



Pine Grove Area School District's MLA Style Writing Guide



This style guide has been adapted from the sixth edition of The MLA Handbook for Writers of Research Papers by Joseph Gibaldi, which may be referred to for further clarification.



September 2003

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PAPER SETUP

PRINTING OR TYPING

1. Use only one side of the paper
2. Use black ink
3. Use Times New Roman font, size 12

PAPER

4. White paper
5. 8 ½ - by 11- inch good quality paper

MARGINS

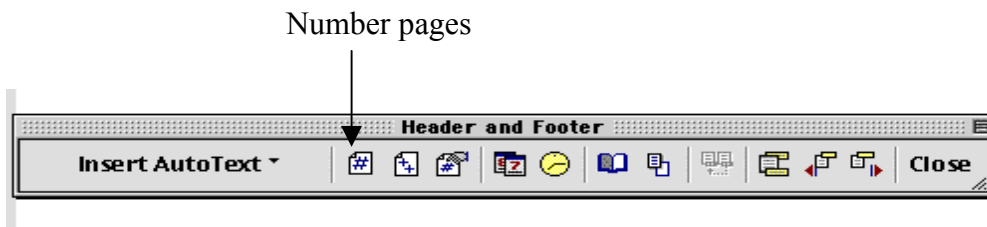
6. Leave one inch margins at the top, sides, and bottom of the page, except for headers, which are ½ inch from the top (see “Header” below)
7. Do not justify the right hand margin
8. Indent the first word in each paragraph five spaces, which is one tab or ½ inch

SPACING

9. Double space the whole paper, including the outline and the works-cited page
10. Leave one space after a period or other concluding punctuation mark, unless your instructor prefers two spaces

HEADER

11. Put a header on each page, beginning with the first page of text
This will automatically format to the required ½ inch margin for headers
12. Go to “View” on the pull-down menu in Word
13. Choose “Header and Footer”
14. Right align the cursor
15. Type your last name
16. Leave a space
17. Click on icon labeled # (Insert page number) from the “Header and Footer” toolbar
18. Click “Close” on tool bar



HEADING ON PAGE 1 OF TEXT: sample page is on page 3 of this guide

19. Left align
20. Type your name
21. Your teacher's name
22. The course title
23. The date in military format: 12 June 2003

TITLE OF PAPER ON PAGE 1 OF TEXT

24. After typing heading, choose "center align"
25. Type title of paper; follow the rules of capitalization and do not underline, italicize, bold, or put inside quotation marks. Italicize or underline only those words which are italicized or underlined in the text (titles of books, movies, etc.)

Emma Jackson

Mr. Reppert

English 12

14 May 2004

The Shakespeare Authorship Controversy

First line of the paper is indented, and the entire page is double-spaced.

TITLE PAGE

TITLE PAGE (if required by teacher): sample page is on page 5 of this guide

1. Center align
2. Type title of paper 3 inches from the top; this is $\frac{1}{3}$ of the way down the page
3. Type your name 6 inches from the top; this is $\frac{2}{3}$ of the way down the page
4. Type your teacher's name
5. Type the course name
6. Type the date in military format: 12 June 2003. Do not abbreviate the month.

The Shakespeare Authorship Controversy

Emma Jackson

Mr.Reppert

English 12

14 May 2004

OUTLINE

OUTLINE (if required by teacher): sample page is on page 7 of this guide

1. Double space the outline
2. Center align title at top of page (Remember to use one inch margins)
3. Capitalize the first word in each outline entry
4. Use Roman numerals for main ideas
5. Indent and use capital letters for sub-topics
6. Double indent and use Arabic numbers under capital letters for supporting details
7. Double indent and use lower case letters for supporting details

Outline

I. Main idea

A. Supporting idea to I

B. Supporting idea to I

1. Supporting idea to B

2. Supporting idea to B

a. Supporting idea to 2

b. Supporting idea to 2

II. Main idea

A. Supporting idea to II

B. Supporting idea to II

C. Supporting idea to II

III. Main idea

DOCUMENTATION

The recommended style for documentation involves only two parts:

- **Parenthetical documentation** immediately following the cited material in the text
Parenthetical documentation directs readers to a works-cited page at the end of the paper.
- A separate **works-cited page** at the end of the paper
A works-cited page contains the complete citation information for works that were cited in the paper.
Note: Some teachers may prefer a **bibliography page**, which is a list of **all** sources used.

