



*University of Balamand Libraries  
Style Manuals*

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**QUICK NOTES:**

**Modern Language  
Association (MLA) Style  
Manual**

Adapted from the **MLA Handbook for Writers of Research Papers**  
**Sixth Edition, 2003**

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**5<sup>th</sup> edition: 200**

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## I. GENERAL INTRODUCTION

Referencing (or citing sources) is the important process of acknowledging another person's ideas used in constructing one's own essays or assignments, whether quoted directly or otherwise. A research paper without the acknowledgement of sources will be considered as plagiarized. Whether paraphrasing, summarizing or quoting directly from a work, you must credit the source. Every scholarly discipline has a preferred format or style of referencing their publications. According to the policies of the UOB Libraries, the following formats should be used with the respective disciplines:

**APA:** is used mainly in the social sciences (psychology, sociology, anthropology, education, etc.) and in some of the hard sciences.

**MLA:** is used mainly in the humanities (art, literature, history)

Notes and references/cited works are ways an author deals with identifying important elements of the work which do not fit strictly within the flow of the text:

1. **Notes** (Footnotes OR Endnotes) are a device to handle information that is extra—explanatory, peripheral, interesting—but not intrinsic to the argument or story.
2. **Cited Works:** deals with the identification of material in the work which is not necessarily of the author's own making.
3. **Annotated Bibliography:** an annotated bibliography, in addition to bibliographic data, provides a concise summary of each source and some assessment of its value or relevance.
4. **Parenthetical Citations** identify the sources briefly within the text so that readers can tie them to more complete information in the reference list / works cited at the end of the paper.

This Manual deals with three components of the MLA Style with samples. The first part touches on how notes are added to the publication (paper, report, thesis...); the second part deals with documenting references: reference list and parenthetical citations of the more common reference formats. Each item includes a basic form template and a sample.

## **II. NOTES:**

Sometimes the author wishes to impart information to the reader that does not fit comfortably into the flow of narrative of the work. The information may be peripheral to the argument being made; it may be explanatory or background material which, if introduced within the text, would interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

This information can be included in the work, but outside the body of the text, by means of notes. Within the text the author uses an identifier to tell the reader that extra information is available. The identifier directs the reader either to footnotes (notes at the bottom of the page containing the identifier) or to endnotes (notes placed at the end of the chapter, article or book).

### **Numbering:**

Notes should be numbered consecutively (beginning with the number 1) throughout a document (paper, article, chapter, etc.). The numbers correspond with numbers placed in the area of the part of the text they document.

In your text use Arabic numerals typed slightly above the line (superscript like this<sup>15</sup>) to signal a note that will be found in a footnote/endnote. Place this superscript numeral at the end of quotations or paraphrases, with the numeral always following immediately without a space after the final word or mark of punctuation (except in the case of dashes, where note numbers precede the punctuation mark).

### **EXAMPLE:**

Robert B. Dove makes the distinction between a Congressional calendar day and a legislative day, noting, "A legislative day is the period of time following an adjournment of the Senate until another adjournment."<sup>1</sup>

Takaki writes that "this emerging demographic diversity has raised fundamental questions about America's identity and culture."<sup>2</sup>

Banning's work shows that small villages often existed for a time only to disappear mysteriously, perhaps because of plagues, invaders, or--most likely--a nomadic way of life.<sup>3</sup>

In an essay in *Electronic Antiquity*, Richard Diamond explores the issue of blindness in *Oedipus Rex*:

Thus Sophokles has us ask the question, who is blind? We must answer that Teiresias is physically blind, yet he sees himself and Oidipous' nature. Oidipous is physically sighted, but he is blind to himself, to his own nature.<sup>4</sup>

**Symbols:**

The following symbols can be used in the order given: asterisk (\*), dagger (†), double dagger (‡), section mark (§), parallel mark (||), and paragraph mark or blind P (¶).

