

DOCUMENTING SOURCES: A BRIEF GUIDE TO MLA STYLE FOR STUDENT WRITERS

Any academic research project must include accurate documentation of the resources consulted. This means providing information about your sources so your reader can locate them. If you examine articles in research journals, you'll notice that they always include a list of references, with publication information.

Documentation in research projects has two basic features:

1. At the end of your paper, or accompanying your presentation, include a list of the resources you used. The list must be on a separate page at the end of your paper, with the title "Works Cited" centered at the top of the page. Each entry, or citation, in the list provides information about the individual source. Citations are alphabetized using the letter-by-letter system, starting with the author's last name. If a source has no author, the entry is alphabetized by title. Citations are double-spaced, in hanging-indent format. There are specific rules for punctuation and italics in the Works Cited list, illustrated by the examples in this guide.
2. Each time you refer to a source in the text of your paper, include the last name of the author or the first few words of the title of the source (enough to identify it in your list of Works Cited) and the specific page number, if applicable, as close to the paraphrase or quotation as possible. (See the section on In-Text References for examples.) These references lead your reader to the appropriate entry in your Works Cited list.

This brief guide provides examples in the MLA (Modern Language Association) style for information sources most commonly used by NHS students. Consult the 7th Edition MLA Handbook for Writers of Research Papers for more detailed information, or for examples of documentation for other types of resources.

You may also want to visit the MLA Website at <<http://www.mla.org>>.

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Adapted from:

Modern Language Association of America. MLA Handbook for Writers of Research Papers. 7th ed. New York; Modern Language Association of America. 2009. Print. 2
NHS MLA Citation Guide, Seventh Edition, 2009

WORKS CITED: BOOKS

The following are the basic elements of a citation for a book:

- The author's or editor's name (last name first), followed by a period
- The title of the book (italicized), followed by a period
- The city of publication (and the state, if the city is not well known), followed by a colon
- The name of the publisher, followed by a comma
- The date of publication, followed by a period
- Medium of publication, followed by a period

Usually you can find this information on the title page of the book (front and back).

Sometimes you need to include additional information, such as the edition of the book or the specific pages you are citing. Cite a pamphlet the same way you would cite a book.

A Book by One Author

Baldwin, Amy. *The Community College Experience*: Plus. Upper Saddle River, NJ: Pearson/Prentice Hall, 2007. Print.

A Book by Two or Three Authors

Levin, John S., Susan Kater, and Richard L. Wagoner. *Community College Faculty: At Work in the New Economy*. New York: Palgrave Macmillan, 2006. Print.

A Book by More Than Three Authors

Aquilar, Linda S., et al. *The Community College: A New Beginning*. Dubuque, IA: Kendall/Hunt, 2005. Print.

Note: "et al." means "and others" (from the Latin et alii, et aliae/

A Book with One Editor

Wallin, Desna L., ed. *Adjunct Faculty in Community Colleges: An Academic Administrator's Guide to Recruiting, Supporting, and Retaining Great Teachers*. Boston: Anker, 2005. Print.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

A Book with Two Editors

Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community College*. Washington, DC: Community College Press, 2005. Print.

A Book by a Corporate Author

American Association of Community Colleges. *State-by-State Profile of Community Colleges*. 6th ed. Washington, DC: Community College Press, 2003. Print.

A Second or Later Edition of a Book

Vaughan, George B. *The Community College Story*. 3rd ed. Washington, DC: American Association of Community Colleges, 2006. Print.

A Multivolume Work

English, Fenwick W., ed. *Encyclopedia of Educational Leadership and Administration*. 2 vols. Thousand Oaks, CA: Sage, 2006. Print.

Note: Use this format only when you used two or more volumes and you want to cite the entire work.

An Encyclopedia Entry

O'Banion, Terry U. "Community College." *World Book Encyclopedia*. 2006 ed. Print.
Note: If the encyclopedia isn't well-known, include full publication information.

Part of an Edited Book (Anthology or Collection)

Johnson, Linda L., and Kathy Carpenter. "College Reading Programs." *Handbook of College Reading and Study Strategy Research*. Ed. Rona F. Flippo and David C. Caverly. Mahwah, NJ; Lawrence Erlbaum, 2000. 321-363. Print.

Note: This entry includes the page numbers of the chapter or section cited.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

More Than One Essay from the Same Anthology or Collection

Note: List each essay separately, followed by a cross-reference to the book (the editor's name and the page numbers). List the book itself in a separate entry, with complete publication information.

Nielsen, Norm. "A History of Entrepreneurship at Kirkwood Community College."

Roueche and Jones 81-92. Print.

Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community*

College. Washington, DC: Community College Press, 2005. Print.

Vaiek, Millicent. "Entrepreneurial Risk Taking." Roueche and Jones 135-142. Print.

A NetLibrary Book (E-Book)

Cohen, Arthur M., and Florence B. Brawer. *The American Community College*. San

Francisco: Wiley, 2003. NetLibrary. Web. 25 Apr. 2007.

WORKS CITED: ARTICLES FROM PERIODICALS

A periodical is any publication that appears regularly on a scheduled basis, such as a daily newspaper, a weekly or monthly popular magazine, or a scholarly journal published three or four times a year. Articles from periodicals are often excellent resources for student research projects.

The basic elements of a citation for an article from a magazine, newspaper, or scholarly journal include the following:

- The author's name (last name first), followed by a period
- The title of the article, followed by a period (in quotation marks)
- The name of the publication (italicized)
- The date of publication, followed by a colon
- The page numbers of the article, followed by a period
- Medium of publication

Sometimes you need to include additional information, such as a volume number for a scholarly journal, an issue number, or an edition for a newspaper.

An Article in a Popular Magazine

Go, Alison. "Using the Two-Year Option." *U.S. News & World Report* 16 Apr. 2007: 64-65. Print.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

An Article in a Newspaper

Rossi, Lisa. "More High Schoolers Tackle College Courses." *Des Moines Register* 5 Mar. 2007: 1A+. Print.

Note: 1 is the page number; A is the section of the paper. The plus sign indicates the article continues on an inside page.

An Article in a Scholarly Journal with Continuous Pagination

Bers, Trudy H. "Advancing Research on the Community College." *Community College Review* 34 (2007): 170-183. Print.

Note: This citation includes the volume number (34) and the year of publication (2007) instead of a specific date.

An Article in a Scholarly Journal That Pages Each Issue Separately

Abowitz, Kathleen K. "The Interdependency of Vocational and Liberal Aims in Higher Education." *About Campus* 11.2 (2006):16-22. Print.

Note: This citation includes the volume (11.2) issue number (2), and the year of publication (2006) instead of a specific date.

An article ONLY available on the Web

Note: Use inclusive page numbers; if not available, use n. pag.

Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture". *Romanticism on the Net* 46 (2007): n. pag. Web. 8 Nov. 2007.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

WORKS CITED: NHS LIBRARY ONLINE DATABASES

Citations for articles and other documents from subscription services databases will normally include the same information you would have in a citation to a print source, with online access information added. The basic elements of a citation for an online article include the following:

- The author's name (last name first), followed by a period
- The title of the article, followed by a period (in quotation marks)
- The name of the publication (italicized)
- The date of publication, followed by a colon
- The page number(s) of the article, followed by a period
- The title of the database (italicized), followed by a period
- Medium of publication
- The date you accessed the database

Sometimes you will need to include additional information, such as a volume number for a scholarly journal, just as you would when citing a print publication.

An Article from an Ebsco host Database

Examples:

Wingert, Pat. "Making the Grade?" Newsweek 31 Jan. 2005: 7. Masterfile Premier. Web. 25 Apr. 2007.

An Article from a Thomson Gale Database

Squires, Dan, and Pauline Case. "Recruiting High School Students into Tech Programs." Techniques Sept. 2006: 42. Academic Onefile. Web. 25 Apr. 2007.

A Report from the CQ Researcher Database

Clemmitt, Marcia. "Academic Freedom." CQ Researcher? Oct. 2005. Web. 25 Apr. 2007.

Note: in this citation, the name of the database is the same as the name of the publication.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

WORKS CITED: WEBSITES

Citations for other types of electronic sources may include any or all of the following:

- The name of the author, compiler, corporate author or editor of the work followed by a period
- **The title of the work—italicized if the work is independent; in roman type and quotation marks if the work is part of a larger work.**
- The title of the overall Web site—if distinct from bullet point 2—(italicized)
- The version or edition
- The name of any sponsoring organization (if not available use N.p.)
- **The date of publication (day, month and year, as available; if not available, use n.d.)**
- **Medium of publication (Web)**
- **Date of access (day, month and year)**

In reality, many Web sites do not include all of this information. If you cannot find some of the information, cite what is available. Be sure to include at least the four elements in boldface type listed above.

Nonperiodical Publications on the Web

“The Scientists Speak.” Editorial. *New York Times*. New York Times, 20 Nov. 2007. Web. 26 Nov. 2007.

Community Colleges Beyond 2007. US Department of Education. 20 Aug, 2006. Web. 25 Apr. 2007.

