ՌՈԶ ԵՒ ԱԼԷՔ ՓԻԼԻՊՈՍ ԱԶԳԱՅԻՆ ՎԱՐԺԱՐԱՆ
ROSE AND ALEX PILIBOS ARMENIAN SCHOOL

MLA Style: English and Other Humanities

In English and other humanities classes, you will be asked to use the MLA (Modern Language Association) system for documenting sources, which is set forth in the *MLA Handbook for Writers of Research Papers*, 7th ed. (New York: MLA, 2009).

MLA Manuscript Format

FORMATTING THE PAPER

Papers written in MLA style should be formatted as follows.

- **Materials and Font:** Use good-quality 8½" × 11" white paper. Avoid a font that is unusual or hard to read. Times New Roman is recommended.
- **Title and Identification:** MLA does not require a title page. On the first page of your paper, place your name, your instructor's name, the course title, and the date on separate lines against the left margin. Then center your title (See Example Paper: Section 1A). If your instructor requires a title page, ask for formatting guidelines.
- **Pagination:** Put the page number preceded by your last name in the upper right corner of each page, one-half inch below the top edge. Use arabic numerals (1, 2, 3, and so on). (See Example Paper: Section 1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A).
- **Margins, Line Spacing, and Paragraph Indents:** Leave margins of one inch on all sides of the page. Left-align the text.
- **Spacing:** Double-space throughout the paper. Do not add extra space above or below the title of the paper or between paragraphs.
- **Indentation:** Indent the first line of each paragraph one-half inch from the left margin. You can usually accomplish this by hitting the *tab* button.
- **Capitalization and Italics:**
  - **In titles of works**, capitalize all words except:
    - articles (*a, an, the*),
    - prepositions (*to, from, between*, and so on),
    - coordinating conjunctions (*and, but, or, nor, for, so, yet*),
    - the word *to* in infinitives — unless they are the first or last word of the title or subtitle.

Follow these guidelines in your paper even if the title appears in all capital or all lowercase letters in the source.

  - **In the text of an MLA paper**, when a complete sentence follows a colon, lowercase the first word following the colon unless the sentence is a well-known expression or principle.

- **Italics:** Italicize the titles of books and other long works, such as Web sites. Use quotation marks around the titles of periodical articles, short stories, poems, and other short works. (Some instructors may prefer underlining for the titles of long works. Whatever you do, be consistent throughout your paper.)
- **Long Quotations**: When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch from the left margin. Double-space the indented quotation, and do not add extra space above or below it. Quotation marks are not needed when a quotation has been set off from the text by indenting. (See Example Paper: Section 2B)
- **Web Addresses:** When a Web address (URL) mentioned in the text of your paper must be divided at the end of a line, break it only after a slash and do not insert a hyphen.
- **Visuals**: MLA classifies visuals as tables and figures (figures include graphs, charts, maps, photographs, and drawings). Label each table with an arabic numeral ("Table 1," "Table 2," and so on) and provide a clear caption that identifies the subject. Capitalize the caption as you would a title; do not italicize the label and caption or place them in quotation marks. The label and caption should appear on separate lines above the table, flush with the left margin. (See Example Paper: Section 4B). Place visuals in the text, as close as possible to the sentences that relate to them, unless your instructor prefers them in an appendix.

PREPARING THE LIST OF WORKS CITED
See Example Paper: Pages 7-8

- **Title:** Begin the list of works cited on a new page at the end of the paper. Center the title- Works Cited - about one inch from the top of the page. Double-space throughout.
- **Alphabetizing**: Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize by the first word of the title other than *A, An*, or *The*.
- **More than one work by the same author:** If your list includes two or more works by the same author, use the author's name for the first entry only. For subsequent entries, use three hyphens followed by a period. List the titles in alphabetical order.
- **Indenting:** Do not indent the first line of each works cited entry, but indent any additional lines one-half inch. This technique highlights the names of the authors, making it easy for readers to scan the alphabetized list.
- **Web addresses:** If you need to include a Web address (URL) in a works cited entry, do not insert a hyphen when dividing it at the end of a line. Break the URL only after a slash. Example:

Peterson, Susan Lynn. The Life of Martin Luther. Susan Lynn Peterson, 2005. Web. 24 Jan. 2009. http://www.susanlynnpeterson.com/index_files/luther.htm.

NOTE: If your instructor requires a URL for Web sources, include the URL, enclosed in angle brackets, at the end of the entry. If your word processing program automatically turns Web addresses into links (by underlining them and changing the color), turn off this feature.

