# Modern Language Association Standards



Compiled from the 4th and 5th Editions of the *MLA Handbook*, <u>www.mla.org</u>

<u>http://writingcenter.gmu.edu/resources/mlawebcitations.pdf</u>
<u>www.monroecc.edu/depts/library/mla.htm</u>
<u>www.hamilton.edu/academics/resource/wc/MLA\_Guide.html?print=yes</u>
<u>www.oslis.k12.or.us/tutorials/cited/index.html</u>

updated December 2004

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# Why MLA Style?

Most colleges and other institutions of higher learning, as well as the publishing industry, now use Modern Language Association **(MLA)** style. Learning this style will make it less confusing for you, the student, since teachers will be requiring this uniform style.

## **MLA Style Has Three Major Features**:

- First, all essays and research papers have a specific format for margins, font, and name placement.
- Second, all sources cited in a paper are listed in a section entitled Works Cited, which is located at the end of the paper. (Sometimes this is also called a Bibliography.)
- Third, all material borrowed from another source is documented within the text by a brief parenthetical citation that directs readers to the full citation in the list of Works Cited.

### How to Format Papers for Essays and Reports (MLA Style) Using Microsoft Word

**Before you start typing**, do the following:

### **Open WORD:**

Go to the Start Button. Open All Programs. Go to Microsoft WORD. Click to open. You should automatically open a new document.

### **Margins:**

Go to "File" and then "Page Setup." Click on the "Margins" tab, and make sure margins (top, bottom, left, and right only) are 1 inch.

### **Spacing:**

Go to "Format" and then "Paragraph" and then "Line Spacing," and make sure your spacing is double-spaced.

### **Header:**

Go to "View" and then "Header/Footer." You will get a dashed box on your paper. Place your cursor in the box and type your last name. Hit the space bar once. Next, look for a new Header and Footer toolbar on your paper. Click on the pound sign icon with only "#" on it. It is an automatic numbering system. Make sure there is a space between your last name and the page

number. Next, click on the *align right* symbol on the toolbar at the top of the page. This should move your name to the right side of the paper. Each page now should have your last name and page number ½ inch down from the right margin. If you don't see it, go to print preview to see if your name is in gray at the top of the page. If you have followed the directions correctly, each new page will print your last name and the new page number.

### Font:

On the toolbar, choose one of the following acceptable fonts: **Times New Roman, Arial, Courier New** or **Garamond.** If you do not see the toolbar, go to "Format" and then "Font". **Italics** should *not* be used except for titles. Finally, make sure the font is standard **12-point size**. **Name, Teacher, Course and Date Heading:** 

Type your first name and last name. Hit enter or return. Now type your teacher's name. Hit enter or return. Type the name of the class followed by the class period. Hit enter or return. Finally type the date in the following order: Day Month Year (no abbreviations or commas). Hit enter or return. See the following example.

John Doe

Mrs. Henry

English 1-2CP/1st Period

23 August 2004

### Title:

Go to the toolbar and hit the *center* alignment symbol. This will automatically center your title. Begin typing your title.

### **Typing Paragraphs:**

Each new paragraph is indented 5 spaces (1/2 inch) from the left margin. You need only to hit the **Tab** key to automatically indent the appropriate number of spaces. Continue typing the entire paragraph. WORD will automatically change to a new line of type when you no longer have space on the line. (DO NOT hit enter or return at the end of each line. This will cause WORD to begin each new line with a capital letter.)

### **Using Quotes:**

### Short Quotes (less than 4 lines) with Parenthetical Citation:

Be sure to begin with a transition word then lead in to the quotation (T+L+Q). Use quotation marks around all words, phrases, or sentences copied from the text you are citing. Your parenthetical citation should come after the final closing quotation mark. Finally place a period after the last parentheses. (Refer to your grammar book, *Writer's Inc* book or MLA Handbook for parenthetical citation specifics.)

<u>Example</u>: Ginny realizes that the key to understanding her mother is to look past her father when she says, "...it seems like Daddy's departure had opened up the possibility of finding my mother" (225).

Long Quotes (four or more lines) with Parenthetical Citation:

Begin a new line of type by hitting enter or return. Indent *all* lines of the quote one inch (2 Tabs in) from the left margin, and maintain double-spacing. This will create a freestanding block of typewritten lines. <u>Omit quotation marks</u>. Your parenthetical citation should come <u>after</u> the closing punctuation mark. When quoting verse, maintain original line breaks. (<u>You should maintain double-spacing throughout your essay</u>.)

