

MLA STYLE GUIDE

In academic writing, the source of any borrowed ideas or information must be acknowledged; presenting other people's ideas without giving them credit is not allowed. Various disciplines have certain ways of crediting others' ideas. Modern Language Association, or "MLA" style, is used in most humanities classes, especially English. American Psychological Association, or "APA," is used in many social science classes. It is important to be aware of the styles typically used in the various disciplines and to use the style required by the professor. Faculty members take documentation seriously, and the consequences of plagiarism, using other people's ideas without giving them credit, are equally serious. Ted Wadley, Assistant Professor of English at Georgia Perimeter, points out that plagiarism is one of the worst crimes a student or faculty member can commit, and that "for students, the penalties range from a zero on the paper, an F in the course, to expulsion from college." He suggests that students should be proud of their own ideas, and "distinguish them from others' by giving proper credit when credit is due."

The distinctive requirements for **format** (layout/structure of paper), **citations within the text** (references to the original information source: also called "parenthetical" or "in-text" citations) and **bibliographic entries** (listing of works used in the paper), based on MLA guidelines, are included here.

MLA FORMAT

Margins: Margins should be one inch on all sides of the page. Indent the first line of a paragraph ½-inch. Do not justify the right margin.

Page Numbers: Page numbers should be placed in the top right corner of every page ½-inch from the top of the page. Type your last name before the page number as a precaution in case of misplaced pages. If a title page is included, it is not counted and not numbered.

Spacing: The entire paper should be double-spaced, including all quotations, notes, and the list of works cited.

Title Page: A research paper using traditional MLA style does not need a title page, unless it has an outline, abstract, or other elements preceding the text of the paper. Beginning 1-inch from the top of the page on the left side, type on separate lines your name, instructor's name, course number, and date. It is not necessary to put "by" before your name.

Title: The title of your paper should not be underlined, placed in quotation marks, or typed in all capital letters. **CENTER** it on the page and follow the normal rules of capitalization.

Page Order: The page order of your paper should be as follows: Title page, Outline, Abstract, Text of paper, Notes, Appendices, and Works Cited.

Italics and Underlining: Use either italics or underlining to identify titles of longer works (books, magazines, newspapers, pamphlets, long poems, plays, films, etc.). Underlining is suggested if the typeface does not make italics clearly distinguishable from regular type. Titles of shorter works (essays, articles, stories, chapters, most poems) go inside quotation marks.

MLA CITATIONS WITHIN THE TEXT

The purpose of the parenthetical (or in-text) citation is to let your reader know that you are using another author's work, and where that work can be found. **You must cite your source when you use a direct quotation** and also when you **paraphrase** or rewrite information. A good rule is: *If in doubt, cite it. (Information in citations MUST MATCH the information on the Works Cited page.)*

Basic Format for In-text Citations

[Author's last name (space) Page Number]

EXAMPLE: *All colleges provided financial aid* (Miller 95).

NOTE: There is no punctuation between the last name (Miller) and the page number.

- Identify the location of the borrowed information as specifically as possible.
NOTE: As you conduct your research, be sure to keep a written record identifying the source of information you collect; this will make it easier for you to complete your works cited entries.
- To avoid interrupting the flow of your writing, place the parenthetical citation where a pause would naturally occur (preferably at the end of a sentence), but as near as possible to the material documented:
Machiavelli contended that humans were “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343).
- Ensure that your parenthetical citations clearly point to specific sources in your alphabetical listing of works cited. **Remember:** information in your parenthetical citations must match the information on your Works Cited page. Also note that a comma or a period goes after the parenthesis.

