

D. H. CONLEY HIGH SCHOOL MLA STYLE MANUAL

MLA STYLE WILL BE USED FOR ENGLISH CLASSES AT D. H. CONLEY. OTHER DEPARTMENTS MAY USE ANOTHER STYLE. STUDENTS MUST TAKE CARE TO FIND OUT WHAT STYLE IS USED. THE SAME CAUTION IS TRUE IN COLLEGE. DIFFERENT DISCIPLINES USE DIFFERENT STYLE MANUALS FOR VERY GOOD REASONS.

YOUR RESEARCH PAPER'S FORMAT [MOST OF THIS INFORMATION CAN BE USED FOR ALL PAPERS YOU DO, NOT JUST FOR YOUR RESEARCH PAPER.]

Recommendations here are based on the *MLA Handbook for Writers of Research Papers*. It is important to note, however, that individual instructors and institutions or departments may vary from these recommendations somewhat and that it is always wise to consult with your instructor before formatting and submitting your work.

Paper:

Use white, twenty-pound, 8 1/2- by 11-inch paper. Erasable paper tends to smudge and should be avoided for a final draft. If you prefer to use erasable paper in the preparation of your paper, submit a good photocopy to your instructor.

Margins:

Except for page numbers (see below), leave one-inch margins all around the text of your paper -- left side, right side, and top and bottom. Paragraphs should be indented half an inch; set-off quotations should be indented an inch from the left margin (five spaces and ten spaces, respectively, on standard typewriters).

Spacing:

The MLA Guide says that "the research paper must be double-spaced," including outline, quotations, notes, and the list of works cited. Set your machine on double space and never give it another thought.

Heading and Title:

Your research paper does not need a title page. At the top of the first page, at the left-hand margin, type your name, your instructor's name, the course name and number, and the date -- all on separate, double-spaced lines. Then double-space again and center the title above your text. (If your title requires more than one line, double-space between the lines.) Double-space again before beginning your text. The title should be neither underlined nor written in all capital letters. Capitalize only the first, last, and principal words of the title. Titles might end with a question mark or an exclamation mark if that is appropriate, but not in a period. Titles written in other languages are capitalized and punctuated according to different rules, and writers should consult the MLA Guide or their instructors. Put at least your name on the outline page.

Page Numbers:

Number your pages consecutively throughout the manuscript (including the first page of the paper; the outline is NOT numbered) in the upper right-hand corner of each page, one-half inch from the top. [Put it in the "header" of your word processor, set at 1/2 inch.] Type your last name before the page number. Most word processing programs provide for a "running head," which you can set up as you create the format for the paper, at the same time you are establishing things like the one-inch margins and the double-spacing. This feature makes the appearance and consistency of the page numbering a great convenience. Make sure the page-number is always an inch from the right-hand edge of the paper (flush with the right-hand margin of your text) and that there is a double-space between the page number and the top line of text. Do not use the abbreviation p. or any other mark before the page number. [Example: Smith 5]

Tables and Figures:

Tables should be labeled "Table," given an arabic numeral, and captioned (with those words flush to the left-hand margin). Other material such as photographs, images, charts, and line-drawings should be labeled "Figure" and be properly numbered and captioned.

Binders:

Generally, the simpler the better. Why spend money on gimmicky, unwieldy, slippery binders, when instructors prefer nice, flat stacks of papers they can stuff into their briefcases and backpacks? A simple staple in the upper left-hand corner of your paper should suffice, although the MLA Guide suggests that a paper clip can be removed and this facilitates reading (which suggests to us that it's been a long time since the people at MLA have had to deal with stacks of student papers). Your instructors or their departments may have their own rules about binders, and you should consult with them about this matter.

Formats for Various Kinds of Sources

Book with One author:

Pepin, Ronald E. *Literature of Satire in the Twelfth Century*. Lewiston: Edwin Mellen Press, 1988.

In-text Citation

According to Pepin, virtually anyone could find himself the object of satirical writing in the twelfth century (18).

Or, when the author is not identified in the text . . .

Anzaldua, Gloria. *Borderlands/La Frontera: The New Mestiza*. San Francisco: Spinsters/ Aunt Lute, 1987.

"In defiance of the Aztec rulers, the *macehuals* (the common people) continued to worship fertility and agricultural female deities" (Anzaldua 33).

