

Documenting Sources in MLA Format

Book

- ✓ Author's full name (last name first)
- ✓ Full title - separate any subtitle with a colon:
- ✓ Edition
- ✓ Volume number and total number of volumes if a multi-volume work
- ✓ City of publication
- ✓ Publisher's name (shorten if possible)
- ✓ Year of publication

Budden, Julian. The Operas of Verdi. Rev. ed. 3 vols. Oxford: Clarendon, 1992.

Jones, Preston N. "Alfred Hitchcock." St. James Encyclopedia of Popular Culture.

Vol. 2. Detroit: St. James Press, 2000.

Orwell, George. Nineteen-Eighty-Four: A Novel. 1949. New York: Harcourt, 1983.

Simpson, Marc, Sally Mills, and Jennifer Saville. The American Canvas: Paintings from

the Collection of The Fine Arts Museums of San Francisco. New York: Hudson

Hills Press, 1989.

Stokstad, Marilyn in Collaboration With David Cateforis With Chapters By Step Adiss

... [Et Al.]. Art History. 2nd. ed. vol.2. New York: Abrams, 2002.

***** Note: If a title begins with a number, spell out the number. To cite two or more books by the same author, give the name in the first entry only; replace the subsequent entries with three hypens and a period.**

Shakespeare, William. Macbeth. New York: Washington Square P, 2003.

---. Merchant of Venice. New York: Washington Square P., 2003.

---. Much Ado About Nothing. New York: Washington Square P., 2003.

***** Note: If two or more entries citing coauthors begin with the same name, alphabetize by the last names of the second authors listed.**

***** Note: Books with 2 or 3 authors list the first author by last name and the other authors by first name before last name.**

Smith, John and Jane Smith and William Smith. Common Names. New York: Smith Press, 2006.

***** Note: Books with more than three authors list the first author followed by the phrase *et al* (the abbreviation for the Latin phrase “and others”) in place of the authors’ names, or you may list all the authors in the order in which their names appear on the title page.**

Jones, Timothy et al. Unusual Names. New York: Piper Press, 2006.

Article in a Scholarly Journal

- ✓ Author’s name
- ✓ Title of the article (in quotation marks)
- ✓ Title of the journal
- ✓ Volume number (also issue no. if applicable)
- ✓ Year of publication
- ✓ Inclusive page numbers of the article (beginning page –hyphen- ending page)

Albada, Kelly F. “The Public and Private Dialogue about the American Family on Television.” Journal of Communication 50.4 (2000):79-110.

Berman, David. “Marketing Poetry.” Kenyon Review ns 22.3-4(2000): 211-22.

Smith, Johanna M. “Constructing the Nation: Eighteenth-Century Geographies for Children.” Mosaic 34.2 (2001): 133-48.

Note: 50.4 means Volume 50, issue 4; ns 22.3-4 means Numbers 22 (series no.) issues 3 and 4.

Anthology or Compilation

- ✓ Name of Editor or Compiler
- ✓ Title
- ✓ Publication Information (Publisher, Location, Date)

Lopate, Phillip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to the Present. New York: Anchor-Doubleday, 1994.

Sevillano, Mando, comp. The Hopi Way: Tales from a Vanishing Culture. Flagstaff: Northland, 1986.

Spafford, Peter, comp. and ed. Interference: The Story of Czechoslovakia in the Words of its Writers. Cheltenham: New Clarion, 1992.

Newspaper or Magazine Article

- ✓ Author's name
- ✓ Title of the article (in quotation marks)
- ✓ Title of the periodical
- ✓ Date of publication
- ✓ Inclusive page numbers of the article

Amelar, Sarah. "Restoration on 42nd Street." Architecture Mar. 1998: 146-50.

Bryant, Kathy. "Fabulous Faience: This Tin-Glazed Pottery Illustrates French Culture and History." Art & Antiques April 2003: 42-43.

Cohen, Keri Guten. "Murano Glass: Katz Works Brighten Winter." The Detroit Free Press. 9 Jan. 2005, F5+.

Hennenberger, Melinda. "The Leonardo Cover-Up." New York Times 21 Apr. 2002, late ed., sec. 6:42+.

