Heritage Hills High School
Heritage Hills Middle School

M.L.A.
STYLE
Manual

Sample Entries: Works Cited
Sixth Edition

TABLE OF CONTENTS

TYPING TIPS

To create the Works Cited page so the second line is indented,
click on *Format* in the menu of Word.
Next click *Paragraph,*
then click the drop down arrow next to *Special* and click *Hanging.*
The lines will automatically indent for you.
If you hit the *Ctrl* button and press *2* simultaneously,
you will have double spacing turned on.

BOOK

BOOK—ONE AUTHOR

Author's Last Name, Author's First Name. <u>Title</u>. Publication Location: Publisher, Year of Publication.

Example:

Forman, James D. <u>Becca's Story.</u> New York: Scribner, 1992.

BOOK—EDITOR INSTEAD OF AUTHOR

Editor's Last Name, Editor's First Name, ed. <u>Title</u>. Publication Location: Publisher, Year of Publication.

Example:

Fadiman, Clifton, ed. <u>The World of the Short Story: A Twentieth Century Collection</u>. Boston: Houghton, 1986.

BOOK—TWO-THREE AUTHORS

1st Author's Last Name (give names in same order as on the title page), 1st Author's First Name, 2nd Author's First Name

   2nd Author's Last Name and 3rd Author's First Name 3rd Author's Last Name. <u>Title</u>. Publication Location:

   Publisher, Year of Publication.

Example:

Bartlett, Donald L., and James B. Steele. <u>Forevermore: Nuclear Waste in America</u>. New York: Norton, 1985.

BOOK—FOUR OR MORE AUTHORS

Author's Last Name (by alphabetically first), Author's First Name, et al. <u>Title</u>. Publication Location: Publisher, Year of

   Publication.

Example:

Alexander, Martin C., et al. <u>American Wildlife & Plants: A Guide to Wildlife Food Habits</u>. New York: Dover, 1951.

BOOK—CORPORATE AUTHOR (INSTITUTION, COMMITTEE, COMMISSION. ETC.)

Congressional Quarterly. <u>Federal Regulatory Directory</u>. Washington, D.C.: Congressional Quarterly, 1994.

American Psychiatric Association. <u>Diagnostic and Statistical Manual of Mental Disorders</u>. Washington:

American Psychiatric Association, 1994.

BOOK—ANONYMOUS

<u>Title</u>. Publication Location: Publisher, Year of Publication.

Example:

<u>Go Ask Alice</u>. New York: Avon-Flare, 1971.

BIBLE

<u>Title</u>. Editor's First Name and Last Name, gen. ed. Location: Publisher, Year of Publication.

Example:

<u>The New Jerusalem Bible</u>. Henry Wansbrough, gen. ed. New York: Doubleday, 1985.

WORK IN AN ANTHOLOGY (COLLECTION) OR WORKS

Author's Last Name, Author's First Name. "Title." (of work) <u>Title.</u> (of book) Ed. Editor's First and Last Name.

Location: Publisher, Year of Publication. Page.

Example:

Plath, Sylvia. "Mirror." <u>Harper Anthology of Poetry</u>. Ed. John Frederick Nims. New York: Harper, 1981. 753.

MULTIVOLUME WORK

If there is an author of the work, put the last name and then first name. If there is not an author of the work, then

put the title of the work first. "Title of work." <u>Title of Book</u>. Vol. #. Ed. Editor's First and Last Name (if available).

Location: Publisher, Year of Publication.

EXAMPLE—EDITOR—UNSIGNED ARTICLE

"Thomas, Dylan." Contemporary Authors: A Bio-Bibliographical Guide to Current Writers in Fiction, General

  Non-fiction, Poetry, Journalism, Drama, Motion Pictures, Television, and Other Fields. Vol. 120. Ed. Hal May,

  et al. Detroit: Gale, 1987.

EXAMPLE—EDITOR—SIGNED ARTICLE

Shoemaker, Alice. "`Wheel within a Wheel' Fusion of Form and Content in Faulkner's As I lay Dying." Arizona

  Quarterly 35(1979): 102-13. Contemporary Literary Criticism: Excerpts from Criticism of the Works of

  Today's Novelists, Poets, Playwrights, and Other Creative Writers. Ed. Dedria Bryfonski and Laurie L. Harris.

