

## **MLA Style** (Modern Language Association)

### **Standard Bibliography Format - Many examples below - Keep reading...**

**There are many standard bibliography formats. Use the form recommended by the instructor of each class. Our school uses the MLA format (MLA: Modern Language Association), but some teachers may prefer the APA style format (APA: American Psychological Association).**

**Citation:** each individual resource listed in your bibliography.

**Bibliography:** a list of all resources actually used in the preparation of your report or essay.

**Parenthetical Notes:** Parenthetical notes replace footnotes. Parenthetical style uses brief notes, in parentheses, within the body of the report. Short quotations go into the body of the report in quotation marks. Longer quotations (50 or more words) are set apart and indented. (See Sample/Appendix 3)

**Plagiarism:** Plagiarism is copying someone else's words or ideas: using someone else's words or information without acknowledging the source; representing another's work as one's own. Documenting sources is a scholarly characteristic of advanced academic work. Teachers are becoming very aware of plagiarism and realize that the Internet and the word processor make this form of stealing extra easy and tempting. Please try the following to avoid this pitfall:

- use a working bibliography to document sources
- take thorough notes and put them into your own words using your own sentence and paragraph structures
- do not borrow the original's word choices or phrasing
- use quotations only when the original wording is unusually effective
- review your own writing with an ear for word choices, phrases, and sentences that do not "sound" like you.

**Works Cited:** Works Cited and Bibliography are not the same. In Works Cited you only list items you have actually referred to and cited in your paper. A Bibliography lists all of the material you have consulted in preparing your essay whether or not you have actually referred to and cited the work.

**Working bibliography:** a temporary list of resources used that is kept as you do your research; added to as you use more resources; not in alphabetical order.

**Annotated bibliography:** a list of the bibliographic information for books, articles, or other documents that you have used in a project as well as a brief 100-150 word paragraph that evaluates the accuracy, quality, and relevance of that source to your project.

## Sample Bibliography Citations

**NOTE:** The examples here are single-spaced for efficiency. They should be double-spaced.

### 1. Book with author or corporate author:

Author. Title of book. City: Publisher, Date.

Jones, Anne. The Roman World: From the Etruscans to the Fall of Rome.  
New York: McGraw, 1987.

National Geographic Society. Famous Romans. Washington: National Geographic,  
1990.

### 2. Book with no identifiable author:

Title of book. City: Publisher, Date.

Atlas of Ancient Rome. New York: Houghton Mifflin, 1990.

(\*Notice: Alphabetize this entry using "Atlas" – the first word in the title).

### 4. Book with an Editor:

Editor, ed. Title. Location: Publisher, Date.

Stillinger, Jack, Ed. The Poems of John Keats. London: Heinemann, 1978.

### 6. Books with Multiple Authors:

Authors' names (succeeding names with first name, then last). Title. City: Publisher,  
Date.

Prescott, David M., and Abraham S. Flexer. Cancer: The Misguided Cell.  
New York: Charles Scribner's, 1982.

**9. Magazine article:**

Author of article. "Title of article." Title of Magazine Date: Page#'s.

Nutini, Maria. "An Archaeological Tour of Rome." World Traveller November 1995: 23-26.

**10. Newspaper article (signed):**

Author of article. "Title of article." Title of newspaper Date: Page.

Elson, Samantha. "Touring Britain's Hadrian's Wall." Toronto Globe & Mail 8 July 1994: E4.

**11. Newspaper article (unsigned):**

"Title of article." Title of newspaper Date: Page.

"Pompeii: A Must See." Vancouver Sun 6 September 1994: B2.

**12. Newspaper or magazine (Online):**

Author of article. "Title of article." Title of magazine Date of Publication. Section. Date of Access <location>.

Stevens, William K. "Computers Model World's Climate, but How Well?"  
New York Times on the Web 4 Nov.1997. CyberTimes. 31 Dec. 1997  
<<http://www.nytimes.com/library/cyber/week/110497weather.html>>.

**15. Television or radio broadcast:**

Author. "Title of the show or episode." From: Title of the program or series. Network (Channel #: City) Date viewed.

Clark, Kenneth. "Ancient Rome." From: Civilization series. PBS (Channel 9: Seattle) 12 June 1991.

## 16. DVD

West Side Story. Dir. Robert Wise and Jerome Robbins. Perf. Natalie Wood, Richard Beymer and Russ Tamblyn. 1961 DVD.MGM, Home Entertainment, Inc., 1998.

Title of Film. Name of Director &/or performers (optional). Original film date. Medium type DVD. Company distributing the DVD, DVD Publishing date.

## 17. Internet Site

Author's name (last name first). Document title. Date of Internet publication. Date of access <URL>.

