

MLA STYLE: A SHORT GUIDE FOR WRITERS

NEWLY UPDATED FOR THE FALL 2008 SEMESTER

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MLA STYLE: A SHORT GUIDE FOR WRITERS

Compiled by Allison S. Bartlett, PhD
for Wor-Wic Community College

This guide (available online at www.worwic.edu/MediaCenter/media_center_citing_sources.asp) adapts the authorized documentation style found in MLA's most recent publication:

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

Why Do You Need a Style Guide?

Why do you need a style guide? When you write a paper using a source or sources other than yourself (a “documented essay”), you need to give credit to the individual(s) whose ideas you are incorporating into your own essay. This is what instructors mean when we ask you to “document your sources” or “cite your sources.” At the same time, you need to give the reader of your paper a place to go to find the source or sources you have cited if that reader wants additional information. Over the years, writers have standardized the way they present information in citations so that the same kind of information is in the same place in each citation writers include. That is the purpose of a style guide: to give you the rules and the models to follow when documenting sources you have used in writing an essay. This “Short Guide” should help you understand the MLA (Modern Language Association) style. This is the style often used for courses in the arts and humanities: English, Speech, Philosophy, History, Political Science, Music and Art. Another major style guide uses the APA (American Psychological Association) style and often appears in scientific and technical papers written for such courses as Psychology, Sociology, Business, Math, Science, and Computer Technology. Once you become familiar with the basic formats, you should have little problem switching between styles. If you do not know which style guide you should use, or which model to choose, **ask your instructor**.

The basic rule of thumb: **find and then follow the models!**

There are two basic kinds of sources that you will be using when you write a research paper: **print** sources and **electronic** sources. Print sources include such things as books, magazines, newspapers, interviews, and correspondence — a source that is in a published, physical format that can be held in your hands. Electronic sources include on-line “cyber” sources of all kinds: information that can move or be updated on a periodic or regular basis and that resides in a database, on a web page, or in another electronic medium from which you retrieve it. Electronic source material is often a digitized copy of an original print version, so **be as aware as you can of your source's origin**. These guidelines will give you models for the most common types of sources you will be using when you write your papers (books, journal articles, magazine articles, and newspaper articles — both print and electronic). If the type of source you need to cite is not included here, first try the complete MLA Handbook cited above (available in the Writing Center, the Media Center, and the Bookstore). If you still cannot find the model for a particular type of citation, ask your instructor or the staff in our Media Center or other Resource Centers for help.

Formatting In-Text Citations (Parenthetical Citations) — Basic Guidelines

The citations below refer to the following sources:

Highfield, Roger. The Science of Harry Potter: How Magic Really Works. New York: Viking-Penguin, 2002.

Kronzck, Allan Zola and Elizabeth Kronzck. The Sorcerer's Companion: A Guide to the Magical World of Harry Potter. New York: Broadway, 2001.

An in-text or parenthetical citation points clearly and explicitly to a source on your Works Cited list. There are various ways of gracefully and yet accurately incorporating parenthetical documentation into your own sentences. A few examples of paraphrases and quotations are offered here. If you have any questions about how to format a parenthetical citation, ask your instructor or the staff at the Writing Center. The simplest citation includes the author's last name and the page number of the source you are citing; note the paraphrase immediately below:

Muggles are now conducting extensive research into the workings of the sorting hat (**Highfield 40**).

[**Note:** *I have used boldface in this paraphrase for emphasis only. It is not part of MLA format.*]

Notice that in the parenthetical citation there is no abbreviation for the word *page* and that no punctuation separates the author's last name and the page number on which the fact about the Sorting Hat appears. Alternatively, you can incorporate the author's last name in your own sentence. In the following example of a **paraphrase**, only the page number appears within the parentheses, since the author's name has already been mentioned in the sentence:

Highfield suggests that "Muggles" (or non-magical people) are seriously investigating how the Sorting Hat works (**40**).

The same holds true if your source has two or more authors. Consider these **direct quotations**:

"In fiction, magic wands first appear in *The Odyssey*, written by the Greek poet Homer in about 800 or 900 BC" (**Kronzck and Kronzck 149**).

This example, too, can be revised to combine your quote with its authors:

"In fiction," claim Allan and Elizabeth Kronzck, "magic wands first appear in *The Odyssey*, written by the Greek poet Homer in about 800 or 900 BC" (**149**).

Other examples can be found in both the MLA Handbook and in the most recent edition of Diana Hacker's A Writer's Reference (or other college handbook).

A Note on Citing Anonymous Sources and Using Short Titles: if you use an article published anonymously (no author is named), then your parenthetical citation will contain a short title and the page number. (If the source is electronic, remember that MLA suggests no page number be cited. Your instructor, however, might ask you to cite the page number from your printout.) For example, if you use an article entitled "Do You Ever Get the Feeling the HP Books Are Sexist?" from the Un-official Harry Potter Fan Club Web Site, your in-text citation would look like this: ("**Do You Ever. . .**" **2**). The ellipsis here indicates a short title. Other possibilities exist if you mention the title of the source in your sentence.

MLA citation style may look confusing, but it actually operates by a set of logical rules. If you know the rules, you can figure out the citation formatting. Appearing below are models for the types of sources most frequently cited by Wor-Wic students. Remember the motto: **find and then follow the models!**

USING THIS GUIDE:

A range of models appears below. The type of model is indicated by the subheading (for example, **A Book by a Single Author**). The basic citation model for print sources is found in **A Book by a Single Author**; the basic model for an electronic source is outlined in **Citing Documents from Internet Sites**. Explanations of formatting and “the rules” (in smaller type) follow each model. I don’t repeat explanatory material in the interest of space, so read the basic information first and then locate the specific model you need.