### **Works Cited Page:**

Both essays and research papers should have a "Works Cited" page at the end of the paper, in proper MLA format. Title this page "Work Cited" if using only one piece or "Works Cited" if using more than one source. Follow the directions above for titles. Begin each entry in your list at the left margin. Indent each turnover line (every line but the first) ½ inch. (Refer to your grammar book or *Writer's Inc* book, or MLA Handbook for specifics.) See the following example:

### Works Cited

Dessen, Sarah. The Truth About Forever. New York: Viking, 2004.

Soto, Gary. "Sketch For a Law Enforcement Miniseries." One Kind of Faith. San

Francisco: Chronicle Books, 2003. 40-41.

### The Important Last Step: Spelling and Grammar Check!

When you have finished typing your paper, go to "Tools" and then "Spelling and Grammar." Have the computer check your entire document for mistakes and fix them! Go back and read your paper over again. Finally, have another person read it one last time. Make all edits before turning in your paper to the teacher.

# **Plagiarism**

### What is Plagiarism?

Plagiarism is the act of using another person's ideas or expressions in your writing without giving credit to the source. To plagiarize is to give the impression that you have written or thought of something that you have, in fact, borrowed from someone else.

It is illegal, unethical, and if discovered, will result in a loss of credit for the project and perhaps a failing grade for the course.

### Plagiarism can take several forms:

- 1 Copying any direct quotation from your source material without providing quotation marks or crediting your source
- 2. Paraphrasing of a borrowed idea without introducing and documenting the source of the idea
- 3. Copying another paper

### You may avoid plagiarism by:

- 1. Crediting borrowed material with an introduction: "According to Smith," "Smith points out," etc. and citing the source page number
- Paraphrasing material by writing in your style and language and citing the source of the information
- 3. Enclosing quotation marks around all material that is directly quoted and citing the source for the information

### Example from MLA Handbook 4th Edition:

### From Robert Hughes's The Fatal Shore:

Transportation did not stop crime in England or even slow it down. The "criminal class" was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime.

### Plagiarized Version A:( writer does not cite copied work)

Transportation did not stop crime in England or even slow it down. Criminals were not eliminated by transportation because transportation did not deal with the causes of crime.

# Plagiarized Version B: (writer does not use quotation marks to indicate which words have been borrowed from the author):

Robert Hughes points out that transportation did not stop crime in England or even slow it down. The criminal class was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime (168).

Acceptable Version: (writer has identified the source and lets the reader know what original words were taken from the author by using quotation marks and where the authors words were deleted by using ...):

Hughes argues that transporting criminals from England to Australia "did not stop crime....The 'criminal class' was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime" (168).

# GUIDELINES FOR THE MLA STYLE OF PARENTHETICAL CITATION

Parenthetical citation is a form of documentation that replaces more cumbersome footnotes and endnotes. The objective of this form of documentation is to direct your reader to your "Works Cited" (bibliography) page should he/she want additional information without interrupting the flow of your paper.

### PUNCTUATING PARENTHETICAL CITATIONS:

Start the parenthetical citation just one space after the material cited. Except for the closing quotation marks, no punctuation should come between the material cited and the parentheses. Periods, commas, and

### semicolons go after the parentheses.

<u>Example</u>: While one noted psychologist says that nearly every dream we have is prompted to our reaction to some occurrence of the preceding day (Promm 156-67), current research on dreams has shown that they gradually turn from the contemporary world to childhood and "stored images" (Dement 71).

<sup>2</sup> ·Use commas within a parenthetical citation only to separate the author's name from the title of a work, or to indicate that you are citing material from non-consecutive pages.

Examples: (Foulkes, "Dreams" 78) (Hall and Nordby 82,94,102)

### CITING SINGLE WORKS

In many of the short papers you write for this class you will only be citing one author. In this case, you need to indicate the page number on which the quoted material can be found:

<u>Example</u>: Ginny realizes that the key to understanding her mother is to look past her father when she says,"...it seems like Daddy's departure had opened up the possibility of finding my mother" (225).

2. If you are quoting a Shakespearean play, cite the act, scene and line numbers:

<u>Example</u>: As soon as Juliet discovers her secret admirer is a Montague she says, "Prodigious birth of love it is to me/that I must love a loathéd enemy" (1.5. 140-141) or (I, v, 140-141).