***** Note: For journal articles abbreviate the names of all months except May, June and July.**

***** Note: If the paging of a magazine or newspaper article is continued elsewhere in the issue, include only the first page followed by a plus sign (ex. 25+)**

Internet Source

- ✓ Author's name
- ✓ Title of the document
- ✓ Full information about any previous or simultaneous publication in print
- ✓ Title of the scholarly project, database, periodical, professional or personal site
- ✓ Name of the editor of the scholarly project or database
- ✓ Date of electronic publication or last update
- ✓ Name of the institution or organization sponsoring or associated with the site
- ✓ Date when you accessed the source
- ✓ Network address, or URL

Barter, Judith A. "Mary Cassatt: Modern Woman." The Artchive. (Accessed 27 Jan. 2005), <<http://www.archive.com/artchive/C/cassatt.html>>

Bitel, Lisa M. "St. Brigit of Ireland: From Virgin Saint to Fertility Goddess." Matrix. Ed. Katherine Gill and Bitel. Feb 2001. (Boston College, Accessed 23 Jan. 2002), <<http://matrix.bc.edu/commentaria/bitel01.html>>

"Jackson Pollock Bibliography." The Museum of Modern Art. 1999. (New York, Accessed 15 Jan. 2005), <<http://library.moma.org/links/JPbibliography.htm>>

Jane Austen Information Page. Ed. Henry Churchyard. 6 Sept. 2000. (Accessed 15 June 2002 <<http://www.pemberly.com/janeinfo.html>>

Newsweek Feb. 17, 2003. InfoTrac, (GaleGroup, Accessed 26 Jan. 2005), <<http://Infotrac.galegroup.com>>

Picasso [Ruiz Picasso], Pablo. Grove Art Online, (Oxford University Press, Accessed 24 January 2005), <<http://www.groveart.com>>

***** Note: To disable the automatic hyperlink for websites in Microsoft Word:**

- Highlight typed web address
- Right click mouse
- Click on *Remove Hyperlink*

Miscellaneous and Nonprint Sources

Painting, Sculpture, or Photograph (or Slide)

- ✓ Artist's name
- ✓ Title of work
- ✓ Institution that houses the work (museum) or private owner name
- ✓ City location

Bearden, Romare. The Train. Carole and Alex Rosenberg Collection, New York.

Bernini, Gianlorenzo. Ecstasy of St. Theresa. Santa Maria della Vittoria, Rome.

Cassatt, Mary. Mother and Child. Wichita Art Museum. American Painting: 1560-1913. By John Pierce. New York: McGraw, 1964. Slide 22.

Evans, Walker. Penny Picture Display. Museum of Modern Art, New York.

Statue of Liberty, New York. Personal photograph by author. 4 July 1999.

*** Note: Nothing underlined in a personal photograph**

Museum Information Sheets or Plaques

- ✓ Artist's name (if known)
- ✓ Title
- ✓ Descriptive Label
- ✓ Location
- ✓ Accession number
- ✓ Date

“A Priest, Sebek-em-hat.” Information Plaque. Detroit Institute of Arts. Accession

no. 51.276. Detroit, 2004

“Pair Statue of Mery and Saty.” Information Sheet. Detroit Institute of Arts Accession

no. 2001.127 Detroit: Detroit Institute of Arts, 2004.

Film or Video Recording

- ✓ Title
- ✓ Director
- ✓ Distributor
- ✓ Year of Release

Gone With the Wind. Dir. Victor Fleming. Perf. Vivien Leigh, Clark Gable, Leslie

Howard, and Olivia De Havilland. MGM, 1939.

Looking at Our Earth: A Visual Dictionary. Sound filmstrip. Natl. Geographic Educ.

Services, 1992.

***** Note: If you are citing the contribution of a particular individual, begin with the person’s name and their area of participation.**

Chaplin, Charles, dir. Modern Times. Perf. Chaplin and Paulette Goddard. United

Artists, 1936.

Hanks, Tom, perf. Forest Gump. Dir. Robert Zemeckis. Paramount, 1995.