A Note on Publishers’ Imprints: an imprint is the name of a publisher’s book group or division; they are multiplying rapidly in this age of mergers and major acquisitions. In a Works Cited entry for a book, the imprint precedes the publisher’s name and is separated by a hyphen, for example: Plume-Penguin or HarperSanFrancisco-HarperCollins. Look on the reverse of the title page (where you also find the year of copyright) to see if you are dealing with an imprint.

A Note on spacing after periods and other punctuation at the ends of sentences and units: it is increasingly common to space only once at the end of a sentence or — in the case of Works Cited entries — at the end of a unit. However, spacing twice is not incorrect. Whichever spacing you choose, be consistent throughout your document. Because this document will appear on the web, it will contain references to “one space” and you will see only a single space after terminal punctuation.

MLA STYLE FOR CITING PRINT SOURCES

Whole Books:

Print sources, once published, do not change. The source becomes permanent, unlike the majority of electronic sources. The basic citation, the foundation on which all other citations of unchangeable print sources are built, is

A Book by a Single Author:

Mann, Horace. On the Art of Teaching. Boston: Applewood, 1989.

Each book citation contains three units of information, and each unit concludes with a period. The first unit presents information about the author, editor, or compiler; the second unit presents the title of the book, as well as its subtitle if there is one; the third unit presents publication information.

Each entry on the Works Cited list begins flush with the left margin; if the entry is more than one typed line long, the second and subsequent lines are indented five spaces. Entries are double-spaced. The following describes the content of the entry for a book by a single author, as well as the order and punctuation of each unit of information. **Author**, last name first, comma, first name, then a period. Skip one space. **Title**, underlined or in italics. If there is a subtitle, it is separated from the title by a colon. End with a period; then skip one space. **Place of publication** (the city only, unless it is not well known), followed by a colon. **Publisher** (omit *A*, *An*, and *The*; omit business abbreviations: *Co.*, *Corp*, *Inc.*, and *Ltd.*; and omit descriptors: *Books*, *House*, *Press*, and *Publishers*). Follow the publisher by a comma. End the entry with the **year of publication**, followed by a period.

Two or More Books by the Same Author:

Lewis, C. S. The Discarded Image: An Introduction to Medieval and Renaissance Literature.

London: Cambridge UP, 1964.

---. The Screwtape Letters. New York: Macmillan, 1976.

First entry: follow the model for a book with a single author. Second entry of a book by the same author: three typed hyphens followed by a period; remaining information as above. Citations to books by the same author are alphabetized by title. When doing so, ignore *A*, *An*, and *The*.

A Book by Two (or More) Authors:

Harris, Stephen L., and Gloria Platzner. Classical Mythology: Images and Insights. Mountain

View, CA: Mayfield, 1995.

First author: to facilitate alphabetizing, type the last name first followed by a comma, then the first name, middle initial, and comma, then the word *and*. The name of the second author is not reversed (this applies to the subsequent authors as well, if applicable): first name first, then last name, followed by a period. Note in publication information: if the city of publication is not immediately recognizable (as opposed to our knowing immediately that New York is in NY, Chicago is in IL, and Los Angeles is in CA), then include the state abbreviation along with the city. Abbreviate the state using the United States Postal Service's state abbreviations.

A Book by a Corporate Author or Named Group:

v3image. A Beginner's Guide to Second Life. Las Vegas, NV: ArcheBooks, 2007.

In this example, the group calling itself "v3image" is the author.

A Book Published in a Second or Subsequent Edition:

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

Often a source is revised and updated. The number of the revision, what is called a "subsequent edition," will be on the cover and on the title page. Specify the edition you used after the title of the work in order for your readers to refer to the same edition should they wish to consult your original source.

An Edition of the Bible:

The Jerusalem Bible. Alexander Jones, gen. ed. Garden City, NY: Doubleday, 1966.

Here, the title of the Bible you are using as a reference is underlined (consult the title page to record the precise title); it is followed by the editor of the version you are using (in this case, Jones is the general editor). The publication information is the same as a book with a single author.

Note: when citing the Bible in parenthetical references within your paper (in-text citations), abbreviate the book; then separate the chapter from the verse with a period, using arabic numerals; thus **(2 Thess. 3.6-9)** refers to verses six through nine in chapter three of 2 Thessalonians. Your first in-text citation must include the title of the Bible you are using, italicized or underlined; second and subsequent references to the same version need not include this title. Books of the Bible are neither italicized nor underlined.

Parts of Books:

A Work in an Anthology (use this format for a Chapter in a Book, as well):

Jackson, Shirley. "The Lottery." Retellings: A Thematic Literature Anthology. Ed. M. B. Clarke and A. G. Clarke. Boston: McGraw-Hill, 2004. 963-69.

The first two units are the author and the work you are actually citing. In this case, you are referencing Shirley Jackson's short story, "The Lottery." (Note that titles of short stories are placed within quotation marks, rather than being underlined.) Next enter the title of the anthology in which you found Jackson's story. The names of the two editors follow, then the place of publication, the publisher, and the date of publication. Finally, record the inclusive page numbers of the work you are citing, followed by a period.