Be sure to include a "Works Cited" (bibliographic) entry for the works you cite.

### CITING MULTIPLE WORKS

In some short papers and in longer research works, you will be citing more than one source. Please follow these guidelines:

1 · Author's name not given in the sentence:

<u>Example</u>: One modern researcher has found that dreams move backward in time as the night progresses (Dement 71).

- 2 Author's name found in the same sentence as the quote/reference: Example: Freud states simply "a dream is the fulfillment of a wish" (154).
- 3. Citing more than one work by the same author:

Example: Modern dream researchers now accept the principle that dreams

express "profound aspects of personality" (Foulkes, <u>Sleep</u> 184). Additionally, investigation has shown that young children's dreams are, in general, "rather simple and unemotional" (Foulkes, "Dreams" 78).

### CITING A WORK WITH MORE THAN ONE AUTHOR:

- If there are two or three authors, list all names in the citation: <u>Example</u>: For all their efforts to generalize about child behavior, psychologists recognize that "no two children are exactly alike" (Gesell and Ilg 68).
- 2. If there are four or more authors, list the first author and then "et al.": <u>Example</u>: Critics have said that in O'Neill's *Mourning Becomes Electra* "the catastrophe achieves something of the finality as well as the magnitude which great tragedy requires" (Spiller et al. 1249).
- 3. A work with a corporate author:

<u>Example</u>: Rising above the trees at the end of converging avenues in the city of Washington D.C., the great white dome of the United States Capitol has been said to appear 'like a vision in fantasy" (Capitol Society 8).

<u>Citing An Internet Website:</u> (Taken in part from *MLA Handbook for Writers of Research Papers*, Fifth Edition, Joseph Garibaldi, ed. New York: Modern Language Association of America, 1999. and http://writingcenter.gmu.edu).

When citing an Internet source in the text of your paper, you will use the same information for any in-text citation; this usually consists of the author's last name and page number placed in a parenthetical citation at the end of the sentence. The information listed must clearly point to the specific source identified in your "Works Cited" page. However, Internet sources often lack page numbers or may not identify the author. Internet sources can be cited in the text of the sentence, usually in their entirety and often by title, if the website has one.

### 1. If no author listing can be found:

<u>Example</u>: The Super Sports Drinks, Inc. home page provides valuable information for anyone interested in the current state of the soft drink industry.

### 2. If there is an author listed for the website:

<u>Example</u>: "Unlike some African writers struggling for acceptance among contemporary English-language novelists, Achebe has been able to avoid imitating the trends in English literature" (Culross).

Example identifying the author and website within the text of the sentence: On Gillian James' website, Ernest Hemingway Online, she offers new and unique views on the writer she calls "one of America's greatest."

3. If an author is listed and screens or paragraphs are numbered or sections

### are named or numbered:

<u>Example</u>: Beethoven has been called the "first politically motivated composer," for he was "caught up in the whole ferment of ideas that came out of the French Revolution" (Gardiner, screens 2-3).

<u>Example</u>: One website called Arthur Miler "the finest playwright of our time" (<u>Miller</u> Online screen 4).

<u>Example</u>: "The debut of <u>Julius Caesar</u>," according to Sohmer, "proclaimed Shakespeare's Globe a theater of courage and ideas, a place where an audience must observe with the inner eye, listen with the inner ear" (par. 44).

<u>Example</u>: "Negroponte's uncomplicated, personal tone fools the reader into a sense that his theses are simplistic" (Herrington "Introduction").

<u>Example</u>: "The study of comparative literature," Bill Readings wrote, "takes off from the idea of humanity" (6).

### **Works Cited**

What is the Format For Citing Sources?

### When to Cite Sources

After completing your research assignment, you will end up using some facts, ideas, or quotations from your reading when you write your paper. You probably know that you need to cite sources when you use a quotation, but proper documentation is much more than that.

Careful documentation can be tedious and time-consuming, but is essential if you want to avoid plagiarism. Citations are used to draw a clear line between your work and the work of others. Citations allow both your teachers and other readers to verify your work.

