

## ***MLA Handbook for writers of research papers (7<sup>th</sup> edition)***

### **What is MLA?**

**MLA** is a reference tool used in subject areas for the **Humanities**. It provides extensive guidelines on how to formulate a topic, format a research paper, cite parenthetical texts and compile a list of works cited in English as well as other foreign languages. Other useful capabilities include documenting online sources, writing a quote from an e-mail received or incorporating abbreviations in your list of references. There is also in-depth discussion on plagiarism.

### **Parenthetical Citations**

In general, MLA requires *parenthetical citations*, or citations that are put in parentheses, in the text, directly following the material that is quoted, summarized, or paraphrased.

1. Use a parenthetical citation when referencing works of others, following a quotation from a source or paraphrasing a source's ideas.
2. In the author-page method, use author's last name and page number (s). When referencing the same page or a different page by the same author in a paragraph just incorporate the page number.
3. If an author is unknown (for example, with a web source), use an abbreviated version of the work's title in quotes followed by the page number.
4. To cite authors with the same last names, include their full name or initials followed by the page number.
5. Citing authors with three or fewer authors, list the authors' last names with 'and' before the last author cited. When citing more than three authors, cite the first author's last name followed by et al.
6. Upon citing electronic sources, film or Internet sources, reference the source in in-text citations. Sources should be italicized.
7. Cite the name of the entire bible, chapter and verse. E.g. (*New Jerusalem Bible*, Ezek. 1. 5-10).

### **New and Revised Guidelines**

1. MLA now requires the inclusion of issue and volume numbers of journals in electronic databases.
  - Use of Italics: Italics must be used now for the volume of a publication

- In-text citations and titles in list of works cited e.g. books, plays poems published as books, pamphlets, periodicals, websites, databases, films, broadcasts, audio recordings (compact discs, cassettes, albums) performances (dance or opera), musical compositions, works of visual art, and the names of vessels (ships, aircraft, spacecraft
  - the use of foreign words in English text
  - Website and website publisher of when citing online periodicals.
  - Designated words such as *linguistic turn* as compared to *postmodernism*.
2. Citations for graphic narratives and digital files must now include the type of file (PDF or MP3, for example)
  3. Punctuation of titles of works
  4. Citations of works in newspapers
  5. Medium of publication must now be listed in every entry of list of works cited, including designating whether it is Print or Web-based, or Performance, TV or DVD.
  6. Omission of URL's for web publications; unless entry is **difficult** to locate
  7. Figures, tables and captions do not use parenthetical citations. A full citation should be listed directly under the material.
  8. Appendixes to additional writing guides and specialized style manuals
  9. New abbreviations

## **PRINT SOURCES AND PHYSICAL MEDIA**

### **Book**

El-Erian, Mohammed. *When Markets Collide*. New York: Mc Graw Hill, 2008. Print.

### **Book with Editor**

Richardson, Henry S. and Melissa S. Williams, eds. *Moral Universalism and Pluralism*. New York: New York University Pres. 2009. Print.

### **Chapter in a Book (Work in an Anthology)**

Wynkoop, Timothy F. "Neuropsychology in the Juvenile Justice System." *Clinical Neuropsychology in the Criminal Forensic Setting*. Eds. Robert L. Denney and James P. Sullivan. New York: Guilford Press, 2008. 295-325.

### **Signed Entry in Edited Multivolume Encyclopedia revised**

Kagan, Richard C. "Natural Rights". *Ethics*. Ed. John K. Roth . 3 vols. California: Salem, 2005. Print.

### **Journal Article**

Kukla-Acevedo, Sharon. "Workplace Conditions and Teacher Mobility Decisions." *The Journal of Educational Research* 102.6 (2009): 443-52. Print.

### **Magazine Article**

Balfour, Frederik. "In China, a Burst of Corporate Bonds." *Business Week* 6 July 2009: 25. Print.

### **Newspaper Article**

Hess, Pamela. "Bush Surveillance Program was Massive, Report says." *Star Ledger* 11 July 2009, Morris ed., 17. Print.

### **Videos/DVDS**

Witnessing Darfur Genocide Emergency. Director Jerry Fowler. United States Holocaust Memorial Museum, Committee on Conscience. 2005. DVD.

## **WEB SOURCES**

### **Articles from a Web Publication**

Author's name. "Title of the article." Publication information

All of the above components used for print format as well as the medium of publication consulted (Web) and date of access (day, month and year). Electronic publications may not include page numbers.