Additional Note: remember that **titles of short stories, poems, essays, and articles** are placed within quotation marks; **titles of books, plays, databases, films, works of art, journals, magazines, and newspapers** are underlined or italicized. So: "The Lottery" and "The Raven," but Hamlet, The Starry Night, and Literature Resource Center.

A Photograph of a Work of Art Found in a Book:

Van Gogh, Vincent. The Starry Night. Museum of Modern Art, New York. Plate 8 in Retellings: A Thematic Literature Anthology. Ed. M. B. Clarke and A. G. Clarke. Boston: McGraw-Hill, 2004.

The first unit is the artist's name. The second unit is the title of the painting or other artwork, underlined. Follow that with the name and location of the museum in which the artwork is housed. The final unit consists of the publication information for the book in which the photograph appears. When you have a section of colored or black-and-white photographs inserted into a book, note that they do not have page numbers; instead, cite the photograph by plate number.

A Translation of a Work Appearing in an Anthology:

Chekhov, Anton. "The Lady with the Pet Dog." Trans. Avrahm Yarmolinsky. Retellings: A Thematic Literature Anthology. Ed. M. B. Clarke and A. G. Clarke. Boston: McGraw-Hill, 2004. 437-48.

This entry cites a translation into English of Chekhov's Russian short story that then appears in Clarke and Clarke's anthology. Note that the translator's name follows the work he translated, and that the abbreviation for "Translated by" is "Trans."

An Article in an Alphabetized Reference Book:

"Grail." The Penguin Dictionary of Symbols. Ed. Jean Chevalier and Alain Gheerbrant. Trans. John Buchanan-Brown. London: Penguin, 1996.

O'Gorman, Richard F. "Grail (Gaal)." The Arthurian Encyclopedia. Ed. Norris J. Lacy, et al. New York: Garland, 1986.

In reference books containing short articles, such as specialized encyclopedias or dictionaries, the articles will be alphabetized, so there is no reason to cite page numbers in the Works Cited entry. You will, however, **need to cite the page number in an in-text citation**, so be sure to record it in your notes. In many cases, the articles are not signed. In these cases (see the first example immediately above), the citation would begin with the title of the article. Sometimes, however, the articles are signed. If so, you can find the author's name or the author's initials at the end of the article. If the article is signed with initials, you will find a "list of contributors" somewhere in the reference book; look up the initials on this list in order to discover the author's name. The citation (see the second example) then becomes the author of the article, the title of the article, the title of the reference book, the editor of the reference book, the place of publication, the publisher, and the date of publication. **Note:** in the first example, there are both editors and a translator; in the second example, there is an editor (sometimes called a general editor), Norris Lacy, but there are also four associate editors listed on the title page of the encyclopedia. In these cases, use the abbreviation *et al.* (which means *and others*) to signify more than three editors. (This same abbreviation is also used to indicate more than three authors.)

CITING ARTICLES IN PERIODICALS

(“Periodicals” are publications that are issued on a regular, “PERIODIC” basis: especially journals, newspapers, and magazines.)

The following are models for citations of original articles you have personally held in your own hands. The simplest entry, the foundation on which all other article citations are built, is the citation of

An Article in a Scholarly Journal:

Berger, Karol. “Prospero’s Art.” Shakespeare Studies 10 (1977): 211-39.

Present the same units of information for articles as you do for books. The first unit is the author. The second is the title of the article, in quotation marks. (Note that the period is placed **INSIDE the closing quotation marks**.) The third unit is publication information: the title of the journal, underlined or in italics, followed by the volume number, then the year of publication enclosed in parentheses followed by a colon, and finally the inclusive page numbers of the article.

An Article in a Newspaper:

Nossiter, Adam and Graham Bowley. “Powerful Storm Starts to Lash Gulf Coast.” New York Times 1 Sep. 2008: A1+.

An article with a “by-line” (a named author): the citation begins with the author’s name, last name first. In this case, there is a second author: first name first. The next unit of information is the title (for newspapers, the title is the headline) in quotation marks; the unit concludes with a period. Use MLA-style (traditional) capitalization here, no matter how the newspaper’s headlines appear on the page: capitalize all major words, but do not capitalize articles, prepositions, coordinating conjunctions, or the *to* in infinitives — unless they are the first or last words of the title. Next is the publication information: the name of the newspaper minus any introductory article (*A*, *An*, or *The*) underlined or in italics, the date of publication (European style, abbreviating all months except May, June and July), the section number and the page numbers of the article. That the article in the example above continues from the first page to a later page is indicated by a **plus sign** after the page number.

“Who Killed Chandra Levy? About This Series.” Washington Post 13 July 2008: A+.

An article without a by-line: the citation begins with the title of the article and continues with the publication information as noted above.

An Article in a Magazine:

Setoodeh, Ramin. “It’s Still Not Easy Being Green: Anne of Green Gables Turns 100 This Year, but She’s the Most Modern Girl in the Bookstore.” Newsweek 28 July 2008: 49-50.

Here are the same three units of information discussed above, separated by periods: author, title, and publication information. Separate the page numbers from the date of publication with a colon.

MLA STYLE FOR CITING MISCELLANEOUS NON-PRINT SOURCES

A Film or Video Recording

Beauty and the Beast: Special Edition. Dir. Gary Trousdale and Kirk Wise. Perf. Paige O'Hara, Robby Benson, Richard White, David Ogden Stiers, Angela Lansbury. 1991. DVD. Buena Vista Home Entertainment, 2002.