PARENTHETICAL DOCUMENTATION

1. Use to identify the source of borrowed material, whether rewritten in the student's words or quoted directly from the source.
2. Place the parenthetical documentation at the end of a sentence and before end punctuation.
3. Use only page numbers if the author's name is included in the sentence.

Example:

According to Bart Robinson, Larry Bird is the greatest player in the history of basketball (177).

↑
author's name in sentence

4. Include the author's last name and page number if the author's name is not in the sentence.

Example one author:

Al Capone saw himself as an ordinary businessman possessing typical American initiative and independence (Boorstin 84).

Example two authors:

Tutankhamun's tomb was one of the great discoveries of all time (Venturea and Ceserani 110).

Example three authors:

Tutankhamun's spinal deformity prevented him from turning his head (Morley, Bergin, and James 54).

5. When there are two or more works by the same author, put a comma after the author's last name. Then add a shortened title of the work, and the page number.

Example more than one work by same author:

The living conditions of many of these new migrants were wretched (Garrity, Nation 235).

6. Use the title of the source if the author's name is not given. Punctuate the source's title correctly.

Example no author:

Acid rain destroyed an estimated 400,000 trout last year (Wildlife Preserves 245).

7. Use sections, columns or paragraphs if there are no page numbers given.

Example no page numbers:

Hypertext, as one theorist puts it, is "all about connection, linkage, and affiliation" (Moulthrop, par. 19).

8. Close quotation marks before the parenthetical documentation, and put a period after the parentheses when material is directly quoted.

Example directly quoted material:

In the settlement of the American West, the "go-getter morality brought an age of Good Bad Men and Bad Good Men" (Boorstin 34).

9. If what is quoted or paraphrased is itself a quotation, put the abbreviation *qtd. in* ("quoted in") before the source you have included in the parentheses.

Example quote from an indirect source:

Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 450).

WORKS CITED/BIBLIOGRAPHY

WORKS CITED/BIBLIOGRAPHY (teacher will choose which term for this page): sample page is on page 21 of this guide

1. Appears at the end of the paper
2. Include the header on this page (last name and page number)
3. Center the title, Works Cited, one inch from the top of the page
8. Double space between the title and the first entry
9. Begin each entry at the margin
10. After the first line of an entry, additional lines should be double spaced and indented ½ inch (one tab)
11. Alphabetize entries by the author's last name
If the author is unknown, alphabetize by the first word of the title unless the first word is *A*, *An* or *The*

WORKS-CITED/BIBLIOGRAPHY ENTRIES

BOOKS AND PAMPHLETS

One Author

Author's last name, Author's first name. Title of Book. City where published: Publisher, copyright date.

Gard, Carolyn. The Attack on the Pentagon on September 11, 2001. New York: The Rosen Publishing Group, Inc., 2003.

Two or More Books by the Same Author

Fort, Joel. The Addicted Society. New York: Grove, 2001.

---. Alcohol: Our Biggest Problem. New York: McGraw Hill, 2000.

Two Authors

Author's last name, Author's first name, and Author's first name Author's last name. Title of Book. City where published: Publisher, copyright date.

West, Delno, and Jean West. Braving the North Atlantic: The Vikings, the Cabots, and Jacques Cartier Voyage to America. New York: Atheneum Books for Young Readers, 1996.

Three Authors

Author's last name, Author's first name, Author's first name Author's last name, and Author's first name Author's last name. Title of Book. City where published: Publisher, copyright date.

Morley, Jacqueline, Mark Bergin, and John James. An Egyptian Pyramid. Lincolnwood, Illinois: Peter Bedrick Books, 1991.

Anonymous Author

Title. City: Publisher, copyright date.

Venezuela...in Pictures. Minneapolis: Lerner, 1987.

Editor – No Author

Editor's last name, Editor's first name, ed. Title. City: Publisher, copyright date.

Layman, Richard, ed. Masterpieces of World Literature. New York: Harper & Row, 1952.

US Government Publication, Author and Agency Sponsorship

United States. Dept. of Health, Education, and Welfare. The Legal Aspects of Protective Services For Abused and Neglected Children. By Barbara A. Caulfield. Washington: GPO, 1998.

US Government Publication, No Author, Agency Sponsorship

United States. Dept. of State. Bureau of Public Affairs. Background Notes: Algeria. Washington: GPO, Nov. 1999.