  Vol. 14. Detroit: Gale, 1980. 182-85.

Forman, Robert J. "Samuel Barber." Dictionary of World Biography. Ed. Frank N. Magill. Vol. VII. Pasadena: Salem

  Press, 1999.

EXAMPLE—NO EDITOR—SIGNED ARTICLE

Edwards, June K. "The Textbook Controversy." The Annals of America: 1974-1976 The Challenge of

  Interdependence. Vol. 20. Chicago: Encyclopedia Britannica, 1977.

EXAMPLE—NO AUTHOR OR EDITOR NAMED

"Kangaroo." International Wildlife Encyclopedia. 3rd ed. Tarrytown: Marshall Cavendish, 2002.

DICTIONARY

"Entry-Word." Title of Dictionary. Edition #. Year of Publication.

Example:

"Advertisement." Merriam Webster's Collegiate Dictionary. 10th ed. 1993.

ALMANAC OR YEARBOOK

"Title of entry." Title of Book. Location: Publisher, Year of Publication. Page.

Example:

"Farm Real Estate Debt." World Almanac and Book of Facts 1993. New York: Scripps Howard-Pharos, 1992. 118.

GENERAL ENCYCLOPEDIA

"Title of entry." Title of Book. Year of Edition (ed).

Example:

"Potato." World Book Encyclopedia. 1998 ed.

SUBJECT SPECIFIC ENCYCLOPEDIA—SIGNED ARTICLE—ALPHABETIZED ARTICLES

Author's Last Name, Author's First Name. "Entry." Title of Encyclopedia. Editor if available. Edition or

      Volume #. Location: Publisher, Year of Publication.

Example:

Phister, Montgomery. "Digital Computer." McGraw-Hill Encyclopedia of Science & Technology. 6th ed. 1987.

Linzey, Andrew. "Animal Welfare and Rights: Vegetarianism." Encyclopedia of Bioethics. Ed. Warren T. Reich. Vol.

      1. New York: Free, 1995.

Thompson, G.R. and Richard C. Taylor. "Edgar Allan Poe." Colonization to the American Renaissance, 1640-1865.

      Concise Dictionary of American Literary Biography. Detroit: Gale, 1988.

Example-Unsigned Article-Alphabetized Articles:

"Dyslexia." Marshall Cavendish Illustrated Encyclopedia of Family Health. New York: Marshall Cavendish, 1984.

GOVERNMENT PUBLICATION

Cong. Rec. 29 Apr. 1993: S5173.

United States. Dept. of Commerce. Bureau of the Census. Statistical Abstract of the Unites States: 1991. 111th ed.

      Washington: GPO, 1991.

SERIES BOOK—NAMED AUTHOR

Author's Last Name, Author's First Name. Title. Title of Series #. Location: Publisher, Year of Publication.

Example:

Labor, Earle. Jack London. Twayne's United States Authors Ser. 230. New York: Twayne, 1974.

SERIES BOOK—EDITOR—SIGNED ARTICLE

Author's Last Name, Author's First Name. "Article Name." <u>Title of Source</u> # (Year): Page. Title of Series

        Book. Ed. Editor's First and Last Name. Location: Publisher, Year of Publication. Page.

Example:

Savage, D.S. "The Significance of F. Scott Fitzgerald." <u>Arizona Quarterly</u> 8 (1952) 58. Twentieth Century Views: F.

        Scott Fitzgerald. Ed. Arthur Mizener. Englewood Cliffs, NJ: Prentice, 1973. 146-56.

OPPOSING VIEWPOINTS SERIES

Author's Last Name, Author's First Name. "Article Name." <u>Title of Source</u> (given on the bottom of first page) Ed.

        Editor's First and Last Name. Opposing Viewpoints Ser. Location: Publisher, Year of Publication. Page.

        Rpt. From <u>Title</u>. Publisher if available, Month Year: Page.

Example:

Dessauer, John P. "Lack of Savings Is Not Harming the Economy." <u>Economics in America</u>. Ed. Terry O'Neil and Karin

        L. Swisher. Opposing Viewpoints Ser. San Diego: Greenhaven, 1992. 49-54. Rpt. of "Surprise! Americans Are

        Saving More." <u>World Monitor</u> Aug. 1990: 95.