To cite a film, include the title, underlined; the director(s); the distributor, and the year the film was released. Optional: other information you believe to be important, like the performers. For a video or DVD version of the film, add the original release date (the year the film opened in theaters), followed by a period. Then cite the medium (videocassette, DVD, laser disc, slide program, filmstrip), and a period. Conclude the entry with the name of the distributor, followed by the date of the re-released work.

Note on finding citation information for films: It is sometimes difficult to find all the information needed for this type of citation on the cover of a videocassette or DVD, or even in print material that may be included with the video or DVD. One possible source for this information, including a list of performers and other technical information, is Amazon.com. Look up your video or DVD in the search window, find the edition you are using, and then click on the "See more product details" link. There you will find the information necessary for this citation.

A Personal Interview (Conducted by the Researcher/Writer of the Essay)

Kennedy, Teresa. Telephone interview. 12 Aug. 2008.

If you conduct an interview with an expert or informed person for your paper, the citation is simple: cite the name of the person interviewed, the type of interview (personal or telephone), and the date of the interview. In the text of your paper, make clear the credentials of the person you chose to interview and/or the reasons this person is an expert.

A Live Performance

The Glass Menagerie. By Tennessee Williams. Dir. Rusty Mumford. Perf. Nancy Davies, Scott Yoder, Amanda Welch, Phillip Bell. Parkside High School, Salisbury, MD. 5 Feb. 2000.

To cite a live performance, note the title of the production and the author of the original play or musical; then cite the director, the performers (optional), the theater and the city of the performance, and the date of the performance you attended. **Note:** if this entry were to appear on your Works Cited list, it would be alphabetized under "G" for *Glass*, not "T" for *The*; ignore initial articles (*A*, *An*, and *The*) when alphabetizing.

MLA STYLE FOR CITING ELECTRONIC SOURCES

Note on capitalization and page numbers in parenthetical citations as well as on the Works Cited list:

No matter how the title of your electronic source appears on screen or in the print-out, follow **MLA-style capitalization rules**: capitalize the first and last words as well as all intervening words except articles, prepositions, coordinating conjunctions, and the *to* in infinitives. (Many magazines and journals use APA style, which is different; if in doubt, ask your instructor.) **Page numbers** are unnecessary. **DO NOT** cite page numbers of electronically retrieved sources unless your source numbers the paragraphs or includes another type of reference marker.

Note: Your instructor may ask you to cite in a documented essay the page number from your printout(s) if you submit your printout with your essay. Ask your instructor for his/her preferences.

CITING DOCUMENTS FROM INTERNET SITES

Many electronic texts, articles, and other kinds of information are now available from professional sites on the Internet and are therefore publicly accessible through a web browser such as Mozilla Firefox, Netscape or Microsoft Explorer via a search engine (Google, Yahoo, Ask.com, etc.). If you cite a source located found in this way, you need to give your reader the usual information you would for any source, as well as the electronic address (the URL) of the website on which you found your information and the date you accessed it (because these sites are subject to change).

While the basic entry for print publications consists of three major units of information (author information, title information, and publication information), entries for electronic publications usually consist of five units of information:

- Author's name, usually found at the beginning or at the end of a document
- Document title, enclosed in quotation marks and displaying MLA-style capitalization and punctuation, **no matter how the title appears on your screen**
- Information about the original printed document, following the relevant print model as detailed earlier in this document
- Information about the electronically published document, which usually includes the name of the website, underlined; the update or copyright date (found at the bottom of the site's home page); and the sponsor of the site (also often found at the bottom of the site's home page)
- Access information: the date you accessed the document (in European style, abbreviating all months except May, June, and July) and its URL enclosed in angle brackets

A Note about URLs: For ease of identification, MLA asks you to enclose the characters of a URL (the electronic address) within angle brackets, although the brackets are **NOT** part of the address. The electronic address will begin with an easily recognizable string of characters: either with `<http://>` or `<www.>`. Be accurate, double-checking which way the slashes point, where the periods are, and how the address ends. If a URL is "impractically long," according to the MLA Handbook, simply record the URL for the site's home page (Gibaldi 212).

A Note about typing URLs: When typing a URL for inclusion in a Works Cited list, you can break that URL if it does not fit on a single line **only** after a single slash mark [/], but **never** after the double slashes [//]. You can **turn off the automatic hyperlink formatting** on your computer by going to Format/Autoformat/Options, and then on **both** the "Autoformat" and the "Autoformat as You Type" tabs, "unclick" the checkmark in front of "Internet and network paths with hyperlinks."

The basic citation, the foundation on which all other citations of electronic sources are built, is

A Document from an Internet Site

Padgett, John B. "Medgar Evers." The Mississippi Writers Page. 2002. University of Mississippi English Department. 13 Aug. 2008 <http://www.olemiss.edu/depts/english/ms-writers/dir/evers_medgar/>.

The citation above points to an article about Medgar Evers by John Padgett found on The Mississippi Writers Page website (to find the author, scroll to the end of the article and click on the initials link). Follow with the publication information: the date the site was last updated (usually found at the bottom of the home page), the sponsor of the site, the date you accessed the site, and the address or URL enclosed in angle brackets. This website was last updated in 2002, and is sponsored by the University of Mississippi's English Department. The Evers article was accessed on 13 Aug. 2008 at the URL listed above. Break the URL after a single slash using your spacebar (do not use a hyphen).