Tyre, Peg. “Standardized Tests in College?” *Newsweek*. Newsweek, 16 Nov. 2007. Web. 26 Nov. 2007.

Wendover, Robert. “Critical Thinking and Emerging Leaders.” *Center for Generational Studies*, n.d. Web. 25 Apr. 2007.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

WORKS CITED: PERSONAL INTERVIEWS

Citations for interviews you conduct with another person include the following:

- The name of the person you interviewed (last name first), followed by a period
- The kind of interview (Personal, Telephone, or E-mail interview), followed by a period
- The date you conducted the interview, followed by a period

Examples:

Dyke, Bradley. Personal interview. 17 Apr. 2007.

Smith, Neal. E-mail interview. 20 Apr. 2007.

Vilsack, Tom. Telephone interview, 12 Apr. 2007.

WORKS CITED: VISUAL ART

Citations for original art works such as paintings, sculptures or photographs include the following:

- The name of the artist (last name first), followed by a period
- The title of the work (italicized), followed by a period
- The date the work was created (if known), followed by a period
- The name of the institution that houses the work, such as a museum (or, for a work in a private collection, the name of the person who owns it), followed by a comma
- The city where the work is located, followed by a period

If you are citing a photograph of a painting or sculpture, also include publication information for the source of the photograph, including the page, slide, figure or plate number, whichever is relevant. If your source is an Internet site, you will need to include the name of the site, the date you accessed it, and the URL.

Painting, Sculpture or Photograph Viewed in a Museum

Heckman, Albert. *Windblown Trees*. N.d. Lithograph on paper. Museum of Modern Art, New York.

Visual Art Pictured in a Book

Cezanne, Paul. *Self Portrait*. 1895. Cezanne: A Biography. Ed. John Rewald. New York: Abrams Press, 1986. 199. Print.

Visual Art on the Web

Currin, John. *Blond Angel*. 2001. Indianapolis Museum of Art. IMA: It's My Art. Web. 9 May 2007.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

WORKS CITED: CHARTS. GRAPHS. MAPS. CARTOONS. ETC.

Visuals can be included in your text to help you convey information to your reader. Sometimes a chart, graph, or other graphic can enhance your document, but you should use visuals to supplement your text or content, not substitute for it. Always refer to a graphic in your text to show how it relates to the information you're communicating. Examples of citations for graphics are shown below.

Chart or Map in a Book

Japanese Fundamentals. Chart. Hauppauge: Barren, 1992. Print.

Chart or Map on the Web

"Maplewood, New Jersey," Map. *Google Maps*. Google, 15 May 2008. Web. 15 May 2008.

Cartoon from a Newspaper

Duffy, Brian. Cartoon. *Des Moines Sunday Register* 15 Apr. 2007: 1A. Print.

THE USE OF STYLE WIZARDS AND OTHER RESOURCES FOR WORKS CITED CONSTRUCTION

There are many style wizards available online and through programs like Word that can help construct your works cited page for you. Also, sometimes databases provide citation information about the sources they offer. If you utilize one of these resources in the construction of your works cited page, it is up to you to make sure that your entries follow the style outlined in this guide, which is the most updated MLA form (seventh edition).

SAMPLE LIST OF WORKS CITED

Works Cited

- Aquilar, Linda S., et al. *The Community College: A New Beginning*. Dubuque, IA: Kendall/Hunt, 2005. Print.
- Baldwin, Amy. *The Community College Experience: Plus*. Upper Saddle River, NJ: Pearson/Prentice Hall, 2007. Print.
- "The Best Colleges in America." *Forbes* 13 Aug. 2008: 52. Print.
- Duffy, Brian. Cartoon. *Des Moines Sunday Register* 15 Apr. 2007: 1A. Print.
- Go, Alison. "Using the Two-Year Option," *U.S. News & World Report* 16 Apr. 2007: 64-65. Print.
- Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture." *Romanticism on the Net* 46 (2007); n. pag. Web. 8 Nov. 2007.
- Levin, John S., Susan Kater, and Richard L. Wagoner. *Community College Faculty: At Work in the New Economy*. New York: Palgrave Macmillan, 2006. Print.
- Rossi, Lisa. "More High Schoolers Tackle College Courses." *Des Moines Registers* Mar. 2007: 1A+.Print.
- Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community College*. Washington, DC: Community College Press, 2005. Print.
- Squires, Dan, and Pauline Case. "Recruiting High School Students into Tech Programs." *Techniques* Sept. 2006: 42. *Academic One File*. Web. 25 Apr. 2007.
- Waliin, Desna L., ed. *Adjunct Faculty in Community Colleges: An Academic Administrator's Guide to Recruiting, Supporting, and Retaining Great Teachers*. Boston: Anker, 2005. Print.
- Wingert, Pat. "Making the Grade?" *Newsweek* 31 Jan. 2005: 7. *Masterfile Premier*. Web. 25 Apr.2007.