Harrigan, Anthony, and William R. Hawkins. "Unions Are Obsolete." <u>Economics in America</u>. Ed. Terry O'Neil and

        Karin L. Swisher. Opposing Viewpoints Ser. San Diego: Greenhaven, 1992. 205-9. Rpt. from <u>American</u>

        <u>Economic Preeminence: Goals for the 1990s</u> Washington, D.C.: U.S. Industrial Council Education Foundation,

        1989.

SOCIAL ISSUES RESOURCES SERIES (SIRS) (PRINT ONLY SOURCE)

Author's Last Name, Author's First Name. "Article Name." <u>Title</u> Day Month Year: page #. <u>Title of SIRS Binder</u>. Ed.

        Editor's First and Last Name. Location: Publisher, Year of Publication. Article #.

Example:

Dillin, John. "Immigrant Influx Is Reshaping US." <u>Christian Science Monitor</u> 2 Jan. 1990: 6. <u>Ethnic Groups</u>. Ed.

        Eleanor C. Goldstein. Boca Raton: SIRS, 1993. Art. 1.

TAKING SIDES

Author's Last Name, Author's First Name. "Article Name." <u>Title of Source</u> (given on the bottom of first page)

    Month Year: Page. Ed. Editor's First and Last Name. Edition (ed.). <u>Taking Sides</u> Location: Publisher, Year of

    Publication. Page.

Example:

Esposito, John L. "Political Islam: Beyond the Green Menace." <u>Current History</u> Jan. 1994: 13. Ed. John T. Rourke. 7th

    ed. <u>Taking Sides</u> Guilford: Dushkin, 1996. 75-83.

PERIODICAL – PRINT ONLY

NEWSPAPER—SIGNED ARTICLE (If unsigned, start with the article title)

Author's Last Name, Author's First Name. "Article Title." <u>Newspaper Title</u> Day Month Year: Section Page.

Example:

Musall, Laura. "Prosecutor Defends County's Actions." <u>Noblesville [IN] Daily Ledger</u> 16 June 1993: A1+.

MAGAZINE—SIGNED ARTICLE (If unsigned, start with the article title)

Author's Last Name, Author's First Name. "Article Title." <u>Magazine Title</u> Day Month Year: Page.

Example:

Auletta, Ken. "What Won't They Do?" <u>New Yorker</u> 17 May 1993: 45-53.

ARTICLE REPRINTED AS ABSTRACT

Stix, Gray. "Back to Roots." <u>Scientific American</u> Jan. 1993: 142-3. <u>Biology Digest</u> 19.7 (1993): 19.

JOURNAL

Winks, Robin W. "The Sinister Oriental Thriller: Friction and the Asian Scene." Journal of Popular Culture

      19.2 (1985): 46-61.

"Both Sides of Gay Ban Leap into Battle." Congressional Quarterly 51 (1993): 1176.

CONGRESSIONAL DIGEST

Hawkins, Paula. "Is the Administration Approach to Federal Employee Drug Testing Sound?" Congressional

      Digest May 1987: 138.

NONPRINT SOURCE

TELEVISION PROGRAM

Title of Program. Writer's name. Director's Name. Producer's Name. Channel. Station, Location. Day

      Month Year (of broadcast).

Example:

The Stranger in the Empty Chair. Writ. Paul Kresh. Dir. Jack Kuney. Prod. Bernice Belth. With Richard Kiley. PBS.

      WFYI, Indianapolis. 26 Apr. 1981.

RECORDING

Speaker/Singer's Last Name, First name. "Title of piece." Title. Location: Publisher, Year of Publication.

Example:

Stern, David A. Acting with an Accent: "German". Audiocassette. Los Angeles: Dialect/Accent Specialists, 1979.

VIDEOTAPE

<u>Title</u>. Videocassette. Publisher, Year of Publication.

Example:

<u>The Columbus Controversy: Challenging How History Is Written</u>. Videocassette. Current Affairs Ser. American School,

   1992.

INTERVIEW

Last Name, First Name. Type of interview. Day Month Year.

Example:

Carter, James E. Telephone interview. 19 May 1996.