The citations below point to articles found by searching individual online collections (databases). Cite the author's name (when available) and the title of the article as it appears on your screen. Follow this with any information regarding the print version of the source. Then cite the title of the website (underlined); any identifying number (section, chapter, unit); the date of copyright or last update (found at the bottom of the home page); the sponsor of the page (often referenced as the copyright holder, usually found at the bottom of the home page); the date you accessed the article; and the URL. **Note:** there is no punctuation between the access date and the angle bracket opening the URL.

An Anonymous Article from a Website:

"Robert Frost." Poets.org. 2008. Academy of American Poets. 14 Aug. 2008
<<http://www.poets.org/poet.php/prmPID/192>>.

This citation points to **an anonymous article** about Robert Frost found on Poets.org, a **website** created by and owned by the American Academy of Poets. Because the author is unknown, begin the citation with the title of the article enclosed in quotation marks. Follow with the name of the website, underlined or italicized; capitalize the website's name per MLA style, even though it appears in lower-case letters on your screen. The next piece of information is the sponsor of Poets.org: the Academy of American Poets. Conclude with the access date, the URL enclosed in angle brackets, and a period.

A Work of Art Pictured on an Internet Site

Munch, Edvard. The Scream. 1893. Nasjonalgalleriet (National Gallery), Oslo. 24 Aug. 2008
<<http://www.ibiblio.org/wm/paint/auth/munch>>.

This citation references an online photograph of a painting by artist Edvard Munch entitled The Scream (underline or italicize titles of paintings). Follow the artist and title with the date of the painting and the name of the museum in which it is housed. The final two elements are the date you accessed the site and its URL enclosed in angle brackets. Place the final period **outside** the closing angle bracket.

An Article in an Online Encyclopedia (but see page 16 for citing an article in the online Encyclopædia Britannica accessed through our subscription databases):

“Oedipus Complex.” Columbia Encyclopedia. 6th ed. 1993. Encyclopedia.com. 2008. HighBeam Research. 20 Aug. 2008 <<http://www.encyclopedia.com>>.

This citation points to an article without a named author in a continually updated **online encyclopedia**. This one contains articles from the sixth edition of the Columbia Encyclopedia. Begin the citation with the title of the article, following MLA capitalization rules no matter how the title appears on-screen. Follow the title with the name of the source from which it comes: the Columbia Encyclopedia, its print version, and the date that version was published. Next comes the title of the website (Encyclopedia.com) underlined, the site’s last update or copyright date, the sponsor or owner of the website, and the date you retrieved the article, again written in European style. End with the URL for the entrance or search page of the database. You will find the sponsor of the site and the last update or copyright date at the bottom of the site’s home page.

Articles from Reference Databases on the Internet:

“Are Electronic Voting Systems Vulnerable to Hacking?” ProCon.org: Voting Machines. 2008. 29 Aug. 2008 <<http://www.votingmachinesprocon.org/questions/hacking.htm>>.

In this entry, the article is actually a collection of information cited from various sources. It therefore has no individual author. The entire site — www.ProCon.org — is continually updated, and individual sources are documented, but the article itself is not dated. The entry provides information for anyone to navigate to the article and to the database containing it.

“Goldman, Emma.” Funk & Wagnalls® New Encyclopedia. 2006. HistoryChannel.com. 2007. A&E Television Networks. 20 Aug. 2008 <<http://www.historychannel.com/>>.

This article was accessed from the Reference tab search window on the HistoryChannel.com site.

Herford, C. H. “Keats.” Cambridge History of English and American Literature. Vol. 12. 18 vols. 1907-21. Bartleby.com. Internet Public Library: Online Literary Criticism Collection. 2008. Regents of the University of Michigan and Drexel University. 24 Aug. 2008 <<http://www.ipl.org/div/litcrit/>>.

This article on Keats, originally from Volume 12 of the Cambridge History of English and American Literature, resides on the Bartleby.com site but can be accessed via the Internet Public Library site. This site has two sponsors/copyright holders: the University of Michigan and Drexel University.

WOR-WIC'S ONLINE SUBSCRIPTION DATABASES

Note: The databases available for research in Wor-Wic's Media Center contain thousands of articles previously published elsewhere in print or in other media. Your first task, therefore, is to figure out **what kind of source** the article first appeared in: a newspaper? a magazine? a scholarly journal? another online source? Your citation for an article retrieved from one of our databases will almost always be a **combination** of the citation for the **print (or original) version** of the source **and** the citation for the **online database** in which a digitalized copy of that article currently resides.

Once you classify the original source, **then** follow the format for that kind of source as it appears above in the Print Sources section of this "Guide" or in the Document from an Internet Site section.

A note here about page numbers recorded for the original print source: if the subscription database "provides only the starting page number of an article's original print publication (e.g., "p192"), give the number followed by a hyphen, a space, and a period: "192- ." (Gibaldi 229).

Finally, add the information documenting the specific online database you used to retrieve the article, followed by the service through which the subscription is offered. I have opted (per MLA style) to omit the database's home page URL, as access to our databases is protected by password and is therefore unavailable to those outside our academic community.

Multiple examples appear below; use them as models for citing your source. Obviously this "Short Guide" would not be "short" if it included an example for each database Wor-Wic offers.

(For an article with two authors, follow the author format for "A Book by Two Authors" on page 5.)