***** Note: Cite a videocassette, DVD (digital videodisc), laser disc, slide program or filmstrip like a film, but include the original release date (if relevant) and the medium, neither underlined nor enclosed in quotation marks, before the distributor.**

Tarantino, Quentin, writ.and dir. Kill Bill: Volume 2. Perf. Uma Thurman, David

Carradine. DVD. Miramax, c 2004.

Zhu, Feng, perf. "Rendering with Markers." Concept Design 2: Sketching Environments. DVD-ROM. Gnomon, c.[200-].

***** Note: For multi-disc publications, follow the publication medium (DVD or CD-ROM) either with the total number of discs or with a specific disc number if you use material from only one.**

Eastwood, Clint. "Piano Blues: A Film." The Blues: A Musical Journey. DVD.

Vol. 7. Vulcan, 2003.

Engleman, Jeremy. "Brushes." Distressed Metal. DVD. Disc. 1. Gnomon, c. 2005.

---. "Textures." Distressed Metal. DVD. Disc. 2. Gnomon, c. 2005.

The Great Egyptians. VHS. 3 Videos. Discovery Channel, 1997.

Spoken Word Recording

- ✓ Writer, Speaker or Production Manager
- ✓ Title
- ✓ Original Publication Date
- ✓ Medium
- ✓ Publication Information (Publisher or Manufacturer, Location, Date)

Burnett, Francis Hodgson. The Secret Garden. 1911. Read by Helena Bonham Carter.

Audiocassette. Penguin – High Bridge, 1993.

Hermann, Edward, narr. John Adams. By David McCullough. Audiocassette. Simon,

2001.

Shakespeare, William. Othello. Dir. John Dexter. Perf. Laurence Olivier, Maggie

Smith, Frank Finely, and Derek Jocabi. LP. RCA Victor, 1964.

Welles, Orson, dir. The War of the Worlds. By H.G. Wells. Adapt. Howard

Koch. Mercury Theatre on the Air. Rec. 30 Oct. 1938. LP. Evolution, 1969.

Brochure / Phamplet

- ✓ Author (If applicable)
- ✓ Title
- ✓ Publication Information (Publisher, Location, Date)

Washington, DC. New York: Trip Builder, 2000.

Renoir Lithographs. New York: Dover, 1994.

Interview - 3 Types of Interviews:

Published or Recorded Interview
Interviews broadcast on television or radio
Interviews conducted by the researcher

- ✓ Name of person interviewed
- ✓ Publication information (if applicable)
- ✓ Title (if known)
- ✓ Descriptive label (if no title)
- ✓ Interviewer's name
- ✓ Bibliographic information (publisher, location, etc.)

Breslin, Jimmy. Interview with Neal Conan. Talk of the Nation. Natl. Public Radio.

WBUR, Boston. 26 Mar. 2002.

Pei, I. M. personal interview. 22 July 1993.

Poussaint, Alvin F. Telephone interview. 10 Dec. 1998.

Rowling, J. K. E-mail interview. 8-12 May 2002.

Wiesel, Elie. Interview with Ted Koppel. Nightline. ABC. WABC, New York.

18 Apr. 2002.

Cartoon or Comic Strip

- ✓ Artist's name (if known)
- ✓ Title (if any)
- ✓ Descriptive Label
- ✓ Publication Information (source, date, page)
- ✓ Date

Chast, Roz. Cartoon. New Yorker 4 Feb. 2002: 53

Trudeau, Garry. "Doonesbury." Comic Strip. Star-Ledger [Newark] 4 May 2002: 26

***** Note: Use [brackets] to provide added information that is not supplied (such as location information) Farmington [Michigan] : Thompson-Gale, 2005.**

Advertisement

- ✓ Name of the Product
- ✓ Company or Institution that is the subject of the advertisement
- ✓ Descriptive label
- ✓ Publication Information (Source, Date, Page)

Air Canada. Advertisement. CNN. 15 May 1998.

The Fitness Fragrance by Ralph Lauren. Advertisement. GQ Apr. 1997: 111-12.

Map or Chart

- ✓ Author (if applicable)
- ✓ Title
- ✓ Descriptive Label
- ✓ Publication Information (Publisher, Location. Date)

Japanese Fundamentals. Chart. Hauppauge: Barron, 1992.

