

Guidelines for Preparing and Formatting MLA
Essays and Research Papers
for
B.M.C. Durfee High School

Sample MLA Formatted Research Paper Included

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MLA for Research Papers

This is a guide to use when you are writing a research paper or essay using the MLA format. Information was gathered from:

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's, 2006. <
The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue
and Purdue University. 3 January 2007. <<http://owl.english.purdue.edu/>>.

Summary: MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This includes English Language Arts and Social Sciences. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers* (6th ed.) and the *MLA Style Manual and Guide to Scholarly Publishing* (2nd ed.), offers examples for the general format of MLA research papers, in-text citations, and the Works Cited page.

Paper Format

Below are some basic guidelines for formatting a paper in MLA style.

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space the text of your paper, and use a legible font like Times New Roman or Courier.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that includes your last name and numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use either italics or underlining throughout your essay for the titles of longer works referred to in your paper. Use one or the other, but not both. Be consistent.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Don't underline your title or put it in quotation marks. Capitalize only the important words in the title.

- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g.,
 - *Fear and Loathing in Las Vegas* as Morality Play
 - Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow their guidelines.)

Here is a sample first page of an essay in MLA style:

Finnerty 1
<p>Allison Finnerty</p> <p>Mrs. Chouinard</p> <p>Honors English</p> <p>29 January 2007</p> <p style="text-align: center;">King Lear</p> <p style="text-align: center;">"King Lear" is a play written by William Shakespeare around 1605.</p> <p style="text-align: center;">It takes place early in the history of Britain. Lear and his councilor, the Duke of Gloucester....</p>

In-Text Citations: The Basics

These are basic guidelines for referring to the works of others in your text using MLA style.

Basic In-Text Citation Rules

In MLA style, referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, you place the author's name followed by a space and the relevant page number(s).

Human beings have been described as "symbol-using animals" (Burke 3).

When a source has no known author, use a shortened title of the work instead of an author's name. Place the title in quotation marks if it's a short work, or italicize or underline it if it's a longer work.

Your in-text citation will correspond with an entry on your Works Cited page, which, for the Burke citation above, will look something like this:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P., 1966.

It's important to know that parenthetical citations and Works Cited pages allow readers to know which sources you consulted in writing your essay or research paper, so that they can either verify your interpretation of the sources or use them in their own work.

Multiple Citations

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon:

...as has been discussed elsewhere (Burke 3; Dewey 21).

When Citation is Not Needed

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge. Remember, this is a rhetorical choice, based on audience. If you're writing for an expert audience of a scholarly journal, they'll have different expectations of what constitutes common knowledge.

In-Text Citations: Author-Page Style

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

The citation, both (263) and (Wordsworth 263), tells readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford U.P., 1967.

Anonymous Work/Author Unknown

If the work you are citing has no author, use an abbreviated version of the work's title. (For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page). For example:

An anonymous Wordsworth critic once argued that his poems were too emotional ("Wordsworth Is a Loser" 100).

Citing Authors with Same Last Names

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even the authors' full names if different authors share initials) in your citation. For example:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

Citing Multiple Works by the Same Author

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.

One scientist has argued that computers are not useful tools for small children (Lightenor, "Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year (Lightenor, "Hand-Eye Development" 17).

Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

Formatting Quotations

When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Below are some basic guidelines for incorporating quotations into your paper.

Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. For example:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse:

Cullen concludes, "Of all the things that happened there/
That's all I remember" (11-12).

Long Quotations

Place quotations longer than four typed lines in a free-standing block of text, and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.) For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Poetry will be handled something like this:

In her poem "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child
the child at the oak desk whose penmanship,
hard work, style will win her prizes
becomes the woman with a mission, not to win prizes
but to change the laws of history. (23)

Adding or Omitting Words in Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale ... and in a short time a lively exchange of details occurs" (78).

Works Cited Page: Basic Format

According to MLA style, you must have a Works Cited page at the end of your research paper. All entries in the Works Cited page must correspond to the works cited in your main text.

Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should provide enough information so that readers can locate the article either in its original print form or retrieve it from the online database (if they have access).

Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle:
Gone with the Wind, The Art of War, There Is Nothing Left to Lose
- Use italics or underlining for titles of larger works (books, magazines). Use one or the other, but not both. Be consistent. Use quotation marks for titles of shorter works (poems, articles).

