

**LANGUAGE ARTS 11 HONORS JUNIOR PROJECT 2011-2012 (MRS. WONG)**  
**MLA FORMAT 2009**

**4.1 MARGINS**

With the exception of the page numbers in the header, **one-inch margins** are required at the top, bottom and both sides of every page.

**4.2 TEXT FORMATTING**

Choose an easily readable font (**Times New Roman** is preferred by most teachers and professors) in a standard size (12 point). Do not justify text; instead, use **flush left** (i.e., the text will line up on the left but be staggered on the right).

**Double space** the entire paper and be sure that your line spacing is set to 0 (click on **Page Layout** tab in Microsoft Word 2007 and make sure that **Before and After Spacing** are set to "0 pt." In fact, click on Paragraph and set your Default to "0 pt" so you don't have to keep resetting the spacing).

Leave **one space after a period** and other punctuation marks—unless your instructor requires two spaces (Mrs. Wong prefers two spaces after punctuation for better readability).

**4.3 HEADING AND TITLE**

A research paper does not require a title page. However, the first page, beginning one inch from the top and flush with the one-inch left margin, type the following in double-space format:

	Last name 1
Your Name	
Instructor Name (Period)	
Assignment or Course	
Military Date	
Original Title	

Center the title, but do not italicize, underline, put in quotation marks, boldface or type in all capital letters the title. Follow the MLA rules for capitalization (3.6.1) and italicize only the words you would normally italicize in the text (3.3 and 3.6.2). Do not use a period after the title or after any other heading in your paper. If your instructor still requires a title page, format it according to the instructions given to you.

#### 4.4 PAGE NUMBERS

Numbers all pages consecutively in the upper right-hand corner of the research paper, one-half inch from the top and flush right (i.e., lines up with right-hand side one-inch margin).

**In Microsoft Word 2007:** Go to Insert, Page Number, Top of Page, and Plain Number 3

**In Microsoft Word 2003:** Go to View, Header and Footer; choose flush right in Toolbar and type.

Type last name before page number with one space between last name and page number: Wong 10  
Some instructors prefer that you omit your last name and page number page one, because it includes your full name heading. If so, immediately after entering in your last name and page number, click on the box marked Different First Page on the Design tab and leave it blank.

### 5.3 The List of Works Cited

#### 5.3.2 Placement of the List of Works Cited

The list of works cited appears at the end of the paper. Begin the list on a new page and number each page, continuing the page number from the research paper. For example, if your paper ends on page 20, the Works Cited page starts on page 21, with the page number appearing in the upper right-hand corner, half an inch from the top and flush right with the right margin.

Center the title Works Cited one inch from top of page. Double-space between the title and the first entry. Begin each entry flush left with the left margin. However, if an entry runs more than one line, indent the subsequent line(s) one-half inch from the left margin (AKA "hanging indentation"). Double-space the entire Works Cited page. Continue the list on as many pages as you need.

#### 5.3.3 Arrangement of Entries

Entries in a Works Cited page are in alphabetical order. In general, entries are alphabetized according to author last name. If the last name is the same, then order is determined by the first name after the comma. If the author's name is unknown, alphabetize by title, ignoring "a," "an," "the," or the equivalent in another language.

### 5.4 Citing Periodical Print Publications

#### 5.4.1 Introduction

The following list contains most possible components of an article entry in a print periodical and the order in which they are normally typed:

1. Author's name (last name, first name)
2. Title of article in quotation marks
3. Name of periodical in italics
4. Series number or name (if relevant)
5. Volume number (for scholarly journal)
6. Issue number (if available, for scholarly journal)
7. Date of publication (for scholarly journal, the year; for other periodicals, day, month and year)
8. Page numbers used
9. Medium of publication (*Print*)
10. Additional information (see 5.4.12)

#### 5.4.2 Article in Scholarly Journal

Author(s). "Title of Article." *Title of Journal* Vol (Year): pages. Print.