Book with Two or more authors:

Metheny, N.M., and W. D. Snively. *Nurses' Handbook of Fluid Balance*. Philadelphia: Lippincott, 1967.

Jones, V.S., M.E. Eakle, and C.W. Foerster. *A History of Newspapers*. Cambridge, Eng.: Cambridge UP, 1987.

In-text Citation:

The ph balance is critical in body-fluid crisis control (Metheny and Snively 15).

Book with More than 3 authors:

Shields, J., et al. *The History of English Alley*. Hartford: Merganser Press, 1997.

Or

Shields, J., Darling, C.W., Villa, V.B., and Farbman, E. *The History of English Alley*.

Hartford: Merganser Press, 2000.

In-text Citation

During the late 1990s, what was already known as English Alley also became known as a hotbed of byzantine intrigue (Shields et al. 170).

Part of a book:

Pepin, Ronald E. Foreword. *The Saints of Diminished Capacity: Selected Poems, 1972-2000*. By Charles Darling. Hartford: Capital Press, 1997. ii-ix.

(If Charles Darling had written his own foreword, only his last name would appear after the word "By.") Use this same pattern for an introduction, preface, or afterward. If the introduction or foreword has an actual title, include that title in quotation marks between the author's name and the word Foreword or Introduction (or whatever):


Pepin, Ronald E. "Excellence: A New Chapter in Post-Modern American Verse." Foreword. *The Saints of Diminished Capacity: Selected Poems, 1972-2000*. By Charles Darling. Hartford: Capital Press, 1997. ii-ix.

Book w/ an editor:

Feldman, Paula R., ed. *British Women Poets of the Romantic Era*. Baltimore: Johns Hopkins UP, 1997.

Book in more than one volume:

Number of volumes in set



1. If using more than one volume

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993.

Sometimes it is difficult to find out how many volumes a set has, especially if you are not sure if the library has the entire set. Consult your instructor.

2. If using only one volume

Doyle, Arthur Conan. *The Oxford Sherlock Homes*. Ed. Owen Dudley Edwards. Vol. 8. New York: Oxford UP, 1993.

Or

[only an author]

Parker, Hershel. *Melville: A Biography*. Vol. 1. Baltimore: Johns Hopkins UP, 1996.

Or

[only an editor]

Edwards, Owen Dudley, ed. *The Oxford Shrock Holmes*. Vol. 8. New York: Oxford UP, 1993.

Essay or Article in a Collection or Anthology

Hennessy, Margot C. "Listening to the Secret Mother: Reading J.E.Wideman's Brothers and Keepers." *American Women's Autobiography: Fea(s)ts of Memory*. Ed. Margo Culley. Madison, WI: U. Wisconsin Press, 1992. 302-314.

Separate Works by the Same Author

Mumford, Lewis. *The Highway and the City*. New York:

Harcourt Brace and World, 1963.

- - -. *Highways Around the World*. New York: Prentice,

1967.

Do not use this method of indicating multiple publications by the same author if the author's name is associated with or combined with other authors in the other publications listed on your Works Cited page. Notice that in the parenthetical citation (below), you must now include the title of the piece being used in addition to the author's name because your reader could not know WHICH book you are citing otherwise.

In-text Citation

The so-called Eisenhower system of interstate highways begun during the 1950s has had disastrous effects on many small towns in America (Mumford, *Highways around the World* 186).

Signed Magazine Article:

To cite a magazine article in a periodical published every month or every two months, use the month and year only. Do not bother with volume and issue numbers.

Wolkomir, Richard. "Charting the Terrain of Touch."

Smithsonian June 2000: 38-48.

If the magazine or journal you've used is published more often than once a month, use the complete date (abbreviating all months except May, June, and July), starting with the date: 17 Dec. 1999. If the page numbers on which an article appears are not sequential, use the first page on which the article appears along with a + sign (with an intervening space, as in 38+). Your parenthetical citation will indicate the exact source (page number) of the citation.

Scholarly Journal Article:

When citing an article in a scholarly journal, use the volume and number only if the journal does *not* number its pages beginning anew with each number. In other words, if volume one ends with page 322 and volume two begins with page 323, don't bother to cite the volume and number when using material from that journal. Omit any articles at the beginning of a journal's name when listing on your Works Cited page. If the article does not appear on sequentially printed pages, use the first page with a plus sign, as in 29+. Your parenthetical citation will indicate the material's exact source.

