



MLA STYLE FOR RESEARCH PAPER FORMAT AND CITATION

The following guide has been prepared for both HPU students and faculty as a quick reference to the organizational format and style of citation recommended by the University's English faculty for research papers in all English and writing courses. *MLA* numbers refer to page numbers and sections in *MLA Handbook for Writers of Research Papers* 5th ed.

RESEARCH PAPER FORMAT

ORGANIZATION:

OUTLINE AND/OR ABSTRACT (OPTIONAL)

- Numbered with Roman numerals (lower case i's) in upper right corner of the page (one-half inch from top of the paper) beginning with i.
- Use standard format.

TEXT

- First page at left-hand margin.
 - Student's Full Name (one inch from top edge of paper) on separate line.
 - Course Title on separate line, two lines below Student's Name.
 - Instructor's Name on separate line, two lines below Course Title (optional).
 - Date on separate line, two lines below Course Title.
 - Original Title of paper (centered on separate line), two lines below Date.
 - Begin text of the paper two lines below the paper's title.
 - Double space entire text including quotations. *Integrate quotations shorter than four lines into text. If quotation is longer than four lines, indent ten spaces from left margin and continue double spacing. This block method does not use quotation marks.*
 - Number all pages (including first page) in the upper right corner (one-half inch from top of the paper) and include last name of student; e.g., Smith 1.
- Second and succeeding pages.
 - One-inch margins on all sides.
 - Parenthetical documentation of sources is used throughout the text (see below).
 - Endnotes may be used to add content *but not used for documentation*.

CONTENT ENDNOTES (OPTIONAL)

APPENDICES

- Used for charts, tables, graphs, illustrations, etc. These should appear as appendices at the end of the paper, *not within the text of the paper*.

WORKS CITED PAGE

RESEARCH PAPER CITATION STYLE

The use of parenthetical documentation of sources within the paper's text is the style recommended.

MLA 203-229 (5)

Example: Philip Ziegler writes, "The Navy, as the senior, was the obvious choice" (18).
"The Navy, as the senior, was the obvious choice" (Ziegler 18).

Documentation is required for all quotations, paraphrases, and summaries of borrowed material. This also includes statistics, facts, and unusual wording, even if only one or two words.

WORKS CITED PAGE

- Continue pagination in upper right-hand margin. MLA 116-118 (4.3-4.4)
- Alphabetize all entries in the Works Cited page by author's last (family) name or the first significant word of the title if the author is not listed.
- Begin the first line of each entry at the left margin and indent succeeding lines five spaces.
- Double space throughout (do not double space twice between entries). (*illustrations here are not double spaced*)

ENTRY EXAMPLES

BOOKS

Format: Author's last (family) name, first (given) name and initials. Title of book. Place of publication: publisher, date of publication. MLA 119-149 (4.6)

Example: Lester, James D. Writing Research Papers: A Complete Guide, 5th ed. Glenview, IL: Scott, Foresman, 1986.

REFERENCE BOOKS

Encyclopedia Article (if articles arranged alphabetically) MLA 130-131 (4.6.8)

Format: Author's last name, first name and initials. "Article title." Encyclopedia title. [year] ed.

Example: Shirley, James R. "Mandarin." The Encyclopedia Americana. 1996 ed.

Encyclopedia Yearbook

Format: Author's last name, first name and initials. "Article title." Title of book. Place of publication: publisher, date of publication: page number.

Example: Hammer, William R. "Feathered Dinosaurs and Fractured Supercontinents." Britannica Book of the Year. Chicago: Encyclopaedia Britannica, 1999: 243.

Specialized Encyclopedias, Handbooks, Dictionaries

MLA 130-131 (4.6.8)

Format: Author's last name, first name and initials. "Article title." Title of book. Ed. editor's first name, initials, and last name. Edition. Number of volumes. Place of publication: publisher, date of publication.

Example: Tyler, Tom R., and Heather J. Smith. "Social Justice and Social Movements." The Handbook of Social Psychology. Ed. Daniel T. Gilber, Susan T. Fiske, and Gardner Lindzey. 4th ed. 2 vols. Boston: McGraw-Hill, 1998.

Editorials on File

Citing an editorial:

Format: "Subject" newspaper title [city (if not in title), state abbreviation] day month year. Editorials on File. Place of publication: publisher, year: page number.

Example: "Bosnia" The Oregonian [Portland, OR] 15 May 1993. Editorials on File. New York: Facts on File, 1993: 558.

Citing an introductory article:

Format: "Title." Editorials on File. Place of publication: publisher, year: page number.

Example: "March Recalls 1963 Rally." Editorials on File. New York: Facts on File, 1993: 1072.

Facts on File

Format: "Title of article." Facts on File. Volume number. Place of publication: publisher, date: page number.

Example: "U.K., Argentina Restore Relations." Facts on File. Vol. 50. New York: Facts on File, 23 Feb. 1990: 117.

PRINT PERIODICALS

Magazine

MLA 155-156 (4.7.6)

Format: Author's last name, first name and initials. "Article title." Magazine title day month year: page numbers of the article.

Example: Pileggi, Nicholas. "A Long Smolderly Summer?" New York 21 June 1982: 28-31.

Journal

MLA 149-153 (4.7.1)

Format: Author's last name, first name and initials. "Article title." Journal title volume number.issue number (year): page numbers of the article.

Example: Mangan, Doreen. "Henry Caselli: Superb Contradictions." American Artist 38.2 (1974): 39-43.

