

MLA DOCUMENTATION

CHECKLIST

Title Page for a Paper – MLA

If your instructor asks for a separate title page, use the following format:

- Arrange and center the title of your paper, your name, the course title, your instructor's name, and the date of submission
- Capitalize the first, the last, and all other words in the title except articles (a, an, the), prepositions, the *to* in infinitives, and coordinating conjunctions—unless they are the first or last words.

CHECKLIST

First Page of the Text of an Essay with a Separate Title Page – MLA

- Repeat the title of your paper, exactly as it appears on the title page, on the first page of the body of the paper about two inches from the top.
- Center the title and capitalize it properly.
- Begin the body of the essay two lines (a double space) below the title.
- Double-space the entire body of the essay, including all quotations.
- Use one-inch margins at the sides and bottom of this page; use one-inch margins all around (including at the top) on all subsequent pages.
- Indent the first lines of paragraphs one-half inch, or five spaces if you use a typewriter.
- Indent long quotations (more than four typed lines) one inch, or ten spaces if you use a typewriter.
- Number the first page in the upper right-hand corner, one-half inch from the top, one inch from the right margin. Precede the page number with your last name.

CHECKLIST

No Separate Title Page – MLA

If your instructor does not require a separate title page, the first page of your paper should conform to the following guidelines:

- Place your name, instructor's name, course title, and the date in the upper left-hand corner, beginning one inch from the top of the paper. The items are double-spaced.
- Center the title and double space under the date.
- Begin the body of the essay two lines (a double space) below the title. Double-space the entire body of the essay, including quotations.
- Use one-inch margins at the sides and bottom of this page.
- Number the first page in the upper right-hand corner, one-half inch from the top, one inch from the right margin. Precede the page number with your last name.

MLA DOCUMENTATION
(Modern Language Association)
Longview Community College Writing Center

General Rules for MLA Citation

1. When using MLA form, the works cited page is double-spaced and alphabetized.
2. On the works cited page, when a citation takes up two or more lines, the second line and every line after that is indented five spaces (hanging indent).
3. All direct quotations, paraphrases, and summaries must be cited parenthetically **and** listed on the works cited page.
4. When compiling the works cited page, if it is unclear where the city of the publication is located, also list the state of publication. Examples: Kansas City, MO and Kansas City, KS or Springfield, IL and Springfield, MO.

MLA In-text Citations

For all in-text citations (including summaries, paraphrases, and direct quotations), MLA requires that you provide the author's last name and the page number on which the information you used is found. If the source does not list an author, place an abbreviated version of the book title (underlined) or article name (in quotation marks) in the parenthetical citation. If you mention the name of the author in the text of your paper, then give only a page number in the parenthetical citation. Note the following examples.

Direct quotation where the author's name *is not* mentioned in the text:

One review referred to the content of the book as "short on militant rhetoric and long on wise, constructive insight" (Samudio 517).

Direct quotation where the author's name *is* mentioned in the text:

Haskell claims that this is "a lie so deeply ingrained in our social behavior that merely to recognize it is to risk unraveling the entire fabric of civilization" (1).

A paraphrase or summary where the author's name *is not* mentioned:

The author simply says that as long as Hollywood is monetarily driven, it will continue to be motivated by fear (Russo 326).

A paraphrase or summary where the author's name *is* mentioned:

According to Haskell, censorship regulations had a beneficial impact on women in Hollywood (30).

A parenthetical citation from an article without an author:

The family of Dennis Cleary, a State Representative in Connecticut, vows not to vote for him in the coming election, and they are encouraging others to vote for his opponent ("Candidate's Family").

MLA WORKS CITED DOCUMENTATION

Following are examples of the most common listings for the works cited page.

A Book by Single Author

Wylie, Philip. Generation of Vipers. Normal, IL: Dalkey Archive Press, 1996.

A Book with No Author Listed

Older Dogs. New York: Houghton Mifflin, 1980.

A Book with Two or Three Authors

Ferrell, Wilfred, and Nicholas Salerno. Strategies in Prose. New York: Holt, Rinehart, and Winston, 1978.

Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorenson. The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990. Austin: U of Texas P, 1994.

A Book with Four or More Authors

Kennedy, Melissa, et al. The Writer's Rhetoric. New York: Doubleday, 1986.