Christie, John S. "Fathers and Virgins: Garcia Marquez's Faulknerian *Chronicle of a Death Foretold*." *Latin American Literary Review* 13.3 (1993): 21-29.

For articles with more than one author, handle the authors' names as you would the authors' names from multi-authored books.

Unsigned magazine article:

"What's a Hoatzin?" *Newsweek* 27 Sept. 1993: 72-73.

Signed newspaper article:

Huffstutter, P.J. "Music Rights Get Tangled on the Web." *The Hartford Courant* 31 May 2000, eastern ed.: A1+.

Notice that the "+" indicates that the article is carried over onto subsequent pages (but not necessarily the next page). The exact page of a citation will be indicated parenthetically.

Unsigned newspaper article:

Nowadays newspapers usually assign a by-line for their articles. Sometimes, though, especially when combined wire services are used in the compilation of a story, you will not find an author's name. In that case, use the title of the article as the alphabetizing element.

"U.S. Troops Capture Chief Aide to Warlord." *The Hartford Courant* 22 Sept. 1993: A5.

In-text Citation

"Somalis consider the middle-aged Atto to be Aidid's No. 2 man" ("U.S. Troops" A5).

Radio and Television Programs

Schneider, Pamela. Interview. *Seniors: What Keeps Us Going*. With Linda Storrow. Natl. Public Radio. WNYC. New York. 11 July 1988.

If you cite the transcript of a program instead of the actual broadcast of a program, add the word *Transcript* to the end of your citation. If your primary purpose in citing a broadcast is to acknowledge the work of an individual (a narrator, say, or a writer), use that person's name and role before the name of the program.

"Busted by the FBI!" Narr. Morley Safer. *Sixty Minutes*. CBS. WFSB, Hartford. 14 Feb. 2000. Transcript.

Safer, Morley, writ. "Busted by the FBI!" *Sixty Minutes*. CBS. WFSB, Hartford. 14 Feb. 2000. Transcript.

In-text Citation

The FBI was aware of federal funding going to illegal subsidy programs prior to 1995 ("Busted by the FBI").

Interviews

If you, as researcher, conduct your own interview, indicate the nature of that interview — Personal interview, Telephone interview, etc. — immediately following the name of the person interviewed:

Robert Redford. Telephone interview. 14 Feb. 2000.

The following Works Cited entries are for the kinds of interviews you see on television or see published in a magazine or journal. If the published or broadcast interview has a title, use that title (in quotation marks) after the name of the person interviewed.

For the Works Cited Page

Kundera, Milan. Interview. *New York Times* 18 Jan. 1982, early ed., C1+.

Clinton, Bill. Interview with Ted Koppel. *Nightline*, ABC. WTNH, New

Haven. 14 Nov. 1996.

An online interview should indicate the same information as above, but the URL for the interview should be included. The final date in the entry indicates the date the interview was accessed online:

Clinton, Bill. Interview with Biff Scroggs. *Plainspeaking*. Dec. 1999. 18 Jan.

2000. <<http://ccc.commnet.edu/media/plain/int.html>>.

Lectures

If no title for the lecture or talk is available, label the presentation (such as *Address*, *Lecture*, *Keynote Speech*, *Reading*, etc.), but don't underline, italicize, or put it in quotation marks.

Darling, Charles. "The Decadence: The 1890s." Humanities Division Lecture Series. Capital Community College,

Hartford. 12 Dec. 1996.

Scroggs, Biff G. Keynote speech. Bushnell Conf. on Dead Baseball Heroes. Bushnell Auditorium, Hartford. 12 May

2000.

Artworks

Cassatt, Mary. *Sara Handing a Toy to the Baby*. Hill-Stead Museum,

Farmington, CT.

Eakins, Thomas. *The Gross Clinic*. Jefferson Medical College, Philadelphia.

History of Art (2nd Ed.). By H.W. Janson. New York: Harry N.

Abrams, Inc., 1978. 778.

Rosen, George. *Family*. First floor lobby, Capital Community College.

Hartford.

If the artwork is owned in a private collection, name, instead, the individual owner and the city where the artwork resides. If you wish to indicate the year a work of art was created, add the date after the title.