Variations on the Basic Format

1. When the **author is listed in the text**, put the page number (or page number range) in parentheses at the end of the sentence.
Miller states that every college student needs to own a dictionary (95).
Jones has an optimistic view of life (27-32). **NOTE:** The period is outside the parentheses.
2. When the **author is not listed in the text**, list the author’s last name with the page number.
Every college student needs to own a dictionary (Miller 95).
3. **Multiple Authors**
 If there are **two or three authors** for a source, list each of them.
Michael was furious over the rejection of his work (Jones and Smith 102).
OR
Michael was furious over the rejection of his work (Jones, Smith, and Brown 102).
 If there are **more than three authors listed for one source**, abbreviate.
Joshua Norton was not a citizen of the United States (Thompson et al. 5).
4. If there are **two or more authors with the same last name**, include the first initial, or if the first initials are the same, use the full first name.
Gaedel was the only midget ever to play in a major league baseball game (K. Holloway 63).
Choosing their own subjects aids children in learning to write (Jane Frost 27-32). *However, Joseph Frost insists that choosing their own subjects does not contribute significantly to a child’s learning to write (407-409).*
5. If you are citing **more than one work by the same author**, give the author’s last name, an abbreviated title of the work, and page number.
The author comically stated that “Maybe man would not overrun the planet, but his pet poodles and Siamese cats might” (Westin, Pethood 6). *She then further stated that there are 50 million homeless animals in the country (Westin, “Planning” 10).*
6. With a **corporate author**, it is preferable to cite the name in the text.
The RJ Reynolds Tobacco Company published the article about the dangers of smoking.
7. When citing a **whole work**, it is preferable to cite the name in the text.
James Joyce’s Ulysses is an example of modern literature.
8. When citing **an entire volume or multi-volume**, there is no need to cite pages.
Johnny always felt completely at ease in the wilderness (Wellek, vol. 2).

9. When citing **part of one volume of a multi-volume work**, list the author's name and then the volume and page number separated by a colon and a space.

Johnny always felt completely at ease in the Wilderness (Wellek 2: 1-10).

10. When using a **journal or magazine article**, cite the quoted article in parentheses.

The New York Times called Ralph Ellison "a writer of universal reach" ("Death of a Writer" 9).

11. **When no author is identified in a source**, substitute the title (or an abbreviated form of the title) for the author's name in the sentence or in the parenthetical citation. In the citation, do not forget to include the page number(s) unless the source is one page or less in length. Be sure to italicize the title if the source is a book, and if the source is an article, place quotation marks around the title.

Goddess religions are thought to have originated somewhere between 25,000 and 7,000 BCE (When God Was a Woman 104-108).

OR

Goddess religions are thought to have originated somewhere between 25,000 and 7,000 BCE (When God 104-408).

12. **When using indirect quotations** (citing an author who was quoted by another author), include both names. First, give the name of the author whose words you are citing followed by "qtd. in." Then, give the name of the author of the source you used. If you include the author whose words you are quoting in your text, you do not need to include the author's name again in your citation.

In last month's issue of Rolling Stone, Lenny Kravitz admitted that Jimmy Hendrix was an "extraordinary man" (qtd. in Riverwell: 220).

NOTE: Whenever you can, try to take material from the original source and not from a secondhand one. Your credibility as a writer could suffer if you depend too heavily on secondhand sources.

13. **When citing electronic sources**, only include the author's last name because few electronic documents contain page numbers.

Despite the many challenges she has faced on the Internet, the author still enjoys the "magic" of the MOO (Dibbell).

If the electronic document does not have an author, use identifying words from the title.

Each of the teletubbies has his/her own language acquisition level, and, because of this, a child can identify the progress to the next level when the child feels comfortable ("The Inside Story").

NOTE: Do not cite page numbers from printouts because pagination may vary in different printouts.

TYPES OF QUOTATIONS

Research papers and some essays use **quotations** to provide technical, literary, or other examples to support ideas. Quotations are **other people's ideas AND words**; therefore, it is important to remember to copy a quotation accurately and cite (give credit to) the author. Also, the use of direct quotations should be limited to no more than 10 percent of the paper.

Primary Quotations

A good paper will use primary quotations to support technical facts or comments made about literature. A **primary quotation is material quoted directly from the work about which you are writing** (poem, short story, novel, play, or other work). These quotations do not appear in the outline. They are used to support third and fourth level details in the outline.

Secondary Quotations

In addition to primary support from quotations, a paper frequently needs secondary support. A **secondary quotation is most often an expert's ideas about a work taken from a scholarly journal, reference book, or source other than the work itself.** Usually it is best to paraphrase secondary material, being sure to give credit to the source paraphrased. Controversial ideas are often included in secondary quotations.