Simon, Herbert. Personal interview. 12 Sept. 1989.

CD-ROM

"Article Title." <u>Title.</u> CD-ROM. Publisher, Year of Publication.

Example:

"King, Martin Luther." <u>Academic American Encyclopedia (Electronic Version)</u>. CD-ROM. Grolier, 1992.

COMPUTER SOFTWARE

<u>Food Facts 1.1</u>. Computer software. MECC, 1980.

<u>World Geography II 1.0</u>. Computer software. MECC, 1993.

ONLINE SOURCE

   Online sources are treated as if they are print texts that require additional information to be fully described. Thus when a printed source has served as the basis of an electronic text, the works-cited listing(1)begins with traditional bibliographic data (author, title, etc.) about the printed text and (2) concludes with data about the electronic version's author, title, format, and availability.
   When no printed source exists, the electronic material is treated much as if it were printed. The most important distinction, however, involves the dates listed. The first date included in the citation is the date the information was posted. The second date refers to the date the researcher accessed the material.

MATERIAL FROM COMMERCIAL SERVICE PROVIDERS

INSPIRE

Author's Last Name, Author's First Name. "Article Name." <u>Title of source</u>. Day Month Year. <u>Title of link</u>. Online.

Inspire. Day Month Year. Available <URL address>. Database number.

- Note: The database number can be found at the top of any article in the INSPIRE databases.

Example:

Coghlan, Andy. "Vaccine Stalks Cat Allergy." <u>New Scientist</u>. 27 May 1995. <u>Health Source Plus</u>. Online. Inspire. 12

August 1998. Available <http://www.inspire.net>. Database number 9506282595.

NEWSBANK ONLINE

Author's Last Name, Author's First Name. "Article Name." <u>Title of Newspaper</u>. Day Month Year. <u>Title of

Collection</u>. Online. NewsBank Online. Day Month Year. Available <URL address>. Record number.

- Note: The record number can be found at the end of any NewsBank document.

Example:

Gonzalez, Eric. "Classic Cats." <u>Athens [GA] Banner-Herald & Daily News</u>. 10 Aug. 1997. <u>The NewsBank School

Library Collection (1992-Current)</u>. Online. NewsBank Online. 9 July 1998. Available

<http://infoweb.newsbank.com>. Record number SDU*03*19*SDU3397028.

SIRS ONLINE

Author's Last Name, Author's First Name. "Article Name." <u>Title of Source</u>. Day Month Year. <u>SIRS

Researcher on the Web</u>. Online. SIRS Online. Day Month Year. Available <URL address>. Article number.

Example:

Sugg, Diana. "The State of Health Care: Test Labs for Health Reform." <u>Sacramento [CA] Bee</u>. 9 Dec. 1993. <u>SIRS

Researcher on the Web</u>. Online. SIRS Online. 21 July 1998. Available <http://sks.sirs.com>. Article 4ME049A.

- Note: The article number can be found at the end of any URL in the SIRS databases. For example, the full URL

for this entry reads <http://sks.sirs.com/cgi-bin/res-article-display?artno=4ME049A.

WILSON WEB

Author's Last Name, Author's First Name. "Article Name." <u>Title of Source</u>. Day Month Year. <u>Wilson Web</u>. Internet.

      H.W. Wilson. Day Month Year.

Newspaper Example:

Coates, Steve. "Et Tu, Cybernetica Machina User?" <u>New York Times</u>. 28 Oct. 1996, late ed.:D4.   <u>Wilson Web</u>.

      Internet. H.W. Wilson. 28 Jan. 2009.

Magazine Example:

Appleman, Philip. "Darwin's Example." <u>The Humanist</u>. May 2006, 17-20. <u>Wilson Web</u>. Internet. H.W. Wilson.

      3 Feb. 2009.

MATERIAL FROM THE INTERNET

The Internet is a vast network of computer files that a user can access. Because of the high volume of files, each file is

      given a specific address called a URL, or Universal Resource Locator. All URLs have a similar structure:

      <prefix://hostname/directory/file>. When citing an Internet source, the URL should be placed in anchors <URL>.

ONLINE/INTERNET WITH SOURCE IN PRINT

Author's Last Name, Author's First Name. "Article Name." <u>Title</u> Day Month Year of original publication.