Michigan. Map. Chicago: ALA, 1978.

Musical Sound Recording

- ✓ Name of Composer, Conductor, or Performer (Use who you desire to emphasize)
- ✓ Title of the Recording or the Titles of the Works Included
- ✓ Artist or Artists
- ✓ Medium - If not using Compact Disc (Audiocassette – Audiotape – LP)
- ✓ Manufacturer
- ✓ Date

Beatles. Abby Road. Rec. 26 Sept. 1969. Capital. 1990.

Ellington, Duke, cond. First Carnegie Hall Concert. Duke Ellington Orch. Rec. 23
Jan. 1943. LP. Prestige, 1977.

Holliday, Billie. The Essence of Billie Holiday. Columbia, 1991.

Works Cited Rules

** List alphabetically by first entry

** Double space

** Indent 2nd and subsequent lines 5 spaces

** 2 spaces between periods

** Underline or *italicize* primary source (book title, journal title, newspaper or magazine title, internet source, etc.). For visual resources, include the title of the artwork, film music etc. Both underlining and italicizing are acceptable but you must choose one or the other and be consistent throughout your paper.

** Shorten publisher name whenever possible – *Abrams* for Harry N. Abrams; *U of Chicago P.* for University of Chicago Press; *Scribner's* for Charles Scribner's Son's; *ERIC* for Educational Resources Information Center; etc.

Your Research Paper's Format

Recommendations here are based on the *MLA Handbook for Writers of Research Papers*. It is important to note, however, that individual instructors and institutions or departments may vary from these recommendations somewhat and that it is always wise to consult with your instructor before formatting and submitting your work.

Paper:

Use white, twenty-pound, 8 1/2- by 11-inch paper. Erasable paper tends to smudge and should be avoided for a final draft. If you prefer to use erasable paper in the preparation of your paper, submit a good photocopy to your instructor.

Margins:

Except for page numbers (see below), leave one-inch margins all around the text of your paper -- left side, right side, and top and bottom. Paragraphs should be indented half an inch; set-off quotations should be indented an inch from the left margin (five spaces and ten spaces, respectively, on standard typewriters).

Spacing:

The *MLA Guide* says that "the research paper must be double-spaced," including quotations, notes, and the list of works cited.

Heading and Title:

Your research paper does not need a title page. At the top of the first page, at the left-hand margin, type your name, your instructor's name, the course name and number, and the date -- all on separate, double-spaced lines. Then double-space again and center the title above your text. (If your title requires more than one line, double-space between the lines.) Double-space again before beginning your text. The title should be neither underlined nor written in all capital letters. Capitalize only the first, last, and principal words of the title. Titles might end with a question mark or an exclamation mark if that is appropriate, but not in a period. Titles written in other languages are capitalized and punctuated according to different rules, and writers should consult the *MLA Guide* or their instructors.

Page Numbers:

Number your pages consecutively throughout the manuscript (including the first page) in the upper right-hand corner of each page, one-half inch from the top. Type your last name before the page number. Most word processing programs provide for a "running head," which you can set up as you create the format for the paper, at the same time you are establishing things like the one-inch margins and the double-spacing. This feature makes the appearance and consistency of the page numbering a great convenience. Make sure

the page-number is always an inch from the right-hand edge of the paper (flush with the right-hand margin of your text) and that there is a double-space between the page number and the top line of text. Do not use the abbreviation *p.* or any other mark before the page number.



Tables and Figures:

Tables should be labeled "Table," given an arabic numeral, and captioned (with those words flush to the left-hand margin). Other material such as photographs, images, charts, and line-drawings should be labeled "Figure" and be properly numbered and captioned.

Binders:

Generally, the simpler the better. Why spend money on gimmicky, unwieldy, slippery binders, when instructors prefer nice, flat stacks of papers they can stuff into their briefcases and backpacks? A simple staple in the upper left-hand corner of your paper should suffice, although the *MLA Guide* suggests that a paper clip can be removed and this facilitates reading (which suggests to us that it's been a long time since the people at MLA have had to deal with stacks of student papers). Your instructors or their departments may have their own rules about binders, and you should consult with them about this matter.