



# MLA STYLE

## HOW TO USE

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### Documenting Sources

MLA requires the use of in-text parenthetical citations, not footnotes, when you borrow material from an outside source. These parenthetical citations lead readers to the alphabetical list of works cited at the end of your paper where you provide complete bibliographic information. In the text of your paper, include the author's last name and the page number(s) on which the information appears. Enclose the author's name and page number(s) within parentheses. Periods or commas should follow the parenthetical citation.

Smith opposed recently proposed legislation (Cooper 95).

While Smith opposed recently proposed legislation (Cooper 95), others contend that such measures are necessary.

### Works Cited

- Provide complete bibliographic information in correct MLA form for all sources from which you borrow material. You don't need to supply citations for sources that you consulted but didn't incorporate into your paper.
- Start your works cited list on a new page, and number it as though it were a page in your paper.
- Arrange entries alphabetically by the authors' last names. If no author is provided for any source, use the title to alphabetize.
- After the first line of an entry, indent subsequent lines five spaces so that the first word of the entry stands out. This is called hanging indentation.
- Double space within and between entries. Be careful that you do not use more than two spaces between entries.
- Follow standard spacing after punctuation. That is, after a comma or colon, leave only one space, but after a period, leave two spaces.

### Books, Reference Books, Government Publications

Basic format: Author's name. Title of book. Place of publication: Publisher, Date.

#### **Books:**

Rovin, Jeff. The Fantasy Almanac. New York: Dutton, 1979.

Wilson, Colin, and John Grant, eds. The Directory of Possibilities. New York: Rutledge, 1981.

#### **HINTS:**

- Take the title and author(s) directly from the title page.
- Abbreviate well-known publisher's names by omitting words like *Press, Inc., or Co.*
- Abbreviate University Press as UP with no periods.

#### **Reference Books (Encyclopedias, Dictionaries, etc.):**

- List the author of the article first, if one exists. If there is no author, begin with the title. The editors or compilers of the book come after the title.

Dober, Richard P. "Campus Planning." Encyclopedia of Architecture: Design, Engineering, & Construction. Ed. Joseph A. Wilkes and Robert T. Packard. 5 vols. New York: John Wiley & Sons, 1988.

- For familiar reference books with numerous editions, do not use the full publication data.

"Reeve, Christopher." Who's Who in America. 50th ed. 1996.

#### **Government Publications:**

United States. Dept. of Commerce. Minority Business Development Agency. Franchise Opportunities Handbook. Washington: GPO, 1991.

HINTS:

- If author is not known, give name of government, then name of agency.

## **Articles in Scholarly Journals, Magazines, Newspapers**

Basic format: Author. "Title of Article." Name of Periodical Volume (Date): Page(s).

### **Scholarly Journals With Continuous Pagination:**

Dewdney, Patricia, and Catherine Sheldrick Ross. "Flying A Light Aircraft: Reference Service Evaluation From A User's Viewpoint." RQ 34 (1994): 217-30.

### **Scholarly Journals With Each Issue Paginated Separately:**

Fleischer, Roland E. "Emblems and Colonial American Painting." The American Art Journal 20.3 (1988): 2-35.

Basic format: Author. "Title of Article." Name of Periodical Date: Page(s).

### **Magazines:**

Armstrong, Larry, Dori Jones Yang, and Alice Cuneo. "The Learning Revolution: Technology Is Reshaping Education--At Home And At School." Business Week 28 Feb. 1994: 80-88.

HINTS:

- Use volume and year for scholarly journals with continuous pagination. Use volume, issue, and year for scholarly journals with each issue paginated separately (i.e., each issue starts with a page 1).
- Use month and year for monthly magazines. Use day, month, and year (22 Dec. 1995) for weekly or bi-weekly magazines and daily newspapers.
- Abbreviate months, except May, June, and July.

### **Newspapers:**

Adande, J.A. "By George, Buckeye Wins Heisman Trophy." Washington Post 10 Dec. 1995: D1+.

HINTS:

- Use the name from the masthead, omitting articles (e.g. Toledo Blade, not The Toledo Blade).
- Specify the edition of the newspaper (e.g. late edition, evening edition), if known.

## **Online Publications**

The types of publications accessed via the Internet vary so greatly, it's impossible to give one format to follow. MLA lists the desired publication information to be included in a citation, knowing that many Internet resources lack this information. Below are the elements of a basic entry for an Internet resource. Keep in mind that (1) your goal is to lead the reader of your paper back to your source, and (2) references to electronic publications generally provide more information than references to print resources.

### **Basic Entry:**

Author's name. "Title of the document." Information about print publication. Information about electronic publication. Access information.

Access information can include the date of access, URL, database name, database subscriber sponsoring institution.