Article from a newspaper

MLA 154-155 (4.7.5)

Format: Author's last name, first name and initials. "Article title." Newspaper title. Day month year, edition: section letter page number of article.

Example: Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." New York Times 21 Nov. 1983, western ed.: B17.

CQ Researcher

Format: Author's last name, first name and initials. "Report title." CQ Researcher day month year: page number.

Example: Marshall, Patrick G. "Software Piracy." CQ Researcher 21 May 1993: 438.

CD-ROM SOURCES – FULL TEXT

Encyclopedia

MLA 191-193 (4.9.5a)

Format: Author's last name, first name and initials. "Article title." CD-ROM Title. CD-ROM. City: publisher, date.

Example: "Languages of the World." Britannica CD. CD-ROM. Chicago: Encyclopaedia Britannica. 1998.

CD-ROM Database

MLA 193-194 (4.9.5b)

Format: Author's last name, first name and initials. "Article title." Periodical title date of article: pages. CD-ROM Title of database. CD-ROM. Vendor. Electronic publication date.

Example: "Qual-Med Sets Grand Opening." Pueblo Chieftain [CO] 24 Jan. 1993. Business NewsBank Plus. CD-ROM. NewsBank, 1993.

Citing Abstracts from a CD-ROM Database

MLA 193-194 (4.9.5b)

It is always preferable to obtain the original text of the article. However, if you take information from the abstract alone without reading the article, you must cite the source of the abstract, not the source of the article.

Format: Author's last name, first name and initials. "Article title." Journal title day month year: page numbers. Abstract. Abstracting service title. CD-ROM. City: publisher, date.

Example: Cowen, R. "The New Year in Space." Science News 18 Jan. 1992: 46-7. Abstract. Readers' Guide Abstracts. CD-ROM. Bronx: Wilson, 1999.

MICROFICHE SERVICES

NewsBank and Business NewsBank

MLA 162 (4.7.14)

Format: Author's last name, first name. "Article title." Newspaper title day month year: page number (if given). Index title: index category volume number (year): fiche number, grid number(s).

Example: Meredith, Nikki. "Growing Up Gay." Marin Independent Journal 26 Jan. 1992. NewsBank: Social Relations 23 (1992): fiche 2, grids G1-3.

INTERNET SOURCES

Article in an Online Periodical

MLA 186 (4.9.4)

Format: Author's last name, first name and initials. "Document title." Title of publication volume number (if available).issue number (year): number of pages/paragraphs. Date of access* <electronic address or URL>.

*Can't find the date of an electronic publication? In Netscape, click on View and select Page Info.

Article in a Scholarly Journal

MLA 187 (4.9.4a)

Example: Bartholomeusz, Tessa. "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka." Journal of Buddhist Ethics 6 (1999). 28 Apr. 1999 <<http://jbe.la.psu.edu/6/bartho991.htm>>.

Article in a Magazine

MLA 188(4.9.4c)

Example: Sanders, Alain L. "Gay-Gene Theory Gets a Slap in the Face." Time.com 23 Apr. 1999. 25 Apr. 1999 <<http://cgi.pathfinder.com/time/daily/0,2960,23504-101990423,00.html>>.

Article in a Newspaper or Newswire

MLA 187-188 (4.9.4b)

Example: Omandam, Pat. "State: OHA Right to Sue Hampers Talks." Honolulu Star-Bulletin Online 21 Apr. 1999. 5 May 1999 <<http://starbulletin.com/1999/04/20/news/story3.html>>.

Article from an Online Periodical Database

MLA 195-196 (4.9.7)

Example: Bowler, Mike. "Latin, Shakespeare Are Alive and Well." Sun [Baltimore], 7 March 1995: 2B. NewsBank NewsFile Collection. 8 March 1999 <<http://infoweb.newsbank.com/>>.

Scholarly, Professional or Personal Sites

MLA 180-183 (4.9.2)

Format: "Document title." Author's last name, first name and initials. Title of site. Name of editor (if given). Version number (if relevant & not part of the title). Date of publication or latest update. Sponsoring organization. Date of access* <electronic address or URL>.

Document within a Scholarly Site

MLA 181-182 (4.9.2b)

Example: "Sea Turtle." Britannica.com. Encyclopaedia Britannica. 14 Dec. 1999. <<http://www.britannica.com/bcom/eb/article/1/0,5716,68181+1,00.html>>.

Professional or Personal Site

MLA 182-183 (4.9.2c)

Example: Children & Tobacco: A Guide to the New Federal Regulations. 14 May 1997. U.S. Food and Drug Administration. 8 March 1999 <<http://www.fda.gov/opacom/campaigns/tobacco/brocon.html>>.

Other Electronic Sources

MLA 196-202 (4.9.9)

E-Mail Communication

MLA 199 (4.9.9j)

Example: Austin, Gary. E-mail to the author. 18 Oct. 1998.

Online Posting

MLA 200-201 (4.9.9k)

Example: Lewis, Donna. "List of Favorite Articles." Online posting. 20 Oct. 1998. Bibliographic Instruction Discussion Group. 22 Oct. 1998 <BI-L@BINGVMB.CC.BINGHAMTON.EDU>.

Students should consult the *MLA Handbook for Writers of Research Papers* (latest edition) for examples of other types of entries. This book, a required text for all students taking Writing 1200, is available for purchase in the HPU Bookstore. Copies of the *MLA Handbook for Writers of Research Papers* are available at the Reference Services Desks at Meader and Atherton libraries and are found in both libraries' Reference Collections -- call number: REF LB2369 .G53.