When both primary and secondary quotations appear in a paper, many instructors like to see them in this order:

- An introduction of an idea in a student's own words
- A primary quotation
- A secondary quotation analyzing the primary quotation
- An analysis by the student summing up the paragraph or section

EXAMPLES OF QUOTATIONS

I. The in-text quotation is preferable to other types of quotations

A. Examples of a primary in-text quotation:

1. *Emily believes that she is a "lady of the first class" (239).*
2. *At what particular moment, Faulkner explains, they found the body "rotted beneath what was left of the nightshirt" (236).*
3. *According to Faulkner, "the body had apparently once lain in embrace" (236).*

B. Examples of a primary in-text quotation in the middle of the sentence:

1. *Emily believes that she is a "lady of the first class" (239) because of her aristocratic upbringing.*
2. *She is such a powerful distraction in his life that he finds himself whispering "strange prayers and praises" (118) to her at the most unusual times.*

C. Example of a secondary in-text quotation:

1. *According to Ray B. West, Jr., Miss Emily's principal problem is "her obstinate refusal to submit to, or even to concede the inevitability of change" (184).*

II. Although the in-text quotation is the preferred way to present quotations, the full sentence formal quotation is acceptable for more lengthy examples.

A. Example of a full-sentence formal quotation from the primary source:

1. *Emily insists that she is a lady of breeding, "I am a lady of the first class" (239).*

B. Example of a formal, full-sentence quotation from a secondary source:

1. *Ray B. West, Jr., describes Miss Emily's failure to change as a fault "The trouble with Miss Emily is her obstinate refusal to submit to, or even to concede the inevitability of change" (184).*

NOTE: When quoting a complete thought in this formal type of quotation, it is important to capitalize the first word after the initial quotation mark whether the original is capitalized or not.

III. The indented or long formal quotation is to be used sparingly, if at all, in reference papers. Any quotation exceeding four lines should be indented ten spaces from the left margin of the text and aligned with the right margin in the text. Quotation marks are not used around any quoted material which is indented.

A. Example of a long, primary quotation:

1. *Emily spent the remaining years of her life in isolation. Faulkner describes the tragedy of her death:*

And so she died. Fell ill in the house filled with dust and shadows, with only a doddering Negro man to wait on her. We did not even know she was sick; we had long since given up trying to get any information from the Negro. He talked to no

one, probably not even to her, for his voice had grown harsh and rusty, as if from disuse. (235)

B. Example of a long, secondary quotation:

1. *Thus, Emily spends her adult years in total isolation from the community around her.*

William T. Going views her isolation as resistance to change:

The trouble with Miss Emily is her obstinate refusal to submit to, or even to concede the inevitability of change. The results are her refusal to pay taxes, the dust in her house, and the murder of Homer. (123)

NOTE: When indenting an entire paragraph that begins with an indentation itself, use an extra *three* spaces in the first line.

PUNCTUATING QUOTED MATERIAL

- Use double quotation marks (“...””) for direct quotations as well as the titles of poems, short stories, chapters in books, songs, episodes of a radio or television series, articles in periodicals, and other minor titles.

“A good friend,” observes Claudius Miniken, “makes hills easier to climb.”

“A Rose for Emily” is Faulkner’s macabre and ghoulish short story about a scorned woman.”

- Use single quotation marks (‘...’) to enclose a quotation within a quotation.

“Edgar Allen Poe’s ‘A Predicament’ is one of the funniest short stories I’ve ever read!” Chet exclaimed.

- Place the period and the comma within quotation marks.

“Jenny,” he said, “let’s have lunch.” She replied, “OK, but first I want to finish ‘The Machine Stops.’ ”

- Be sure the period and the comma **follow** the parenthetical reference to the source of a quotation.

The author states that “time alone reveals the just” (471).

Feeling that reality is “all that the case may be” (22), Slothrop takes little interest in saving for the future.

- Place a question mark, exclamation point, dash, colon or semicolon within quotation marks when they apply only to the quoted matter. Place them outside when they do not.

Within quotation marks:

Pilate asked, “What is the truth?”

Gordon replied, “No way!”

Outside quotation marks:

What is the meaning of the term “half-truth”?

Stop whistling “All I Do is Dream of You”!

She spoke of “the protagonists”; yet, I remembered only one in “The Tell-Tale Heart”: the mad murderer.

USING ELLIPSES

An ellipsis is a literary device that indicates that a word or words in a quotation have been omitted. Ellipsis marks, three double-spaced periods separated from the text with single spaces, are used to substitute for the omitted material.

