

MLA Style Manual

A Citation Guide

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern

Language Association, 2003. **Ref Desk808.02 G35m 2003**

Format of the Research Paper

PAPER Use only white, 8 ½ by 11 inch paper of good quality. Do not submit work typed on erasable paper. If you find erasable paper convenient for your final draft, submit a high-quality photocopy to your instructor. (p.132)

MARGINS Margins should be one inch at the top and bottom and on both sides of the text. The first word of a paragraph is indented one-half inch (5 spaces) from the left margin. Set-off quotations are indented one inch (ten spaces) from the left margin. (p.132)

SPACING Double-space a research paper. Also double-space quotations, notes, and the works cited. (p.133)

HEADING AND TITLE There is no need for a title page. Your name, your instructor's name, the course number and date (each on separate lines) belong one inch from the top of the first page, flush with the left margin and double-spaced. Double-space again and center the title.. Double-space between the lines of the title (if needed) and also between the title and the first line of text. **DO NOT UNDERLINE YOUR TITLE OR PUT IT IN QUOTATION MARKS OR TYPE IT IN ALL CAPITAL LETTERS.** Underline only the words you would usually underline in the text. No period after the title or after any heading in the paper. (p.133)

PAGE NUMBERS All pages (including the first) are numbered consecutively throughout the paper. The number is placed in the upper, right-hand corner, one-half inch from the top and flush with the right margin. Type your last name before the page number. Do not use the abbreviation p. for page or add a period, a hyphen, or any other symbol. The first line of text should be one inch from the top of the page. (p.134)

See example below of the first page of a research paper:

<div>Nelson 1</div> <div>Barbara Nelson</div> <div>Professor Little</div> <div>Music 120</div> <div>8 May 2004</div> <div>Ellington's Adventures in Music and Geography</div> <div>In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin and Henry Cowell.</div>
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Citing a Work in the Text

The purpose of citing a work in the text is to enable the reader to identify the source of information through the **alphabetically** arranged **Works Cited** page at the end of your paper. Works cited in the body of your paper use the "author page number" method of citation. This means that the surname of the author and the page number where the quote or paraphrasing can be found are inserted in the text at the appropriate point. (For examples of specific formats see pages (80+). Page numbers are listed with the other examples used in this handout.)

A quotation of more than four typed lines should be left free standing. It should be started on a new line. All lines of the quote should be indented. The type is double space. There are no quotation marks and a colon introduces the quote. If there is a paragraph break in the text, indent the paragraph. The page number or pages referenced should follow the quote (**p.114**).

This is how a cite to a work would look in text:

He stated, "The `placebo effect,'... disappeared when behaviors were studied in this manner" (Smith 276), but he did not clarify which behaviors were studied.

One Work by a Single Author (p.240)

In a recent study of reaction times (Smith 198)....**OR** Smith, in a study of reaction times (198)...

No author, (p.248) you should include the first word of the title in quotation marks or underlined if it is a book.

In a recent study of reaction time (“Study” 198) -- **this is an article.**

In a recent study of reaction time (Report 198) -- **this is a book.**

In a recent study of reaction time (University of Pittsburgh 198) -- **this is an organization as author.**

No page numbers as in a Web-based journal resource. (p.245) (p.242):

When a source has no page numbers or any other kind of reference numbers, no number can be given in the parenthetical reference. The work must be cited in its entirety.

In citing an entire source (print source, non-print source such as film, tv program, electronic publication) that has no pagination or other reference markers, it is preferable to include in the text the name of the person that begins the corresponding entry in the works-cited list.

Book: Fukuyama’s Our Posthuman Future includes many examples of this trend.

Articles in Periodicals: But Katie Thompson has offered another view.

Miscellaneous Non-Print Sources: Kurosawa’s Rashomon was a good example of a Japanese film.

Electronic Sources: Michael Joyce was one of the first to write fiction in hypertext.

Works Cited

This page should be called “Works Cited” and should follow the text of your paper. It should continue the page numbering of the text and there should be a double space from the title of the section to the first entry. The words “Works Cited” should be centered one inch down from the top of the page (**p. 145**). Each entry should be flush with the left margin, double space and indent any entries that are more than two lines. The following is a list of what some references might look like. For more examples see pages **147-235**.