Listing Author Names

Entries are listed by author name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John;" do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

More than One Work by an Author

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Burke, Kenneth. *A Rhetoric of Motives*.

---. *A Grammar of Motives*.

When an author or collection editor appears both as the sole author of a text and as the first author of a group, list solo-author entries first:

Heller, Steven, ed. *The Education of an E-Designer*.

Heller, Steven and Karen Pomeroy. *Design Literacy: Understanding Graphic Design*.

Work with No Known Author

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, *Boring Postcards USA* has no known author:

Baudrillard, Jean. *Simulacra and Simulations*.

Boring Postcards USA.

Burke, Kenneth. *A Rhetoric of Motives*.

Works Cited Page: Books

The *MLA Style Manual* provides extensive examples of print source citations in chapter six; the *MLA Handbook for Writers of Research Papers* provides extensive examples covering a wide variety of potential sources in chapter six. If your particular case is not covered here, use the basic forms to determine the correct format. Consult one of the MLA books or the following Web site:

The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at
Purdue and Purdue University. 3 January 2007.
<<http://owl.english.purdue.edu/>>.

Books

First or single author's name is written last name, first name. The basic form for a book citation is:

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of
Publication.

Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin Books, 1987.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999.

Book with More Than One Author

First author name is written last name first; subsequent author names are written first name, last name.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*.
Boston: Allyn, 2000.

If there are more than three authors, you may list only the first author followed by the phrase et al. (the abbreviation for the Latin phrase "and others"; no period after "et") in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004.

or

Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004.

Two or More Books by the Same Author

After the first listing of the author's name, use three hyphens and a period instead of the author's name. List books alphabetically by title.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997.
---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993.

Book by a Corporate Author

A corporate author may be a commission, a committee, or any group whose individual members are not identified on the title page:

American Allergy Association. *Allergies in Children*. New York: Random, 1998.

Book with No Author

List and alphabetize by the title of the book.

Encyclopedia of Indiana. New York: Somerset, 1993.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the source above would appear as follows: (Encyclopedia 235).

A Translated Book

Cite as you would any other book, and add "Trans." followed by the translator's/translators' name(s):

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Trans. Richard Howard. New York: Vintage-Random House, 1988.

Anthology or Collection

List by editor or editors, followed by a comma and "ed." or, for multiple editors, "eds."

Hill, Charles A. and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah, NJ: Lawrence Erlbaum Associates, 2004.

Peterson, Nancy J., ed. *Toni Morrison: Critical and Theoretical Approaches*. Baltimore: Johns Hopkins UP, 1997.

A Part of a Book

Book parts include an essay in an edited collection or anthology, or a chapter of a book. The basic form is:

Lastname, Firstname. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages.

Some actual examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" *The Education of a Graphic Designer*. Ed. Steven Heller. New York: Allworth Press, 1998. 13-24.

Cross-referencing: If you cite more than one essay from the same edited collection, the MLA indicates that it is optional to cross-reference within your Works Cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have many references from one text. To do so, include a separate entry for the entire collection listed by the editor's name. For individual essays from that collection, simply list the author's name, the title of the essay, the editor's last name, and the page numbers. For example:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and Weiser 131-40.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-167.

Rose, Shirley K, and Irwin Weiser, eds. *The Writing Program Administrator as Researcher*. Portsmouth, NH: Heinemann, 1999.

A Multivolume Work

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. Vol. 2. Cambridge: Loeb-Harvard UP, 1980.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work.

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. 4 vols. Cambridge: Loeb-Harvard UP, 1980.

When citing multivolume works in your text, always include the volume number followed by a colon, then the page number(s):

...as Quintilian wrote in *Institutio Oratoria* (1:14-17).

An Introduction, a Preface, a Foreword, or an Afterword

When citing an introduction, a preface, a foreword, or an afterword, write the name of the authors and then give the name of the part being cited, which should not be italicized, underlined or enclosed in quotation marks.

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*. By Farrell. New Haven: Yale UP, 1993. 1-13.

If the writer of the piece is different from the author of the complete work, then write the full name of the author after the word "By." For example:

Duncan, Hugh Dalziel. Introduction. *Permanence and Change: An Anatomy of Purpose*. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv.

Works Cited: Periodicals

MLA style is slightly different for popular periodicals, like newspapers, and scholarly journals, as you'll learn below.

An Article in a Newspaper or Magazine

Basic format:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages.