Martin meant to imply a hidden meaning when he intimated that his character “transgressed beyond . . . the normal bounds of human reason” (123).

Four dot ellipses (a normal period followed by the three spaced dots) must have complete thoughts on either side of the ellipsis. Use four dots in the following instances only:

- To omit the last part of a quoted sentence
She said, “I’m always tired. . . . Since I have nothing to do now, I’m bored. My feet hurt” (134).
- To omit the beginning of the next sentence

She said, "I'm always tired. . . . I'm bored. My feet hurt" (134).

- To omit a complete sentence of more
She said, "I'm always tired. . . . My feet hurt" (134).
- To omit one or more complete paragraphs

NOTE: Never begin or end a quotation with an ellipsis.

BIBLIOGRAPHIC ENTRIES

In order to point the reader back to the original source of any works used as support within an essay or report, an alphabetical listing containing key information about the works cited should be included after the text of your paper. This listing is called the "**Works Cited**" because it includes only works actually cited within the paper. (In other documentation styles, this listing may be called "references" or "bibliography.")

General Guidelines for Works Cited Page

- Center the title *Works Cited* at the top of the page.
- Double-space the entire list.
- List only works actually cited within the paper.
- Alphabetize the list by the first word in each entry (excluding a, an, or the).
- The first line of the works cited entry should be aligned with the left margin, while every line that follows is indented ½-inch.
- Authors' names should appear in full and inverted, meaning that last names should appear first and first names should appear last.
- If you have more than one work by a particular author, give the name in the first entry only. For all other entries, type three hyphens, followed by a period and finish the entry normally.
- Use a continuous line to underline the complete titles of works published independently, such as books, plays, periodicals, etc. Enclose titles of works published within larger ones in quotation marks, such as newspaper articles, short stories, poems, etc.
- Shorten and abbreviate publisher's name as much as possible. (*Random* for Random House, *UP* for University Press, etc. For a list of approved abbreviations of major publishers, see MLA Handbook 6.5).
- Pay close attention to proper punctuation for each entry.
- Do **NOT** number entries.
- Do not separate primary and secondary sources or types of sources (books, newspapers, magazines, etc.) unless told to do so by the instructor.

NOTE: The entries in this handout have not been double-spaced to save paper. *Your entire list should be double-spaced.*

SAMPLE WORKS CITED ENTRIES

BOOKS

One Author

Bird, Caroline. The Two-Paycheck Marriage: How Women at Work Are Changing Life in America. New York: Rawson, 1979.

Michener, James A. Sports in America. New York: Random, 1976.

Two Authors

Bartlett, Donald L., and Manes D. Steele. Forevermore: Nuclear Waste in America. New York: Norton, 1985.

Three Authors

Aiken, Michael, Lewis A. Ferman, and Harold L. Sheppard. Economic Failure, Alienation, and Extremism. Ann Arbor: U of Michigan P, 1968.

More than Three Authors

Bailyn, Bernard, et al. The Great Republic: A History of the American People. Lexington: Heath, 1977.

Separate Author for Introduction or Preface

Keller, John E. Introduction. The Literary Mind of Medieval and Renaissance Spain. By Otis Green. Lexington: UP of Kentucky, 1970. iii-ix.

Two Different Books by the Same Author

Hansberry, Lorraine. A Raisin in the Sun. New York: Random, 1959.

---. To Be Young, Gifted and Black. Ed. Robert Nemiroff. Englewood Cliffs: Prentice, 1969.

NOTE: The three dashes indicate that the name is the same as in the preceding entry.

Corporate Author

American Red Cross. Standard First Aid and Personal Safety. 2nd ed. Garden City: Doubleday, 1979.

Edition After the First

Grout, Donald Jay. A History of Western Music. 3rd ed. New York: Norton, 1980.

Edited Book

Timko, Michael, ed. Twenty-Nine Short Stories. New York: Knopf, 1975.

Barnet, Sylvan, Mortin Berman, and William Burto, eds. An Introduction to Literature. 7th ed. Boston: Little, 1981.

Author and Editor

Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F. N. Robinson. 2nd ed. Boston: Houghton, 1957.

Literary Work from an Anthology

Bond, Nelson. "The Voice from the Curious Cube." 100 Great Science Fiction Stories. Ed. Isaac Asimov, Martin Hary Greenberg, and Joseph D. Olander. New York: Doubleday, 1978. 172-75.