**EXAMPLE:**

The excerpt comes from *The Count of Monte Cristo*\* and reveals the difference between that tale and many of the other works of Dumas.†

If more than six notes are to appear, the symbols should be doubled; if there are to be more than twelve notes, the symbols should be trebled. Trebled symbols, however, look clumsy, and it is therefore better to use superior figures throughout.

**Placement:**

Notes themselves are placed either at the end of the page where the cited information appears (footnotes) or at the end of the paper, chapter, article, or book (endnotes) in a page preceding the Works. They should correspond with superscript numerals/symbols.

**Format & Indentation:**

Use single spacing within each footnote<sup>1</sup>, but use a 1.5 space between footnotes<sup>2</sup>. They should be formatted with a first line indent of 1 cm from the left margin. Distinguish footnotes from the text by using a smaller type size (10) and placing a space bar line beginning at the left margin (sample below).

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<sup>1</sup> Authors notes are basically placed here to not interfere with the reader's understanding of the text but may still be useful or interesting for the reader..

<sup>2</sup> Authors notes.

### III. WORKS CITED:

Contains the bibliographic details (information) of the various types of information sources that you used, e.g. books, periodical articles, videos, interviews, etc.

#### Format of the Works Cited

1. The **works cited** appears at the end of your paper on a new page, following the last page of your paper. For instance, if your paper itself is six and a half pages long, using half of page seven, the cited works should begin on page eight. This page should also be numbered (page 8) just like the rest of your paper.
2. **Title:** The title of the page—"Works Cited"--should be centered.
3. **Spacing:** Entries should be double-spaced with no extra space between entries.
4. **Indentation:** Entries themselves should be formatted with a hanging indent of 1 cm for each citation: the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented.
5. **Space:** Use one space after all punctuation.
6. **Sorting:** The Works Cited is sorted alphabetically according to the surname of the first author, or in the case of no author, by the title of the book or journal article.
7. **Sorting:** When two different authors have the **same last names**, alphabetize by first names.
8. **Names:** There are basically two types of authors: people and institutions.

**8.1** For each **person** listed as an author, you must give that person's last name, and first name and any other "name elements" given for that person (such as middle name). **Titles or degrees** associated with a name (Ph.D., Sir, or even Saint [unless "Saint" is part of the author's name]) are excluded. A "Jr." or "III," etc., goes after the full name and is enclosed in commas: **Pepin, Theophilus W., III, *Literature*....** **For example:**

<b>John Wilkes Booth</b>	Booth, John Wilkes
<b>John F. Kennedy</b>	Kennedy, John F.
<b>C. Thomas Howell</b>	Howell, C. Thomas
<b>P. D. James</b>	James, P. D.
<b>Queen Elizabeth II</b>	Elizabeth II

**8.2** Sometimes the work is said to have “**institutional** authorship”. Simply spell out the name of the institution and end it with a period; do not use abbreviations in institutional authors. Capitalize every word in the name of the institution, except for prepositions (like of, to, and from), articles (like a, an, and the), and conjunctions (like and and or).

Institute of Financial Education.

European Space Agency.

**9. When a Work Has Two to Three Authors:** When you are arranging the names of two authors of the same work, join them by using “and.” Note that only the first author's name is reversed (last name first). Subsequent names are given first-name-first.

**Example:**

Cone, Jack. D. and Samuelson Foster.

Gross, Seymour L., John Edward Hardy and James Smith. *Images of the Negro in American Literature*. Chicago and London: U of Chicago P, 1966.

**10. When There Are More Than Three Authors for the Same Work:** When a work has more than two authors cite the first author followed by "et al."

**Example:**

Roeder, K., et al.

**11. When Two or More Works by the Same Author Appear in the Works Cited List:** When you are arranging two or more works by the same author, order them according to the alphabetic order of the title; then use the three-em dash (---) in place of the author's name after the first entry. This three-em dash serves the same purpose as "ditto" marks.

**Example:**

Peterkin, Julia. *Black April*. Indianapolis: Bobbs-Merrill, 1927.

