

# MLA HANDOUT

## **BOOKS**

### ***Basic Form:***

Author. Title of the Book. City (*Choose the first city given on the title page of the book; if the city is not well known, include the name of the state*): Publisher, copyright date.

### **A Book By One Author**

Smith, Nicholas. My Turtle Named Slowpoke. Newport News, VA: Peninsula Publishers, 1943.

### **A Book By Two Authors**

Davis, Barbara, and Joe Williams. We Love Poodles. Newport News, VA: Peninsula Publishers, 2004.

### **A Book With an Edition**

Humberg, Ralph. My Dog Fido. 4<sup>th</sup> edition. Newport News, VA: Peninsula Publishers, 1905.

### **A Book With an Editor**

Murphy, Max, ed. My Cat Bingo. Newport News, VA: Peninsula Publishers, 1999.

### **A Book With a Subtitle**

Smith, Bernard. Polly: The Incredible Talking Bird. Newport News, VA: Peninsula Publishers, 2000.

### **Book By More Than Three Authors**

Jones, Joey, et al. My Iguana Iggy. Newport News, VA: Peninsula Publishers, 2001.

### **Article, Story or Poem Within a Book**

Green, Thomas. "Large Cats Are Dangerous To Have As Pets." Animal Rights: Opposing Viewpoints. Ed. Bill Lyon. Evanston, IL: Green Press, 1999.

## **GENERAL ENCYCLOPEDIA (ex. World Book)**

### ***Basic Form:***

Author. "Title of the Article." Title of Encyclopedia. Copyright ed. (*ed. = edition*)

Train, Martha. "Dolphins." World Book Encyclopedia. 1998 ed.

## **MAJOR REFERENCE BOOK (ex. Science in Dispute, Vol. 1-3)**

### ***Basic Form:***

Author (If available!). "Title of the Article." Title of Book. Editor/s (example=Ed. David Brown or Eds.

David Brown and Mary White). Edition. Volume number. City: Publisher,

copyright date. page numbers (You did not use the entire book! Notice that there is not a "p.").

"Cloning." Science in Dispute. Eds. David Brown and Mary White. 2<sup>nd</sup> ed. Vol. 4.

Newport News: Peninsula Publishers, 2000. 98-101.

## **INTERNET SOURCE**

### ***Basic Form:***

Author. (You may not have one. Just start with the small section of the site or the title of the site). "Small section of site. (You didn't use the whole site.)" Title of the Site (May have a subtitle). Date of site. (Updated information or copyright. Most of the time it will be at the end of the site, but there may not be one.) Sponsor of site (ex. Museum of Paris, University of Kentucky, Britannica Online, or National Wildlife Federation.

Date you accessed the site <address>. (There is **no** punctuation between the date you accessed the site and the address-just a space. If your address turns blue and your <> disappear, that's fine! The address must be complete.)

\*\*\*Please note that if you click and go to a link from the site, the address changes and, therefore, you must add a new source to your Works Cited.

Smith, Ted. "Slugs." Britannica Online. 1998. Encyclopedia Britannica.

26 October 2004 <<http://ww.ed.com:180>>.

Slugs Can Think. 1995. National Scientific Association. 26 October 2004 <<http://www.slugs.nsa.html>>.

## **PERIODICALS (MAGAZINES)**

### ***Basic Form:***

Author. "Title." Title of the Magazine date of magazine: page number (s).

White, Susan. "Sharks Have Teeth." Science News 18 October 2002: 35.

"Treatments for Snake Bites." Health October 2000: 45+ (If the reader must turn to the last pages in the magazine to

continue reading the article, you indicate that with the + sign.).

## **NEWSPAPERS**

### ***Basic Form:***

Author. "Title." Title of Newspaper. Date of newspaper: Section page number.

Miller, Dennis. "I Stepped on a Slug with Bare Feet." Daily Press 26 October 2004: A 1.

## **PAMPHLETS**

### ***Basic Form:***

The form is exactly like a book.

## **DATABASES**

### ***Basic Form:***

Author. "Article Title." Original Source of Article Date of Original Source: page numbers. Name of Database Used. Source of the database. Library's name, City, State. Date you accessed the information <URL of service's homepage>.

Foot, Sidney. "Dogs Bring Happiness to Nursing Home Patients." Health September 2000: 33-36.

Issues and Controversies. Facts on File. Peninsula Catholic H. S. Library, Newport News, VA.

26 October 2004 <<http://www.abcde.doodle.html>>.

## **DISCovering Authors**

➤ ***If you use the part called Introduction on the CD-ROM:***

“The author you looked up.” (“Last name, first name.”) Introduction. DISCovering Authors. Vers. 3.0. CD-ROM. Detroit: Gale, 2000.