Republished Book

Sheehy, Gail. Passages: Predictable Crises of Adult Life. 1976. New York: Bantam, 1977.

NOTE: The original hardcover edition was published a year earlier than this paperback version.

Zimmerman, Alfred. America and Europe and Other Essays. 1920. Freeport: Books for Libraries, 1969.

A Work in More Than One Volume

Odell, George C. D. Annals of the New York Stage. 15 vols. New York: Columbia UP, 1927-49.

NOTE: the Odell volumes were published over a period of years; the Sandburg work [below] was published in one year; also note that only Vol. 2 of the Sandburg work was used.

Sandburg, Carl. Abraham Lincoln: The War Years. Vol. 2. New York: Harcourt, 1939. 4 vols.

A Book with a Title Within its Title

Traversi, Derek. *The Canterbury Tales: A Reading*. Newark: U of Delaware P, 1983.

Danzig, Allan, ed. *Twentieth Century Interpretations of "The Eve of St. Agnes."* Englewood Cliffs: Prentice, 1971.

NOTE: Do not underline the original title of a book or play within another title. If the original title would normally be enclosed in quotation marks [short story or poem], retain the quotation marks **AND** underline the entire title.

MAGAZINES AND NEWSPAPERS

* As a rule, abbreviate names of months except May, June, and July.

* If a magazine or newspaper article is printed on pages that are not consecutive (for example, beginning on page 28 and then skipping to pages 110-115), give only the first page number followed by a plus sign.

Daily Newspaper

"Study Labels Alcohol Fuel as Threat to Food Supply." *Dallas Times Herald* 16 Mar. 1980, 14A.

Greeley, Andrew. "Today's Morality Play: The Sitcom." *New York Times* 17 May 1987, late ed., sec. 22: 1+.

Editorial

"Elections in Rhodesia." Editorial. *San Francisco Chronicle* 5 Mar. 1980: 64.

Cartoon

Trudeau, Gary. "Doonesbury." Cartoon. *Star Ledger* [Newark, N.J.] 27 May 1980: 25.

NOTE: When not part of the newspaper's name, the city's name should be given in brackets after the title. Note a specific edition named on the masthead.

Weekly Magazine or Newspaper

Clark, Matt, Sharon Begley, and Mary Hager. "The Miracles of Spliced Genes." *Newsweek* 17 Mar. 1980: 62-71.

Munro, Julie W. "A New Elitism in China?" *Chronicle of Higher Education* 28 Nov. 1977: 3-4.

NOTE: Volume numbers are not used because specific dates are given.

Monthly Magazine

Frolich, Cliff. "The Physics of Somersaulting and Twisting." *Scientific American* Mar. 1980: 154-64.

"Memories of a Battle at Mansfield." *Southern Living* Apr. 1985: 28+.

Scholarly Journal – Continuous Pagination

Wurser, Leon. "Drug Abuse: Nemesis Psychiatry." *American Scholar* 41 (1972): 393-407.

NOTE: If paged continuously, omit issue number and month.

Scholarly Journal – Separate Pagination

Graham, Loren R. "Concerns about Science and Attempts to Regulate Inquiry." *Daedalus* 107.2 (1978): 1-21.

NOTE: Include an issue number following the volume number, separated by a period.

Book Review

Rev. of Anthology of Danish Literature, ed. F.J. Billeskov Jansen and P.M. Mitchell. Times Literary Supplement 7 July 1972: 785.

Wolfe, Alan. "Turning Economics to Dust." Rev. of Free to Choose: A Personal Statement, by Milton and Rose Friedman. Saturday Review 2 Feb. 1980: 39.

REFERENCE MATERIALS

* Full publication information is not required for a familiar reference work, but must be included for a less familiar one.

Encyclopedia/Almanac Signed with Name or Initial

Allen, Frederick G. "Leyden Jar." Encyclopedia Britannica: Macropaedia. 1974 ed.

NOTE: Brackets enclose the added parts of the name. A list of contributors is ordinarily supplied in the index volume or in the front part of an encyclopedia.

Encyclopedia/Almanac Unsigned

"Language: New Words." Reader's Digest: Almanac and Yearbook. 1980 ed.