An Article with Three Authors

Donnelly, Francis M., Joy L. Mowery and D. Gail McCarver. "Knowledge and Misconceptions Among Inner-City African-American Mothers Regarding Alcohol and Drug Use."
American Journal of Drug and Alcohol Abuse 24 (1998): 675-. InfoTrac Psychology Collection. Gale. Wor-Wic Community College Media Center. 28 Aug. 2008.

When an article has three authors, the first name is reversed for alphabetizing purposes (last name first, comma, first name and then middle initial if relevant), but the second and subsequent authors appear first-name-first, last-name-last. Name the authors in the order they are listed in the by-line of the source.

An Article with More Than Three Authors

Bankes, Paul, et al. "The Catalyst and Student Press Censorship: Implications for Student Personnel Administrators." College Student Affairs Journal 21 (2002): 30-37. ProQuest

Education Journals. ProQuest. Wor-Wic Community College Media Center. 29 Aug. 2008.

An Article with More Than Three Authors (an alternative format; both are valid per MLA)

Bankes, Paul, Jeffrey Boss, Amanda Cochran, Lee S. Duemer, Jaci McCrary, Dora Salazar, Texas Tech University, and Texas Women's University. "The Catalyst and Student Press Censorship: Implications for Student Personnel Administrators." College Student Affairs Journal 21 (2002): 30-37. ProQuest Education Journals. ProQuest. Wor-Wic Community College Media Center. 29 Aug. 2008.

When an article you are using has four or more authors, you have a choice of citation formats. You can either name just the first author in the by-line, followed by the abbreviation "et al." (a Latin abbreviation that translates as "and the rest" or "and others"), or name all of the authors, using the order in which they appear in the source publication. In this case, two cited authors are universities. In both cases, reverse the first name (last name first, comma, first name and then middle initial plus period if relevant; a comma follows the period after the initial) for alphabetizing.

An Article Originally Published in a Scholarly Journal Accessed Through a Media Center Database

Berni, Christine. "Taking an Axe to History: The Historical Lizzie Borden and the Postmodern Historiography of Angela Carter." Clio 27 (1997): 29- . History Resource Center: World. Gale. Wor-Wic Community College Media Center. 24 Aug. 2008.

This citation points to **an article initially published in a scholarly journal** and then housed in one of Gale Group's online databases: History Resource Center: Modern World. Begin by following the model for citing a journal article (the print source) per the model and explanatory notes above. Because the Gale Group includes a number of individual databases, make sure to record the specific database in which you found the source you are citing. The author is Christine Berni. The name of the journal is Clio. The article initially appeared in volume 27 of that journal, which was published in 1997 on pages 29 and following. All of this information is collectively known as the "print source," and appears first in the citation just as it would if you went to a physical library and held volume 27 of the journal Clio in your hands. You will usually find the information about the original print source at the top of the first screen of the article. The citation concludes with the specific database in which the article appears, the service providing the database, the library in which you used the database, and the date you accessed the article.

An Article in a Reference eBook Accessed Through the Gale Virtual Reference Library

Zahn, Margaret A. "Homicide: Behavioral Aspects." Encyclopedia of Crime and Justice. Vol. 2. Ed. Joshua Dressler. 4 vols. 2nd ed. New York: Macmillan Reference, 2002. 779-86. Gale Virtual Reference Library: Encyclopedia of Crime and Justice. Gale. Wor-Wic Community College Media Center. 16 Aug. 2008.

The printout of this article tells you that the essay was originally published in 2002 in volume 2 of the Encyclopedia of Crime and Justice, a four-volume work in its second edition that has since been digitized. You also discover that the print version of this article appeared on pages 779 through 786 of the encyclopedia's second volume. This article resides in an eBook of the same name in the Gale Virtual Reference Library, accessible from Wor-Wic's Media Center.

A Newspaper Article Accessed Through a Media Center Database

Armstrong, Elizabeth. "Braille Version of Harry Potter Weighs in at Thirteen Volumes." Christian Science Monitor 1 July 2003: 12. ProQuest Newspapers. ProQuest. Wor-Wic Community College Media Center. 28 Aug. 2008.

This citation points to a **newspaper article** retrieved from ProQuest's online database, ProQuest Newspapers, so you will begin by following the model for citing a newspaper article (the print source) per the model and explanatory notes above. Author Elizabeth Armstrong's article appeared on July 1, 2003, in the Christian Science Monitor on page 12. This information is collected for you at the top of the first screen in the ProQuest Newspapers edition of the article. You would therefore record the author's name, the title of the article, the name of the newspaper, the date the article first appeared, and the page number of the print version of your article. After citing the information about the print version, record the electronic source information: the name of the database, the service that provides that database, the library in which you used the database, and the date you accessed the article.

A Magazine Article Accessed Through a Media Center Database

Orecklin, Michele. "Portrait of a Medieval Lady: The Author of Girl with a Pearl Earring Offers a Paint-by-the-Numbers Tale of Mysterious Tapestries." Time 26 Jan. 2004: 67. General Reference Center Gold. Gale. Wor-Wic Community College Media Center. 28 Aug. 2008.

This citation points to a **magazine article** retrieved from Gale Group's online database, General Reference Center Gold. Begin by following the model for citing a magazine article (the print source) per the model and explanatory notes above. Follow with the name of the database (underlined), the library in which you used the database, and the date you accessed the article.

A Chapter from a Book Published on CD-ROM, Then Digitized and Accessed Through a Media Center Database

Fowler, Virginia C. "Chapter 4: Cotton Candy on a Rainy Day." Nikki Giovanni. Twayne's United States Authors on CD-ROM. New York: G. K. Hall, 1997. Literature Resource Center. Gale. Wor-Wic Community College Media Center. 13 Aug. 2008.