Book or Pamphlet with Missing Publication Information

Note: When publication information is not given, supply as much of the information as possible.

Use the following abbreviations for information that is not available:

n.p. – no place of publication given

n.p. – no publisher given

n.d. – no date of publisher given

n. pag. – no page number given

Depressants. N.p.: n.p. n.d.

Classics

Homer. The Odyssey. Trans. W. H. D.Rouss. New York: New American Library, 1958.

The Bible

The Bible

Note: Certain sacred works are not underlined such as the Bible, the Korean, and books of the Bible. The King James Version is assumed unless another version is specified.

REFERENCE BOOKS

General Dictionary

“Title of Article.” Title of Dictionary. Edition. copyright date.

“Naturalism.” Merriam-Webster’s Collegiate Dictionary. 10th ed. 2002.

General Encyclopedia

Encyclopedia with Signed Article

Author’s last name, First name. “Title of Article.” Title of Encyclopedia. Edition.

Lesko, Leonard H. “Ancient Egypt.” World Book Encyclopedia. 2000 Ed.

Encyclopedia Article with No Author

“Title of Article.” Title of Encyclopedia. Edition.

“Navajo Indians.” Funk and Wagnalls New Encyclopedia. 1996 Ed.

Current Biography, Signed Article

Author of article’s last name, first name. “Title of Article.” Title of Book. City where published: Publisher, copyright date.

Orens, Geoff. "Clinton, Hillary Rodham." Current Biography Yearbook 2002. New York: H.W.

Wilson, 2002.

Current Biography, Unsigned Article

“Title of Article.” Title of Book. Editor. City where published: Publisher, copyright date.

"Twiggy." Current Biography Yearbook 1968. Ed. Charles Moritz. New York: H. W. Wilson,

1969.

Multivolume Encyclopedia or Reference Book, Alphabetical Order

Signed

Author's last name, First name. "Title of Article." Title of book series. Editor of entire set.

Volume number. City where published: Publisher, copyright date.

Hammen, Carl. "Abalone." Ed. Lawrence Urdang. The Raintree Illustrated Science Encyclopedia. Vol 1. Milwaukee: Raintree Publishers Limited, 1979.

Unsigned

"Title of Article." Title of Book, Editor. Volume number. City where published:

Publisher, copyright date.

"Watt, James." Grolier Library of Science Biographies. Ed. John Daintith and Derek Gjertsen. Vol.10. Danbury, CT: Grolier Educational, 1997.

Multivolume Reference, with Separate Volume Titles

Author's last name, First name. Title of Book. City where published:

Publisher, copyright date.

Allaby, Michael. Tropical Forests. Danbury, CT: Grolier Educational, 1999.

PRINT PERIODICALS

Magazine, Signed Article (Weekly)

Author's last name, First name. "Title of Article." Title of Magazine Day Month

Year: page numbers.

Feinstein, John. "Tiger by the Tail." Newsweek 9 Sept. 1996: 58-61.

Magazine, Unsigned Article (Monthly)

"Title of Article." Title of magazine Month Year: pages.

"To Build a Bridge, You Must Cross Troubled Waters." Smithsonian Sept. 1996: 84-96.

Newspaper, Signed Article

Author's last name, First name. "Title of Article in Quotes." Name of Newspaper

[Place of publication, unless written in title] Day Month Year: section pages.

McQuillan, Laurence and Richard Benedetto. "Bush Hails Win, Looks Ahead." USA Today

[Boca Raton, FL] 2 May. 2003: A1.

Newspaper, Unsigned Article

"Celebratory Gunfire Ignites Fatal Blaze." USA Today 2 May 2003: 4A.

Jackdaw (Collections of Documents)

Trask, Richard B., comp. Salem Village and the Witch Hysteria. Jackdaw No. A16. Kit. New

York: Golden Owl, 1975.

NONPRINT MEDIA

Video Recording

Title. Director. Performers. Medium. Production company, copyright.

Shiloh. Dir. Dale Rosenbloom. Perf. BlakeHeron and Wilson Dowd. Videocassette. Warner

Brothers, 2000.

Television Program

"Title of Episode." Title of Program. Name of Network. Call letters of local station, City.

Broadcast Day Month Year.

"Aids--the Mysterious Disease." MacNeil Lehrer Report. PBS. WITF, Hershey. 26 Aug. 1982.