Work in an Anthology

Tweten, Kim. "Good Food, Good People." The Great American Bologna Festival and Other Student Essays. Ed. Paul Sladky. New York: St. Martin's Press, 1994. 135-37.

Article in a Magazine

Reibstein, Larry. "The Detective Story." Newsweek 20 Mar. 1995: 57.

Article in a Newspaper

Manning, Anita. "Curriculum Battles from Left and Right." USA Today 2 Mar. 1994: 5D.

An Article in a Journal that Pages Each Issue

(For ways to cite other types of journal articles see the MLA Handbook, 5th ed.)

Soles, Derek. "Grading as a Teaching Strategy." Teaching English in the Two-Year College 29.2 (2001): 122-134.

An Anonymous Article

"Dubious Venture." Time 3 Jan. 1994: 64-65.

A Review

Updike, John. "Fine Points." Rev. of The New Fowler's Modern English Usage, Ed. R. W. Burchfield. New Yorker 23-30 Dec.1996: 142-49.

Personal or Telephone Interview

Sager, Diane. Personal Interview. 27 Oct. 2001.

Smith, Barbara. Telephone Interview. 26 May 2002.

A Television Interview

Blackmun, Harry. Interview with Ted Koppel and Nina Totenburg. Nightline. ABC. WABC, New York. 5 Apr. 1994.

Television or Radio Program

Use the following list to organize a citation for a television or radio program.

1. Title of the episode or segment, if known (in quotation marks)
2. Title of the program (underlined)
3. Title of the series, if any (neither underlined or in quotation marks)
4. Name of the network
5. Call letters and city of the local station
6. Broadcast date

Also include the name of the narrator, director, or performer when appropriate.

"The Curse of the Gypsies." Charmed. WB. KCMO, Kansas City, MO. 20 Oct. 2002.

“Death and Society.” Narr. Joanne Silberner. Weekend Edition Sunday. Natl. Public Radio. WUMM, Milwaukee. 25 Jan. 1998.

A Film

It’s a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO. 1946.

A Video or DVD

Suspicion. Dir. Alfred Hitchcock. Perf. Cary Grant and Joan Fontaine. 1941. DVD. Turner, 1995.

A Pamphlet

(Treat a pamphlet as you would a book)

Renoir Lithographs. New York: Dover, 1994.

CITING ELECTRONIC SOURCES

The following information on how to cite a library database has been modified from the MLA Handbook for Writers of Research Papers, 5th Edition, section 4.9.7, pages 195-196. If the database you used is not listed in the examples, use the format below. If you are missing a portion of the information, such as the author’s name, skip it and move on to the next item.

Name of the Author. “Name of the Article. Name of the Magazine, Newspaper, Book, or Source of the Original Document. Date of Publication: Page Number(s). Name of Database. Name of the Service. Name of Library Where the Information was Accessed, City where the Library is Located. Date of Access <URL of the Database>.

ABC-CLIO History Online

Reid, Irene A. "Shinty, Nationalism and Celtic Politics, 1870-1922." Sports Historian. 1998: 107-130. Historical Abstracts. ABC-CLIO History Online. Longview Community Coll. Lib., Lee's Summit. 31 Aug. 2001 <<http://sb1.abc-clio.com:81/>>

Business and Company Resources Center

Lee, Yvonne L. "At Work Gains Hardware Support." InfoWorld. 14 Mar. 1994: 10. Business and Company Resources Center. Gale Group. Longview Community Coll. Lib., Lee's Summit. 31 Jan. 2001 <<http://infotrac.galegroup.com/itweb/lees30155>>.

Career Information System (CIS)

"General Physical Science Programs." CIS Programs of Study. National Career Information System. Longview Community Coll. Lib., Lee's Summit. 17 July 2000 <<http://www.intocareers.uoregon.edu/natics>>.

Columbia Granger's World of Poetry

Keats, John. "Bright Star." The Columbia Granger's World of Poetry. Columbia University Press. Longview Community Coll. Lib., Lee's Summit. 15 July 2002 <<http://columbiagrangers.org/>>.

Discovering Series

"Morrison, Toni." DISCovering Authors Modules. Galenet. Longview Community Coll. Lib., Lee's Summit. 2 Oct. 1999 <<http://galenet.gale.com/s/aep>>.

