

# WVHS MLA STYLE GUIDELINES

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This guide is based on the 7<sup>th</sup> Edition of the *MLA Handbook for Writers of Research Papers*. Further information and examples are from:

“EasyBib Citation Guide.” *EasyBib*. ImagineEasy Solutions, LLC, 2011. Web. 9 May 2011.

## **WORKS CONSULTED OR WORKS CITED**

Alphabetic list of sources at end of paper; serves three purposes:

- Gives credit to the sources of information used
- Provides a key for brief parenthetical in-text citations (if used)
- Enables others to locate the sources for themselves

Begin with **working bibliography**: From very beginning of research, keep the works cited entries for each source. Add to and revise as you go; when project or paper is done, put entries into alphabetic order as Works Cited or Works Consulted.

**Works Consulted** lists all sources that the researcher accessed in preparing the paper or project, whether or not the sources are cited in the text.

**Works Cited** lists only those sources that are specifically cited in the paper or project.

## **Source Information Included in Citations**

Include, in the following order, the information available from your source:

Responsible Party:

One author: Smith, John K.

Two authors: Smith, John K., Tim Sampson.

Three authors: Smith, John K., Tim Sampson, and Alex J. Hubbard.

Editor instead of author: McCoy, Bill, ed.

Title:

Capitalize first word, last word and all principal words.

Title for entire work in italics: *Hawthorne and His Mosses*.

Title of article, essay, chapter, poem or short story in quotes: “Bottom Fishing in Rough Waters.”

Publication Information:

Book: City of publication: Publisher, Year published.

Magazine: Day Month Year published: Page numbers.

Newspaper: Day Month Year, Edition, Section: Page numbers.

Website: Publishing Institution or Organization, Day Month Year electronically published.

Publisher not given: N.p. or n.p. (represents “no publisher”; capitalize if follows a period in the citation)

City of publication not given: N.p. (represents “no place”)

Date not given: N.d. or n.d. (represents “no date”; capitalize if follows a period in the citation)

#### Medium of Publication

Hardcopy book, magazine, etc.: Print.

Online information: Web.

Digital file: Format followed by the word “file”; i.e. PDF file. JPEG file. MP3 file.

Microsoft Word file.

### **Formats and Examples**

NOTE: When using the “WVHS Online Resources” from the Library webpage you can usually **copy and paste** the citation into your Works Cited. Be sure to use “MLA 7.”

If you use an online citation creator such as **www.easybib.com**, be sure to use the MLA 7 version. **Check the resulting citation against these guidelines.**

For additional guidance, ask your teacher or the teacher-librarian for assistance. The official *MLA Handbook, 7<sup>th</sup> Edition* is available in the library.

Structure and examples shown below are from:

“Citation Guide.” *EasyBib*. ImagineEasy Solutions, LLC. 2011. Web. 16 May 2011.

#### **BOOK**

Last, First M. *Book*. City published: Publisher, Year published. Print.

James, Henry. *The Ambassadors*. Rockville: Serenity, 2009. Print.

#### **BOOK CHAPTER or SECTION**

Section Author Last, First M. “Chapter or Section.” *Book Title*. Book Editor First M.Last. Edition. City

Published: Publisher, Year Published. Page Range. Print.

Melville, Herman. “Hawthorne and His Mosses.” *The Norton Anthology of American Literature*. Ed.

Nina Baym. 3<sup>rd</sup> ed. New York: Norton, 1989. 5-25. Print.

## DATABASE

NOTE: First cite the source found in the database, and then add database information.  
The URL is optional.

Citation of original source. Database. Web. Date accessed. <URL>.

Anand, Geeta. "Fire and Fumes Can't Drive Indians from Hellish Village." *Wall Street Journal* 2 Apr. 2010, Eastern ed.: A1. ProQuest Newspapers, n.d. Web. 5 Apr. 2010.

## DIGITAL IMAGE

Last Name, First M. *Official title or description of image*. Date image created. Museum or collection (if known), City (if applicable). *Database or Website Name*. Web. Date accessed.

*Guggenheim Museum in Spain*. N.d. *howstuffworks*. HowStuffWorks, n.d. Web. 22 July 2010.