---. *Scarlet Sister Mary*. Indianapolis: Bobbs-Merrill, 1928.

*but*

Comaroff, Jean, and John Comaroff, eds. *Modernity and Its* .....

Comaroff, Jean, and Steve Pillepe. *Of Revelation and* .....

**12. When A Single Person is an Author of Both a One-Author Work and a Multiple Author Work:** When one person serves as both the sole author of a one-author work and the first author listed on a multiple author work, list the one-author entry first. **The device mentioned above (-.-) is not used.** In that case, all

the authors' names should be used. Notice, above, that sorting is now alphabetized according to the first significant word of a title, ignoring "a," "and," and "the." If the author serves as an editor or translator, a comma is placed after the three hyphens and the function is indicated with the appropriate abbreviation ("ed." or "trans.").

**Example:**

Cowell, M.

Cowell, M., and C. S. Neuhoff.

**13. When Works Have the Same First Author and Different Second or Third Authors:** When one person serves as the first author listed on multiple works, alphabetize the works according to the first names of the second authors (and so on).

**Example:**

Cowell, M., L. Johnson and N. Elliott, N.

Cowell, M., M. McLaughlin and V. Phelps.

**14. When there is No Author:** When no author is named for the work you are citing, alphabetize the entry according to the first significant word in the title. Ignore the words "a," "an," or "the" in the title. However, if the work is signed "Anonymous," alphabetize the entry according to the word "Anonymous."

**Example:**

Anonymous. *Findings...*

*Investigations of the Human Mind*. New York: Prentice Hall, 1992.

**15. Titles:**

**15.1** For the titles and subtitles of reference materials, books, periodicals (magazines, journals and newspapers) and reports, the first letter of each word is capitalized. The complete title is then *italicized*. Example for *The World Book; The Encyclopedia Britannica, The Battles of Madagascar: Past and Future, Priorities for Prevention Research*. Omit articles (a, an, the) in the names of newspaper, journal, and magazine titles: *New Republic* **NOT** *The New Republic*

**15.2** For the titles of entries from reference materials, the titles of chapters, articles and dissertations, the first letter of each word is capitalized. The title of the entry is placed within quotation marks. Example for: "Marie Curie"; "The Effect of Television Violence on Small Children"; The Status

of Health Education in California's Public School Districts: A Comparison to State and National Recommendations and Status Reports.”

**15.3** For the title of the source of a dissertation, it should be written in its abbreviated form. Example: Diss. U. of Balamand.

**15.4** Use a colon (:) between main title and subtitle: Example: *The Battles of Madagascar: Sufferings of a People*

**15.5** Use a colon (:) between main title and series name, or subtitle and series name. Precede a series name with the abbreviation “Vol.” and the source's number within that series: Example: *Pig Latin Versus Pig Dutch: A Contrastive Grammar: Vol. 23. Studies in Comparative Linguistics*

**16. Date of Publication:** This information tells the reader how much time has passed between the writing and publication of the source document and the writing of your own research paper.

**16.1** For books: year only: Example: 2004.

**16.2** Republished books: two dates are given: the original publication date and the new publication date: Example: 1999/2003

**16.3** For MONTHS give a three letter abbreviation (except May, June, and July). Example. Jan., Sep., Oct....

**16.4** For articles in monthly periodicals: month (season) & year: Example: May 1988, Spring 2002.

**16.5** For articles in weekly periodicals: beginning day, month & year: Example: 18 Oct. 1993.

**16.6** For newspaper articles: day, month & year: Example: 16 Sep. 1993.

**16.7** When there is no date which occurs rarely, leave it empty (omit this part).

**17. Pagination (page numbering):**

**17.1** More than one page and continuous in an article: Example: 345-356.

**17.2** More than one page and continued on later pages of the same issue: 765+

**17.3** Newspaper articles are cited according to section and page: A2

**17.4** Since newspapers paginate sections differently, you need to cite the section and page numbers as they appear in the newspaper. Give the section first, so page 2 of section C is cited as "C2." If the article continues on consecutive pages, cite them as a range (e.g., A4-5). Newspaper articles

often skip pages, however, beginning on page 1, for example, then skipping to page 15. When this happens, give the first page number followed by a plus sign (e.g., A1+).