EBSCOhost

Ault, Alicia. "FDA Warns on Calcium-Channel Blocker." Lancet. 351.9095 (1998):44. Health Source Plus. EBSCOhost. Longview Community Coll. Lib., Lee's Summit. 8 Feb. 1999 <<http://search.epnet.com>>.

Bedard, Patrick. "Why the Speed Limit has Nothing to Do with Speeds." Car and Driver. Jan. 1996: 24. MasterFILE elite. EBSCOhost. Longview Community Coll. Lib., Lee's Summit. 8 Sept. 1999 <<http://search.epnet.com>>.

Education Full Text

Adams, Thomas Q. "Visit to a Virtual Training Program." Journal of Staff Development. Winter 2002: 32-5. Education Full Text. Longview Community Coll. Lib., Lee's Summit. 17 Jan. 2002 <<http://hwwilsonweb.com/>>.

Encyclopedia Britannica

"Plant Angiosperms." Encyclopedia Britannica Online. Longview Community Coll. Lib., Lee's Summit. 11 Jan 2001 <<http://www.search.eb.com>>.

Facts on File

"Safe Drinking Water Act Signed." Facts on File World News Digest. 22 Aug. 1996. FACTS.com. Facts on File News Services. Longview Community Coll. Lib., Lee's Summit. 3 Sept. 1999 <<http://www.2facts.com/stories/mainmenu.htm>>.

Grolier Encyclopedia

Twohig, Dorothy. "George Washington." Grolier Multimedia Encyclopedia Online. Grolier. Longview Community Coll. Lib., Lee's Summit. 20 Aug. 1999 <<http://go.grolier.com:80>>.

Health Reference Center Academic

Gremillion, Kristen J. "Early Agriculture Diet in Eastern North America: Evidence from Two Kentucky Rockshelters." American Antiquity. Health Reference Center Academic. Gale Group. Longview Community Coll. Lib., Lee's Summit. 17 March 2000 <<http://infotrac.galegroup.com/itweb/lees80057>>.

Lexis-Nexis Academic Universe

Wildstorm, Stephen H. "A Big Boost for Net Privacy." Business Week. 5 Apr. 1999: 23. Lexis-Nexis Academic Universe. Longview Community Coll. Lib., Lee's Summit. 8 Sept 1999 <<http://wepspirs.silverplatter.com/cgi-bin/customers/metr1/metr1.cgi>>.

Newsbank

Peres, Judy. "Couple's Divorce Entangles Frozen Embryos." Chicago Tribune. 7 Aug. 1999, Chicagoland final ed., News sec.:1. Newsbank NewsFile. Newsbank. Longview Community Coll. Lib., Lee's Summit. 12 May 2000 <<http://infoweb.newsbank.com>>.

SIRS Researcher

Frick, Robert. "Investing in Medical Miracles." Kiplingers Personal Finance. Feb. 1999: 80-87. SIRS Researcher. SIRS Knowledge Source. Longview Community Coll. Lib., Lee's Summit. 20Sept. 1999 <<http://sks/sirs/com>>.

Westlaw-Campus

"Civil Rights." Westlaw-Campus. West Group. Longview Community Coll. Lib., Lee's Summit. 15 July 2002 <<http://www.westlaw.com/>>.

Internet Websites

Use the following list to organize a citation for a website.

1. The author or creator's name (if given)
2. The title of the site (underlined)
3. Editor (if given)
4. If it is a personal website, use the description *Home page*
5. Publication date or date of last revision
6. The name of any sponsoring institution or organization
7. The date of access
8. The full URL in angle brackets

Since it is impossible to know the identities of the people who create personal websites, the Writing Center does not recommend using personal websites as sources of scholarly information.

Dove, Rita. "Lady Freedom Among Us." The Electronic Text Center. Ed. David Seaman. 1998. Alderman Library, U. of Virginia. 19 June 1998. <<http://etext.lib.virginia.edu/subjects/afam.html>>.

Lancashire, Ian. Home page. 1 May 1998 <<http://www.chass.utoronto.ca:8080/~ian/>>.

MLA on the Web. 1 Jan. 1999. Modern Language Association of America. 19 Sept. 1999 <<http://www.mla.org>>.

For more information on MLA citation, see the MLA Handbook for Writers of Research Papers, 5th Edition.

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