### **Use citations**

- If you quote an author, even if you are borrowing only a single key word, you will need to tell your reader the origin of the quotation.
- You will also need to cite a source:
  - If you restate an idea, thesis, or opinion stated by an author
  - If you restate an expert's theory or opinion
  - If you use facts that are not common knowledge
  - If you need to provide an informational or explanatory note

### When do you <u>not</u> have to cite a reference?

- If the information is well and widely know and indisputable, including mathematical and scientific facts
- Information found in dictionaries
- Statistics and information that can easily be found in several sources and are not likely to vary from source to source

### Three types of citations

### Parenthetical (in text)

- The most commonly used format by high school students for research papers
- Documentation is within the report itself
- A specific format established by the Modern Language Association (MLA)

### **Endnotes**

• Explanatory or informational notes placed at the end of the paper

### **Footnotes**

- Citations placed at the bottom of a specific page in a paper
- Rarely used today in style manuals designed for high school or college students

### General Guidelines for the "Works Cited" Page

- Put all entries in a single list under the title "Works Cited" at the end of the report or paper
- Quadruple space between the "Works cited" title and the first entry
- Order entries alphabetically by the author's last name, or, if an author is not given, by the first important word in the title, excluding "a," "an," and "the."
- If more than one work by an author is cited, do not repeat the author's name, but use three hyphens and a period (---.) for the author's name in the second and subsequent entries, and alphabetize the works by the first important word in each title.
- <u>Indent</u> all lines of each entry five spaces, <u>except the first line</u>, <u>which is flush with the left margin</u>.
- Double-space.
- Use a period at the end of each entry.
- Paginate the works-cited section as a continuation of your text.
- Underline the titles of works published independently—books, plays, long poems, pamphlets, periodicals, films.
- Use quotation marks to indicate the titles of short works that appear in larger works.
- Use Arabic numerals except with the names of monarchs (Elizabeth II) and except for the preliminary pages of a work (ii-xix), which traditionally use Roman numerals.
- Use the following format for most books:

Author (last name first). Title of book (underline). Publication city (nearest your state): Publisher, Date of publication (most recent).

- Separate author, title, and publication information with a period followed by one space.
- Abbreviate the names of the months except May, June, and July.

Refer to the attached sample MLA Handbook "Works Cited" for a visual layout of the above information on page 16.

# **Examples of Specific Parenthetical Citations and Works Cited Styles:** *MLA*

Parenthetical Citations	Works Cited Page
Books	
A Book by One Author	A Book by One Author
(Author pp.)	Petroski, Henry. To Engineer Is Human: The Role of
(Petroski 174)	Failure in Successful Design. New York:
	St. Martin's, 1985.
Two or More Books by the Same Author	Two or More Books by the Same Author
(Author, Shortened Title pp.)	Hirsh, E. D., Jr. Cultural Literacy: What Every
(Hirsch, Cultural Literacy 174)	American Needs to Know. Boston:
	Houghton, 1987.
A Book by Two or Three Authors	A Book by Two or Three Authors
(Author and Author pp.)	Vare, Ethilie Ann, and Greg Ptacek. Mothers of

(Vera & Ptacek 174)	Invention: From the Bra to the Bomb:
(Veta & Flacek 174)	
	Forgotten Women and Their Unforgettable
	Ideas. New York: Morrow, 1988.
A Book by Four or More Authors	A Book by Four or More Authors
(First Author et al. pp)	Belenky, Mary Field, et al. Women's Ways of Knowing:
(Belenky et al. 174)	The Development of Self, Voice, and Mind.
	New York: Basic, 1986.
A Book by a Corporate Author	A Book by a Corporate Author
(Corporate Author pp.)	The Boston Women's Health Book Collective. Our
(The Boston Women's Health Book Collective 174)	Bodies, Ourselves: A Book by and for Women.
	New York: Simon, 1973.
A Book with an Editor	A Book with an Editor
(Editor pp.)	Hall, Donald, ed. The Oxford book of American Literary
(Hall 174)	Anecdotes. New York: Oxford UP, 1981.
Parenthetical Citations	Works Cited Page
<b>Parenthetical Citations</b>	Works Cited Page
Parenthetical Citations  Books, Continued	Works Cited Page
Books, Continued	
	Works Cited Page  An Anthology or Compilation
Books, Continued	
Books, Continued  An Anthology or Compilation	An Anthology or Compilation
Books, Continued  An Anthology or Compilation (Author and Author pp.)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. <u>Aztlan: An</u>
Books, Continued  An Anthology or Compilation (Author and Author pp.)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. <u>Aztlan: An</u> <u>Anthology of Mexican American Literature</u> .
Books, Continued  An Anthology or Compilation  (Author and Author pp.)  (Valdez and Steiner 174)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.
Books, Continued  An Anthology or Compilation (Author and Author pp.) (Valdez and Steiner 174)  A Work in an Anthology	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.  A Work in an Anthology
Books, Continued  An Anthology or Compilation (Author and Author pp.) (Valdez and Steiner 174)  A Work in an Anthology (Author pp.)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.  A Work in an Anthology  Whitman, Walt. "Passage to India." Anthology of
Books, Continued  An Anthology or Compilation (Author and Author pp.) (Valdez and Steiner 174)  A Work in an Anthology (Author pp.)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.  A Work in an Anthology  Whitman, Walt. "Passage to India." Anthology of  American Literature: II. Realism to the Present.
Books, Continued  An Anthology or Compilation (Author and Author pp.) (Valdez and Steiner 174)  A Work in an Anthology (Author pp.)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.  A Work in an Anthology  Whitman, Walt. "Passage to India." Anthology of  American Literature: II. Realism to the Present.  Ed. George McMichael. New York: Macmillan,
Books, Continued  An Anthology or Compilation (Author and Author pp.) (Valdez and Steiner 174)  A Work in an Anthology (Author pp.) (Whitman 111)	An Anthology or Compilation  Valdez, Luis, and Stan Steiner, eds. Aztlan: An  Anthology of Mexican American Literature.  New York: Vintage-Knopf, 1972.  A Work in an Anthology  Whitman, Walt. "Passage to India." Anthology of  American Literature: II. Realism to the Present.  Ed. George McMichael. New York: Macmillan,  1985. 111-118.