LaVorgna, Paul. *Beach at Nantucket*. 1982. Charles and Marylynn Darling Collection,

Tolland, CT.

Photographs in a collection or museum would be cited the same as the paintings listed above. A personal photograph can be cited by describing the photograph, giving the name of the photographer, and listing the date the photo was taken.

Hummingbird in flight. Tolland, CT. Personal photograph by author. 28 May 2000.

In-text Citation

The sculpture entitled *Family*, given to the college in 1991 and permanently exhibited in the college's Woodland Street lobby, was carved from an enormous cherry tree that grew in the sculptor's back yard (Rosen).

Sacred Texts

The *MLA Handbook* does not directly address the matter of quoting from sacred texts. It does contain a list of abbreviated titles (see below) that should be used in the parenthetical citation of books of the Bible, however. This *Guide for Writing Research Papers* suggests that once it is clear which edition or version of the Bible (or other sacred text) you are using — which you can establish within the text of your paper, within a footnote, or in the Works Cited page (see your instructor) — parenthetical documentation of quoted language from the scriptures needs to include the book, chapter, and verse.

The Holy Bible. Revised Standard Version. New York: New American

Library, 1962.

Holy Qur'an. Trans. M. H. Shakir. Elmhurst, NY: Tahrike Tarsile

Qur'an, n.d.

The titles of sacred scriptures are generally neither italicized nor underlined.

In-text Citation

The prophet says that good and bad measures will be dealt by God with a just hand: "For thus says the Lord: Just as I have brought all this great evil upon this people, so I will bring upon them all the good that I promise them" (Jer. 32.42).

Brochures and Pamphlets

Gufflethwaite, Edward, ed. *Finding Your Way Around Nook Farm*. Hartford: Mark Twain Press, 1996.

Pamphlets and brochures are usually published without an author's name. Treat them as you would a book with no author.

State-wide Council Council on Saving Connecticut for Community-Technical

Colleges. *Community Colleges: Good for Connecticut, Good for You!*

Hartford: Capital Press, 2000.

Big Apple! New York: Doubleday, 1999.

Audio-Visual Materials, Film

Consumer Awareness: Supply, Demand, Competition, and Prices. Sound filmstrip.

Prod. Visual Education. Maclean Hunter Learning Resources, 1981. (MLA)

85 fr., 11 min.

The Mirror Has Two Faces. Dir. Barbra Streisand. Perf. Barbra Streisand, Jeff Bridges,

Lauren Bacall, Mimi Rogers, Pierce Brosnan, George Segal. Tri-Star, 1996.

Creation vs. Evolution: "Battle of the Classroom." Videocassette. Dir. Ryall Wilson,

PBS Video, 1982. (MLA) 58 min.

In-text Citation

The battle over Creationism — whether it is a science or a pseudo-science — has not abated since the so-called monkey-trial of the 1920s ("Creation").

Information Services (ERIC)

Information services such as the Educational Resources Information Center (ERIC) and the National Technical Information Service (NTIS) provide enormous databases for information, sometimes in a variety of formats. ERIC resources, for instance, are available through CD-ROM and through a paid online service that your library may subscribe to. Generally, you will treat the reference to these resources like other printed matter, but you will add a reference to the service itself at the end of the entry. If the material you're using was previously published, your reference should include the details of original publication followed by the service's name and the article or report's proper identification number. Be extremely careful in copying the identification number: "being close" doesn't count.

Darling, Jeffrey. *Tutoring in the Children's Hospital Setting*. Massachusetts General Hospital In-House Tutoring Rept.8. Cambridge: Harvard Univ., 1997. ERIC ED 123 654.

However, if the material was not previously published, the information service itself is treated as publisher.

Darling, Margaret. *Discipline Problems in the Children's Library*. ERIC, 1996. ED 321
456.

In-text Citation

"Tutoring in the children's hospital setting requires the talents of both a teacher and a good coach." (Darling, Jeffrey).

SIRS, Gale, Wiseowl, Internet Public Library:

As often as possible, treat the source as you would a print source, then add the database at the end. [No address is necessary because the address will not send the reader to the article.] For questions, see your instructor.

Grunloh, Ronald. "Tai Chi and the Western Self." *The Quest* Spring 1996: 58+. SIRS
Knowledge Source.