Using MLA to Cite and Document Sources. n.d. 25 October 2003

<<http://www.bedfordstmartins.com/online/cite5.html>>.

\*Notice this site has no author, nor a Date of Internet Publication.

## 18. E-Mail

Author's name. "Subject line (in quotation marks)." Description of message that includes Recipient. Date of sending.

Kleppinger, Eugene. "How to Cite Information from the Web." E-mail to Andrew Harnack. 10 Jan. 1999.

(Example) Bibliography

Beckelman, L. "Why the Cry of the Beaten Child Goes Unheard." New York Times Magazine 16 April 1978: 74-6, 81.

Bush, Stephen. "Parents Anonymous – A Program that Works." Psychology Today 12 (March 1978): 109-110.

Cardoza, Elaine. "City Government." Online posting. 26 Feb 1998. 2 June 2003 <alt.gov.Hawaii.Usenet>.

"Child Abuse and Neglect in American Society." Center Magazine March 1978: 70-7.

Egghead, Warren. "Child Abuse." E-mail to jsmith. 16 July, 2000. Available: jsmith@hotmail.com

Fontana, Vincent J. The Maltreated Child. Springfield, Illinois: Charles C. Thomas, 1964.

Gill, David G. Violence against Children. Cambridge: Harvard University Press, 1970.

Kempe, C. Henry, et al. "Child Abuse Detectives: Early Warnings in the Maternity Ward." Human Behavior Journal May 1978: 67.

Kempe, C. Henry and Ray E. Helfer, M.C., Eds. Helping the Battered Child and His Family. Philadelphia: J.B. Lippincott, 1972.

Lucky, Dawn. "The Sky is Falling?" From: Dateline: Meteors. MSNBC (Channel 4: Seattle) 14 August 1999.

McCarthy, Paul. "Treating Child Abuse." Omni Nov. 1993: 101. (CDROM) InfoTrac: Magazine Index Plus. 1992.

Proceedings of First National Conference on Child Abuse and Neglect - January 4-7, 1976. (Pamphlet). U.S. Government Printing Office: Washington, D.C, 1976.

Yazoo, Frank. Walking the Fine Line. (Videocassette) Boston: WBGH, 1999.

Zakowski, Raymer. Personal Interview. 25 May 2000.

**NOTE: all entries should be double-spaced; these are single spaced for efficiency of space.**

## Parenthetical (textual) Notes

When to cite sources:

- If you quote an author, even if you are only borrowing a single key word, you need to tell your reader the origin of the quotation (definitions too)
- If you restate an idea, thesis, or opinion stated by the author
- If you restate an expert's theory or opinion
- If you use facts that are not common knowledge (statistics too)
- If you need to provide an informational or explanatory note

### **General Formatting**

- You must reproduce the original exactly.
- Do not use quotations in your paper without any introduction or comment about their relevance.
- Be sure the selected quotation is both relevant and effective within the body of your essay.
- Avoid excessive quotation. Your own ideas and analysis are the foundation of the essay; quotations are the support or proof.
- End punctuation comes after the last parenthesis.
- Commas and periods normally go inside quotation marks. However, if you note your source in parentheses at the end of the quotation, place the period or other punctuation mark after the closing parenthesis—except for long quotations which are set off from the rest of the paragraph (**no** quotation marks then)

### Quoting Prose

**Short quotations** (3 lines or less) can be incorporated into the text of your work.

- Follow the closing quotation mark with the author's last name and the page number from which the quotation was taken, both within parentheses.

**e.g.** For Greek writers, a lyric was “a song rendered to the accompaniment of a lyre” (**Abrams 97**), but the modern definition of the lyric is more broad.

**Long quotations** are set off from your text (3 lines or more)

- Begin the quotation on a new line
- Indent the whole quotation
- Double space the quotation, with proper punctuation
- Cite your source within parentheses two spaces after the closing punctuation
- This means, the **concluding punctuation mark** is at the **end** of the quotation. (see example below)

**e.g.** Fiction had its roots in ancient myths and folk tales. In primitive civilization, stories were circulated by word of mouth, and often traveling storytellers would appear in a court or village to entertain eager listeners

with tales based on the exploits of heroes and gods. (51)

- Do not use quotation marks unless the original passage used double quotation marks; then replace these with single quotation marks (see example below)

“The central dilemma of the play is expressed in Hamlet’s question, ‘To be or not to be’” (Tremblay 23).

## **Making Changes to Original Text**

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- Use ellipsis dots... and [square brackets] to mark changes in quotation

**Omitting material from the original:** if you quote only a word or a phrase, it will be obvious that you have left out some of the original sentence, so no ellipses are necessary (just double quotation marks). However, if omitting material from the original leaves a quotation that appears to be a sentence, you must use **square brackets and ellipsis points** to show that your quotation does not completely reproduce the original.