Adapted from:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print.

IN-TEXT REFERENCES, AKA Parenthetical Citations

According to the MLA handbook, the list of works cited is very important in order to acknowledge sources, but it does not provide the detailed information necessary in the text of the research paper. You must indicate not only what works you used, but specify where in the work you located the information. See the following examples of in-text references:

What do I put in my Parenthetical Citations?

Whenever possible, you should include the last name of the author and the page number(s) of the source in which you found the information being referenced in that sentence. So most citations will look like this:

(Tannen 178).

Author's Name in Text

Sometimes it makes sense to mention the author's name in your sentence. If this is the case, his or her name does not need to be included in the citation again. (Note: This is only if you mention the name in the **same** sentence as your citation.)

Tannen has argued the point (178-85).

*Information that is quoted directly from the text must be noted with both quotation marks and acitation.

Quotations in Text (with author's name in the sentence)

Robert Smith believes "community colleges will continue to see growth throughout the decade" (356).

Quotations in Text (without author's name in the sentence)

Researchers assert that "community colleges will continue to see growth throughout the decade" (Smith 356).

What if my source is credited to more than one author?

If you use information from page 24 of a source credited to Spencer Markford and Angela Fox, your citation should look like this:

(Markford & Fox 24).

What if the source that I'm using doesn't list an author?

Sometimes, sources don't give credit to a specific author. In that case, you should use a shortened version of the title of the article. Generally, you should use the first 2-3 main words (for instance, "the" would not be considered a main word) of the title. The most important thing is that you must include enough information so that it is very clear to the reader which source in your works cited page is being referenced in your citation.

Example: If you paraphrase a section on page 3 of an article entitled: "Hate Crime Legislation Awaits Obama's Signature" your citation will look like this:

("Hate Crime Legislation" 3).

Notice:

*Punctuate your shortened title however the full title is punctuated in your works cited page.

*There is no need for ellipses (. . .) where you cut off the title of the article. It is understood that the format calls for a shortened version.

*There is no comma anywhere in the citation.

What if I'm using an internet source that does not have page numbers?

The Newton High English department has agreed that, for clarity's sake, you should use the page number from the print out of the source. In other words, even if the web sees the article as one long page because it appears on only one screen, you should number it based on the way that it prints out. If your information is on the third page when it comes out of the printer, you need to note a 3 in your parenthetical citation.

Are there other citation situations?

This guide covers the most common MLA citation situations, but it is possible that you may run into situations that are not covered here. If that is the case, feel free to discuss the situation with your teacher or you may also want to visit the MLA Website at

<http://www.mla.org>

Adapted from: Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009. Print. 10

Paraphrase: Write it in Your Own Words

Learn to borrow from a source without plagiarizing.

A paraphrase is...

- your own rendition of essential information and ideas expressed by someone else, presented in a new form.
- one legitimate way (when accompanied by accurate documentation) to borrow from a source. a more detailed restatement than a summary, which focuses concisely on a single main idea.

Paraphrasing is a valuable skill because...

- it is better than quoting information from an undistinguished passage.
- it helps you control the temptation to quote too much.
- the mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

Six Steps to Effective Paraphrasing

1. **Reread** the original passage until you understand its full meaning.
2. **Set** the original aside, and write your paraphrase on a note card.
3. **Jot** down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. **Check** your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. **Use** quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. **Record** the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

Some examples to compare

The original passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10 of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

A legitimate paraphrase:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

An acceptable summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

A plagiarized version:

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10 of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

Signal Phrases with Paraphrases

Use introductory or signal phrases to accompany your paraphrases. These signal phrases are part of your paraphrase and may be placed at the beginning, in the middle, or at the end of your paraphrase.

1. Example: According to George Will, political writer and baseball fan, to be an intelligent fan is to participate in something (2).

2. Example: Out of the hundreds of college students gathered around student centers, 125,000 Chicago citizens filled Grant Park, no country was as animated for Obama's historical win as Kenya - Obama's estranged father's home country ("World Celebrates Barack Obama's Historic Win" 1).

Possible signal phrases:

George Will argues...

George Will notes...

Verbs to use in signal phrases

acknowledges, adds, admits, believes, claims, comments, confirms, declares, denies, disputes, emphasizes, endorses, illustrates, implies, insists, notes, observes, points out, reasons, refutes, rejects, reports, responds, suggests, thinks, writes

Notes:

