editor’s name and will use the same format for authors shown above. This applies to both print and electronic information.

6. How do I write page numbers on the Works Cited page?
   Note: Page numbers should only be used for electronic documents (such as Website articles) if the pages you are viewing on the screen are numbered. Do not use printer-generated page numbers found on the upper right corner of your printout.
   - A source on page 4: 4
   - A source on pages 4 through 12: 4-12
   - A source on page 4 and continuing later in the book or magazine: 4+
7. How do I write dates on the Works Cited page?
   A. Month & Year
      • Abbreviate the Month (except May, June and July)
      • Do not use a comma between month and year
        **Example:** Sept. 2008
   B. Full Date
      • Include Day Month Year in this order
        **Example:** 15 Aug. 2009

8. What’s the difference between a Works Cited and Bibliography / Works Consulted?

   **Works Cited Page:**
   is the term for the list of sources actually documented (paraphrased or quoted) in your project, generally through parenthetical citation. All of the parenthetical references in the paper or project should lead the reader to this list of sources.

   **Bibliography / Works Consulted:**
   is a term used for the list of all the resources that you consulted or used in some way while putting your paper, project or speech together, even if they were not actually cited in the paper, project or speech.

   **Should I use one or both?**
   A student might prepare only a Bibliography / Works Consulted page if he or she did not quote or paraphrase at all in the project.

   A student might prepare only a Works Cited page if he or she paraphrased or quoted from and therefore cited all sources used.

   **Preparing the Works Cited and Bibliography / Works Consulted pages:**
   • Head a new sheet of paper **Works Cited** or **Bibliography** or **Works Consulted**.
     (Do not use quotation marks around your title.)
   • Alphabetize your sources by author, or first entry, which may be an association or a title, if no author is noted. This should be easy if you have collected source cards.
   • The list of works cited appears at the end of the paper. Place the **Works Cited** page(s) immediately after the last page of the text, continuing the page numbers. For example, if the text of your research paper ends on page 5, the works cited list begins on page 6.
   • If your paper includes both **Works Cited** and **Bibliography / Works Consulted**, the **Bibliography / Works Consulted** page should follow the **Works Cited** page.
     (See Appendix F for Sample Works Cited page.)
Answers to Frequently Asked Questions about Websites

1. What is the difference between citing a website article and an article from a subscription database like *InfoTrac Student Edition*?

   **Website Article from a Publicly Available Website:**
   Usually lower-quality research and, therefore, generally not recommended because the information is not guaranteed to be accurate or unbiased and is unlikely to have been reviewed by experts. This is a website that anyone can view and that anyone could have created, such as Wikipedia.org.

   **Website Article from a Site Requiring a Subscription or Registration:**
   May be a little higher quality information, but is still unlikely to have been reviewed by an expert and could be biased or inaccurate. However, the site may have a strong reputation for quality, such as CNN.com.

   **Subscription Database Article:**
   Higher-quality research because the information is paid for and goes through a quality control process that often includes review by authority figures in a specific field of knowledge. Information is written by scientific researchers or experts in a particular field of knowledge.

2. What should I do when a works cited entry flows over to the next page?
   It is better for the reader to see a work cited entry in its entirety, so use the Enter key to move all lines of the entry to the next page, even if this leaves a gap at the bottom of the previous page.

3. When typing in Web addresses, my computer automatically hyperlinks them or underlines them. Should I remove the underlining for the Works Cited page?
   Yes, MLA style does not include underlining of Web addresses for the works cited page.
   
   **To remove the underline or hyperlink:**
   - Highlight the address in question
   - Right click on mouse button
   - Select **Remove Hyperlink**

4. What are the passwords to the BW Library’s electronic databases?
   You can obtain passwords from the library’s website, library staff, or your teacher.
General Formatting Specifications for MLA Style

1. Paper
   - Use 8 ½ x 11 in. white paper.
   - Print on one side of the paper only.

2. Margins
   - 1” on all sides
   - Set the margins of the paper under Page Layout -- Normal or File -- Page Setup before starting to type.
   - *Do not* justify your margins on the right side of the page.

3. Font
   - Choose an easily readable typeface (e.g. Times New Roman) and 12 pt. font for all typing. That includes the body of the paper, title, heading, and works cited page.

