

Flintridge Preparatory School

MLA Citation Guide

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How to Use This Guide

This guide includes directions for formatting common citations in Modern Language Association (MLA) style. MLA, Chicago Style, and American Psychological Association (APA) are the “big three” of scholarly style citations. You will use the MLA format given here for most of your classes.

We intend this guide to be a shortcut for you to find MLA bibliographic citation format for the most common kinds of works. This way you will know what your teachers expect, especially for electronic citations, which can vary widely. For further MLA sourcing information, as well as questions about citations not included in this packet (TV and radio programs, cartoons, ads, maps, lectures, charts, etc.) – please consult:

1. Short Guide

Trimmer, Joseph F. *A Guide to MLA Documentation (with an Appendix on APA Style)*. 7th ed. Boston: Houghton Mifflin, 2006.

2. Longer, Definitive Guide

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003.

3. Frequently Asked Questions (angle brackets, web page numbers, underlining)

Frequently Asked Questions About MLA Style. 10 Jul. 2003. Modern Language Association. 12 Feb. 2007 <http://www.mla.org/style_faq>.

Web Sites to Consult

MLA does not publish its style online. However, many organizations and universities have published their own MLA guidelines. A few good sites are:

The OWL at Purdue: <http://owl.english.purdue.edu/owl/resource/557/01>

Long Island University: www.liu.edu/CWIS/CWP/library/workshop/citmla.htm

Bedford/St. Martin's Model Documents: <http://bedfordstmartins.com/modeldocs>

Guidelines for a Bibliography or Works Cited Page

As a model, please see the Works Cited list on the next page.

Bibliography v. Works Cited

- A **bibliography** is a list of items you consulted in doing research for your paper.
- A **works cited list** includes only those items that you cite as sources in your paper.
- Ask your teacher about his or her preference for a bibliography, a works cited list, or a works cited list and an “other works consulted” list.

Format for a Bibliography or Works Cited Page

1. Put the bibliography or works cited list on a separate page(s).
2. Double-space within and between entries.
3. Alphabetize entries by the author’s last name. If the work has no author, alphabetize by the first word in title (skip “A,” “An,” and “The”).
4. If the author has more than one entry on your list, alphabetize by the author and then by the title of the work. The second and subsequent references to the author should take the form of three hyphens (*see example on page 7*).
5. All margins are 1”.
6. The first line of each entry is not indented; all other lines within entries are indented 5 spaces or ½”.
7. Press the space bar at the slash marks to split long web addresses over two lines.

Sample Papers and Bibliographies

For a clearly structured sample paper and bibliography in MLA style, please see Diana Hacker’s excellent site:

Hacker, Diana. “MLA Research Paper (Daly).” 2006. <<http://www.dianahacker.com/pdfs/Hacker-Daly-MLA.pdf>>. 18 Feb. 2007.

Works Cited Page in MLA Style

1" Margins on Right, Left, and Bottom – and 1" Between Top of Page and Title

Wheatley 8

Works Cited

Caro, Robert. The Power Broker: Robert Moses and The Fall of New York. New York: Vintage, 1975.

Goldberger, Paul. "Eminent Dominion: The Sky Line." New Yorker 5 Feb. 2007: 83. ProQuest Platinum Periodicals. 6 Feb. 2007 <<http://www.proquestk12.com>>.

Jacobs, Jane. The Death and Life of Great American Cities. 1961. New York: Vintage, 1992.

Jost, Kenneth. "Property Rights." CQ Researcher 15 (4 Mar. 2005): 197-220. 24 Feb. 2007 <<http://library.cqpress.com/cqresearcher>>.

Kaufman, Herbert. "Robert Moses: Charismatic Bureaucrat." Rev. of The Power Broker by Robert Caro. Political Science Quarterly 90:3 (1975): 521-38. JSTOR. 21 Feb. 2007 <<http://www.jstor.org>>.

"Moses Wins Steel for 7 Major Jobs." New York Times 20 Oct. 1951: 7. Historical Newspapers. ProQuest. 22 Feb. 2007 <<http://www.proquestk12.com>>.

How to Cite in MLA Style: Parenthetical Citation

The previous pages described how to format your list of sources in a works cited list or bibliography. This page describes how to cite your sources within the paper itself.

In most classes at Prep, you will be writing your papers in MLA style with parenthetical citation. To cite a source, include the author's last name and the page number(s) on which you found the information at the end of a sentence or paragraph: (Schultz 25).

- You need a source for information which is not common knowledge – just about everything in a research paper, quoted or not! Ask your teacher for more specifics about what to source. When in doubt, cite!
- In addition to giving the source, you must put all the information that is not in quotes in your own words – with your own vocabulary and sentence structure – so as to avoid plagiarism.
- The parentheses around a citation usually begin and end BEFORE the period. This way, the parentheses are part of the sentence that contains the cited information.

1. Sample sentence with parenthetical citation of one source:

The region in which the Maya lived was not truly a “tropical rainforest” (Diamond 160).

2. If you have more than one book by the author in your works cited list or bibliography, add a meaningful word from the title in your reference:

The region in which the Maya lived was not truly a “tropical rainforest” (Diamond, Collapse 160).

3. If one sentence cites multiple sources, separate the sources by semicolons:

(Brown 21; Drucker 252; Marvel 115).

For More Information

For more information on parenthetical citation of many different kinds of sources, please see Joseph F. Trimmer, A Guide to MLA Documentation, 7th ed. (Boston: Houghton Mifflin, 2006) 16-20, or Joseph Gibaldi, MLA Handbook for Writers of Research Papers, 6th ed. (New York: MLA, 2003).

1. Bibliographic Format: Books

Book Citation Format

Author's last name, first name. Book Title. Edition (if applicable). City of publication:
Publisher, publication year.

A. Book by One Author

Ehrenreich, Barbara. Nickel and Dimed: On (Not) Getting by in America. New York:
Metropolitan Books, 2001.

B. A Book by Two or Three Authors

List names in the order they appear on the title page. Put last name, first name for the first author only; all other names are first name and then last name, no comma.

Collins, Jim, and Jerry I. Porras. Built to Last: Successful Habits of Visionary
Companies. New York: HarperCollins, 2002.

C. A Book by Four or More Authors

With four or more authors, list all of them OR simply list the first, followed by a comma and "et al" ("and others" in Latin).

Fisher, Kenneth L., et al. The Only Three Questions That Count: Investing by Knowing
What Others Don't. Hoboken, N.J.: John Wiley and Sons, 2006.

D. Second or Other Edition

Polman, Chris H., et al. Multiple Sclerosis: The Guide to Treatment and Management.
6th ed. New York: Demos Medical Publishing, 2006.

E. Two or More Books by the Same Author in a Bibliography

Give the name in the first entry only. Use three hyphens for the name in additional entries for books from the same author.

Delbanco, Andrew. The Puritan Ordeal. Cambridge, MA.: Harvard University Press, 1991.

---. The Real American Dream: A Meditation on Hope. Cambridge, Mass.: Harvard University Press,

F. A Book With an Author and an Editor

Douglass, Frederick. My Bondage and My Freedom. Ed. John David Smith. New York: Penguin, 2003.

G. A Republished Book

Kuhn, Thomas. The Structure of Scientific Revolutions. 1962. Chicago: University of Chicago Press, 1996.

H. Essay, Poem, or Short Story in an Anthology

The first name is the author of the essay or short work in a larger work. The name(s) after the title are the editor(s). The numbers at the end are page numbers.

Noonan, Peggy. "John F. Kennedy." Presidential Leadership: Rating the Best and Worst in the White House. Eds. James Taranto and Leonard Leo. New York: Free Press, 2004. 168-72.

I. An Entire Anthology or Compilation

Elshtain, Jean Bethke, ed. The Jane Addams Reader. New York: Basic Books, 2001.

J. General Encyclopedia (*World Book, Britannica, etc.*)

It is rare to list general encyclopedias in bibliographies, except for relatively basic papers. Check with your teacher on whether general encyclopedias are acceptable sources to cite.

Well-known general encyclopedias do not need all the publication information listed. If in doubt, use the specialized dictionary/encyclopedia entry. If the encyclopedia is in alphabetical order, no volume or page numbers are needed.

Dundes, Alan. "Taboo." World Book Encyclopedia. 2000.

K. Specialized Encyclopedia or Dictionary

If the encyclopedia is in alphabetical order, no volume or page numbers are needed.

From a work whose entries are in alphabetical order:

Owens, Thomas. "L.A. Four." New Grove Dictionary of Jazz. 2nd ed. 4 vols. New York: Grove, 2002.

From a work whose entries are not in alphabetical order:

Franceschetti, Donald R. "Development of Algebra During the Middle Ages." Science in Its Times. Ed. Neil Schlager. Vol. 2. Detroit: Gale Group, 2001. 200-202.

2. Bibliographic Format: Periodicals (Not Online)

Magazine and Newspaper Citation Format

Author's last name, first name. "Article Title." Magazine or Newspaper Date:

Page numbers.

Journal Citation Format

Author's last name, first name. "Article Title." Journal Title Issue:Volume (Year):

Page numbers.

If the article is on consecutive pages, give first and last page numbers of the article. If the article skips pages (as do many long newspaper and magazine articles), write only the first page number with a plus sign.

A. Magazine

Waldman, Amy. "Reading, Writing, Resurrection." Atlantic Monthly Jan.-Feb. 2007:

88-103.

B. Newspaper

Simon, Richard. "House Lifts Obstacle to Westside Subway." Los Angeles Times 8 Feb.

2007: B1+.

C. Journal Article

Woldemikael, Tekle M. "Language, Education, and Public Policy in Eritrea."

African Studies Review 46.1 (2003): 117-36.

D. A Review (not online)

Mahler, Gunter. "Grappling With Qubits." Rev. of Quantum Computation and Quantum Information by Michael A. Nielsen and Isaac L. Chuang. Science 292:5514 (2001): 57-58.

3. Bibliographic Format: Library Subscription Databases (Online)

1. Subscription Databases Guidelines

Subscription databases are resources that the Prep library pays for you to be able to access. Citations for these resources tend to be long because you include information both about where the article originally appeared (often a print publication) and about the subscription database itself. Skip an item if you cannot find it on the database.

1. Author's name
2. Title (in quotation marks)
3. Information for the periodical itself (*please see pages 9-10 for citation information for magazines, newspapers, and journals*).
4. Name of the particular database you are using within the larger service (underlined). The only services Flintridge Prep subscribes to that have "sub-databases" are Gale (Opposing Viewpoints, Virtual Reference Library, Twayne's Authors Series, History Resource Center: World, History Resource Center: U.S., and What Do I Read Next?) and ProQuest (Platinum and Historical Newspapers). For the others you do not need this item.
5. Name of the service (NOT underlined). Flintridge Prep subscribes to Britannica Online, Congressional Quarterly Researcher, Consumer Reports, Countrywatch, Daily Life Online, Gale, Grove Art Online, Grove Music Online, JSTOR, Oxford English Dictionary Online, Oxford African American Studies Center, and ProQuest (ProQuest Historical Newspapers and ProQuest Platinum).
6. Date of access and <web site address>. List the home page only (e.g., just <<http://search.eb.com>>, *not* <<http://search.eb.com/eb/article-9039828>>). The assumption is that the reader can go back to the service and search to find the article if needed.

Library Subscription Databases (Cont.)

IMPORTANT!!!

Do not use the citation the site gives you without checking the format here first.
Much of the time, the site's citation does not precisely
conform to the MLA style requirements.

Britannica Online

"Heifetz, Jascha." Encyclopaedia Britannica. 2007. Encyclopaedia Britannica Online.
28 Jan. 2007 <<http://search.eb.com>>.

Congressional Quarterly Researcher

Katel, Peter. "Philanthropy in America." CQ Researcher 16 (8 Dec. 2006): 1009-1032.
31 Jan. 2007 <<http://library.cqpress.com/cqresearcher>>.

CountryWatch

"Human Rights in Cuba." CountryWatch. 31 Jan. 2007
<<http://www.countrywatch.com>>.

Gale

1. *Article from a journal (see pages 9-10 for an explanation of journal citation)*

Harris, Janice H. "Feminist Representations of Wives and Work: An 'Almost
Irreconcilable' Edwardian Debate." Women's Studies 22.3 (Jun. 1993): 309-334.
History Resource Center: U.S. Gale. 15 Feb. 2007 <www.galegroup.com>.

Library Subscription Databases (Cont.)

2. *Article from a book on Gale*

Safina, Carl. "The World's Ocean Fisheries are Seriously Threatened." Endangered Oceans. Ed. Louise I. Gerdes. San Diego: Greenhaven Press, 2004. Opposing Viewpoints Resource Center. Gale. 15 Feb. 2007 <<http://www.galegroup.com>>.

Grove Art Online

1. *If a written entry says [OCWA] next to it*

Chilvers, Ian. "Hockney, David." The Oxford Companion to Western Art. Ed. Hugh Brigstocke. Oxford: Oxford University Press, 2001. Grove Art Online. 27 Dec. 2006 <<http://www.groveart.com>>.

2. *If a written entry does not say [OCWA] next to it*

"Buddhism: Regional Surveys: Japan: Zen." Grove Art Online. 27 Dec. 2006 <<http://www.groveart.com>>.

Grove Music Online

Pleasants, Henry. "Sinatra, Frank [Francis Albert]." Grove Music Online. 27 Dec. 2006 <<http://www.grovemusic.com>>.