NOTE: In the almanac above, main sections [like "Language"] are arranged alphabetically in the text. In the following entry, the title indicates that the article is listed under "P" so page number is not necessary.

"Portsmouth, Treaty of." Columbia Encyclopedia. 1975 ed.

Dictionary

"Equidistant." Webster's New Collegiate Dictionary. 1983 ed.

OTHER REFERENCE MATERIALS

Social Issues Resources (SIRS)

Sagan, Carl. "The Nuclear Winter." Parade (Oct. 30, 1983): 4+. Rpt. in DEFENSE 2. Ed. Eleanor Goldstein. Boca Raton, FL: Social Issues Resources Series, 1986.

Facts on File

"Chinese Communist Unrest." Facts on File 27.1397 (3-9 Aug. 1967): 306-8.

Who's Who in American Politics

"Mitchell, John." Who's Who in American Politics. 12th ed. 1989-90.

Twentieth-Century Literary Criticism

Hardwick, Michael. The Complete Guide to Sherlock Holmes. London: Weidenfeld & Nicholson, 1986. Rpt. in Twentieth-Century Literary Criticism 26. Ed. Dennis Poupard. Detroit: Gale, 1988. 251-59.

Contemporary Literary Criticism

Eggenschwiler, David. "The Ordered Disorder of Ethan Frome." Studies in the Novel 9.3 (Fall 1977): 237-46. Rpt. in Contemporary Literary Criticism 27. Ed. Sharon K. Hall. Detroit: Gale, 1988. 402-6.

Price, Robert M. Rev. of "Songs of a Dead Drummer." Crypt of Cthulhu 5.6 (15 June 1986): 57-58. Rpt. in Contemporary Literary Criticism 27. Ed. Sharon K. Hall. Detroit: Gale, 1988. 55.

Dictionary of Literary Biography

Helteman, Jeffrey. "Arthur Miller." Twentieth-Century American Dramatists Part 2: K-Z. Detroit: Gale, 1981. 86-111. Vol. 7 of Dictionary of Literary Biography.

PAMPHLETS AND BULLETINS

Safety Data Sheet—Kitchen Machines. Pamphlet 690. Chicago: Natl. Restaurant Assn., 1970.

United States. Bureau of Labor Statistics. Tomorrow's Manpower Needs. Washington: GPO, 1973.

GOVERNMENT PUBLICATIONS / LEGAL DOCUMENTS

U.S. Department of Education. National Center for Educational Statistics. Digest of Educational Statistics. Washington, D.C.: GPO, 1990.

United States. Cong. Joint Committee on the Investigation of the Pearl Harbor Attack. Hearings. 79th Cong., 1st and 2nd scss. 32 vols. Washington: GPO, 1946.

Congressional Record

Cong. Rec. 7 Feb. 1973: 3831-51.

Constitution

U.S. Const. Art. 2, Sec. 1.

NOTE: Do NOT underline Constitution, Declaration of Independence, or names of court cases.

Court Case

Stevens v. National Broadcasting Co. 148 USPQ 755. CA Super Ct. 1966.

Personal Information – Elected Official

United States. Cong. House. Office of David E. Bonior. Biography. Washington: 1992.

---. ---. Senate. Office of Sam Nunn. Press Release. Washington: 11 July 1991.

NOTE: Three hyphens followed by a period stand for *exactly* the same name(s) as in the preceding entry; hyphens can be repeated as in the above example, to stand for United States and Congress.

THE BIBLE

The Bible.

The Bible. Revised Standard Edition.

NOTE: This entry denotes King James Version. Do **not** underline title.

The Four Translation New Testament. Minneapolis: World Wide, 1966.

DISSERTATION OR THESIS

Unpublished

Woodall, Guy Remon. "Robert Walsh, Jr., as an Editor and Literary Critic: 1797-1836." Diss. U of Tennessee, 1966.

Published

Brewda, Lee Aaron. A Semantically-Based Verb Valence Analysis of Old Saxon. Diss. Princeton U, 1981. Ann Arbor: UMI, 1982. 8203236.

LETTERS

Personal

Weathers, Winston. Letter to the author. 5 Mar. 1985.

Published

Eisenhower, Dwight. Letter to Richard Nixon. 20 April 1968. Memoirs of Richard Nixon. By Richard Nixon. New York: Grosset & Dunlap, 1978.