**17.5** When there is no page numbers, especially with electronic information just add “n. pag”

**18. Publishing information:** Use a shortened form of the publisher's name: “U of New Mexico P” rather than “University of New Mexico Press” / “New York: Morow” rather than “William Morrow & Company.”

**19. Place of publication:** If two or more locations are given, give the location listed first or the publisher's home office.

**20. Publisher:** If there is not publisher mentioned, use “n.p.”

**21. Electronic Sources:**

**21.1** An electronic source has two parts. Format the first part as though it were a print source (book, article...) and then add the subscription database or Web page information with the date you accessed it.

**21.2** On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active [hypertext link](#). That should be removed from the document.

**21.3** Access date should indicate the date you visited the website; this is important because online information is frequently altered.

**21.4** Full web address (URL) should be the main address or login screen.

**21.5** If you put the exact address of the article which is usually VERY long, you need to break the address after a slash (/) or a dot (.) after turning off the automatic underlining for Web addresses

**21.6** Place the URL between < > followed by a period

**22. REMINDER:**

**22.1** For space saving reasons, the citations below are spaced 1.5; MLA requires double spacing of citations.

**22.2** Check below for the type of source you would like to cite. Note that this list includes only the more common reference formats.

**22.3** If what you are looking for does not appear below, check the *MLA Handbook for Writers of Research Papers*, Sixth Edition, 2003.

# COMPUTER SKILLS WITH MS WORD TO AID IN FORMATING:

## **Inserting Notes**

1. In **print layout view**, click where you want to insert the note.
2. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
3. Click **Footnotes** or **Endnotes**. By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the **Footnotes** or **Endnotes** box.
4. In the **Number format** box, click the format you want.
5. Click **Insert**: note number inserted and places the insertion point next to the note number.
6. Type the note text.
7. Scroll to your place in the document and continue typing.

## **To sort by name:**

1. Highlight the part you wish to sort.
2. Go to the Table menu and click Sort.
3. Choose “Sort by:” Paragraph (1<sup>st</sup> box) Text (2<sup>nd</sup> box) and Ascending.
4. Click OK in the Sort window.

## **To sort by name and date:**

1. Highlight the part you wish to sort.
2. Go to the Table menu and click Sort.
3. Under “Sort by:”
  - 1<sup>st</sup>: Choose “Sort by:” Field 1 (1<sup>st</sup> box) Text (2<sup>nd</sup> box) and Ascending.
  - 2<sup>nd</sup>: Choose “Sort by:” Field 2 (1<sup>st</sup> box) Date (2<sup>nd</sup> box) and Ascending
4. Click OK in the Sort window.

## **To create a hanging indent:**

1. Highlight the citations you wish to indent.
2. Go to the Format menu and click Paragraph.

3. Under “Indentation”, there is “Special”, choose “Hanging” and type: 1 cm.
4. Click OK.

 **To turn off automatic underlining for Web addresses:**

1. Go to the Format menu and click AutoFormat.
2. Click Options.
3. Under the AutoFormat tab, if the Internet and network paths with hyperlinks box is checked, click to remove the check mark.
4. Click the AutoFormat as you type tab, and remove the check mark from Internet and network paths with hyperlinks box.
5. Click OK in the AutoCorrect window; click OK in the AutoFormat window.

 **To break the URL address:**

1. Turn off automatic underlining for Web addresses
2. Position the cursor after a slash (/) or a dot (.)
3. Click the space bar to place a space

## REFERENCE LIST FORMATS:

### ***1. REFERENCE ARTICLE: ENCYCLOPEDIA, DICTIONARY...***

#### **1.1 Dictionary:**

##### BASIC FORM:

Title of entry. *Title of Dictionary*. Number of edition. Date of Publication.