Newsbank

NewsBank gathers and reformats information first published elsewhere, so the listing in your Works Cited section needs to be in a special form. See *librarian for similar sources in our library*.

Shaw, Webb. "Professionals are Required to Report Abuse." *Akron (Ohio) Beacon Journal*,
14 Nov. 1984: A-14. NewsBank: *Welfare and Social Problems* 14 (1984): fiche 6,
grids B6-8.

In-text Citation

"The leadership of most teachers' unions concur that their professionals share in the need to report cases of suspected child abuse" (Shaw, NewsBank fiche 6).

WWW Sites (World Wide Web)

At Conley we only use commercial sites [.com sites] approved by the instructor. The purpose of commercial sites is generally to SELL rather than to inform.

To cite files available for viewing/downloading on the World Wide Web, the MLA suggests giving the following information, including as many items from the list below as are relevant and available.

1. Name of the author, editor, compiler, or translator, reversed for alphabetizing and followed by an abbreviation such as ed., trans., if appropriate
2. Title of the article, poem, short story with the scholarly project, database, periodical; in quotation marks, followed by the description Online posting
3. Title of a book (underlined)
4. Name of the editor, compiler, translator, if not cited earlier
5. Publication information for any print version of this resource (if such a thing exists)
6. Title of the scholarly project, database, periodical or professional or personal site (underlined); or, for a site with no title, a description such as Home page
7. Name of the editor of the scholarly project or database (if available)
8. Version number of the source (If not part of the title) or other identifying number
9. Date of electronic publication, of the latest update, or of posting
10. Page numbers or the number of paragraphs or of other numbered sections of the material (if any)
11. Name of any institution or organization sponsoring or associated with the web site
12. Date when the researcher found access to this resource
13. Electronic address, or URL, of the resource (in <angle brackets>). It is no longer considered necessary to include the protocol (http://) for a WWW download, since most browsers will work without including that protocol. If possible, however, show the URL (Uniform Resource Locator) of the web-site in its entirety without break or inappropriate hyphens at line-endings and without spaces. (Provide the URL its own line if necessary.)
<www.ccc.commnet.edu/grammar/verbs.htm#subjunctive>
Note, also, that spelling and, sometimes, even decisions about which case to use can be critically important in reporting URLs.

Scholarly Project

The Avalon Project: Articles of Confederation, 1781. Co-Directors William C. Fray and
Lisa A. Spar. 1996. Yale Law School. 2 Dec. 1997
<www.yale.edu/lawweb/avalon/artconf.htm>.

Professional Site

Guide to Grammar and Writing. Capital Community College. 2 Dec. 1997
<webster.commnet.edu/HP/pages/darling/grammar.htm>.

Personal Site—should be used very rarely

Jascot, John. Home page. 1 Dec. 1997
<www.ccc..commnet.edu/faculty/~jascot/jascot.htm>

Book Published Online

Du Bois, W.E.B. The Souls of Black Folk. Chicago, 1903. Project Bartleby. Ed. Steven van
Leeuwen. Dec. 1995. Columbia U. 2 Dec. 1997
<www.cc.columbia.edu/acis/bartleby/dubois/>.

Poem

Dunbar, William. "The tretis of the twa mariit women and the wedo." The Poems of William Dunbar Ed. James Kinsley. Clarendon Press, New York. 1979. University of Virginia Library Electronic Text Center. Ed. David Seaman. Jan. 1994. U. of Virginia. 2 December 1997
<etext.lib.virginia.edu/etcbin/browse-mixed-new?id=DunMari&tag=public&images=images/modeng&data=/lv1/Archive/mideng-parsed>.

Article in an Online Journal

Fitter, Chris. "The Poetic Nocturne: From Ancient Motif to Renaissance Genre." Early Modern Literary Studies 3.1 (Sept. 1997): 60 pars. 2 Dec. 1997
<www.humanities.ualberta.ca/emls/03-2/fittnoet.html>.

In-text Citation

In parenthetical citations, you will treat online resources the same as you would treat other kinds of resources, according to their type (book, journal article, etc.). The key, remember, is to provide the means necessary for your reader to discover and share in what you have found, whether those resources can be found on a library shelf or in cyberspace.

See your instructor for any questions about on-line sources. These are constantly changing.