COMPUTER SOFTWARE OR INFORMATION SERVICE

Periodical Publication on CD-ROM

Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You." New York Times 13 Apr. 1993, late ed.: CL. New York Times Ondisc. CD-ROM. UMI-Proquest. Oct. 1993.

Guidelines for Family Television Viewing. Urbana: ERIC Clearinghouse on Elementary and Early Childhood Educ., 1990. ERIC. CD-ROM. SilverPlatter. June 1993.

ONLINE SOURCES

In general, MLA guidelines suggest that **entries for online sources should contain as many identifying elements as possible so that readers can locate the original information source**. However, you can only provide the information that is available.

- If **no author is given for a web page or electronic source**, use the title of the piece as the main entry and use a shortened version of the title in the in-text citation.
- Web documents generally do not have fixed page numbers or any kind of section numbering. If your **source lacks numbering, you must omit numbers from your parenthetical references**. If your source **includes fixed page numbers or section numbering** (such as numbering of paragraphs), **cite the relevant numbers**. Give the appropriate abbreviation before the numbers (ex. *Pars.* for paragraphs), as listed in the *MLA Handbook*, sec. 6.4. For a Web document, the page numbers of a printout should not be cited, because the pagination may vary in different printouts.
- When **citing material from the World Wide Web**, be sure to include the complete electronic address; enclose the URL in angle brackets to make it clear where the URL begins and ends.

NOTE: When **citing articles or publications you retrieve through databases in the GALILEO network, it is not necessary to include the whole URL for the article**. Individuals outside of the college environment will not be able to use this URL because it is specific to GALILEO, and students and faculty at Georgia Perimeter will be able to access GALILEO databases through the homepage or the library.

Citing Articles and Sites Accessed through the World Wide Web

Scholarly Project

Victorian Women Writers Project. Ed. Perry Willett. April 1997. Indiana U. 26 Apr. 1997
<<http://www.indiana.edu/~letrs/vwwp/>>.

Professional Site

Portuguese Language Page. U of Chicago. 1 May 1997
<<http://humanities.uchicago.edu/romance/port/>>.

Personal Site

Lancashire, Ian. Home page. 1 May 1997 <<http://www.chass.utoronto.ca:8080/~ian/index.html>>.

Book

Nesbit, E[dith]. Ballads and Lyrics of Socialism. London, 1908. Victorian Women Writers Project. Ed. Perry Willett. April 1997. Indiana U. 26 Apr. 1997
<<http://www.indiana.edu/~letrs/vwwp/Nesbit/ballsoc.html#p9>>.

Poem

Nesbit, E[dith]. "Marching Song." Ballads and Lyrics of Socialism. London, 1908. Victorian Women Writers Project. Ed. Perry Willett. April 1997. Indiana U. 26 Apr. 1997 <<http://www.indiana.edu/~letrs/vwwp/Nesbit/ballsoc.html#p9>>.

Article in a Reference Database

"Fresco." Britannica Online. Vers. 97.1. 1 Mar. 1997. Encyclopedia Britannica. 29 Mar. 1997 <<http://www.eb.com:180>>.

Article in a Journal

Flanagan, Roy. "Reflections on Milton and Arisoto." Early Modern Literary Studies 2.3 (1996): 16 pars. 22 Feb. 1997 <<http://www.unixg.ubc.ca:7001/O/e-sources/emls/02-3/flanmilt.html>>.

Article in a Magazine

Landsburg, Steven E. "Who Shall Inherit the Earth?" Slate 1 May 1997. 2 May 1997 <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

Posting to a Discussion List

Merrian, Joanne. "Spinoff: Monsterpiece Theatre." Online posting. 30 Apr. 1994. Shaksper: The Global Electronic Conference. 27 Aug. 1997 <http://www.arts.ubc.ca/English/iemls/shak/MONSTERP_SPINOFF.txt>.

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- Name of the database, in italics or underlined
- Name of the service
- Name of the library (use GALILEO for materials accessed through GPC library databases)
- Date of access
- URL of subscription service homepage, if available. (This is not required, but you may wish to provide the address of the database homepage.)

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For additional resources or assistance with documentation, consult:

- Tutors in your campus Instructional Support Services lab or
- Research librarians in your campus library.