4. Spacing
   - The entire document is double-spaced. That includes the body of the paper, title, heading, and works cited page.
   - Before you start typing, set the document to double spacing.
     1. Select Format -- Paragraph.
     2. Under Line Spacing select Double from the drop-down menu.
     *NOTE:* If you’ve already started the document, highlight the text and follow steps 1 and 2.

5. Heading
   - A 4-line heading is on the first double-spaced line following the page number. The heading is typed in the upper-left corner of the first page of the paper.
   - The 4-line heading consists of:
     (Line 1) Student’s First and Last Name
     (Line 2) Teacher’s Name
     (Line 3) Class / Course Name
     (Line 4) Date [Day Month Year]
   - MLA does not require a title page.
   - The heading is not bolded or underlined.
   - The heading is double-spaced.

6. Title
   - Follows the 4-line heading.
   - Is double-spaced like the rest of the document.
   - Is *not* bolded or underlined or “in quotes” or italicized.
   - Is centered on the page.

7. Paragraphs
   - The first line of each new paragraph is indented 1 tab.
8. Page Numbers

- Numbered consecutively throughout the paper through the works cited page(s), which are the last pages of the paper.
- Placed in the upper right-hand corner of all pages.
- Contain the student’s last name, one space, and then the page number.
- Are set up on the document’s first page in the document’s header.

**Microsoft Office 2007**
1. Go to **Insert -- Page Number**.
2. Select **Plain Number 3**.
3. Type your last name and press **spacebar** one time in front of number.
4. **Close Header and Footer**.
   This will automatically place the last name and the numbers on your pages for you.

![Microsoft Office 2007](image)

**Microsoft Office 2003**
1. Go to **View -- Header and Footer**
2. When the Header box appears at the top of the page, tab over to right side of the box.
3. Type your last name. Then, press the **spacebar** one time.
4. In the Header and Footer box that appears on the screen, click on the first icon (a piece of paper with a # on it). This will automatically place the numbers on your pages for you.
5. **Close the Header and Footer** box.
Google Docs

1. Go to **Insert --Header**

2. When the **Header box** appears at the top of the page, click on **Right Justify** icon.

3. Type your last name and press the **Space Bar**. This creates a space between the last name and the page number you will insert.

4. Go to **File -- Print settings**. In **Print Settings** box that appears on the screen, select **Include page numbers**. Select **Top Right** using drop-down menu. This will automatically place the numbers on your pages for you.

5. Click **OK**
In-Text Documentation
In-text or in-project documentation is the newly recognized format for acknowledging borrowed information within your original text. No longer are footnotes used, unless you need to clarify or add some information. This type of documentation is necessary in both traditional paper and multimedia presentations.

Use in-text or in-project documentation to cite a source whenever you:

- Use an original idea from one of your sources, whether you quote or paraphrase it.
- Summarize original ideas from one of your sources.
- Use factual information that is not common knowledge (Common knowledge is information that recurs in many sources. If you are not certain it is common knowledge, cite to be safe.)
- Quote directly from a source or use a date /fact that might be disputed.

Usually only the author's last name and the page number OR, in the absence of an author, the title and the page number are given. Do not use the word "page" or any abbreviations. Page numbers may be omitted if the article is a one-page article or one in an encyclopedia arranged alphabetically. Page numbers may be omitted when citing Web resources, which do not normally include paging.

The purpose of this format is to give immediate source information without interrupting the flow of the paper. Usually parenthetical citations are placed at the end of a sentence, but they may be placed in the middle (see example 6). The academic world takes in-text documentation seriously.

Inaccurate documentation is as serious as having no documentation at all.

Rules for Using In-Text Documentation

1. Use the author's last name and give the page number in parentheses. Do not use "page" or abbreviations for page; just write the number. In most cases you will be citing one or two pages, leading your reader to a specific piece of information. Allow one space before the parentheses but none after it if a period follows.

Example: Thomas Hardy's Return of the Native is the penultimate example of coincidence (Ellman 89).

2. If you are using more than one book by the same author, give the last name, comma, the title, and the page.

Example: Animal imagery conveys the primitive, uncontrolled rage that the peasants feel. One person "...had acquired a tigerish smear about the mouth" (Dickens, Tale of Two Cities 33-34).
3. If you identify the author and title in the text, just give the page number.