The information necessary to compile this citation is located on the last page of your printout. The citation information at the end of the article tells you that this article was originally published on CD-ROM as part of Twayne's United States Authors series. Nikki Giovanni is the title of the CD-ROM, an electronic copy of the original print source, which was a book. Virginia C. Fowler is the author of that book. You are citing Chapter 4 of that book which deals with Cotton Candy on a Rainy Day, the title of one of Giovanni's books (so you underline that portion of the chapter title). Note that Literature Resource Center publishes chapters in these books as separate articles.

An Article from an Online Series/Database Accessed Through a Media Center Database

Sugg, Ike C. "Attempting to Save Every Species Is Expensive and Impractical." Current Controversies: Conserving the Environment. Ed. Laura K. Egenorf. San Diego: Greenhaven, 1999. Rpt. of Ike C. Sugg. "Lord of the Flies." National Review 5 May 1997. Opposing Viewpoints Resource Center. Gale. Wor-Wic Community College Media Center. 27 Aug. 2008.

To compose this citation, look for the Source Citation note **at the end of the article**. This citation refers to an article in the Opposing Viewpoints electronic database. This article was originally published in print under a different title ("Lord of the Flies") in a 1997 issue of the National Review; it was then reprinted under its current title in a book published in 1999 (Current Controversies: Conserving the Environment). The volume in which Sugg's article appears has an editor (Laura K. Egenorf).

An Article from the Encyclopædia Britannica Online Accessed Through Wor-Wic's Media Center (Note: see the entry on page 12 for an encyclopedia article accessed through the Internet)

"Borden, Lizzie." Encyclopædia Britannica Online. 2008. Encyclopædia Britannica. Wor-Wic Community College Media Center. 18 Aug. 2008.

This entry references an unsigned article on Lizzie Borden found in the full online version of the Encyclopædia Britannica accessed through Wor-Wic's subscription databases. Note that the non-underlined *Encyclopædia Britannica* is the name of the online database's sponsoring organization. Note the correct spelling of *Encyclopædia* when it refers to the Britannica.

An Entry from the OED Online Accessed Through Wor-Wic's Media Center

"non-fiction, *adj.*" Oxford English Dictionary. 2nd ed. 1989. OED Online. 2008. Oxford University Press. Wor-Wic Community College Media Center. 23 Aug. 2008.

Here you enclose the word you researched in quotation marks, and include the relevant part of speech abbreviated and in italics (in this case, *non-fiction* can be used as a noun or as an adjective). As is usual in MLA style, begin the entry with the print publication information; then continue with the name of the electronic database, its last update, the sponsoring institution, the library in which you used the database, and the date you accessed the article.

CITING MATERIAL FROM A CD-ROM (AN UNCHANGEABLE ELECTRONIC SOURCE)

NOTE: Cite the source and all available electronic publication information. An access date is unnecessary: when these sources change, they are released in a new edition or version. The date of publication and/or subsequent version will therefore suffice.

A Digitalized Encyclopedia or Reference Work on CD

"Faulkner, William." Microsoft Encarta Encyclopedia Standard 2002. CD-ROM. Redmond, WA: Microsoft, 2001.

The CD-ROM version of Microsoft's Encarta Encyclopedia often comes bundled with the software accompanying a new computer. In this case, there is no author. Begin the entry by citing the name of the article you have consulted, its source (in this case Microsoft Encarta Encyclopedia Standard 2002), and the type of publication medium (in this case, a CD-ROM). Follow with the final unit of information: the place of publication, the publisher, and the date of publication for the CD-ROM.

A Final Note on Citing Electronic Sources: Citing your sources accurately often involves a combination of logic, creativity, and common sense. Often you will combine models in order to produce a specific entry. If you have any questions about how to cite a source, ask your instructor or the staff in the Media Center. **DO NOT**, however, rely completely on the "How to Cite This Article" information from the database you are using. The citation formats provided by database companies are frequently incomplete or inaccurate with regard to MLA documentation style. Instead, follow the formats that appear in this document or in your handbook. Again, distinguish between Internet sources and those from subscription databases. The most important aspect of citing Internet sources is to make sure you are absolutely accurate when recording the electronic address. It is easiest to copy the URL from the Location Window in your browser and then paste that address into the citation in your word processor, changing the font and size as necessary. Remember that a URL is unnecessary in the citation of a source from one of

Wor-Wic's subscription databases, since access to that URL requires a password.

Short Titles and the “Herein Cited As . . .” Notation: Special Guidelines for Citing Sources without Authors but with Identical or Similar Titles

At some point you may face the following situation: you have two (or more) articles with no author cited and with titles that are easily confused. How do you distinguish which article you are citing when you quote or paraphrase from one of these articles in your text? The solution is to first look carefully at your source to establish that the titles have no distinguishing features. If they truly do not, then MLA Style allows you to use the notation “**herein cited as . . .**” together with a short title that will refer only to a single article on your Works Cited list. You will append the “herein cited as . . .” note to your Works Cited entry. For example, if you are writing a paper on L. Frank Baum’s *The Wizard of Oz*, and you are including several references to Baum’s life in your introduction, you might have found the following five sources in Wor-Wic’s electronic databases:

- A. an article titled “L. Frank Baum: May 15, 1856 – May 6, 1919” from Literature Resource Center
- B. an article titled “L. Frank Baum” from Biography Resource Center
- C. an article titled “L. Frank Baum (1856–1919)” from Literature Online
- D. an article titled “Lyman Frank Baum: 1856–1919” from Biography Resource Center, and
- E. an article titled “L(yman) Frank Baum: 1856–1919” from Literature Resource Center.