      <u>Online Title</u>. Internet. Day Month Year Found. Available Web Address.

Example:

Diddlebock, Bob. "Officials Insist Merger Still a Go." <u>The Denver Post</u>. 7 July 1998. <u>The Denver Post Online</u>.

      Internet. 9 July 1998. Available <http://www.denverpost.com/business/biz0707a.htm>.

Christie, Agatha. <u>The Mysterious Affair at Styles</u>. London: Bodley Head, 1920. <u>Project Bartleby Archive</u>.

      Internet. 15 July 1998. Available <http://www.columbia.edu/acis/bartleby/christie/>.

ONLINE/INTERNET WITHOUT SOURCE IN PRINT

Author's Last Name, Author's First Name. "Article Name." <u>Online Title</u>. Day Month Year. Internet. Day

    Month Year Found. Available Web Address.

Example:

Decker, Catherine. "Crossing Old Barriers: The World Wide Web, Academia, and the Romantic Novel."

    <u>Romanticism On the Net</u>. 10 May 1998. Internet. 10 July 1998. Available

    <http://www.sul.standford.edu/mirrors/romnet/decker.html>.

ONLINE/INTERNET BOOK

Author's Last Name, Author's First Name. <u>Online Title</u>. Editor. Publication Location: Publisher, Year of Publication.

    <u>Internet Site</u>. Day Month Year Found. Available Web Address.

Example:

Austen, Jane. <u>Pride and Prejudice</u>. Ed. Henry Churchyard. Boston; Houghton, 1996. <u>Jane Austen Information Page</u>.

    6 Sept. 2002 <http://www.pemberley.com/janeinfo/pridprej.html>.

CITING YOUR SOURCES

In-text Citations / Parenthetical Documentation: You must cite any ideas you use from any of your sources. All quotes, summaries and paraphrased information must be cited. The period comes after the citation in parentheses.

<u>One author-</u> If you do not name the author in the text, include the author's last name and the page number in parentheses: (Howard 421). If you name the author in the text, you only need to include the page number in parentheses: (421).

<u>Two or three authors-</u> Include each author's name in parentheses, separated by "and": (Rogers and Smith 15).

<u>More than three authors-</u> Either list all the authors in the same order that they appear in the Works Cited section or list only the first author followed by "et al": (Smith et al. 301).

<u>Works with editors or translators instead of authors-</u> Use editor's last name: (Bloom 25).

<u>Two or more works by the same author-</u> To distinguish between works by the same author, include an abbreviated version of the works title, separated from the author's name by a comma: (Smith, <u>Language</u> 143). If you mention the author's name in the text, include only the abbreviated title and the page number: (<u>Language</u> 143). If you mention the author and title in the text, include only the page number: (143).

<u>Multiple sources in the same citation-</u> Use semicolons to separate different sources within one parenthetical citation: (Smith 12; Johnson 42; Howard 421).

<u>Works with no author listed-</u> In place of the author's name include the work's title or part of the title in the parenthetical note and write it exactly how it appears in the citation: ("Dress Code Ruling Overturned") or ("Dress Code").

<u>Government documents-</u> If no author is listed, use the government agency that produced the report: (Department of Labor 9).

<u>Electronic sources-</u> If there is an author and page number follow standard rules: (Smith 2). If the work has no author, substitute a short version of the title: ("Geology Graduate Programs Listing," 2). If the work does not use page numbers, substitute a section number or paragraph number, using the abbreviations "sec." or "par.": ("Derby Winner," par.3).

The Work Cited Section: Every work that you cite parenthetically within the text of your paper also should appear in the Works Cited page at the end of your paper. The title "Works Cited" should be centered at the top of your page. Alphabetize the Works Cited list by author's last name. For works that do not have a listed author, alphabetize by title of first word, ignoring "A", "An", or "The."

Plagiarism is using others' words without giving them credit and includes:
- Failing to cite ideas, expressions, or paraphrases that aren't your own
- Copying phrases, sentences, or paragraphs verbatim without citing the source
- Simply replacing a source's original words with synonyms
- Copying or mimicking a source's original words with synonyms
- Submitting essays or parts of essays written by others as your own
- Structuring an essay in a similar way without crediting the original author (if the ideas you use and the conclusion you reach are similar)

(Sender's Last Name & Page #) Smith 13
(DS)

Works Cited
(DS)

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." <u>MUD History</u>. 1993.

