This guide will help you to start a research project and cite the resources you use. The sample citations are based on the *MLA Handbook for Writers of Research Papers*. For more examples and further explanation, please consult:


**Term Paper Information & General MLA Rules**

- **Format:** typed, double spaced, including the works cited list, with 1 inch margins all around; page numbers at the top right margin, ½-inch from the top.
- **Title Page:** Center the title of the paper in capital letters, either bolded or italicized; about 3 inches from the top of the page. Center your name, about 3 inches below that; then about 1 inch lower, center the date and put the instructor's name is directly below the date; next the class for which the paper is written is directly below that.
- **First Page of Text:** should begin about 1-1/2 inches from the top; the rest of the pages should return to the 1 inch margin. Last name and page number 1/2 inch from the top, at the right margin of all pages.
- **Cite Sources:** all direct quotes must be cited; all ideas or facts taken from some other writer, even though in your own words, must be cited. It is PLAGIARISM if you copy another's words without quoting! If you paraphrase another's ideas or words without giving credit to the author, it is also PLAGIARISM!
- **Works Cited Format:** Start the list of works cited (bibliography) on a new page, following the body of the paper. Double space between the title and the first entry. Double-space the entire list, between entries as well as within entries. Begin the entry flush with the left margin. If an entry runs more than one line, indent the subsequent lines five spaces from the left margin. Alphabetize the citations by the first word of each entry, ignoring *A*, *AN*, and *THE*. See last page for sample Works Cited.
- **Keep the printouts of your sources, or write out all pertinent information on author, title, publisher, date, Internet location, or whatever is necessary to identify where you got the information on which you based your paper. Use the following guide to write up your citations in the proper bibliographic format. All titles of works that contributed ideas and information to the paper should be listed.**
- **Italicize or underline titles of books, magazines, newspapers, journals and titles of subscription databases.**
- **Enclose titles of articles, essays, poems, and short stories that are part of another source in quotation marks.**
- **When citing Internet resources put the date you accessed the source right before the URL of the source, which is enclosed in angle brackets.**
- **Abbreviate the names of all months in dates except May, June and July. Use other accepted abbreviations, see the end of this guide or Format, Abbreviations & Sample List in the Online Works Cited Guide.**
- **Be sure to alphabetize your "Works Cited" page by the last name of the author of the citation or the first word of the title (excluding A, AN, OR THE) of the citation if the author’s name is not given.**
- **Pay careful attention to the punctuation of the examples and type exactly what each example indicates.**

**Parenthetical Documentation**

- **MLA recommends parenthetical documentation instead of footnoting. Parenthetical documentation is a brief reference in the paper directly after the sentence or paragraph in which you quote from the book or use its ideas. (Author 27) referring to page 27 of a book listed in the Works Cited takes the place of a footnote.** (Author 27) guides the reader of the paper to the full entry for that author in the Works Cited. If the Works Cited lists a work by title, use a shortened form of the title and page number. Examples follow. When the author is mentioned in the sentence only put the page number in the parentheses. Place the period after the parentheses, not within the quotation marks. For example:
- **Carter Hardy believes that the "increased intake of sugar cereals among teachers has significantly raised classroom narcolepsy" (106).**
• When the author is not mentioned by name, put both the author’s last name and the page number in the parentheses. Do not put a comma in between them. “Increased intake of sugar cereals among teachers has significantly raised classroom narcolepsy” (Hardy 106).

• When there is no author, use the first word (or first few words) of the title of the book or article (article title words in quotations). Many people lament the loss of quality television time to the imposition of family interaction (“America” 33).

• When there are multiple authors: Two authors: “If you think about it, the human species produces more tin foil than plastic wrap” (Clinton and Bush 90). Three authors: (Clinton, Bush, and Reagan 99). More than three authors: (Clinton et al. 104).

• If your information is from a full-text article from a database or the Internet, there may be no page number. If so, use (Author n.pag.) to show that no pagination was available.