MLA In-Text Citations

Basic Rules for Print and Online Sources:
The MLA system of in-text citations, which depends heavily on authors' names and page numbers, was created with print sources in mind. Although many online sources have unclear authorship and lack page numbers, the basic rules are the same for both print and online sources.

1. **Author Named in Signal Phrase:** MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase introduces information taken from a source (a quotation, summary, paraphrase, or fact); usually the signal phrase includes the author's name. The parenthetical reference comes after the cited material, often at the end of the sentence. It includes at least a page number (except for unpaginated sources, such as those found online). Example:

Kwon points out that the Fourth Amendment does not give employees any protections from employers' "unreasonable searches and seizures" (6).

Readers can look up the author's last name in the alphabetized list of works cited, where they will learn the work's title and other publication information. If readers decide to consult the source, the page number will take them straight to the passage that has been cited.

Notice that the period follows the parenthetical citation. When a quotation ends with a question mark or an exclamation point, leave the end punctuation inside the quotation mark and add a period at the end of your sentence: ". . .?" (8).

2. **Author Named in Parentheses:** If a signal phrase does not name the author, put the author's last name in parentheses along with the page number. Use no punctuation between the name and the page number.

Companies can monitor employees' every keystroke without legal penalty, but they may have to combat low morale as a result (Lane 129).

3. **Author Unknown:** Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are italicized; titles of articles are put in quotation marks.

A popular keystroke logging program operates invisibly on workers' computers yet provides supervisors with details of the workers' online activities ("Automatically").

TIP: Before assuming that a Web source has no author, do some detective work. Often the author's name is available but is not easy to find. For example, it may appear at the end of the page, in tiny print. Or it may appear on another page of the site, such as the home page.

NOTE: If a source has no author and is sponsored by a corporation or government agency, name the corporation or agency as the author.

4. **Page Number Unknown:** Do not include the page number if a work lacks page numbers, as is the case with many Web sources. Even if a printout from a Web site shows page numbers, treat the source as unpaginated in the in-text citation because not all printouts give the same page numbers. (When the pages of a Web source are stable, as in PDF files, supply a page number in your in-text citation.)

As a 2005 study by *Salary.com* and *America Online* indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).

If a source has numbered paragraphs or sections, use "par." (or "pars.") or "sec." (or "secs.") in the parentheses: (Smith, par. 4). Notice that a comma follows the author's name in this case.

5. **One-Page Source:** If the source is one page long, MLA allows (but does not require) you to omit the page number. Many instructors will want you to supply the page number because without it readers may not know where your citation ends or, worse, may not realize that you have provided a citation at all.

6. **Two or three authors:** Name the authors in a signal phrase, as in the following example, or include their last names in the parenthetical reference: (Kizza and Ssanyu 2).

Kizza and Ssanyu note that "employee monitoring is a dependable, capable, and very affordable process of electronically or otherwise recording all employee activities at work" and elsewhere (2).

When three authors are named in the parentheses, separate the names with commas: (Alton, Davies, and Rice 56).

7. **Four or More Authors:** Name all of the authors or include only the first author's name followed by "et al." (Latin for "and others"). The format you use should match the format in your works cited entry.

The study was extended for two years, and only after results were reviewed by an independent panel did the researchers publish their findings (Blaine et al. 35).

8. **Organization as Author:** When the author is a corporation or an organization, name that author either in the signal phrase or in the parentheses.

According to a 2001 survey of human resources managers by the American Management Association, more than three-quarters of the responding companies reported disciplining employees for "misuse or personal use of office telecommunications equipment" (2).

In the list of works cited, the American Management Association is treated as the author and alphabetized under *A*. When you give the organization name in parentheses, abbreviate common words in the name: "Assn.," "Dept.," "Natl.," "Soc.," and so on.

In a 2001 survey of human resources managers, more than three-quarters of the responding companies reported disciplining employees for "misuse or personal use of office telecommunications equipment" (Amer. Management Assn. 2).

9. **Authors with the Same Last Name:** If your list of works cited includes works by two or more authors with the same last name, include the author's first name in the signal phrase or first initial in the parentheses.

Estimates of the frequency with which employers monitor employees' use of the Internet each day vary widely (A. Jones 15).

10. **Two or More Works by the Same Author:** Mention the title of the work in the signal phrase or include a short version of the title in the parentheses.

The American Management Association and ePolicy Institute have tracked employers' practices in monitoring employees' e-mail use. The groups' 2003 survey found that one-third of companies had a policy of keeping and reviewing employees' e-mail messages ("2003 E-mail" 2); in 2005, more than 55% of companies engaged in e-mail monitoring ("2005 Electronic" 1).

Titles of articles and other short works are placed in quotation marks; titles of books are italicized.