> http://www.utopia.com/talent/lpb/muddex/essay. (2 Aug. 1996).

Connor, Earl. "Body Language Cues." <u>Management Today</u>. June 1994: 250-61.

LePoole, Arnold. <u>What American Business Can (and Must) Learn From the Japanese.</u> New York:

> Management Press, 1990.

---.<u>Your Tour of Duty Oversees</u>. 2nd ed. Oklahoma City: American Press, 1988.

Newby, Corrine J. "Global Implications for American Business: The Numbers Don't Lie." <u>Marketing</u>

> <u>Research Quarterly</u>. 50 (1994); 190-15.

Roncaro, Paul L., and Glenn D. Lance. "Losing Something in the Translation." <u>Winston-Salem Herald</u>.

> 2 June 1992: 4A+.

"Tell It Like It Is: Making Yourself Understood in the New Russia." <u>International Times</u>.

> 19 Oct. 1993: 38.

+---+
| *Note:* |
| • A Web site address is accepted in either normal or smaller |
| font size. |
| • The marking "--- " is used to indicate a repeat in authors. |
| • Use a 12 font in Times New Roman. |
| |
| For additional samples of MLA documentation go to MLA's World |
| Wide Web site. |
| (http://www.mla.org/). |
| |
+---+

Coin Career Library

Citations Guide

OCCUPATION

"Title of Occupation (Occupation Profile)." Coin Career Library.

> http://www.coin3.com (Date Content Viewed: Day/Month Abbreviation/Year).

Example:

"Computer Programmer (Occupation Profile)." Coin Career Library.

> http://www.coin3.com (9 Sept. 2001).

COLLEGE

"Title of College (College Profile)." Coin Career Library. http://www.coin3.com

> (Date Content Viewed: Day/Month Abbreviation/Year).

Example:

"San Diego State University (College Profile)." Coin Career Library.

> http://www.coin3.com (9 Oct. 2001).

APPRENTICESHIP

"Title of Apprenticeship (Apprenticeship Profile)." Coin Career Library.

> http://www.coin3.com (Date Content Viewed: Day/Month Abbreviation/Year).

Example:

"Cosmetologist (Apprenticeship Profile)." Coin Career Library. http://www.coin3.com (9 Nov. 2001).

MILITARY OCCUPATION

"Title of Military Occupation (Military Occupation Profile)." Coin Career Library.

> http:///www.coin3.com (Date Content Viewed: Day/Month Abbreviation/Year).

Example:

"Artillery Officer (Military Occupation Profile)." Coin Career Library. http://coin3.com (9 Dec. 2001).

COOL JOB PROFILE

 "Title of Job (Cool Job Profile)." Coin Career Library. http://www.coin3.com (Date Content Viewed: Day/Month

   Abbreviation/Year).

Example:

"Intellectual Property Lawyer (Cool Job Profile)." Coin Career Library. http://www.coin3.com (8 Sept. 2001).

LINK

Author's Last Name, Author's First Name (if available). "Title of Web Page." Title of Entire Web Site or Program.

   Protocol and URL. (Date Content Viewed: Day/Month Abbreviation/Year).

Example:

"FAFSA on the Web." U.S. Department of Education. http://www.fafsa.ed.gov (9 Oct. 2001).

ARTICLE

Author's Last Name, Aurthor's First Name (if available). " Title of Web Site. Protocol and URL. (Date Content Viewed:

   Day/Month Abbreviation/Year).

Examples:

"Things for Students to Do on a College Visit." Coin Career Library. http://www.coin3.com (9 Nov. 2001).

Savage, Terry. "Save for College and Beat the Tax Man." MSN Money Central.

   http://moneycentral.msn.com/articles/family/college/4764.asp (9 Dec. 2001).

CURRICULUM

 "Title of Curriculum Piece (Type of Curriculum)." Coin Career Library. http://www.coin3.com (Date Content Viewed:

   Day/Month Abbreviation/Year).

Example:

"Jury Selection (Lesson Plan)."