#### 5.4.5 Article in Newspaper

To cite an English-language newspaper, provide the name as it appears on the masthead but omit the introductory article (e.g., *New York Times*, not *The New York Times*). Retain the name in front of names of non-English newspapers (e.g., *Le Monde*). If the city of publication is not included in the official name of the local newspaper, add the city in square brackets, not italicized: *Star-Ledger* [Newark]. For nationally published newspapers, you do not need to add the city of publication (e.g., *USA Today*, *Wall Street Journal*).

Next, provide the complete date: day, month and year. Abbreviate all months, except May, June and July (see 7.2). Do not provide volume and issue numbers, even if they are listed. For sections labeled with letters and paginated separately, the section letter is sometimes part of each page number: A1, B2, C3, D4. Copy the page number or numbers exactly.

Author(s). "Title of Article." *Title of Source* Day Month Year: page(s). Print.

#### 5.4.6 Article in Magazine

To cite a magazine published every week or two weeks, provide the complete date (beginning with day and abbreviating the month, except for May, June and July; see 7.2), followed by a colon, the inclusive page numbers of the article and the medium of publication consulted. If the article is not printed on consecutive pages, only type first page number and a plus sign (e.g., 10+). Do not give the volume and issue numbers, even if they are listed.

To cite a magazine published every month or every two months, give the month, or months, and year. If the article is not printed in consecutive pages, only write the first page number and a plus sign (e.g., 25+). Do not give the volume and issue number, even if they are listed.

Author. "Title of Article." *Title of Source* Day Month Year: page(s). Print.

McGinn, Daniel. "Don't Tweet on Me." *Newsweek* 28 September 2009: 31.

#### 5.4.9 Anonymous Article

If no author is given for an article that you are citing, begin the entry with the article title.

"Title of Article." *Title of Source* Day Month Year: page(s). Print.

#### 5.4.10 Editorial

If you are citing a signed editorial, start with the author's name, then the title and add the descriptive label Editorial (not italicized or in quotation marks). End with the appropriate publication

information. If the editorial is unsigned (which they usually are), start with the title and continue with the rest of the publication information.

Author. "Title of Article." Editorial. <i>Title of Source</i> Day Month Year: page(s). Print.
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## 5.5 Citing Nonperiodical Print Publications

### 5.5.1 Introduction

Entries for nonperiodical print publications, such as books and pamphlets consist of several elements in a specific sequence. The following list contains most of the possible components of a book entry and the normal order:

1. Name of author, editor, compiler or translator
2. Title of the work italicized
3. Edition used
4. Number(s) of volume(s) used
5. City of publication, name of publisher and year of publication
6. Medium of publication consulted (Print)
7. Additional bibliographic information and annotation

### 5.5.2 Book by Single Author

Author(s). <i>Title of Book</i> . City of Publication: Publisher, Year of Publication.
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Fitzgerald, F. Scott. *The Great Gatsby*. New York: Scribner, 1925.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 2003.

Rozakis, Laurie E. *The Complete Idiot's Guide to American Literature*. Indianapolis: Alpha Books, 1999.

### 5.5.4 Book by Two or More Authors

To cite a book by two or three authors, type their names in the **same order as seen on the title page**, which is not necessarily alphabetical order. Reverse the order of only the first author's name, add a comma and type the other name(s) in normal order. Put a period after the final name. Even if the authors have the same last name, type each name in full.

If the people listed on the title page are editors, translators or compilers, add a comma (not a period) after the final name and add the appropriate abbreviation (eds., trans., comps.).

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

### 5.5.5 Book by Corporate Author

A corporate author might be a commission, association, committee or any other group whose individual members are not identified on the title page. Remove any initial article (a, an, the) from

the name of the corporate author and do not abbreviate its name. Cite the book by its corporate author, even if the corporate author is also the publisher.