References for Books - Single Author (p. 147)

Bernstein, Tom. The Careful Writer: A Modern Guide to English Usage. New York:

Atheneum, 1965.

Edited Book (p.152)

Letheridge, Sharon, ed. Bilingual Education: Teaching English as a Second Language.

New York: Praeger, 1980.

Encyclopedia or Dictionary (p. 160)

Kerman, Joseph. “Beethoven, Ludwig Van.” The New Grove Dictionary of Music and

Musicians. 6th ed. 1980.

Book, no author or editor (p.163)

College Bound Seniors. Princeton, NJ: College Board Publications, 1980.

Journal Articles - One Author (p. 184)

Pavio, Andrew. "Perceptual Comparisons Through the Mind's Eye." Memory & Cognition 3 (1975) : 635-647.

Journal Articles - Two Authors (p.183)

Becker, Lillian, and Charlie Seligman. "Welcome to the Energy Crisis." Journal of Social Issues 37.2 (1981): 1-7.

Citing an Abstract Only (p. 190)

Misumi, Jane and Mary Fumita. "Effects of PM Organizational Development in Supermarket Organization." Japanese Journal of Experimental Social Psychology 21 (1980): 93-111.
Psychological Abstracts 68 (1982): item 11474.

Citing a Newspaper (p.185)

Schwartz, Jane. "Obesity Affects Economic and Social Status." The Washington Post. 10 Sept. 1993: A1, A4.

Citing Television (p.194)

"Tobacco Industry." Narr. Morley Safer. Sixty Minutes. CBS. New York. 20 Dec. 1994.

An ERIC Document

Kempley, Francis "A Resource for Counselors, Teachers and Parents." Alexandria, VA: American Association for Counseling and Development, 1986. ERIC Document
Reproduction Service No. ED 323457.

A Full text CD Resource (p.226)

Schnaiberg, Lynn. "Experts, Educators Question A.D.D. Diagnoses." Education Week 14.22

(1995): 1+. SIRS Researcher Database CD-ROM. SIRS Inc. Mar., 1996.

McCurry, Mike. "Transcript of White House Press Briefing by Mike McCurry." U.S. Newswire

7 June, 1996. 1996 Newsbank Newsfile CD-ROM. Newsbank. 1996.

Citing Electronic Resources - Email, Net and the WEB. (p.207-235)

The typical entry for an entire online scholarly project, information database, journal , or professional site consists of the following (p.216):

- **Title of the site (underlined)**
- **Name of the editor or author of the site (if given)**
- **Electronic publication information, including version number (if relevant and if not part of the title),**
- **Date of electronic publication or of the latest update, and name of any sponsoring institution or organization.**
- **Date of Access and URL**

Online book (p.218):

Emerson, Ralph Waldo. Essays: First Series. 1841. 12 Feb. 1997 <ftp://ftp.books.com/ebooks/NonFiction/Philosophy/Emerson/history.txt>

E-mail (p.233)

Payne, Jim. "Christmas Greeting." E-mail to David Bryden. 25 Dec. 1998.

A Personal Web page(p.218):

Bixley, Tom. Sentient Microfilaments Home Page. 20 Sept. 1999

<<http://www.something.princeton.edu/pub/harnad/psyc.html>>.

Online Encyclopedia (p. 220):

"Traffic control." Britannica Online. February 4 2000. Encyclopaedia Britannica

<<http://www.eb.com:180/bol/topic?eu=120030&sctn=15>>.

Journal or Magazine in a provider's database (p.222):

Gibbon, Frank. "Fast new train raises high-speed rail hopes" U.S. News & World Report 15 Mar.

1999: 12. Academic Index ASAP. InfoTrac. Smith Library, High Point University.

February 7, 2000 <http://www.infotrac.galegroup.com/itweb/hpu_main/>.

Online Journal or Magazine (p.221):

Brainard, Jeffrey. "Clinton Seeks to Lift Spending Caps to Increase Financing for University-Based Research." Chronicle of Higher Education 8 Feb. 2000. 10 Feb. 2000

<<http://www.chronicle.com/daily/2000/02/2000020802n.htm>>.

Online Government Document (p.220):

Bureau of Labor Statistics "Librarians." Occupational Outlook Handbook Home Page.

By Megan Barkume. Feb. 8 2000. Feb. 12 2000 <<http://stats.bls.gov/oco/ocos068.htm>>.