(Bernstein 275)	Gentle Art of Muckraking. By Jessica Mitford.
	New York: Vintage-Random, 1979. 275-77.
A Republished Book	A Republished Book
(Author pp.)	Malamud, Bernard. The Natural. 1952. New York:
(Malamud 174)	Avon, 1980.
Articles	
A Signed Article in a Reference Book	A Signed Article in a Reference Book
(Author pp.)	Tobias, Richard. "Thurber, James." Encyclopedia
(Tobias 174)	Americana. 1987 ed.
An Unsigned Article in a Reference Book	An Unsigned Article in a Reference Book
("Shortened Article Title" pp.)	"Tharp, Twayla." Who's Who of American Women. 15th ed.
("Tharp" 174)	1987-88.
An Article in a Journal that Numbers Pages in Each Issue Separately	An Article in a Journal that Numbers Pages in Each Issue Separately
(Author pp.)	Walker, Jack. "The Primary Game." Wilson Quarterly
(Walker 74)	12.1 (1988): 64-77.
<b>Parenthetical Citations</b>	Works Cited Page
Articles Continued	
An Article from a Monthly or Bimonthly Periodical	An Article from a Monthly or Bimonthly Periodical
(Author pp.)	Edsall, Thomas Byrne. "The Return of Inequality."
(Edsall 86)	<u>Atlantic</u> June 1988: 86-94.
An Article from a Weekly or Biweekly Periodical	An Article from a Weekly or Biweekly Periodical
(Author pp.)	McPhee, John. "The Control of Nature: Cooling the
(McPhee 43)	Lava – 1." <u>New Yorker</u> 22 Feb. 1988: 43-77.
A Signed Article from a Daily Newspaper	A Signed Article from a Daily Newspaper
(Author pp.)	
( FF.)	Darst, Guy. "Environmentalists Want Hotels,
(Darst 17)	Darst, Guy. "Environmentalists Want Hotels,  Concessions Removed from US Parks." <u>Boston</u>