• Secondary References: When using a quote that was already a quote in your sources: Lou Reed told us to “Take a walk on the wild side” (qtd. In Roller). In this situation, the quote by Lou Reed was found by the student as a quote in a book by Roller. Do not include details about the original work because you have not read it.

Other Online Database Information
• You may turn off the auto-formatting of the URL in Microsoft Word so it is not underlined and highlighted, which will make your works cited page appear more consistent. Go to the Tools menu, select AutoCorrect, select the AutoFormat As You Type tab and midway down under Replace as you type deselect (uncheck) Internet and network paths with hyperlinks.

• Use the following basic URLs for citations from LPC subscription databases, you do not need the detailed article URLs:

All EBSCOhost databases <http://search.epnet.com/>
Encyclopedia Americana Online & Grolier Multimedia <http://go.grolier.com/>
CountryWatch <http://www.countrywatch.com/>
CQ Researcher <www.thecqresearcher.com>
Ethnic NewsWatch <http://proquest.umi.com/>
GenderWatch <http://proquest.umi.com/>
LitFinder <http://www.litfinder.com>
Literature Resource Center <http://infotrac.galegroup.com/>
NewsBank <http://infoweb.newsbank.com/>
Opposing Viewpoints <http://infotrac.galegroup.com/>
Merck Index <http://themerckindex.cambridgesoft.com/>
World Development Indicators <http://www.worldbank.org/>

WORKS CITED EXAMPLES

BOOKS - Basic elements of book citations
• Author
• Title
• Place
• Publisher
• Date

Start with title if no author is listed Check author order carefully for books with more than one author. If no place of publication is given, use the abbreviation n.p. If no publisher is given, use the abbreviation n.p. If no date of publication is given use n.d. Use the punctuation shown in the examples below.

One author

Two authors
Three authors

More than three authors

Book With More Than One Edition

Editor

Edition

Work in an anthology

Chapter with one author and a book editor

Two or more books - same author


Author unknown

U.S. Government Publications - Articles or Tables


Other Statistical Sources

Other Government Information - Reprinted
PRINT AND ONLINE REFERENCE ARTICLES - Basic elements of reference citations

Print
- Author, if listed
- Article title
- Publication title
- Editor of publication
- Place
- Publisher
- Date

Start with the title if no author is listed. Use the punctuation shown in the examples below.

Online
- Author, if listed
- Article title
- Publication title
- Editor of publication
- Publication data, if available
- Database name
- Name of subscribing library
- Library location
- Date of access
- URL of the database (see short forms in LPC Online guide)

Encyclopedias, Special Encyclopedias, and Subject Reference Works

Print

Article - author listed

Author of article listed first, editor within

No author listed, article title listed first

Multi-volume work, list volume number (DLB)

Multi-volume work reproducing periodical article (CLC)

Online Reference Informational Databases

Encyclopedia Americana Online
<http://go.grolier.com>

CLC. Literature Resource Center

Contemporary Literary Criticism. Literature Resource Center. LPC Library, Livermore. 13 Mar. 2002

Contemporary Authors Online. Literature Resource Center

DLB. Literature Resource Center - Multi-volume work

Scribner Writers Series Online. Literature Resource Center

Twayne. Literature Resource Center

History Reference Center. EBSCOhost.

PERIODICALS, MAGAZINES & INFORMATIONAL DATABASES - Basic elements of article citations

Print Article
- Author
- Article Title
- Publication Title
- Date
- Page

The information needed for a full-text article is exactly the same as an article in print. You just add the database information. Do not add the name of a database at the end of your citation if you read the text from the print magazine. You may use the basic “http” address of the Web database, not each article’s address. If no author is listed, start with the article title. If page numbering is not available in the article, use the abbreviation n.pag.