When writing the date, list day before month; use a three-letter abbreviation of the month (e.g., Jan., Mar., Aug.). If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.
Trembacki, Paul. "Brees Hopes to Win Heisman for Team." *Purdue Exponent* 5 Dec. 2000: 20.

An Article in a Scholarly Journal

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages.

Actual example:

Bagchi, Alaknanda. "Conflicting Nationalisms: The voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50.

If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. *Modern Fiction Studies* 40 (1998): 251-81. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. *Mosaic* 19.3 (1986): 33-49.

Journal with Continuous Pagination

Allen, Emily. "Staging Identity: Frances Burney's Allegory of Genre."

Eighteenth-Century Studies 31 (1998): 433-51.

Journal with Non-Continuous Pagination

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated

Mediation in DeLillo's *White Noise*." *Arizona Quarterly* 50.3 (1994): 127-53.

Works Cited: Electronic Sources

Some Tips on Handling Electronic Sources

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, learn to use the Bookmark or Favorites function in your Web browser.

Basic Style for Citations of Electronic Sources

Here are some common features you should try and find before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names
- Name of the database, or title of project, book, article
- Any version numbers available
- Date of version, revision, or posting
- Publisher information
- Date you accessed the material
- Electronic address, printed between carets (<, >).

Web Sources

Web sites (in MLA style, the "W" in Web is capitalized, and "Web site" or "Web sites" are written as two words) and Web pages are arguably the most commonly cited form of electronic resource today. Below are a variety of Web sites and pages you might need to cite.

An Entire Web Site

Basic format:

Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site <electronic address>.

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Here are some examples:

The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <<http://owl.english.purdue.edu/>>.
 Felluga, Dino. *Guide to Literary and Critical Theory*. 28 Nov. 2003. Purdue University. 10 May 2006 <<http://www.cla.purdue.edu/english/theory/>>.

Treat entire Weblogs or "blogs" just as you would a Web site. For single-author blogs, include the author's name (or screen name or alias, as a last resort); blogs with many authors, or an anonymous author, should be listed by the title of the blog itself:

Design Observer. 25 Apr. 2006. 10 May 2006. <<http://www.designobserver.com/>>.
 Ratliff, Clancy. *CultureCat: Rhetoric and Feminism*. 7 May 2006. 11 May 2006. <<http://culturecat.net>>.

Long URLs

URLs that won't fit on one line of your Works Cited list should be broken at slashes, when possible.

Some Web sites have unusually long URLs that would be virtually impossible to retype; others use frames, so the URL appears the same for each page. To address this problem, either refer to a site's search URL, or provide the path to the resource from an entry page with an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon. For example, the Amazon.com URL for customer privacy and security information is <<http://www.amazon.com/exec/obidos/tg/browse/-/551434/104-0801289-6225502>>, so we'd need to simplify the citation:

Amazon.com. "Privacy and Security." 22 May 2006 <<http://www.amazon.com/>>. Path:
 Help; Privacy & Security.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Make sure the URL points to the exact page you are referring to, or the entry or home page for a collection of pages you're referring to:

"Caret." *Wikipedia: The Free Encyclopedia*. 28 April 2006. 10 May 2006
 <<http://en.wikipedia.org/wiki/Caret>>.

"How to Make Vegetarian Chili." *eHow.com*. 10 May 2006 <http://www.ehow.com/how_10727_make-vegetarian-chili.html>.

Stolley, Karl. "MLA Formatting and Style Guide." *The OWL at Purdue*. 10 May 2006. Purdue University Writing Lab. 12 May 2006
 <<http://owl.english.purdue.edu/owl/resource/557/01/>>.

An Image, Including a Painting, Sculpture, or Photograph

For works housed outside of an online home, include the artist's name, the year the work was created, and the institution (e.g., a gallery or museum) that houses it (if applicable), followed by the city where it is located. Include the complete information for the site where you found the image, including the date of access. In this first example, the image was found on the Web site belonging to the work's home museum:

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. 22
 May 2006 <<http://museoprado.mcu.es/i64a.html>>.

In this next example, the owner of the online site for the image is different than the image's home museum:

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. "Klee: Twittering Machine." 22 May 2006
 <http://artchive.com/artchive/K/klee/twittering_machine.jpg.html>.