After looking at the **FIRST** page of each printout, you discover that **only article A** has a by-line — an identified author. The others have been published anonymously. Your next step would be to turn to the **LAST** page of each printout. There, at the very end of each article, you will see a reference to the source in which each article was first published. You will see this information under one or several of the following headings: “**Citation**,” “**About this Essay**” “**Source**” or “**Source Database**.” If you take the time to write out your Works Cited information before taking a single note, you can decide on an abbreviation for your source. Accomplishing this step will make citing your source in both your research notes and in your essay **MUCH** easier. When you write out your Works Cited information for the sources listed above, your list will look like this (**the letters [A., B., C., etc.] are for purposes of clarification only. Do NOT letter or number entries on a Works Cited list**):

- A. Hearn, Michael Patrick. “L. Frank Baum: May 15, 1856 – May 6, 1919.” Dictionary of Literary Biography, Volume 22: American Writers for Children, 1900–1960. Ed. John Cech. U of Florida P, 1983. 13–36. Literature Resource Center. Gale. Wor-Wic Community College Media Center. 22 Aug. 2008.
- B. “L. Frank Baum.” St. James Guide to Children’s Writers. 5th ed. St. James Press, 1999. Biography Resource Center. Gale. Wor-Wic Community College Media Center. 22 Aug. 2008.
- C. “L. Frank Baum (1856–1919).” LION (Literature Online). ProQuest. Wor-Wic Community College Media Center. 22 Aug. 2008.
- D. “Lyman Frank Baum: 1856–1919.” Dictionary of American Biography. Base set. American Council of Learned Societies, 1928–1936. Biography Resource Center. Gale. Wor-Wic Community College Media Center. 22 Aug. 2008.
- E. “L(yman) Frank Baum: 1856–1919.” Literature Resource Center. Gale. Wor-Wic Community College Media Center. 22 Aug. 2008.

Remember that the purpose of in-text or parenthetical citations is to refer unequivocally to one and only one item on your Works Cited list. Looking at the full citation information listed above, you know you can refer to entry “A” in your text using the author’s last name in your parenthetical citations or in your text. So no decision needs to be made for article A; however, the remaining items have no identified author. MLA Style says to refer to a work without an author by a shortened form of its title, but the titles of the four remaining articles are very similar. How will you distinguish one from another?

First, how will you distinguish B from C? The titles are slightly different: one is “L. Frank Baum” and the other is “L. Frank Baum (1856–1919).” You could use the entire title from each source in a parenthetical citation, but that makes the citation bulky. Alternatively, MLA Style permits you to use a shortened form of the title as a reference to the entry for that source on the Works Cited list. How would you shorten these two titles without confusing the sources and, at the same time, so they could easily be located in the alphabetically arranged Works Cited list? You might decide to refer to B as “L. Frank/St. James” and to C as “L. Frank/LION.” On the other hand, you could decide to refer to B as “L. Frank [1]” and to C as “L. Frank [2].” The short title or abbreviation is up to you; just make sure that it can refer to one entry **only** on your Works Cited list. The final task for distinguishing these two sources from one another is to add a note to the Works Cited entry itself. The note begins with the words “Herein cited as. . .” and identifies the source’s short title or abbreviation for your reader. These two entries would now look like this:

- B. “L. Frank Baum.” St. James Guide to Children’s Writers. 5th ed. St. James Press, 1999. Biography Resource Center. Gale. Wor-Wic Community College Media Center. 22 Aug. 2008. Herein cited as “L. Frank/St. James.”
- C. “L. Frank Baum (1856–1919).” LION (Literature Online). ProQuest. Wor-Wic Community College Media Center. 22 Aug. 2008. Herein cited as “L. Frank/LION.”

Finally, look at D and E. Here the articles’ titles themselves provide the distinguishing feature: one has a set of parentheses and the other does not. So a short title of D that you might use in a parenthetical citation is “Lyman.” A short title of E that you might use in a parenthetical citation is “L(yman),” but then you would have parentheses within parentheses (L(yman)). MLA style asks you in these cases to substitute square brackets for the interior set of parentheses. If you therefore wanted to cite a statement from page five of article E, your parenthetical citation would be formatted as (L[yman] 5).

Note on the model Works Cited list: The following pages contain all model entries from this document formatted as they would appear in a Works Cited list. Start the Works Cited list on a new page after the last page of your documented essay by inserting a page break after the last letter in your essay’s final word (from your word processor, click Insert > Break > Page Break in Word 2003 or Insert > Page Break in Word 2007). Center the title, typing it in a plain (non-bolded, non-italicized) font. Alphabetize by the first word of the entry, ignoring articles — *a*, *an*, and *the* — using the letter-by-letter alphabetizing system (for example: Oedipus, O’Gorman, Owen). If the entry is more than one typed line long, the second and subsequent lines are indented one tab (five spaces). This indent is called a “hanging indent,” which you can set up automatically from your word processor’s Format menu in Word 2003 or the Paragraph menu in Word 2007. Double space this list both within and between entries. The Works Cited list should be the final page(s) of your essay, and so should display a running header with the appropriate page number(s).

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