Library Subscription Databases (Cont.)

JSTOR

MacGowan, Kenneth. "When the Talkies Came to Hollywood." The Quarterly of Film, Radio, and Television 10.3 (1956): 288-301. JSTOR. 3 Feb. 2007
<<http://www.jstor.org>>.

Oxford African American Studies Center

Yellin, Jean Fagan. "Jacobs, Harriet Ann." Black Women in America. 2nd ed. Ed. Darlene Clark Hine. Oxford African American Studies Center. 11 Dec. 2006
<<http://www.oxfordaasc.com>>.

Oxford English Dictionary Online

"Gratitude." OED Online. 27 Nov. 2006 <<http://dictionary.oed.com>>.

ProQuest Historical Newspapers

Robbins, L.H. "Now Campaign Buttons Bloom: They Blossom Forth as the Battle of 1936 Gets Under Way." New York Times 28 Jun. 1936: 11. Historical Newspapers. ProQuest. 7 Mar. 2007 <<http://www.proquestk12.com>>.

ProQuest Platinum Periodicals

Edidin, Peter. "Putting the Motor City Back in Gear." New York Times 29 Jan. 2006: 4. Platinum Periodicals. ProQuest. 4 Jul. 2006 <<http://www.proquestk12.com>>.

D. Bibliographic Format: Sites on the Free Internet (not subscription databases)

What to Look For

1. ** Be sure that your site is as good as or better than what you could find in books or in the library's subscription database on the same topic. **
2. Look for all the citation information on the home page or at the bottom of a page.
3. If you cannot find an element, such as the author's name, do not include it. Just go on to the next part of the listing, such as the article title.
4. Look carefully at the models below to see where punctuation goes.
5. For newspaper, magazine, or journal articles, you generally a) put all the information you would put for the print source and b) then include the information about the website.
6. To make your Works Cited list easier to read, you may divide a URL (web address) by pressing the space bar. Do this only after a slash.
7. See the print MLA guides (page 2) for more examples of relevant Internet site citations.

Sites on the Free Internet (cont.)

Free Internet Site Citation Format

Author's last name, first name [if given]. "Title of the particular web page." Title of entire web site. Date the site was last updated. Name of institution/ organization that publishes the site [if applicable]. Date you accessed the site <page URL>.

A. A "Regular" Internet Site That Does Not Fall in Any of the Categories Below

"Mussel Recipes." Penn Cove Shellfish. 13 Feb. 2007. 21 Feb. 2007
<<http://www.penncoveshellfish.com/MusselRecipes.htm>>.

B. A Professional Site

MLA Style. 2007. Modern Language Association. 23 Feb. 2007
<<http://www.mla.org>>.

C. A Home Page for a Course

Aron, Stephen. History of Museums. Course home page. Winter quarter 2006.
Dept. of History, University of California at Los Angeles. 2 Jan. 2007
<<http://www.sscnet.ucla.edu/06W/hist19-4>>.

D. An Article in a Free Online News Source or Magazine

Cohen, Noam. "A History Department Bans Citing Wikipedia as a Research Source."
New York Times 21 Feb. 2007. 22 Feb. 2007 <<http://www.nyt.com>>.

Sites on the Free Internet (cont.)

E. An Online Book With an Editor

Shakespeare, William. Cymbeline. W.J. Craig, ed. The Complete Works of William Shakespeare. London: Oxford University Press, 1914. Bartleby.com: Great Books Online. 2000. 1 Feb. 2007 <<http://www.bartleby.com/70/4611.html>>.

F. An Online Poem

Bishop, Elizabeth. "Sestina." Poemhunter.com. 26 Dec. 2006
<<http://www.poemhunter.com/poem/sestina>>.

G. An Online Image

1. An Image on a Museum's Home Page That Belongs to the Museum

Gaudi, Antoni. Prayer Bench. 1898-1914. Museum of Modern Art, New York. 16 Aug. 2005 <http://www.moma.org/collection/browse_results.php?object_id=2141>.

2. An Image on a Page Different From the Owning Museum's Website

Friedrich, Caspar David. Wanderer Above the Sea of Fog. 1818. Kunsthalle Museum, Hamburg, Germany. WebMuseum, Paris. 22 Nov. 2004
<http://www.ibiblio.org/wm/paint/auth/friedrich/www.moma.org/collection/browse_results.php?object_id=2141>.