For an omission within a sentence, place **square brackets around three spaced periods** [ . . . ] where material has been omitted from the original sentence.

**e.g.** Michael Meyer explains that, in presenting your interpretation of a work, “argumentation requires [ . . . ] supporting your thesis with clearly defined terms, ample evidence, and a detailed analysis of relevant portions of the text “ (9).

If you are omitting a whole sentence or more, use **square brackets and spaced periods** to show the omission. Immediately follow the last bracket with the sentence period [ . . . ]. Then, after two spaces, follow with the rest of the quotation.

**e.g.** “If you have a choice, it’s generally best to write about a topic that you feel strongly about [ . . . ]. If your essay is to be interesting and convincing, what is important is that it be written from a strong point of view that persuasively argues your evaluation, analysis, and interpretation of a work” (Meyer 9).

Adding or changing material in quotations: Sometimes, if a quotation would be unclear or confusing to your readers, you may change a word or insert supplementary information within a quotation to clarify an idea or an unclear pronoun, but keep these changes to a minimum. Distinguish changes from the original by putting them in **square brackets within the quotation**.

## **Examples**

**A.** For clarity of time: “When we last see Lady Macbeth [in the sleepwalking scene], she is obviously distraught” (Santos 72).

**B.** For clarity of pronoun reference: Guildenstern reports to the King: “Nor do we find

him [Hamlet] forward to be sounded" (3.1.6).

**C. For syntax consistency:** Mathematics is not only one of the "subjects of knowledge," Frye points out, but one "which [is] also a means of knowing" (109).

### **Quoting Poetry**

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- You may incorporate up to 3 lines in your text
- Use a slash with a space on either side ( / ) to indicate the end of a line
- If more than 3 lines, text should be set off from main work in block format (see quoting prose)

#### **Short quotation of poetry:**

**e.g.** "The Rape of the Lock" imitates the epic tradition in various ways. Its first lines—"What dire offense from amorous causes springs, / What mighty contests rise from trivial things, / I sing" (1-3)—echo the opening lines of Virgil's great epic, the "Aenid".

#### **Long quotation of poetry:**

Yeats' "The Song of Wandering Aengus" follows the premise of a Celtic myth; its description of the metamorphosis of a fish into a beautiful girl is reinforced by the shift in pronouns from "it" to "one".

**e.g.** When I had laid it on the floor

I went to blow the fire aflame,

But something rustled on the floor,

And some one called me by my name:

It had become a glimmering girl. (9-13)

### **Quoting from a play written in verse**

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Give the act, scene and line number(s) in parentheses, with periods separating the various numbers.

**e.g.** Othello is confident, calm, and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (1.2.59). OR

In act 1, scene 2, Othello is confident, calm, and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (59).



## Specific Examples

### Directly Quoting

1. For the first reference include the author's name and page reference.

"Simon was afraid of Jack" (Golding 23).

2. For proceeding quotes by the same author, you need only identify the page reference.

"Ralph had regressed to chewing his nails" (78).

3. If the author has more than one resource in your bibliography, use a short form of the title as well as author and page:

"I am thinking of the vileness beyond all words that went on, year after year" ("Fable" 3).

4. Notation for a book with multiple authors.

At the end of the journey, "...there is a distinct realization of power" (Campbell, Mann, and York 330).

5. If author's name is stated in the reference, include only the page number.

Aynsley (334) states that "the rate of damage to the Coliseum by acid precipitation is increasing".

6. Notation for an unsigned (no listed author) encyclopedia article or dictionary entry.

The now famous city of Rome was founded, according to legend, by Romulus and Remus ("Romulus").

In Roman mythology, Romulus is "a son of Mars and founder and first king of Rome..." ("Romulus").

7. Citing a pamphlet

The aquaducts of Rome provided the western world with its first real solution for the lack of water in some places (Amazing).

8. Notation for an indirect quotation

Julius Caesar shouted, "Veni, Vidi, Vici!" (qtd. In Sunny 55).

### **Parenthetical References with electronic sources**

When using the author-date system to cite references in text, follow the same style as that used for print materials. However, if no page number is available, use paragraph number, e.g.: (Smith, 1994, paragraph 5). If no date is available, use No date, e.g. (Smith, No date, paragraph 6).

**Notation for Internet Sites:** **A]** a newspaper article with an author, **B]** a web site without an author, and **C]** a professional web site.

**A]** Beowulf, the hero, is a prototype of the Roman heroic ideal (Johnson).

**B]** The Roman heroic ideal "...derived from the ideals established in Green mythology" (Roman Heroes).

**C]** Today, the heroic ideal "...is vested in the heroic definition created by mythology" (National).