Hints:

- If a document's URL is long and complicated, give the URL of the database's search page (ex. 1) or the URL of the home page, with the sequence of links followed, preceded by "Path:" (ex. 3).
- If an article is retrieved through a library research database (i.e. Academic Search Complete), reference BGSU Libraries as the subscribing institution (ex. 1 & ex. 2) **See the appendix at the end of this document for further detail.**
- Always list the date you accessed the information!

### Articles from a library database:

- (1) Messner, Michael. "Barbie Girls versus Sea Monsters: Children Constructing Gender." Gender and Society 14.6 (2000): 765-84. JSTOR. Bowling Green St. Univ. Lib., OH. 18 May 2004 <<http://www.jstor.org/search>>.
- (2) Grossman, Jeff. "Maintain your Brain." Psychology Today. May-June 2004: 26. Academic Search Complete. EBSCO. Bowling Green St. Univ. Lib., OH. 18 May 2004 <<http://0-search.ebscohost.com/maurice.bgsu.edu/login.aspx?profile=ehost&defaultdb=a9h>>.

### Documents from Internet Sites:

- (3) "This Day in History: Cold War, March 25." History Channel.com. 2004. History Channel. 18 May 2004 <<http://historychannel.com/>>. Path: This Day in History; Cold War.

### Government Publication:

- (4) United States. Dept. of Justice. Office of Juvenile Justice and Delinquency Prevention. Law Enforcement and Juvenile Crime. By Howard N. Snyder. Dec. 2001. 29 June 2002 <<http://www.ncjrs.org/pdffiles1/ojjdp/191031.pdf>>.

### Online Journal Article :

- (5) Sohmer, Steve. "12 June 1599: Opening Day at Shakespeare's Globe." Early Modern Literary Studies 3.1 (1997): 46 pars. 26 June 2002 <<http://www.shu.ac.uk/emls/03-1/sohmjuli.html>>.

### Entire Web Site:

- (6) Campbell Soup Co. Company Home Page. 2003. 19 May 2004 <<http://www.campbellsoup.com/>>.

**Please see the MLA Handbook or Web site ([www.mla.org](http://www.mla.org)) for more in-depth explanations and examples.**

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| <b>Appendix</b> |
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## URLs for Citing Full-Text Articles from the Library Research Databases

URLs to individual articles are often long and cumbersome when citing full-text articles from Library Research Databases. In this instance, MLA citation style guide recommends that you give the URL of the database's main search page for citing any full-text article from a given database. Listed below are links to main search screens of the more commonly used Library Research Databases.

### Academic Search Complete

<http://0-search.ebscohost.com/maurice.bgsu.edu/login.aspx?profile=ehost&defaultdb=a9h>

### America's Newspapers

<http://0-infoweb.newsbank.com/maurice.bgsu.edu/?db=NEWSBANK>

### Contemporary Women's Issues

<http://0-rave.ohiolink.edu/maurice.bgsu.edu/databases/login/cwis>

**CQ Researcher**

<http://0-library2.cqpress.com.maurice.bgsu.edu/cqresearcher/>

**Education Research Complete**

<http://0-search.ebscohost.com.maurice.bgsu.edu/login.asp?profile=web&defaultdb=ehh>

**ERIC**

<http://0-rave.ohiolink.edu.maurice.bgsu.edu/databases/login/eric>

**Ethnic NewsWatch**

<http://0proquest.umi.com.maurice.bgsu.edu/pqdweb?RQT=306&TS=1114186292&clientId=3340&DBId=14398>

**Lexis Nexis Academic**

<http://0-www.lexisnexis.com.maurice.bgsu.edu/us/lnacademic>

**MasterFILE Premier**

<http://0-search.ebscohost.com.maurice.bgsu.edu/login.asp?profile=web&defaultdb=f5h>

**Newspaper Source**

<http://0-search.ebscohost.com.maurice.bgsu.edu/login.asp?profile=web&defaultdb=nfh>

To locate URLs for Library Research Databases not identified on the list, follow these steps:

1. From the main library webpage <http://www.bgsu.edu/colleges/library>, select RESEARCH DATABASES located under the "Finding Articles" heading.
  2. Key in the name of the library database you wish to cite and click on FIND.
  3. Put your cursor over the name of the database that is a hypertext link in the middle of the page. On a PC, click the right mouse button and select "Copy Link Location" (Firefox) or "Copy Shortcut" (Internet Explorer). On a Mac, hold down the control button and click on the hypertext link. Then select "copy link location."
  4. Open up your word document and paste the URL into the appropriate citation.
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**References**

Gibaldi, Joseph. MLA Handbook for Writers Of Research Papers. 5th ed. New York: MLA, 2003. (Available at the Main Reference Desk or Reference stacks, ref LB 2369 .G53 2003.)

L. Rich  
Rev. 5/04  
C. Boff – appendix 8/06; Rev. 8/07