Sound Recording

Note: If you are not using a compact disc, indicate "Audiocassette" or "LP" (long-playing record) to indicate the medium.

Writer, Speaker or Director. Title. Original date. Reader. Medium. Production Company,

copyright.

Sachar, Louis. Holes. 1998. Read by Kerry Beyer. Audiocassette. Listening Library. 1999.

Interview

Comer, James M. Personal Interview. 16 Sept. 1955.

SOURCES FROM CD-ROMS

Electronic Encyclopedia

"Battle of the Bulge." Encarta Encyclopedia. CD-ROM. Seattle: Microsoft, 1997.

COIN

"Librarian." COIN Career Guidance System. CD-ROM. COIN Educational Products. 2002.

INTERNET SOURCES – ONLINE PERIODICAL SUBSCRIPTION DATABASES

Basic information

1. Author's name (if given).
2. "Title of article or material."
3. Name of the periodical
4. Date of publication:
5. Number range for pages (if given).
6. Name of database.
7. Name of the subscription service.
8. Date of access
9. Electronic addresses or URL of database home page (if known-in angle brackets <<http://...>>).

ProQuest Direct

Rothstein, Linda. "Fusion Power." Maclean's Nov. 1997:5 ProQuest. ProQuest. 9 Sept. 2003

<<http://www.umi.com>>.

SIRS Researcher

Days, Newton B., and Holly Parks. "Education Is a Priority in Australia." Wichita Eagle 3 Jan.

1998: 2. SIRS Researcher. SIRS Knowledge Source. 10 Aug. 2003 <<http://sks.sirs.com>>.

EBSCOhost Databases (in POWER LIBRARY)

Kerr, Richard. "A Surprise LA Nina." Science Now 19 May 2003:1. MasterFILE Premier.
EBSCOhost. 8 Sept. 2003 <<http://search.epnet.com>>.

Middle Search Plus (in Searchasaurus and EBSCOhost within POWER LIBRARY)

Wright, Erica. "Dinosaur Discoveries." Children's Digest Mar./Apr. 2003:20. Middle Search Plus. EBSCOhost. 10 Sept. 2003 <<http://www.epnet.com>>.

Big Chalk Database (in POWER LIBRARY)

"Pronghorn Antelope in Yellowstone National Park." Reuters News Pictures Service. 27 Mar. 2001. Electric Library Elementary. Big Chalk.com. 8 Sept. 2003
<<http://elibrary.bigchalk.com/>>.

SIRS Discoverer (in POWER LIBRARY)

Cooper, Jane. "Teenage Parenting Revisited." Teenage Newsletter June 1999: 4+. SIRS Discoverer on the Web. SIRS Knowledge Source. 8 Sept. 2003
<<http://discoverer.sirs.com>>.

INTERNET SOURCES – NON-PERIODICAL ONLINE SUBSCRIPTION DATABASES

Basic Information

1. Author's name (if given).
2. "Title of article, poem, or material."
3. Name of print source.
4. Name of database.
5. Editor(s) (if available).
6. Edition or version (if given).
7. Date of electronic publication.
8. Name of sponsoring company, organization, or producer.
9. Date of access
10. Electronic address or URL of database homepage (in angle brackets <<http://...>>).

Encyclopedia of Animals (in EBSCOhost and Searchasaurus within POWER LIBRARY)

“Mountain Lion.” Encyclopedia of Animals. EBSCO Animals. EBSCOhost. 8 Aug. 2003
<<http://www.epnet.com>>.

Grove’s Dictionaries (in POWER LIBRARY)

MacDonald, Ian. “The Beatles.” New Grove Dictionary of Music and Musicians Online. Ed.
Laura Macy. 2003. Oxford UP. 10 Sept. 2003 <<http://www.grovemusic.com>>.

Poem Finder (in POWER LIBRARY)

Frost, Robert. “Stopping by the Woods on a Snowy Evening.” Poem Finder. 1923. Roth. 8 Sept.
2003 <<http://www.poemfinder.com>>.

Gale Group (in POWER LIBRARY)

Bleiler, Richard. “Stephen King.” Supernatural Fiction Writers. Scribners, 1985. Scribners
Writers Series. Thomson Gale. 17 June 2003 <<http://galenet.galegroup.com>>.
“J(oanne) K. Rowling.” Contemporary Authors. 5 June 2001. Thomson Gale. 17 June 2003
<<http://galenet.galegroup.com>>.