##### EXAMPLE:

“Accord.” Def.5b. *The Oxford English Dictionary*. 2nd ed. 1989.

#### **1.2 Entry in a printed Encyclopedia/Reference Book:**

##### BASIC FORM:

Last Name, First Name. “Title of Entry.” *Title of Encyclopedia*. Number of edition.  
Date of Publication.

##### EXAMPLE:

###### ***Author:***

Binder, Raymond C., et al. “Mathematical Aspects of Physical Theories.”

*Encyclopedia Britannica: Macropaedia*. 15<sup>th</sup> ed. 1998.

Bergman, P. G. “Chaucer.” *The World Book*. 3<sup>rd</sup> ed. 1993.

###### **No Author:**

“Sharks.” *Encyclopedia Britannica: Macropaedia*. 15<sup>th</sup> ed. 1998.

###### **Less familiar reference book:**

Nielsen, Jorgen S. “European Culture and Islam.” *Encyclopedia of Islam and the Muslim World*. Ed. Richard C. Martin. New York: Macmillan Reference-Thomson/Gale, 2004.

#### **1.3 Online Encyclopedia/Reference Entry:**

##### BASIC FORM:

Last Name, First Name. “Title of Entry.” *Title of Full Work*. (Date of Electronic Publication or Last Update). Retrieval date < URL >

##### EXAMPLE:

“Albert Einstein.” *Wikipedia*. 27 Apr. 2004 <<http://en.wikipedia.org/wiki/Einstein> >.

## 1.4 Encyclopedia/Reference Entry from a Library Database:

### BASIC FORM:

Last Name, First Name. "Title of Entry." *Title of Full Work*. Editor Name (if given).  
Volume Number (if given). Place of publication: Publisher. Date of Publication.  
Page Numbers. *Name of Database*. Company. Library through which article  
was accessed, Place. Retrieval date < URL>.

### EXAMPLE:

Killam, G.D. "Chinua Achebe." *Dictionary of Literary Biography*. Ed. Bernth  
Lindfors and Reinhard Sander. Vol. 117. Detroit: Gale, 1992. 15-34. *Literature  
Resource Center*. Gale. U of Balamand Libraries, Lebanon. 25 Sep. 2003  
<<http://infotrac.galegroup.com>>.

"Einstein, Albert." *Encyclopædia Britannica*. 2006. Encyclopædia Britannica  
Premium Service. U of Balamand Libraries. 28 Jul. 2006 <[http://www.  
britannica.com/eb/article-9106018](http://www.britannica.com/eb/article-9106018)>.

## 1.5 Entry in a CD-ROM Encyclopedia/Reference Book:

### BASIC FORM:

Last Name, A. A. "Title of entry." *Title of Full Work*. Version Number. Place of  
production: Producer, Date of Production.

If you cannot find some of the information required for a CD-ROM citation — for  
example, the city and name of the publisher — cite what is available.

### EXAMPLE:

"Albatross." *The Oxford English Dictionary*. 2nd ed. CD-ROM. Oxford: Oxford UP,  
1992.

Vandiver, Frank E. "Civil War, U. S." *1996 Grolier Multimedia Encyclopedia*. Vers.  
8.03. Danbury, CT: Grolier, 1995.

## 2. BOOKS

### 2.1 One Author:

#### BASIC FORM:

Last Name, First Name. *Title of the Book*. Place of publication: Publisher, Year of  
Publication.

EXAMPLE:

Kaku, Micho. *Hyperspace: An Scientific Odyssey through Parallel Universes, Time Warps, and the Tenth Dimension*. New York: Oxford UP, 1994.

Chase, J. A. *Advertising: The Hits and Myths*. New York: Doubleday, 1979.

**2.2 Two or Three Authors:**

BASIC FORM:

Last Name, First Name and First Name Last Name. *Title of the Book*. Place of publication: Publisher, Year of Publication.