Salmans, Mindy. "Background Checks and Fingerprinting in Public School Systems" (Part III). *Academic Leadership* 7.2 (2009) n. pag. Web. 7 July 2009.

### **Articles from Online Databases**

### **Scholarly Journal**

Lee, Alison, Marie Brennan and Bill Green. "Re-Imaging Doctoral Education: Professional Doctorates and Beyond." *Higher Education Research and Development* 28.3 (2009): 275-87. *Academic Search Premier*. Web. 6 July 2007.

### **Magazine**

"World's Largest Corporations." *Fortune* 20 July 2009: *ABI Inform Global*. ProQuest. Web. 4 July 2009.

### **Online Scholarly Project**

National Library and Archives of Egypt. *Treaties on the Craft of Weight Management*. World Digital Library, 7 May 2009. Web. 7 July 2009.

### **News Wire**

"Research and Markets: 2008-2009 Annual Report on China's CDMA Mobile Phone Market." *Business Wire*. 6 July 2009. *ABI/Inform Dateline*. ProQuest. Web. 9 July 2009.

### **Newspaper Online**

Preston, Julia. "Firm Stance on Illegal Immigrants Remains Policy." *New York Times*. 4 August 2009. Web. 4 August 2009.

### **Newspaper from Database with Anonymous Author**

"Wealthy Tropics Should Buy Tropical Forests." *USA Today* 1 June 2009. *Research Library Core*. ProQuest. Web. 7 July 2009.

### **Dissertation on the Web**

Brown, Jennifer M. "Going Solo: The Experience of Learning Russian in a Non-Traditional Environment." Diss. Ohio State U, 2004. *OhioLINK*. Web. 15 May 2008.

### **Dissertation from Database**

Specchio, Eileen Carrigg. *Making a Life: A Ground Theory of Living in a Nursing Home as a Working-Age Adult*. Diss. Rutgers the State University of New Jersey, 2004. *Dissertations and Thesis: Full-Text*. ProQuest. Web. 8 July 2009.

### **Entry in an Online Encyclopedia or Reference Book Database**

"Early Cloning Experiments." *Encyclopedia Britannica Online*. Encyclopaedia Britannica. 2009. Web. 8 July 2009.

### **ERIC Document**

Boyum, Ginny. "The Philosophical and Historical Influences on Greanleaf's Concept of Servant Leadership: Setting the Stage for Theory Building." (2008) *ERIC*. EBSCO. ED501687 Web. 7 July 2009.

### **Conference Presentation**

Concannon, Thomas W. , David M. Kent, Sharon-Lise Normand et al. "Emergency Transport and Inter-Hospital Transfer in ST Segment Elevation in Myocardial Infarction." The 12<sup>th</sup> Annual National Research Service Award (NRSA) Trainees Research Conference June 24, 2006. PowerPoint and Text file. Web. July 9, 2009. <<http://www.ahrq.gov/fund/training/concannon.txt.htm>>

### **Wiki**

"Business Database Screencasts." *Biz Wiki*. 2009. MobileCast Media. 23 July 2009.

### **Weblog (Blog) Post**

Cohen, Stephen M. "Corporate Weblogs and Library Weblogs." Weblog entry. Information Today Inc. 13 April 2004. 11 July 2009  
<http://www.librarystuff.net/2004/04/13/corporate-weblogs-and-library-weblogs/>>

### **Audio Podcast**

"Audio Music for the Revolution." 2003-2008. Audio Podcast "Talldude Networks LLC." 21 July, 2009.

### **Video Podcast**

Connelly, Chris. "Jackson Patriarch Fears 'Foul Play' in Michael Jackson Death." 10 July 2009. Video Podcast "Good Morning America, ABC News." 11 July, 2009.

### **Video Weblog Post**

Alt, Andy. "5 Responses to Bender in Action." (Video). Video Weblog Post. Tom Swift Writer's Notebook. 17 June 2009. 23 July 2009.

### **E-Mail**

Schleigh, Amy. "Highlights from Last Week's Conference." Message to Renita Krasnodebski. 3 August 2009. E-mail.

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### **REFWORKS**

This web-based citation tool is available to all students, faculty and staff of the College of Saint Elizabeth. Use it to collect, organize, annotate, and cite your research materials in any format that you wish. Access RefWorks from the Mahoney Library website: <http://www2.cse.edu/index.php?id=2347>