Online Encyclopedia Article

Kyvig, David E. “Prohibition.” World Book Online. IBM/World Book. 10 Sept. 2003.
<<http://www.worldbookonline.com>>.

AccuNet/AP Multimedia Archive (in POWER LIBRARY)

Basic information

1. Photographer (if given).
2. Title of photograph as listed under “Object Name.”
3. Date photograph was taken listed as “Creation Date.”
4. Database.
5. Date of access
6. Electronic address <URL of database homepage (in angle brackets <<http://>>)>.

Baldwin, Shawn. "Trade Center Attacks." 11 Sept. 2001. AccuNet/AP Multimedia Archive.

AccuWeather. 9 Sept. 2003 <<http://accuweather.ap.org>>.

"Hindenburg Over Manhattan 1936." 8 Aug. 1936. AccuNet/AP Multimedia Archive.

AccuWeather. 9 Sept. 2003 <<http://accuweather.ap.org>>.

INTERNET SOURCE – Web Pages (Free, Non-subscription)

Basic information

Include as many items from the list below as are relevant and available.

1. Name of the author of portion used (if available).
2. "Title of portion used from a site".
3. Title of the web site as given on the home page. If no title is given, use "Home Page."
4. Name of editor of the site (if any).
5. Date of creation, publication, copyright, or last date updated.
6. Name of any institution or organization sponsoring the information on the site.
7. Date you accessed the source
8. Internet address or URL of the source (in angle brackets <<http://...>>).

Author's last name, First name. "Title of Web page (portion of Web site) used." Title of Web site. Day Month Year posted or updated. Sponsoring Company, Organization, or Producer. Day Month Year accessed <web page address>.

Article Within a Web Site

Devitt, Terry. "Flying High." The Why Files. 9 Dec. 1999. University of Wisconsin.

4 Sept. 2003 <<http://whyfiles.news.wisc.edu/shorties/kite.html>>.

Entire Web Site

Hamilton, Calvin J. Views of the Solar System. 12 Nov. 1999. 6 August 2003

<<http://solarviews.com/eng/homepage.html>>.

Television Program on the Web

"Who Built the Pyramids?" Nova. Pyramids. PBS. WGBH, Boston. 2003

<<http://www.pbs.org/wgbh/nova/pyramid/explore/builders.html>>.

Online Magazine

Levy. Steven. "Great Minds, Great Ideas." Newsweek 20 May 2002. 27 June 2003

<<http://www.msnbc.com/news/754336.asp>>.

Online Newspaper

Biersdorfer, J.D. "Religion Finds Technology." New York Times on the Web 16 May 2002. 20

July 2003 <<http://www.nytimes.com/2002/05/16/technology/circuits/16CHUR.html> >.

Professional Site

Microbiology and Immunology. Dept. home page. Stanford U School of Medicine. 4 Oct. 2002

<<http://cmgm.stanford.edu/micro/>>.

Works Cited

- Abraham, Jeffrey. "The Computer Condition." Newsweek 5 Jan. 2001: 21-23.
- "Before the Fall." USA Today 21 May 2002: 4A.
- "Computers." World Book Encyclopedia. 2003 ed.
- Fratiani, Sarah. "Faster Typing with the Dvorak Keyboard." The Computer World June 2002. 24
Sept. 2002 <<http://www.computerworld.com>>.
- Gates, William. Personal Interview. 17 July 2003.
- Good, Sarah, and Millie Smith. Time to Type. New York: McGraw-Hill, 1999.
- . Information Processing in Today's World. New York: Rutherford Publishing Company,
2001.
- Jaquese, Jeraldine. "Get the Skills to Get the Job." Computers Unlimited 20 June 2001: 20-23.
MasterFILE Premier. EBSCOhost. 26 Sept. 2002 <<http://search.epnet.com>>.
- "Our Changing Lives." Dateline. NBC. WGAL, Lancaster. 24 Oct. 2003.
- "Technology." Encarta Encyclopedia. CD-ROM. Seattle: Microsoft, 2002.
- Woods, Taylor R. Do You Have the Skills? Englewood Cliffs: Prentice-Hall, 2002.

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- Gibaldi, Joseph. The MLA Handbook for Writers of Research. 6th ed. New York: Modern

Language, 2003.