Example: In *Jude the Obscure*, Hardy depicts the heart-rending disappointment that Jude must face: "...the spires of the Medieval buildings haunted his existence and at the same time they beckoned him to call the pillars of learning his home" (9).

4. If there is no author, give the title and the page number.

Example: Some critics, including Christopher Ricks, feel that Thomas Hardy overuses trite coincidences to generate the action in his novels (Spectator 5).

5. If you are quoting a direct quotation from a secondary source, you must identify it as such.

Example: According to Derek Montana, "...the critic's worst enemy is himself" (qtd. in Paris 87).

6. If a quotation or information appears in the middle of your own idea, then insert the documentation immediately after the quotation.

Example: Derek Montana's idea, "...the critic's worst enemy is himself" (qtd. in Paris 87), parallels the idea that interpretation reveals one's own biases.

7. If the quoted material exceeds two lines in your text, you should either:
   a) indent both margins of the quotation (and single space if possible on your word processor)
   b) or indent both margins, single space, and use a smaller font.

8. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your in-text documentation and use only the main entry, author, or title in parenthesis.

Example: A recent CNN.com review noted that the book's purpose was "to teach cultures that are both different from and similar to world status quo" (Allen).

If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers (Moulthrop, pars. 19-20). In this case "pars" is used for numbered paragraphs.

For a Web document, the page numbers of a printout should not be cited, because the pagination may vary in different printouts.

*Specific Examples*

**Corporate or Committee Authorship**

It is best to include the name of the agency within the text.

Example: The Thomas Hardy Literary Society has called Hardy the "Victorian-modern father of literature" (34).
Work in a Multiple Volume
It is unnecessary to use the word "volume" or the abbreviation if you identify by both the volume and the page number. The order is to give the volume number first then a colon, a space and then the page.

Example: Dvorak is nicknamed "Old Borax," but it is never mentioned by some critics (Hall 5: 87-88).

Magazine Article
Give the author if available; otherwise use the title of the magazine.

Example: Jude can be surveyed from a Biblical point of view as a "martyr" (New Yorker 16).

Plays
Generally you use Arabic numbers for both acts and scenes, but you may still use Roman numerals for acts and lower case ones for scenes. List line numbers last and separate them with a colon.

Example: In Julius Caesar perhaps the most quoted line comes from Caesar: "Et, tu, Brute!" (3:1:23).

Poetry
For short quotations, separate lines of poetry with / marks and list line numbers as if they were page numbers.

Example: "When I was half the man I was/And serve me right as the preachers warn," ("Lament" 37-38).

Note: For quotations longer than three lines, preserve the form and spacing of the original.

Web Page
Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your parenthetical references.

Example: "The Human Genome Initiative is a worldwide research effort that has the goal of analyzing the structure of human DNA and determining the location of the estimated 100,000 human genes ("National Human Genome Research Homepage").

Do not cite the page numbers of a printout. Pagination varies depending on fonts and printers.

Newspapers
List the author if given; otherwise list the newspaper title without any definite or indefinite articles that begin it (New York Times not The New York Times) and the page number.

Example: According to the New York Times, Jesse Jackson appeared to have a very decent chance to win the Democratic nomination for President (Kehoe C4).

Encyclopedia
Treat encyclopedias like books. If an author's name is given, use it and the page number. If no author's name is given, use the editor's name. If neither is given, use the title of the encyclopedia.
Example: Whale communication research started in the late 1950's by Stanford University graduate students who were studying mating calls (Davis 78).

Visual Material (graphs, charts, tables, etc.)
These materials must be documented. After each graph, chart, or table write:
- Source:
- Space
- Give complete bibliographic information, ending with a colon
- Space
- Page number.

<table>
<thead>
<tr>
<th>TABLE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violation of the Privacy Act</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Tapping Telephone Lines</td>
</tr>
<tr>
<td>Mail Broken Into</td>
</tr>
</tbody>
</table>


Or label the visual, add a title and give the artist or author and page.

If you are presenting through a PowerPoint or other multimedia program, include parenthetical notes in the text or as near as possible to the media item with full documentation in the closing slide.
Texting While Driving

Texting while behind the wheel takes your eyes off the road, you lose your focus, and it has a high risk factor. Texting while driving is very dangerous and can cause serious harm.