## WEBSITE

Last, First M. "Website article." *Website*. Publisher, Date published. Web. Date accessed. <URL>.

\*Note: URL is optional. Consult your teacher.

Brown, Damon. "Bad Strategy: At E3, Microsoft and Sony Put Nintendo on the Defense." *BNET*. CBS Interactive, 14 June 2010. Web. 15 June 2010.

Additional formats and examples are available in the  
*MLA Handbook, 7<sup>th</sup> Edition*, available in the library.

## Checklist of MLA Format for Citations

- List citations on separate page with title one inch from top and centered: Works Cited (if only sources that have citations in the paper or presentation) or Works Consulted (if includes other works that were found and read in the research process); NOT bold, underlined or all caps

### Each Citation

- Double spaced within and between entries
- Hanging indentation: first line of each entry on left margin, other lines of entry indented ½ inch (five spaces) [*Set Format>Paragraph>Hanging>By .5*]
- Entries in alphabetical order by first word (except A, An, The). Entries are NOT numbered. When the next entry starts with the same author, use three dashes and a period for the name; i.e. ---.
- Dates written as: Day Month Year; i.e. 10 Feb. 2008 (Abbreviate months except May, June, July)
- Include the medium of publication; i.e. Web. Print. JPEG. etc.
- Indicate page numbers (numbers only) for articles or sections but not whole books
- Punctuation:
  - Periods between major items in each entry; one space after period
  - Italicize titles of books, magazines, newspapers, databases, and websites
  - Use quotation marks around titles of articles, poems, and webpages; end quotation mark follows the period
- Internet Sources:
  - Include title of specific web page (in quotation marks) and overall web site title if distinct (italics)
  - Include date of publication listed on web site and date you accessed information
  - Use N.p. if publisher not given; use n.d. if publication date not given
  - URL not required; use only if necessary to find information on web; if used, begin and end URL with angle brackets (< >) followed by period

**On the next page is a sample Works Cited page  
as it would appear in your final document.  
The margins should be set to 1” all around.**

**Center the title of the page as shown.**

**List the citations in ALPHABETICAL ORDER.**

Works Cited

- Arboleda, Raul. *High Tech Headgear*. N.d. Getty Images via Gizmodo. "The Geeky Girls High Fashion." *FLBL for ladies by ladies*. 31 Mar. 2009. Web. 17 May 2011.
- "Beginner Tip: Presenting Your Page with Style." *Webmaster Tips Newsletter*. NetMechanic. July 2000. Web. 13 Sept. 2008.
- Braunthal, Gerard. "Socialism and Social Democracy." *Encyclopedia Americana*. *Grolier Online*. Scholastic Inc., 2009. Web. 15 Jan. 2009.
- Collins, Ronald K.L., and David M. Skover. *The Trials of Lenny Bruce: The Fall and Rise of an American Icon*. Naperville, IL: Sourcebooks, 2002. Print.
- Jones, Jay. "Fashion in the 90's." *Fashion Through History*. Institute of Fashion. 2002. Web. 10 Dec 2006.
- King, Stephen. *Black House*. New York: Random, 2001. Print.
- . *From a Buick 8: A Novel*. New York: Simon & Schuster, 2002. Print.
- Mitchell, Joni. *Both Sides Now*. Warner Bros., 2000. CD.

## **ANNOTATED BIBLIOGRAPHY**

An annotated bibliography includes a clear statement of your thesis (if required) and includes for each source:

Citation in correct MLA format (Suggestion: Cut and paste from your ongoing list of works consulted or cited)

Paragraph including:

Whether the source is primary or secondary

Specific format (encyclopedia, database, web page, reference book, etc.) and how and where the source was found

Analysis of the validity (accurate and up-to date), reliability (truthful or factually correct), and credibility (knowledgeable and objective source) of the information

Brief summary of the information and how it applies to your topic or thesis

## **Sample Entry for Annotated Bibliography**

Tyler, Anne. "The Industrial Revolution." *History of the United States*. Ed. Janet Sternburg. New York:

Norton, 2006. 3-9. Print.