Name of Corporate Author. *Book Title*. City of Publication: Publisher, year of publication. Print.

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

### 5.5.7 Article in Reference Book

Treat encyclopedia article or dictionary entry like a piece in a collection. If the article is signed, provide author's name first; if it is unsigned, provide title first.

"Postmodernism." *Merriam Webster's Collegiate Dictionary*. 10<sup>th</sup> ed. 1996. Print.

"Citation." Def. 2a. *Merriam Webster's Collegiate Dictionary*. 10<sup>th</sup> ed. 1996. Print.

"Jamaica." *Encyclopedia Britannica*. 1999 ed. Print.

"Puritanism." *World Book Encyclopedia*. 1999 ed. Print.

Smith, John. "Romanticism." *Encyclopedia Britannica*. 15th ed. 1987. Print.

### 5.5.10 Scholarly Editions

A scholarly edition (or edition) is a work prepared for publication by someone other than the author: the editor. For example, for a 2009 publication of Shakespeare's *King Lear*, an editor would have chosen a version of the play from the plethora of versions available, decided on any changes to spelling or punctuation, and could have added explanatory notes or written an original introduction. In order to cite a scholarly edition, begin with the author's name (or the title for an anonymous work); type the editor's name, preceded by the abbreviation Ed. ("Edited by"), after the title. For clarity's sake, you can include the original date of publication directly after the title.

If an edition is based on a named version of the text, like editions of the Bible, then the name of the version can be added at the end of the entry, as supplementary bibliographic information.

*The Bible*. Introd. and notes by Robert Carroll and Stephen Prickett. Oxford: Oxford UP, 1998.

Print. Oxford World's Classics. Authorized King James Vers.

The New Jerusalem Bible. Susan Jones, gen. ed. New York: Doubleday, 1985. Print.

New American Standard Bible. Anaheim, CA: Foundation Publications, Inc., 1995. Print.

### 5.5.19 Brochure, Pamphlet or Press Release

Treat a brochure or pamphlet like a book. If there is no publication date available, type "n.d." after publisher name.

Author/Organization Name. *Pamphlet/Brochure Title*. City of Publication: Publisher, year. Print.

Modern Language Association. *Language Study in the Age of Globalization: The College-Level*

*Experience*. New York: MLA, n.d. Print.

## 5.6 Citing Web Publications

### 5.6.1 Introduction

In the past, the *MLA Handbook* recommended including URLs of Web site sources in the Works Cited page. However, MLA feels that it has limited value to do so, because URLs often change and are often so long and complex to type (maybe they don't realize that you can right-click to copy and paste). The association feels that readers are more likely to type in authors and titles into search engines to find the specific sources online, rather than type in full URLs.

Therefore, check with your instructor or, when in doubt, include the full URLs. When providing URLs, type them immediately after the date of access. Enclose the URL in angle brackets <> and end with a period after the second bracket (e.g., <<http://www.mla.org>>.). If you must divide a long URL between two lines, break it after the double slashes (//) or a single slash (/); do not add a hyphen at the break. You must give the full address (i.e., the one that will pull up your exact source).

### 5.6.2 Nonperiodical Publications

Most works on the Web are nonperiodical (i.e., they are not released on a regular basis). However, it is important to indicate that a work from a Web site also appeared in another medium. The following are general guidelines for citing a nonperiodical publication on the Web:

1. **Name of author, compiler, director, editor, narrator, performer or translator of work**
2. **Title of work (italicized if the work is independent; in roman type and quotation marks if work is part of larger work)**
3. **Title of overall Web site (italicized), if distinct from item 2**
4. **Version or edition used**
5. **Publisher or sponsor of site; if not available, use n.pag.**
6. **Date of publication (day, month and year, as available); if nothing is available, use n.d.**
7. **Medium of publication (Web)**
8. **Date of access (day, month and year)**

Each item is followed by a period, except for the publisher or sponsor, which is followed by a comma. Untitled works can be identified by a genre (e.g., Home page, Introduction, Online posting), neither italicized nor in quotation marks, in place of where the title normally goes. If not otherwise recorded, the name of the creator of the overall Web site, such as the editor, can be listed following

the title of the Web site. If you can't find some information, cite what is available. However, the less information you have for citation, the less reliable the source tends to be.