EXAMPLE:

Darling, C.W., R.E. Pepin, and L.B. Gates. *A History of Used Bookstores in Cambridge, England*. Cambridge, England: Cambridge UP, 1987.

**2.3 More Than Three Authors:**

BASIC FORM:

Last Name, First Name, et al. *Title of the Book*. Place of publication: Publisher, Year of Publication.

EXAMPLE:

Shields, J., et al. *Byzantine Intrigue: The History of English Alley*. Hartford: Merganser P, 2003.

**2.4 Corporate authorship:**

Spell out the name of the institution and end it with a period; do not use abbreviations.

BASIC FORM:

Full Corporate Name. *Title of the book*. Place of publication: Publisher, Year of Publication.

EXAMPLE:

Institute of Financial Education. *Managing Personal Funds*. Chicago: Midwestern, 1982.

**2.5 No author identified:**

BASIC FORM:

*Title of the book*. Place of publication: Publisher, Year of Publication.

EXAMPLE:

*Experimental Psychology*. New York: Holt, 1938.

## **2.6 Editor as Author:**

### BASIC FORM:

Last Name, First Name, ed. *Title of the Book*. Place of publication: Publisher, Year of Publication.

### EXAMPLE:

Remak, Joachim, ed. *The Nazi Years*. Englewood Cliffs, NJ: Prentice, 1969.

Gibbs, J. T., and L. N. Huang eds. *Children of Color: Psychological Interventions with Minority Youth*. San Francisco: Jossey-Bass, 1991.

## **2.7 Specific editions:**

### BASIC FORM:

Last Name, First Name, ed. *Title of the Book*. Number of edition. Place of publication: Publisher, Year of Publication.

### EXAMPLE:

Mitchell, T. R., and J.R. Larson. *People in Organizations: An Introduction to Organizational Behavior*. 3<sup>rd</sup> ed. New York: McGraw-Hill, 1992.

## **2.8 Article or Chapter in an Edited Book:**

### BASIC FORM:

Last Name, First Name. "Title of the Article." *Title of the Book*. Ed. Name of editor. Place of publication: Publisher, Year of Publication. Page numbers.

### EXAMPLE:

Hennessy, Margot C. "Listening to the Secret Mother: Reading J.E. Wideman's Brothers and Keepers." *American Women's Autobiography: Feasts of Memory*. Ed. Margo Culley. Madison, WI: U Wisconsin P, 1992. 302-314.

**2.9 Part of a Book:** When citing a foreword, introduction, preface, afterword, etc. begin your citation with the name of the person who wrote the foreword (or whatever it is), then the word Foreword (or whatever it is), not underlined or italicized, followed by the title of the work, its author and the other publication information (including the page numbers that include the piece you are citing):

**BASIC FORM:**

Last Name, First Name of Author of Part. Part. *Title of the Book*. By Author of Book.

Place of publication: Publisher, Year of Publication. Page numbers.

**EXAMPLE:**

Pepin, Ronald E. Foreword. *The Saints of Diminished Capacity: Selected Poems, 1972-2000*. By Charles Darling. Hartford: Capital Press, 2003. ii-ix.

**2.10 Translated works:**

**BASIC FORM:**

Last Name, First Name. *Title of Book*. Trans. name of translator. Place of publication:

Publisher, Year of Publication.

**EXAMPLE:**

Cicero, Marcus Tullius. *De Oratore*. Trans. J. S. Watson. Carbondale: Southern Illinois UP, 1986.

**2.11 Non-English books:**

**BASIC FORM:**

Last Name, First Name. *Title of Book* [English book title]. Place of New Publication:

Publisher, Year of Publication.

**EXAMPLE:**

Smith, John. *La Locomotion des Fourmis Rouges* [Red Ants and Locomotion]. Paris: Presses de France, 2005.

**2.12 Non-English Material in Non-Latin Script:** Book titles, magazine titles, and newspaper titles may appear in Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent (consistent transliteration).