("Shortened Article Title" pp.)	"Hospitals, Competing for Scarce Patients, Turn to
("Hospitals, Competing" 47)	Advertising." New York Times 20 Apr. 1986,
	Sec. 1: 47.
An Unsigned Editorial in a Newspaper	An Unsigned Editorial in a Newspaper
("Shortened Title" sec. pp.)	"Cracks in the Glass Ceiling." Editorial. New York
("Cracks" A22)	<u>Times</u> 21 July 1999, late ed.: A22.
Other Print Media	
Publication of a Government Agency	Publication of a Government Agency
(Government pp.)	United States. Commission on the Bicentenary of the
(United States 235)	U.S. House of Representatives. Office of the
	Historian, U.S. House. Women in Congress.
	1917-1990. Washington, GPO, 1991.
Pamphlet or Brochure with Publisher as Author	Pamphlet or Brochure with Publisher as Author
(Publisher pp.)	Xerox. 1997 Annual Report. Stamford, CT: Author, 1997.
(Xerox 15)	*Note that when the author is the publisher, MLA stipulates that "Author" goes into the space for publisher.
<b>Parenthetical Citations</b>	Works Cited Page
Other Print Media Continued	
Pamphlet or Brochure	Pamphlet or Brochure
(Shortened Name of Sponsoring Organization)	International Museum of Photography at George
(International Museum)	Eastman House. Welcome. Brochure. Summer,
	1997.
Review	Review
(Author pp.)	Levy, Michael M. Rev. of Spinners by Anthony
(Levy 22)	McCarten. The New York review of Science
	<u>Fiction</u> 11 (July 199): 22.
Personal or Published Letter	Personal or Published Letter
(Author pp.)	Wilde, Oscar. "To Lord Alfred Douglas." 29 April 1895.
(Wilde 716)	The Portable Oscar Wilde. Rev. ed. Ed. Richard
(v)	Aldington and Stanley Weintraub. New York:
	Andington and Stamey Wellitado, New Tork.

	Penguin, 1981. 585-718.
Vertical File Article	Vertical File Article
(Author or Corporate Author)	American Medical Association. Medical Effects of Smoking on
(American Medical Assn.)	Young Adults. Chicago: American Medical Association,
	1989 (Vertical File).
News Digest	News Digest
("Shortened Title")	"Nobel Prizes Awarded." Facts on File World News Digest.
("Nobel Prizes Awarded")	22 Oct. 1992:805.
Microfiche	Microfiche
(Author pp.)	Underwood, John. "Gone with the Wind." Sports Illustrated.
(Underwood 44)	24 Oct. 1983, 42-49. RPT. Information Access. TOM
	46J2105.

# **Documenting Sources from the World Wide Web**

(Taken from <a href="www.mla.org">www.mla.org</a>)

The MLA guidelines on documenting online sources are explained in detail in the fifth edition of the <u>MLA Handbook for Writers of Research Papers</u> (1999) and in the second edition of the <u>MLA Style Manual and Guide to Scholarly Publishing</u> (1998). What follows here is a summary of the guidelines that cover the World Wide Web. For the complete MLA recommendations on Web sources, please see one of the books mentioned above.

Sources on the World Wide Web that students and scholars use in their research include scholarly projects, reference databases, the texts of books, articles in periodicals, and professional and personal sites. Entries in a works-cited list for such sources contain as many items from the list below as are relevant and available. Following this list are sample entries for some common kinds of Web sources.

- 1. Name of the author, editor, compiler, or translator of the source (if available and relevant), reversed for alphabetizing and followed by an abbreviation, such as ed., if appropriate
- 2. Title of a poem, short story, article, or similar short work within a scholarly project, database, or periodical (in quotation marks); or title of a posting to a discussion list or forum (taken from the subject line and put in quotation marks), followed by the description *Online posting*
- 3. Title of a book (underlined)
- 4. Name of the editor, compiler, or translator of the text (if relevant and if not cited earlier), preceded by the appropriate abbreviation, such as *Ed.*
- 5. Publication information for any print version of the source
- 6. Title of the scholarly project, database, periodical, or professional or personal site (underlined]); or, for a professional or personal 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, for a journal, the volume number, issue number, or other identifying number
- 9. Date of electronic publication, of the latest update, or of posting
- 10. For a work from a subscription service, the name of the service and--if a library is the subscriber--the name and city (and state abbreviation, if necessary) of the library
- 11. For a posting to a discussion list or forum, the name of the list or forum
- 12. The number range or total number of pages, paragraphs, or other sections, if they are numbered
- 13. Name of any institution or organization sponsoring or associated with the Web site
- 14. Date when the researcher accessed the source
- 15. Electronic address, or URL, of the source (in angle brackets); or, for a subscription service, the URL of the service's main page (if known) or the keyword assigned by the service

<b>Parenthetical Citations</b>	Works Cited Page
Electronic Resources	
Book Online	Book Online
(Author)	Douglass, Frederick. Narrative of the Life of Frederick
(Douglass)	Douglass, An American Slave. Boston, 1845. 1
	1 Aug. 1999 <a href="http://www.toptags.com/aama/">http://www.toptags.com/aama/</a>
	books/book10.htm>.
Online Article in a Journal	Article in a Journal
(Author pp.)	Washington, Gerald R. "The Writing Crisis in Urban
(Washington 427)	Schools: A Culturally Different Hypothesis."
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