This secondary source is a 5 page article from a reference book in our library. It gives an overview of the changes in manufacturing equipment and jobs. The information in this source is reliable and valid, because it is from a recent standard reference book. Information related to my topic explains that automobiles began with most workers making and fitting the parts for one automobile at a time. The introduction of assembly line production meant each worker did only one task out of many taken to build a car and each automobile was worked on by many different people. This reduced the time and cost of building cars and allowed workers to specialize. It supports the idea that assembly lines limited the skills of individual workers since no one worked on the whole car. The information in this source is basic and not very detailed.

## **PARENTHETICAL REFERENCES**

Parenthetical References in your paper indicate that you have used other people's ideas, quotes and information.  
You still need to write your own thinking and wording.

## **General Instructions**

Cite everything that is borrowed, including quotes, information and ideas

Place reference directly after borrowed information, enclosed in parentheses, before the period

Use brief information to clearly identify the specific source from the Works Cited; usually the first significant word of the Works Cited entry followed by page(s); estimate or use print preview to determine page number for web sites.

Examples:

**One Author:** (Jones 118)

**Two Authors:** (Jones and Taylor 18)

**Three or More Authors:** (Jones et al. 118)

**Title Only:** (“Pony” 118) *for short work*; or (*Walk* 118) *for full-length work*

If you have two authors with the same last name, or if one author wrote two of your sources, add title or other info to reference: (Jones, “Pony” 118) or (Jones, *Walk* 118).

Once a source is cited, if it is cited again without another different source coming between, you need only indicate the page number the second time.

### **Placing References in Text**

1. A specific detail or quote from your research can be incorporated in several ways.

- **Paraphrase the information in your own words.** This involves no direct quotation. For example: Inventions such as the microchip, computer switching systems, and orbiting satellites became part of the AT&T system, making it possible for customers to make inexpensive direct dial long distance calls within the United States and to other countries (Kleinfield 301).

- **Quote directly only a word or phrase within one of your own sentences. Use ellipsis (. . .) to indicate omitted words.** For example:

Although Toffler goes on to deny that “the fast-increasing variety of goods and services. . . Is an attempt to manipulate the consumer and to inflate profits” (217), consumers still have the final decision.

- **Quote directly a large block of text (more than four lines in your paper). Indent the entire block 1 inch from your left margin. If more than one paragraph is used, indent the first line of the paragraph an additional quarter inch.** For example:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

He gave himself up to them now for the first time on the island; great, shuddering spasms 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 boys began to shake and sob too. (186)

## 2. Three ways to give credit. Note the period moves to the end of the quote.

- **Place the author's last name and the page number or numbers of source in parentheses.**

For example:

... One historian argues that the telephone (and certainly the advertising that announced it)

created “a new habit of mind - a habit of tenseness” (Jones 112). Continue with next sentence or paragraph.

- **Use the author's last name in your sentence and place only the page numbers of the source in parentheses.**

... Jones points out that the telephone (and the advertising that announced it) created “a new habit of mind - a habit of tenseness” (112). Continue with next sentence or paragraph.

- **Give the author's last name in your sentence when you are citing the entire work rather than a specific section or passage and omit any parenthetical references.**

... Jones argues that the history of the telephone is characterized by innovations that have changed public attitudes. Continue with next sentence or paragraph.

## **FORMATTING THE PAPER**

### **General Guidelines:**

- Word process your paper and print it on white, standard- sized paper (8.5 X 11 inches).
- Use a standard typeface and font size--Times New Roman 12 pt. unless otherwise directed.
- Double-space your entire paper, including Works Cited, unless otherwise directed.
- Set the margins of your document to 1 inch on all sides.
- Do not justify the text; only left margin should be perfectly straight
- Use .5 inch indent for paragraphs
- Create a header with your last name and page number in the upper right-hand corner, one-half inch from the top and flush with the right margin.

### **Formatting the Title Page (if required by teacher):**

MLA style does not require a title page, but some teachers do. Title pages usually contain the title, your name, the teacher's name, the specific class, and the date of submission. The title page is not numbered.

**If you use a title page, page 1 of your paper will have the header with your name and page number, and will simply begin with your first paragraph 1 inch from the top of the page.**

### **Formatting the 1st Page if NOT Using a Title Page:**

- Provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor's name, the class period, the course, and the date.
- Center your title on the next double-spaced line.
- Begin your paper on the double-spaced line below the title.