In the rare case when both the author's name and a short title must be given in parentheses, separate them with a comma.

A 2004 survey found that 20% of employers responding had employees' e-mail "subpoenaed in the course of a lawsuit or regulatory investigation," up 7% from the previous year (Amer. Management Assn. and ePolicy Inst., "2004 Workplace" 1).

11. **Two or More Works in One Citation:** To cite more than one source in the parentheses, give the citations in alphabetical order and separate them with a semicolon.

The effects of sleep deprivation among college students have been well documented (Cahill 42; Leduc 114; Vasquez 73).

Multiple citations can be distracting, so you should not overuse the technique.

12. **Repeated Citations from the Same Source:** When you are writing about a single work of fiction, you do not need to include the author's name each time you quote from or paraphrase the work. After you mention the author's name at the beginning of your paper, you may include just the page number in your parenthetical citations.

In Susan Glaspell's short story "A Jury of Her Peers," two women accompany their husbands and a county attorney to an isolated house where a farmer named John Wright has been choked to death in his bed with a rope. The chief suspect is Wright's wife, Minnie, who is in jail awaiting trial. The sheriff's wife, Mrs. Peters, has come along to gather some personal items for Minnie, and Mrs. Hale has joined her. Early in the story, Mrs. Hale sympathizes with Minnie and objects to the way the male investigators are "snoopin' round and criticizin'" her kitchen (200). In contrast, Mrs. Peters shows respect for the law, saying that the men are doing "no more than their duty" (201).

In a second citation from the same nonfiction source in one paragraph, you may omit the author's name in the signal phrase as long as it is clear that you are still referring to the same source.

13. **Encyclopedia or Dictionary Entry:** Unless an encyclopedia or a dictionary has an author, it will be alphabetized in the list of works cited under the word or entry that you consulted. Either in your text or in your parenthetical citation, mention the word or entry. No page number is required, since readers can easily look up the word or entry.

The word *crocodile* has a surprisingly complex etymology ("Crocodile").

14. **Multivolume Work:** If your paper cites more than one volume of a multivolume work, indicate in the parentheses the volume you are referring to, followed by a colon and the page number.

In his studies of gifted children, Terman describes a pattern of accelerated language acquisition (2: 279).

If you cite only one volume of a multivolume work, you will include the volume number in the list of works cited and will not need to include it in the parentheses.

15. **Entire Work:** Use the author's name in a signal phrase or a parenthetical citation. There is no need to use a page number.

Lane explores the evolution of surveillance in the workplace.

16. **Selection in an Anthology:** Put the name of the author of the selection (not the editor of the anthology) in the signal phrase or the parentheses.

In "Love Is a Fallacy," the narrator's logical teachings disintegrate when Polly declares that she should date Petey because "[h]e's got a raccoon coat" (Shulman 379).

In the list of works cited, the work is alphabetized under *Shulman*, not under the name of the editor of the anthology.

Shulman, Max. "Love Is a Fallacy." *Current Issues and Enduring Questions*. Ed. Sylvan Barnet and Hugo Bedau. 8th ed. Boston: Bedford, 2008. 371-79. Print.

17. Government document When a government agency is the author, you will alphabetize it in the list of works cited under the name of the government, such as *United States* or *Great Britain*. For this reason, you must name the government as well as the agency in your in-text citation.

Online monitoring by the United States Department of the Interior over a one-week period found that employees' use of "sexually explicit and gambling websites . . . accounted for over 24 hours of Internet use" and that "computer users spent over 2,004 hours accessing game and auction sites" during the same period (3).

18. **Historical Document:** For a historical document, such as the United States Constitution or the Canadian Charter of Rights and Freedoms, provide the document title, neither italicized nor in quotation marks, along with relevant article and section numbers. In parenthetical citations, use common abbreviations such as "art." and "sec." and abbreviations of well-known titles (US Const., art. 1, sec. 2).

While the United States Constitution provides for the formation of new states (art. 4, sec. 3), it does not explicitly allow or prohibit the secession of states.

For other historical documents, cite as you would any other work, by the first element in the works cited entry.

19. **Legal source:** For legislative acts (laws) and court cases, name the act or case either in a signal phrase or in parentheses. Italicize the names of cases but not the names of acts.

The Jones Act of 1917 granted US citizenship to Puerto Ricans.

In 1857, Chief Justice Roger B. Taney declared in *Dred Scott v. Sandford* that blacks, whether enslaved or free, could not be citizens of the United States.