➤ ***If you use the Overview which is in the criticism part on the CD-ROM:***

“The author you looked up.” (“Last name, first name.”) Overview. DISCovering Authors. Vers. 3.0. CD-ROM. Detroit: Gale, 2000.

➤ ***If you use a criticism reprinted on the CD-ROM from a book:*** (At the top of the criticism you choose to use, there will be information about author, title of chapter, title of book, publisher and copyright date. What is missing is probably the city of the publisher. You type N.P.: for No Place:)

Jenkins, Elizabeth. “Austen’s View on Life.” Jane Austen: A Biography. 2<sup>nd</sup> edition. Vol.3. N.P.

(Abbreviation for No Place; city was not given for the publisher): Scribner, 1968. Rpt. (Abbreviation for Reprinted)

in “Austen, Jane.” Criticisms. DISCovering Authors. Vers.3.0. CD-ROM. Detroit: Gale, 2000.

➤ ***If you use a criticism reprinted on the CD-ROM from a magazine article*** (To help you decide that the source is reprinted from a magazine, at the top of the criticism there will probably be an author, the name of the article, the title of a magazine, an issue number, a volume number, a date, and page numbers. MLA does not require you to type the issue number or the volume number for a magazine!):

Woolf, Virginia. “Phases of Fiction, Part 2.” The Bookman May 1929: 69-72. Rpt. (Abbreviation for Reprinted) in “Austen, Jane.” Criticisms. DISCovering Authors. Vers. 3.0. CD-ROM. Detroit: Gale, 2000.

## MLA CHECKLIST

- ✓ Did you use the font Times New Roman and 12 point size letters?
- ✓ Are your margins approximately one inch? *Top, left, right, bottom.*
- ✓ Is the paper double spaced through out? *Heading, title, text, and Works Cited page.*
- ✓ Is there only a double space between paragraphs? *Remember to double space **only**.*
- ✓ Did you set up a header for each page at the beginning? *In Word: Set up by going to View, select Header and footer, select align right, type your last name, select insert page number in Insert Auto Text box (first picture, the little page with number sign), click close.*
- ✓ Is the title Works Cited centered at the top of a new page? *Do not underline.*
- ✓ Are the works on your Works Cited page in alphabetical order? *Use author's last name or if no author, use first non-article word in title (example=The Slug Slides Home- use Slug to alphabetize.). **Never** number the entries.*
- ✓ Is each work in the Works Cited typed in a hanging indentation format? \_\_\_\_\_
  
- ✓ Does your Works Cited page reflect what is quoted in the text of your paper? *Each work must be used in your text; each source of a quote must be in your Works Cited. **They must correspond.***
- ✓ Remember that sometimes you do not have all the information for a work. *Following the basic form, just skip to the next piece of information that you do have. If there is no author, begin with a title. The Internet is difficult because of missing information. Just record what you are given in the proper format.*
- ✓ Common abbreviations include:
  - Ed. = editor Eds.=editors n.pag.=no page N.P.=no place for publisher ed.=edition
  - vol.=volume rpt.=reprinted in
- ✓ Citing authors alphabetically in a nutshell:
  - Bush, George W. (one author)
  - Bentley, Jim, and Wanda Davis (two authors)
  - Burton, Rose, Henry Hooper, and Bill Wilson (three authors)
  - Boots, Harry W., et al. (four or more authors)
  - Apple, Frank H., ed. (editor)
  - No author-begin with the title
  - United States Dept. of Education (government department or agency responsible for publication)
- ✓ Are all your dates typed according to the MLA format-day month year? *Note that there is **no** punctuation between day and month and month and year. (example=28 April 1999)*
- ✓ Is all your documentation in your text according to the MLA format? Example=He writes, "I do not believe that I will support his view" (Brown 33). or According to Brown, "The character is afraid to react to the situation" (33). *Notice that the period is placed at the **end** of the documentation and there **is not** a comma between the author's last name and the page number in the parenthesis.*
- ✓ When you type the Internet address, did you set it off with < and > and then add a period or did your address turn blue? Either way is correct! *Notice there is **no** punctuation between the date you accessed the site and the site's address-just a space.*

CONGRATULATIONS! FOR THE MOST PART, THE CARDS WERE ABSOLUTELY CORRECT.

A Few Reminders:

MLA allows you to drop these words when citing your sources:

Press, Inc., Company, Publishers,

Not many people know where Garden City is. In cases like this, add the abbreviation for the state (Garden City, NY)

Every citation ends in a period.

Always record the date by giving the day, the month, and the year (1/27/03 is not the correct form).

A page number stands alone. There is no p., pp., or the word “page” before the number. There is a period after the number.

You insert your author and what you looked up when citing a CD-ROM. Then you record the information from the blue sheets. It’s just like a book but you may have a version and you must note that it is a CD-ROM.