Author(s). "Article Title." *Official Name of Web Site*. Organization Name, Date of Posting/Revision.

Web. Date of Access. <electronic address>.

Campbell, Donna M. "American Transcendentalism." *wsu.edu*. Washington State University, 21 May 2007.

Web. 9 Jan. 2008. <<http://www.wsu.edu/~campbelld/amlit/amtrans.htm>>.

"Greenhouse Gas Emissions." *epa.gov*. Environmental Protection Agency, 3 January 2008. Web. 12 Jan.

2008. <<http://www.epa.gov/climatechange/emissions/index.html#ggo>>.

Meyers, Steven Lee, and Helene Cooper. "Bush Urges Conservatives to Rally Behind 2008

Nominee." *nytimes.com*. The New York Times, 8 January 2008. Web. 12 January 2008.

<[http://www.nytimes.com/2008/02/08/us/politics/08cnd-bush.html?\\_r=1&hp&oref=slogin](http://www.nytimes.com/2008/02/08/us/politics/08cnd-bush.html?_r=1&hp&oref=slogin)>.

#### **Print/Web Article Without Known Author**

If the work is listed by title, use the title, shortened or in full: ("Article Title"). If the Works Cited contains more than one work by the same author, insert the cited title, shortened or in full, after the author's last name. Use quotation marks around the title if it is a short work (e.g., articles) or italicize the title if it is a longer work (e.g., plays, books, TV shows, entire Web sites) and provide a page number, if possible.

#### **5.6.4 Periodical Publication in Online Database**

To cite a work from a periodical in an online database, follow the recommendations in 5.5. When possible, include the page numbers; if the pagination is not continuous, give the first page number and a plus sign (e.g., 10+). If page numbers are not available, type n. pag. End the entry with the following information:

1. Title of database (italicized)
2. Medium of publication consulted (Web)
3. Date of access (day, month and year)

#### **5.7 Citing Additional Common Sources**

##### **5.7.1 TV or Radio Broadcast**

An entry for a TV or radio broadcast generally uses the following format:

1. Title of episode or segment, if appropriate (in quotation marks)
2. Title of program or series italicized
3. Name of network (if any)
4. Call letters and city of local station (if any)
5. Broadcast date

6. Medium of reception (e.g., Radio, Television, Web cast)
7. Supplementary information  
 "What's Eating Gilbert Grissom?" *CSI*. CBS. 4 November 2004. Television.

### 5.7.3 Film or Video Recording

An entry for a film generally starts with the title (italicized) and includes the director, distributor, year of release and medium consulted. For films dubbed or subtitled in English, you can give the English title and follow it with the original title (italicized, in square brackets).

<i>Movie Title</i> . Name of director. Name of film distributor. Year of release.
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*Romeo Must Die*. Dir. Bartkowiak Andrzej. Warner Brothers. 2000. Film.

*Like Water for Chocolate* [*Como agua para chocolate*]. Screenplay by Laura Esquivel. Dir. Alfonso Arau. Miramax, 1993. Film.

### 5.7.7 Interview

For the purposes of documentation, there are two kinds of interviews: those published or broadcast and those conducted by the researcher. Begin with the name of the person interviewed. If the interview is part of publication, recording or program, add the title of the interview, if any, in quotation marks; if the interview was published independently, italicize the title.

If the interview is untitled, use the descriptive title Interview (neither italicized nor in quotation marks). The interviewer's name can be added if it is known and relevant to your paper. Conclude with the appropriate bibliographic information and medium of publication.

Bush, George. Personal interview. 17 April 2006.