Article in Subscription Database
- Author
- Article Title
- Publication Title
- Date
- Page
- Database Name
- Name of subscribing library, library location
- Date of access
- URL of the database (see short forms in LPC Online guide)

Articles in Print Magazines, Newspapers & Journals

CQ Researcher in print

Daily newspaper
Journal article that numbers pages in each issue separately

Journal article with continuous paging

Monthly magazine – anonymous (no author)

Weekly/biweekly magazine

Articles and Information in Subscription Databases
Academic Search Premier. EBSCOhost

History Reference Center. EBSCOhost

Image Collection. EBSCOhost

CQ Researcher Online

Ethnic NewsWatch. ProQuest

GenderWatch. ProQuest

NewsBank
Opposing Viewpoints

CountryWatch. CountryWatch

CountryWatch

**BOOK REVIEWS** - Basic Elements of Book Review Citations

Review in Print Periodical Article
- Reviewer
- Article title, if given
- Title of Book Reviewed
- Author of Book Reviewed
- Periodical Title
- Date
- Pages

Review in Full-Text Periodical
- Reviewer
- Title of Book Reviewed
- Author of Book Reviewed
- Periodical Title
- Date
- Pages
- Database Name
- Subscribing library, Location
- Date of access
- URL of the database

Review in Book
- Reviewer
- Title of Book Reviewed
- Author of Book Reviewed
- Book Title
- Place
- Publisher
- Date
- Pages in Multi-Volume Set

Review in magazine
Baxter, Tracy. Rev. of Earth Follies: Coming to Feminist Terms With the Environmental Crisis, by Joni Seager. Sierra May/June 1994: 82-83.

Review in magazine with article title

Article without reviewer listed
Rev. of Outlands: Journeys to the Outer Edges of Cape Cod, by Robert Finch. Time 3 Nov. 1986: 84.

Book review in article in multi-volume set

Book review in article in Academic Search Elite. EBSCOhost
Book review in article in Literature Resource Center

Book review in magazine with article title in Literature Resource Center

INTERNET - Basic Elements of Internet Citations (These citations are from general Internet sources, not from LPC subscription databases)

- Author
- Title of Document
- Title of Complete Work or Homepage
- Publication data – where: who, date
- Date of access
- URL

Author listed

Author unknown

Online newspaper

Government information

Citation with no date of publication

NON-PRINT MATERIALS - Basic Elements of Various Non-print Citations
- Artist, Composer, Performer, Author, Director, or Conductor… (the name listed first is the one the writer wants to emphasize)
- Audiovisual Title
- Medium
• Any needed descriptive material, such as conductor, etc.
• Publisher
• Date Published

Compact Discs

(Titles of music identified by number, key or form are neither underlined nor put in quotation marks.)


Videotapes and DVDs

Slide

Other Non-Print Citations
• Author, interviewee, etc.
• Title
• Any needed descriptive material, such as place, theater, concert hall, etc.
• Location
• Date performed

Live performances

Personal Interview

Reminder
• Remember that works cited lists are alphabetized by the first word of each citation; ignore A, AN, THE.
• Double-space your Works Cited List within and between entries.
• Title your works cited list, "Works Cited".
• The punctuation within each citation and hanging indentation for each citation is quite important.
• Common abbreviations in citations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed., eds</td>
<td>editor, edition, edited by, editors</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date of publication</td>
</tr>
<tr>
<td>n.p.</td>
<td>no publisher given</td>
</tr>
<tr>
<td>n.p.</td>
<td>no place of publication</td>
</tr>
<tr>
<td>n.pag.</td>
<td>page numbering not available</td>
</tr>
<tr>
<td>qtd.</td>
<td>quoted</td>
</tr>
<tr>
<td>rept.</td>
<td>report, reported by</td>
</tr>
<tr>
<td>rev.</td>
<td>review, reviewed by, revision, revised, revised by</td>
</tr>
<tr>
<td>rpt.</td>
<td>reprint, reprinted by</td>
</tr>
<tr>
<td>U</td>
<td>University</td>
</tr>
<tr>
<td>UP</td>
<td>University Press</td>
</tr>
<tr>
<td>vol</td>
<td>volume</td>
</tr>
</tbody>
</table>
SAMPLE - A works cited list for a paper on AIDS would look like this:

 Works Cited