APPENDIX: Footnotes/Endnotes in Chicago Style

- Footnotes and endnotes take the same form (number superscripted, first line indented); however, footnotes go at the bottom of each page, while endnotes go at the end of a paper. Consult your teacher for preference.
- Footnote and endnote style is very different from bibliographic style. Here are examples in Chicago style:

Bibliographic Format for a Book by One Author

Vendler, Helen. The Music of What Happens: Poems, Poets, Critics. Cambridge, MA: Harvard University Press, 1988.

Footnote Format for a Book by One Author

³ Helen Vendler, The Music of What Happens: Poems, Poets, Critics (Cambridge: Harvard University Press, 1988), 37.

Major Differences Between Footnote/Endnote and Bibliographic Format

1. A footnote/endnote is indented five spaces for the first line and not at all for subsequent lines; bibliographic citation is the reverse.
2. A footnote/endnote has a superscript number corresponding with the number in the text that refers to it. Your word processing program will do this automatically.
3. Footnotes are single-spaced within the same footnote and double-spaced between footnotes. Double-space within and between endnotes.
4. Author's name is "first last" (not "last, first" as with the bibliography).
5. Sections of the citation are separated by commas rather than periods.
6. Publication information is in parentheses.
7. A footnote/endnote includes the page number because it refers to a specific piece of information on a specific page in the text. Web sites usually do not have page numbers unless they are .pdf files, which keep their pagination on all computers.

Chicago Style Examples and References

On the next page please find models of several common citations in Chicago Style. For other kinds of citations, go to the following resources:

1. Short Guide (Use the “N” and “B” entries for your notes and your bibliography.)

The Chicago Manual of Style Online. “Chicago-Style Citation Quick Guide.”
University of Chicago. 2006. [www.chicagomanualofstyle.org/
tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (accessed Feb. 15, 2007).

2. Longer, Definitive Guide

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.

3. Sample Paper

For a clearly structured sample paper and bibliography in Chicago style (with endnotes, not footnotes), please visit Diana Hacker’s excellent site:

Hacker, Diana. “Chicago (CMS) Research Paper (Bishop).” Bedford/St. Martin’s. 2006.

<http://www.dianahacker.com/pdfs/Hacker-Bish-CMS.pdf> (accessed Jan. 14, 2007).

4. Other Resources

Chicago does not publish its complete style guide online. However, many organizations and universities have published their own guidelines. A few such strong sites are:

Diana Hacker: http://www.dianahacker.com/resdoc/p04_c10_s2.html

U of Arizona: www.library.arizona.edu/search/reference/citation-cms.html#cmsbk5

Douglas College: <http://www.douglas.bc.ca/library/chicago.html>

Major Differences Between MLA and Chicago Styles

1. Parenthetical Citations v. Footnotes/Endnotes

- MLA Style usually uses parenthetical citation (author's last name and page number) within the text.
- Chicago style does not use parenthetical citation. Instead, it uses footnotes (at the bottom of the page) or endnotes (at the end of the paper before the Works Cited list).

2. Works Cited/Bibliography Spacing

- MLA double-spaces within and between entries in a Works Cited list.
- Chicago single-spaces within entries and double-spaces between entries.

3. Punctuation in Footnotes/Endnotes

- MLA style does not put a comma before the page number in an endnote (if you are using endnotes rather than parenthetical citations).
- Chicago does put a comma before the page number in a footnote/endnote.

Several Common Citation Formats in Chicago Style

A. Book By One Author

Bibliography/Works Cited

Ehrenreich, Barbara. Nickel and Dimed: On (Not) Getting by in America. New York: Metropolitan Books, 2001.

Footnote/Endnote

²⁴ Barbara Ehrenreich, Nickel and Dimed: On (Not) Getting by in America (New York: Metropolitan Books, 2001), 134.

B. JSTOR

Bibliography/Works Cited

MacGowan, Kenneth. "When the Talkies Came to Hollywood." *The Quarterly of Film, Radio, and Television* 10, no. 3 (1956): 288-301. <http://www.jstor.org> (accessed Jan. 2, 2007).

Footnote/Endnote

⁷ Kenneth MacGowan, "When the Talkies Came to Hollywood," *The Quarterly of Film, Radio, and Television* 10, no. 3 (1956): 290, <http://www.jstor.org> (accessed Jan. 2, 2007).

C. ProQuest Platinum or Historical Newspapers

Bibliography/Works Cited

Edidin, Peter. "Putting the Motor City Back in Gear." *New York Times*, 29 Jan. 2006: 4. <http://www.proquestk12.com> (accessed Jul. 4, 2006).

Footnote/Endnote

⁶¹ Peter Edidin, "Putting the Motor City Back in Gear," *New York Times*, 29 Jan. 2006: 4, <http://www.proquestk12.com> (accessed Jul. 4, 2006).