

**Works cited = a list of every source you used in your paper**

**Bibliography = a list of every source you read, even if you did not use it in your paper**

**MLA = Modern Language Association**

[MLA Handbook for Writers of Research Papers](#) (for high school and undergraduate college students)

The style recommended for preparing student research papers concerns itself with the mechanics of writing, such as punctuation, quotation, and **documentation of sources.**



**Different types of publications (all have their own rules but follow some basic guidelines):**

1. Basic book 2. Basic article 3. Two or more works by the same author 4. A chapter from an anthology 5. Multiple citations from an anthology 6. An anonymous work 7. An article from an anonymous reference work 8. An introduction to a book 9. Two authors with the same last name 10. A work by two or three authors 11. A work by more than three authors	12. A work by a corporate author 13. A multivolume work—referencing the whole work 14. A multivolume work—referencing one volume 15. Literary works 16. Poetry 17. Drama 18. The Bible 19. A government publication 20. A magazine article 21. An anonymous magazine article 22. A newspaper article	23. An unsigned editorial 24. A letter to the editor 25. A pamphlet 26. More than one work in a single reference 27. A forthcoming work 28. A work published before 1900 29. A translation 30. A second or subsequent edition 31. Indirect sources 32. Missing bibliographic information
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**Commas, periods, italics, spacing and structure must be EXACT!!!! Double-spaced, 2<sup>nd</sup> line indented (hanging indent) and in alphabetical order.**

### **Book Guidelines:**

Author – last name, first middle (if given)

Note: may be a “corporate author”: any group whose individual members are not identified on the title page. Sometimes author is also publisher- see 3<sup>rd</sup> example

*Title* (italicized)

Publishing info. (city, state: publisher)

Year

Medium (Print)

Lathrop, Ann and Kathleen Foss. *Guiding Students from Cheating and Plagiarism to Honesty and Integrity: Strategies for Change*. Englewood, CO: Libraries Unlimited, 2005. Print.

Menager, Rosemarie. *Understanding Plagiarism: A Student Guide to Writing Your Own Work*. Chicago: Houghton Mifflin Company, 2005. Print.

Modern Language Association of America (MLA). *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: Modern Language Association of America, 2009. Print.

### **Web Guidelines:**

Author (if available)- may be a “corporate author” (see notes below)

“Title of the Work” (quotations marks- keep capitalization same as source)

*Title of Website* (italicized)

Publisher or sponsor of site (if not available use N.p.)

Date- most recent posting or updating (if no date available use n.d.)

Medium of Publication (Web)

Date you retrieved the information (format 1 Jan. 2007)

URL- include if it will be difficult for your reader to find the website without the address (or if your teacher requires it)

Online Writing Lab. “Avoiding Plagiarism: Overview and Contradictions.” *Purdue Online Writing Lab*. Purdue University. 8 Jan. 2010. Web. 18 Mar. 2010.

*Plagiarism*. The Writing Center, University of North Carolina at Chapel Hill. n.d. Web. 18 Mar. 2010. < <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>>.

## **A chapter from an anthology (such as *Opposing Viewpoints* series)- Print Version**

Author (last name, first name and middle if provided)

“Chapter Title” (in quotations- keep capitalization same as in source)

*Book title* (in italics)

Editor listed (Ed. First name last name)

City of publication (include state or country if not well-known):

Publishing company

Year

Page numbers

Medium of Publication (Print)

### **Example:**

Biehle, Helen Chaffee. “Libraries Should Restrict Access to Offensive Books.” *Opposing*

*Viewpoints: Censorship*. Ed. Tamara L. Roleff. San Diego: Greenhaven Press, Inc., 2002.

106-114. Print.

## **A chapter from an anthology (such as *Opposing Viewpoints* series)- Online Version**

Same as print info but may not indicate original page numbers

Page numbers- if not included in web information use n.pag

Title of the database (italicized)

Medium of Publication (Web)

Date you retrieved the information (format 1 Jan. 2007)

Biehle, Helen Chaffee. "Libraries Should Restrict Access to Offensive Books." *Opposing*

*Viewpoints: Censorship*. Ed. Tamara L. Roleff. San Diego: Greenhaven Press, 2002.

n. pag. *Opposing Viewpoints Resource Center*. Gale. Web. 18 Mar. 2010.

**Online Databases (e.g. *Facts on File*, *Opposing Viewpoints Resource Center*, *LexisNexis*, *Academic Search Premier*, *Wilson SelectPlus*)**

*Many of these appear as "in print" also so the format will vary:*

If the original source is also available in print- use the print model but include:

*Title of the database* (italicized)

Medium (Web)

Date of access (day Month year)

**Facts on File- Page numbers for print source not made available (Facts On File):**

Larson, Chris. "Catching Copycats." *Today's Science On File* 31 May 2006: n. pag. *Today's*

*Science*. Facts On File News Services. Web. 23 June 2010.

**Facts on File- In-print version not available (how can I tell? In their recommended citation there is no "n. pag" as in above example):**

"Students' Rights." *Issues & Controversies*. Facts On File News Services, 17 Feb. 2010. Web. 23

Mar. 2010.

**Magazine- do not use volume and issue # even if given- in print version available; use whichever database you accessed (*Opposing Viewpoints*, *Wilson*, *ArticleFirst*, *Lexis Nexis*, etc.):**

Rawe, Julie. "A Question of Honor.(Life: Society - Education - Fashion; Education)(use of

Turnitin.com to prevent cheating in student papers)." *Time* 28 May 2007: 59. Web.

*Opposing Viewpoints Resource Center*. Gale. 25 Mar. 2010.

**Scholarly/Academic Journals use volume and issue # with date in parentheses- in print version available; use whichever database you accessed (*Opposing Viewpoints*, *Wilson*, *ArticleFirst*, *Lexis Nexis*, etc.):**

McCabe, Don, and Daniel Katz. "Curbing Cheating." *The Education Digest*. 75.1 (September

2009): 16-19. *Wilson SelectPlus*. Web. 23 Mar. 2010.

**If you don't see an example of these pages-  
need to use an MLA book!!!!**