For other images, cite as you would any other Web page, but make sure you're crediting the original creator of the image. Here's an example from Webshots.com, an online photo-sharing site ("brandychloe" is a username):

brandychloe. *Great Horned Owl Family*. 22 May 2006 <http://image46.webshots.com/47/7/17/41/347171741bgVWdN_fs.jpg>.

The above example links directly to the image; but we could also provide the user's profile URL, and give the path for reaching the image, e.g.

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brandychloe. Great Horned Owl Family. 22 May 2006
    <http://community.webshots.com/user/brandychloe>. Path: Albums; birds; great
    horned owl family.
```

Doing so helps others verify information about the image's creator, where as linking directly to an image file, like a JPEG (.jpg) may make verification difficult or impossible.

An Article in a Web Magazine

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Author(s). "Title of Article." Title of Online Publication. Date of
    Publication. Date of Access <electronic address>.
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For example:

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Bernstein, Mark. "10 Tips on Writing The Living Web." A List Apart: For People
    Who Make Websites. No. 149 (16 Aug. 2002). 4 May 2006
    <http://alistapart.com/articles/writeliving>.
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An Article in an Online Scholarly Journal

Online scholarly journals are treated differently from online magazines. First, you must include volume and issue information, when available. Also, some electronic journals and magazines provide paragraph or page numbers; again, include them if available.

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Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the
    Biological and Toxin Weapons Convention." Emerging Infectious Diseases 6.6
    (2000): 33 pars. 8 May 2006
    <http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>.
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An Article from an Electronic Subscription Service

When citing material accessed via an electronic subscription service (e.g., a database or online collection your library subscribes to), cite the relevant publication information as you would for a periodical (author, article title, periodical title, and volume, date, and page number information) followed by the name of the database or subscription collection, the name of the library through which you accessed the content, including the library's city and state, plus date of access. If a

URL is available for the home page of the service, include it. **Do not** include a URL to the article itself, because it is not openly accessible. For example:

Grabe, Mark. "Voluntary Use of Online Lecture Notes: Correlates of Note Use and Note Use as an Alternative to Class Attendance." *Computers and Education* 44 (2005): 409-21. ScienceDirect. Purdue U Lib., West Lafayette, IN. 28 May 2006 <<http://www.sciencedirect.com/>>.

E-mail or Other Personal Communication

Author. "Title of the message (if any)." E-mail to person's name. Date of the message.

This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would have "Personal interview."

E-mail to You

Kunka, Andrew. "Re: Modernist Literature." E-mail to the author. 15 Nov. 2000.

MLA style capitalizes the E in E-mail, and separates E and mail with a hyphen.

E-mail Communication Between Two Parties, Not Including the Author

Neyhart, David. "Re: Online Tutoring." E-mail to Joe Barbato. 1 Dec. 2000.

A Listserv or E-mail Discussion List Posting

Author. "Title of Posting." Online posting. Date when material was posted (for example: 18 Mar. 1998). Name of listserv. Date of access <electronic address for retrieval>.

If the listserv does not have an open archive, or an archive that is open to subscribers only (e.g., a password-protected list archive), give the URL for the membership or subscription page of the listserv.

<<http://www.intersersity.org/lists/techrhet/subscribe.html>>

Discussion Board/Forum Posting

If an author name is not available, use the username for the post.

```
cleaner416. "Add <b></b> Tags to Selected Text in a Textarea" Online posting. 8
Dec. 2004. Javascript Development. 3 Mar. 2006
<http://forums.devshed.com/javascript-development-115/
add-b-b-tags-to-selected-text-in-a-textarea-209193.html>.
```

An Article or Publication in Print and Electronic Form

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database that your library subscribes to, you should provide enough information so that readers can locate the article either in its original print form or retrieve it from the online database (if they have access).

Provide the following information in your citation:

- Author's name (if not available, use the article title as the first part of the citation)
- Article Title
- Periodical Name
- Publication Date
- Page Number/Range
- Database Name
- Service Name
- Name of the library where or through which the service was accessed
- Name of the town/city where service was accessed
- Date of Access
- URL of the service (but not the whole URL for the article, since those are usually very long and won't be easily re-used by someone trying to retrieve the information)

The generic citation form would look like this:

```
Author. "Title of Article." Periodical Name Volume Number (if necessary)
Publication Date: page number-page number. Database name. Service name.
Library Name, City, State. Date of access <electronic address of the
database>.
```

Here's an example:

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Smith, Martin. "World Domination for Dummies." Journal of Despotry Feb. 2000:
66-72. Expanded Academic ASAP. Gale Group Databases. Purdue University
```

Libraries, West Lafayette, IN. 19 February 2003
<<http://www.infotrac.galegroup.com>>.

Article in a Database on CD-ROM

"World War II." *Encarta*. CD-ROM. Seattle: Microsoft, 1999.

Article from a Periodically Published CD-ROM

Reed, William. "Whites and the Entertainment Industry." *Tennessee Tribune* 25
Dec. 1996: 28. *Ethnic NewsWatch*. CD-ROM. Data Technologies, Feb. 1997.

Double-spacing used throughout.

John Garcia
Professor Hacker
English 101
7 April 1999

Title is centered.

The Mountain Lion:

Once Endangered, Now a Danger

On April 23, 1994, as Barbara Schoener was jogging in the Sierra foothills of California, she was pounced on from behind by a mountain lion. After an apparent struggle with her attacker, Schoener was killed by bites to her neck and head (Rychnovsky 39). In 1996, because of Schoener's death and other highly publicized attacks, California politicians presented voters with Proposition 197, which contained provisions repealing much of a 1990 law enacted to protect the lions. The 1990 law outlawed sport hunting of mountain lions and even prevented the Department of Fish and Game from thinning the lion population.

Summary: citation with author's name and page number in parentheses.

Proposition 197 was rejected by a large margin, probably because the debate turned into a struggle between hunting and antihunting factions. When California politicians revisit the mountain lion question, they should frame the issue in a new way. A future proposition should retain the ban on sport hunting but allow the Department of Fish and Game to control the population. Wildlife management would reduce the number of lion attacks on humans and in the long run would also protect the lions.

Thesis asserts writer's main point.

Headings help readers follow the organization.

The once-endangered mountain lion

To early Native Americans, mountain lions--also known as cougars, pumas, and panthers--were objects of reverence. The European colonists, however, did not share the Native American view. They conducted what Ted

Williams calls an "all-out war on the species" (29). The lions were eliminated from the eastern United States except for a small population that remains in the Florida Everglades.

Quotation: author named in signal phrase; page number in parentheses.

The lions lingered on in the West, but in smaller and smaller numbers. At least 66,665 lions were killed between 1907 and 1978 in Canada and the United States (Hansen 58). As late as 1969, the country's leading authority on the big cat, Maurice Hornocker, estimated the United States population as fewer than 6,500 and probably dropping (Williams 30).

Statistics documented with citations.

Hornocker introduced as an expert.

Resurgence of the mountain lion

In western states today, the mountain lion is no longer in danger of extinction. In fact, over the past thirty years, the population has rebounded dramatically. In California, fish and game officials estimate that since 1972 lion numbers have increased from 2,400 to at least 6,000 ("Lion" A21).

Short title given in parentheses because the work has no author.

Similar increases are occurring outside of California. For instance, for nearly fifty years mountain lions had virtually disappeared from Yellowstone National Park, but today lion sightings are increasingly common. In 1992, Hornocker estimated that at least eighteen adults were living in the park (59). In the United States as a whole, some biologists estimate that there are as many as 50,000 mountain lions, a dramatic increase over the 1969 estimate of 6,500 (Williams 30). For the millions of Americans interested in the preservation of animal species, this is good news, but unfortunately the increase has led to a number of violent encounters between human and lion.

A clear transition prepares readers for the next section.

Increasing attacks on humans

There is no doubt that more and more humans are being attacked. A glance at figure 1, a graph of statistics compiled by mountain lion researcher Paul Beier, confirms just how dramatically the attacks have increased since the beginning of the century.

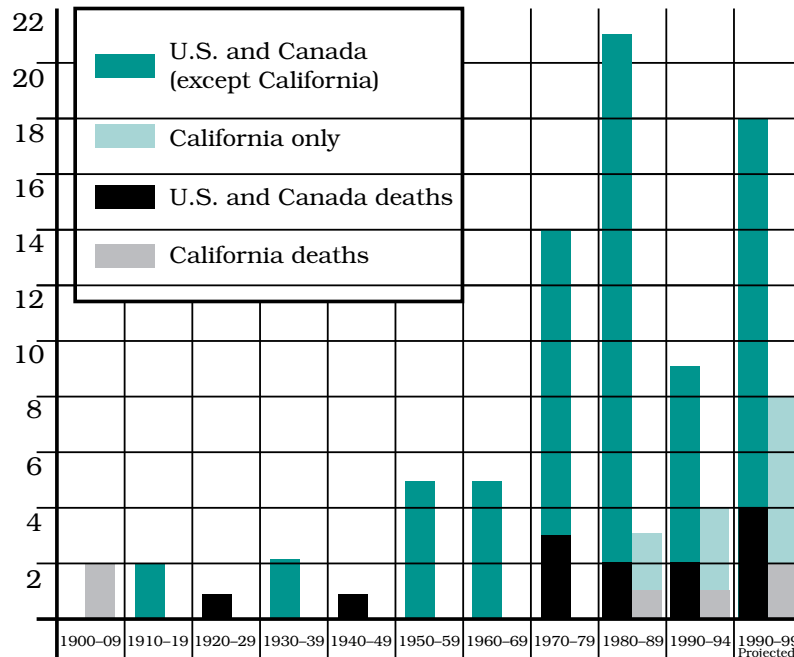
The writer explains what the graph shows.

Ray Rychnovsky reports that thirteen people have been killed and another fifty-seven have been mauled by lions since 1890. “What’s most startling,” writes Rychnovsky, “is that nearly three-quarters of the attacks [. . .] have taken place in the last twenty-five years” (41).

Ellipsis dots in brackets indicate words omitted from the original source.

Particularly frightening are the attacks on children. Kevin Hansen points out that children have been “more vulnerable than adults, making up 64 percent of the victims” (69). This is not surprising, since chil-

Quotation introduced with a signal phrase.



The graph displays evidence of increased attacks.

Fig. 1. Cougar attacks--a history, by Paul Beier, Northern Arizona University; rpt. in Rychnovsky (42).

dren, being small and active, resemble the lion's natural prey. Lion authority John Seidensticker reports that when he worked for the National Zoo in Washington, DC, he regularly observed cats stalking children who passed by the lion cages (120).

Since 1986, four children have been attacked in California ("Mountain" 7). One of these attacks was serious enough to prompt officials to place Caspers Wilderness Park off-limits to children (Tran B8). In July 1997 alone, two attacks on children, one fatal, occurred in different national parks in Colorado (McPhee A1).

In California, the state where the lion is most fully protected, 1994 was a particularly bad year. Los Angeles Times writer Tony Perry reports that two women were killed by lions in 1994 and that the year brought a dramatic increase in mountain lion sightings, "many in suburban and urban areas where the animal had previously not been spotted" (B4). With two killings in one year and an increasing number of sightings, it is not surprising that California politicians responded with Proposition 197, aimed at repealing the ban on hunting the lions.

The 1996 California referendum

The debate over Proposition 197 was inflamed by campaigns of misinformation on both sides of the issue. The pro faction included the National Rifle Association (NRA), the Safari Club, and Gun Owners of California. On the other side were animal rights groups such as the Sierra Club, the Fund for Animals, and the Mountain Lion Foundation.

The proposition itself, introduced by Republican Tim Leslie, is laced with legalese and deceptive phras

Summary introduced with a signal phrase.

Clear topic sentences, like this one, used throughout the paper.

Quotation set off from text is clearly introduced.

ing. For example, in a provision aimed at amending section 4801 of the Fish and Game Code, the word hunters does not appear, though the legalistic term designee clearly includes hunters:

Quotation longer than four lines is indented 1" (or ten spaces); quotation marks are omitted; no period is used after citation.

The department may remove or take, or authorize its designee, including, but not limited to, an appropriate governmental agency with public safety responsibility, an appropriate governmental agency with wildlife management responsibility, or an owner of land, to remove or take, one or more mountain lions that are perceived to be an imminent threat to public health or safety or livestock anywhere in the state except within the state park system. ("Proposition" sec. 5)

Short title given in parentheses because the work has no author.

The proposition's euphemistic language, such as remove or take, was echoed by the hunting factions, who spoke much about "controlling" the lion population, avoiding such words as hunt and shoot.

No parenthetical citation necessary for unpaginated Internet source when author is named in signal phrase.

Supporters of Proposition 197 were not above exaggerating the dangers posed by mountain lions, preferring lurid accounts of maulings and killings to solid statistics. For example, writing on the Internet in an attempt to sway voters, Terrence M. Eagan, Wayne Long, and Steven Arroyo appeal to human fears of being eaten: "Two small children woke up one morning without a mother because a lion ate her." To underscore the point, they describe a grisly discovery: "A lion preying upon neighborhood pets was found with parts of five different puppies in its stomach."

Transition helps readers move from one topic to another.

Whereas the pro-hunting groups used deceptive language and exaggerated the dangers posed by lions, the pro-lion groups invoked inflammatory language and ignored the dangers. A Web page written by a coalition of

wildlife preservationists is typical. Calling Proposition 197 “a special interest trophy hunting measure,” the coalition claims that the Gun Owners of California, the NRA, and the Safari Club “rammed” the proposition onto the ballot while “hiding behind a disingenuous concern for public safety.” Asserting that the mountain lion poses a minimal threat to humans, the coalition accuses the Department of Fish and Game of “creating a climate of fear” so that the public will choose to reinstate lion hunting (California Wildlife Protection Coalition). While it is true that human encounters with mountain lions are rare, some pro-lion publications come close to ridiculing Californians who fear that lion attacks on humans and pets will continue to accelerate unless something is done.

Internet source
with no page
number.

Population control: A reasonable solution

Without population control, the number of attacks on Californians will almost certainly continue to rise, and the lions may become even bolder. As lion authority John Seidensticker remarks, “The boldness displayed by mountain lions just doesn’t square with the shy, retiring behavior familiar to those of us who have studied these animals” (177). He surmises that the lions have become emboldened because they no longer have to contend with wolves and grizzly bears, which dominated them in the past. The only conceivable predator to re-instill that fear is the human.

Credentials of
author men-
tioned in signal
phrase.

Sadly, the only sure way to reduce lion attacks on humans is to thin the population. One basic approach to thinning is sport hunting, which is still legal, though restricted in various ways, in every western state except California. A second approach involves state-

directed wildlife management, usually the hiring of professional hunters to shoot or trap the lions.

Sport hunting is a poor option--and not just because it is unpopular with Californians. First, it is difficult to control sport hunting. For instance, a number of western states have restrictions on killing a female lion with kittens, but sport hunters are rarely knowledgeable enough to tell whether a lion has kittens. Second, because some sport hunters are poor shots, they wound but don't kill the lions, causing needless suffering. Finally, certain hunting practices are anything but sport. There is a growing business in professionally led cougar hunts, as a number of ads on the World Wide Web attest. One practice is to tree a lion with radio-equipped dogs and then place a phone call to the client to come and shoot the lion. In some cases, the lion may be treed for two or more days before the client arrives to bag his trophy. Such practices are so offensive that even the California Park Rangers Association opposed Proposition 197. As a spokesperson explained, "We support managing the lions. But they shouldn't be stuck on the wall in a den" (qtd. in Perry B4).

Citation of indirect source: words quoted in another source.

We should entrust the thinning of the lion population to wildlife specialists guided by science, not to hunters seeking adventure or to safari clubs looking for profits. Unlike hunters, scientific wildlife managers have the long-term interests of the mountain lion at heart. An uncontrolled population leads to an ecological imbalance, with more and more lions competing for territory and a diminishing food supply. The highly territorial lions will fight to the death to defend their hunting grounds; and because the mother lion ultimately ejects her offspring from her own territory,

No citation needed for "common knowledge" available in many sources.

young lions face an uncertain future. Stephani Cruickshank, a spokesperson for California Lion Awareness (CLAW), explains, "The overrun of lions is biologically unsound and unfair to the lions, especially those forced to survive in marginal or clearly unnatural urban settings" (qtd. in Robinson 35).

In conclusion, wildlife management would benefit both Californians and the California lions. Although some have argued that California needs fewer people, not fewer lions, humans do have an obligation to protect themselves and their children, and the fears of people in lion country are real. As for the lions, they need to thrive in a natural habitat with an adequate food supply. "We simply cannot let nature take its course," writes Terry Mansfield of the Department of Fish and Game (qtd. in Perry B4). In fact, not to take action in California is as illogical as reintroducing the lions to Central Park and Boston Common, places they once also roamed.

The writer concludes with his own stand on the controversy.

The paper ends with the writer's own words.

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Heading centered 1" from top of page.

List is alphabetized by authors' last names.

First line of each entry is at left margin; subsequent lines are indented 1/2" (or five spaces).

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