20. **Visual Such as a Photograph, Map, or Chart:** To cite a visual that has a figure number in the source, use the abbreviation "fig." and the number in place of a page number in your parenthetical citation: (Manning, fig. 4). Spell out the word "figure" if you refer to it in your text.

To cite a visual that does not have a figure number in a print source, use the visual's title or a general description in your text and cite the author and page number as for any other source.

For a visual that is not contained in a source such as a book or periodical, identify the visual in your text and then cite it using the first element in the works cited entry: the photographer's or artist's name or the title of the work.

Photographs such as *Woman Aircraft Worker* (Bransby) and *Women Welders* (Parks) demonstrate the US government's attempt to document the contributions of women on the home front during World War II.

21. **E-mail, letter, or personal interview:** Cite e-mail messages, personal letters, and personal interviews by the name listed in the works cited entry, as for any other source. Identify the type of source in your text if you feel it is necessary.

22. **Web Site or Other Electronic Source:** Your in-text citation for an electronic source should follow the same guidelines as for other sources. If the source lacks page numbers but has numbered paragraphs, sections, or divisions, use those numbers with the appropriate abbreviation in your in-text citation: "par.," "sec.," "ch.," "pt.," and so on. Do not add such numbers if the source itself does not use them. In that case, simply give the author or title in your in-text citation.

Julian Hawthorne points out profound differences between his father and Ralph Waldo Emerson but concludes that, in their lives and their writing, "together they met the needs of nearly all that is worthy in human nature" (ch. 4).

23. **Indirect Source (source quoted in another source):** When a writer's or a speaker's quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation "qtd. in."

Researchers Botan and McCreadie point out that "workers are objects of information collection without participating in the process of exchanging the information . . ." (qtd. in Kizza and Ssanyu 14).

24. **Literary Works and Sacred Texts:** Literary works and sacred texts are usually available in a variety of editions. Your list of works cited will specify which edition you are using, and your in-text citation will usually consist of a page number from the edition you consulted). When possible, give enough information — such as book parts, play divisions, or line numbers — so that readers can locate the cited passage in any edition of the work.

25. **Literary Work without Parts or Line Numbers:** Many literary works, such as most short stories and many novels and plays, do not have parts or line numbers. In such cases, simply cite the page number.

At the end of Kate Chopin's "The Story of an Hour," Mrs. Mallard drops dead upon learning that her husband is alive. In the final irony of the story, doctors report that she has died of a "joy that kills" (25).

26. **Verse Play or Poem:** For verse plays, give act, scene, and line numbers that can be located in any edition of the work. Use arabic numerals and separate the numbers with periods.

In Shakespeare's *King Lear*, Gloucester, blinded for suspected treason, learns a profound lesson from his tragic experience: "A man may see how this world goes / with no eyes" (4.6.148-49).

For a poem, cite the part, stanza, and line numbers, if it has them, separated by periods.

The Green Knight claims to approach King Arthur's court "because the praise of you, prince, is puffed so high, / And your manor and your men are considered so magnificent" (1.12.258-59).

For poems that are not divided into numbered parts or stanzas, use line numbers. For a first reference, use the word "lines": (lines 5-8). Thereafter use just the numbers: (12-13).

27. **Novel With Numbered Divisions:** When a novel has numbered divisions, put the page number first, followed by a semicolon, and then the book, part, or chapter in which the passage may be found. Use abbreviations such as "pt." and "ch."

One of Kingsolver's narrators, teenager Rachel, pushes her vocabulary beyond its limits. For example, Rachel complains that being forced to live in the Congo with her missionary family is "a sheer tapestry of justice" because her chances of finding a boyfriend are "dull and void" (117; bk. 2, ch. 10).

MLA list of works cited

An alphabetized list of works cited, which appears at the end of your research paper, gives publication information for each of the sources you have cited in the paper. Include only sources that you have quoted, summarized, or paraphrased.

General guidelines for works cited in MLA style

In an MLA works cited entry, the first author's name is inverted (the last name comes first, followed by a comma and the first name), and all other names are in normal order. In titles of works, all words are capitalized except articles (*a, an, the*), prepositions (*to, from, between*, and so on), coordinating conjunctions (*and, but, or, nor, for, so, yet*), and the *to* in infinitives — unless they are the first or last word of the title or subtitle. Titles of periodical articles and other short works, such as brief documents from Web sites, are put in quotation marks; titles of books and other long works, such as entire Web sites, are italicized.

The city of publication is given without a state name. Publishers' names are shortened, usually to the first principal word ("Wiley" for "John Wiley and Sons," for instance), and "University" and "Press" are abbreviated "U" and "P" in the names of university publishers: UP of Florida. The date of publication is the date on the title page or the most recent date on the copyright page.