Gates, Bill. E-Mail interview. 20 May 2006.

Hamm, Mia. Telephone interview. 15 February 2006.

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC, New York. 18 Apr. 2002.

Television.

### 5.7.9 Cartoon or Comic Strip

To cite a cartoon or comic strip, state the artist's name, title of cartoon or comic strip (if any) in quotation marks and the descriptive label Cartoon or Comic strip (neither italicized nor in quotation marks). Conclude with the usual publication information and the medium of publication.

Trudeau, Garry. "Doonsbury." Comic strip. *Orange County Register* 18 Sept. 2009: 20. Print.

Waterson, Bill. "Calvin and Hobbes." *Los Angeles Times*. 30 Mar. 1993: 30. Print.



### 5.7.10 Advertisement

To cite an advertisement, state the name of the product, company or institution that is the subject of the advertisement, followed by the descriptive label Advertisement (neither italicized nor in quotation marks). Conclude with the usual publication information and medium consulted.

Diet Coke. Advertisement. NBC. 22 Sept. 2009. Television.

Head and Shoulders. Advertisement. *Time* 10 Aug. 2009: 5. Print.

### 5.7.11 Lecture, Speech, Address or Reading

In an entry for an oral presentation, give the speaker's name, title of the presentation (if known) in quotation marks, the meeting and sponsoring organization (if applicable), the location and the date. Use an appropriate descriptive label (Address, Lecture, Keynote speech, Reading), neither italicized nor in quotation marks to indicate form of delivery.

Munnerlyn, Ross. "Realism." Eleventh Grade English Language Arts Class. Norwalk High School, Norwalk, California. 20 April 2005.

## 6.1 Parenthetical Documentation and the List of Works Cited

Usually, the author's last name and a page reference are enough to identify the source and specific location from which you found the information. The parenthetical reference indicates that the quotation comes from a **specific page and author**: (Fitzgerald 25).

## 6.2 Information Required in Parenthetical Documentation

Parenthetical citations must clearly point to specific sources listed in the Works Cited page. Usually, a one-author work requires the author last name, a space (no comma) and page number(s): (Sinclair 50).

### Authors With the Same Last Name

If the Works Cited page includes more than one author with the same name, add the author's first initial: (U. Sinclair 50) and (V. Sinclair 76). If the authors share the same initial, then use full first names.

### Multiple Authors

If a work has two or three authors, give the last name of each person in the same order as found on the title page of the work: (Wong, Garcia and Parker 88). If the work has more than three authors, you can give either the first author's last name and et al. (Perez et al. 88) or give all the last names.

### Corporate Author

If there is a corporate author, use its name, shortened or in full.

### Print/Web Article Without Known Author

If the work is listed by title, use the title, shortened or in full: ("Article Title"). If the Works Cited contains more than one work by the same author, insert the cited title, shortened or in full, after the author's last name. Use quotation marks around the title if it is a short work (e.g., articles) or italicize the title if it is a longer work (e.g., plays, books, TV shows, entire Web sites) and provide a page number, if possible.

### **Page Numbers**

You must identify the location of the information as specifically as possible. For sources that use page numbers, give the relevant page number or numbers in the parenthetical citation. If you cite more than one volume of a multivolume work, provide the volume and page numbers. You can omit page numbers when you cite a complete work. You do not need a page reference for a one-page work.

### **6.3 Readability**

Parenthetical citations should be kept as brief and few as possible. If you mention the author within the text, you usually can just cite the page numbers.

#### **Author's Name in Text**

Smith has argued this point (180-181).

#### **Author's Name in Reference**

This point was argued before (Smith 180-181).

#### **Authors' Names in Text**

However, others, like Jones and Parker (200-205), disagree with Smith.

**Additional Online Resource:** Check out the Owl at Purdue MLA 2009 Formatting and Style Guide at: <http://owl.english.purdue.edu/owl/resource/747/01/>