**BASIC FORM:**

Last Name, First Name. *Transliterated title of book*. [Translated title] Place of publication: Publisher, Year of Publication

**EXAMPLE:**

Najm, Yusuf. *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah, 1966.

### **2.13 Republished Book:**

#### **BASIC FORM:**

Last Name, First Name. *Title of Book*. Year of First Publication. Place of New Publication: Publisher, Date of New Publication.

#### **EXAMPLE:**

Clark, Emily. *Innocence Abroad*. 1931. Westport, Connecticut: Greenwood Press, 1975.

### **2.14 Multivolume works:**

#### **BASIC FORM:**

Last Name, First Name. *Title of Multivolume Work*. Editor's Name [if there is an editor]. Number of Volumes. Place of New Publication: Publisher, Year of Publication.

#### **EXAMPLE:**

*Out of Many: A History of the American People*. 2 vols. Englewood Cliffs: Prentice, 1994.

Morison, Samuel Eliot, Henry Steele Commager, and William E. Leuchtenburg. *The Growth of the American Republic*. 2 vols. New York: Oxford UP, 1980.

### **2.15 An Isolated Source Taken from an Anthology or Collection: Poem, Short Story, or Play**

#### **BASIC FORM:**

Last Name, First Name of Work Within the Collection. "Title of Work Within the Collection." *Title of Collection*. Ed. Name of Editor(s). Edition number (if applicable). Place of New Publication: Publisher, Year of Publication. Page Numbers.

#### **EXAMPLE:**

Ortiz, Simon. "The Language We Know." *Living Languages: Contexts for Reading and Writing*. Eds. Nancy Buffington, Marvin Diogenes, and Clyde Moneyhun. Upper Saddle River, N.J.: Prentice Hall, 1997. 40-47.

Lazard, Naomi. "In Answer to Your Query." *The Norton Book of Light Verse*. Ed. Russell Baker. New York: Norton, 1986. 52-53.

O'Connor, Flannery. "The Life You Save May be Your Own." *The Realm of Fiction: 74 Short Stories*. Ed. James B. Hall and Elizabeth C. Hall. 3rd ed. New York: McGraw, 1977. 479-88.

## **2.16 Sacred Texts:**

### **BASIC FORM:**

The MLA Handbook does not directly address the matter of quoting from sacred texts. It does contain a list of abbreviated titles that should be used in the parenthetical citation of books of the Bible, however (See MLA Handbook). **The titles of sacred scriptures are generally neither italicized nor underlined.**

### **EXAMPLE:**

The Holy Bible. Revised Standard Version. New York: New American Library, 1962.  
Holy Qur'an. Trans. M. H. Shakir. Elmhurst, NY: Tahrike Tarsile Qur'an, n.d.

## **2.17 Conference Proceedings:**

Conference proceedings are cited the same way as a book with the addition of all pertinent conference information

### **BASIC FORM:**

Last Name, First Name, ed. *Title of the Published Volume*. Proc. of Title of the Proceedings. Date of Conference/Seminar, Place of publication: Publisher, Year of Publication.

### **EXAMPLE:**

Gavin, McCloud, ed. *Restoring Sunken Vessels*. Proc. of the Maritime and Shipping Industry's Annual Conference on Ship Building, May 1990, U of Maryland. Annapolis: Annapolis Press, 1991.

## **2.18 Electronic Book from a Library Database:**

### **BASIC FORM:**

Last Name, First Name. *Title of Book*. Place of publication: Publisher. Date of Publication. *Name of Database*. Company. Library through which article was accessed, Place. Retrieval date < URL>.

EXAMPLE:

Norman, Richard. *The Moral Philosophers*. New York: Oxford UP, 1998. *netLibrary*.  
U of Balamamd Libraries, Lebanon. 14 Aug. 2001 <<http://www.netlibrary.com>>.

**2.19 Entire Book Online:**

BASIC FORM:

Last Name, First Name. *Title of Book*. Title of Internet site. Date of Electronic  
Publication or Last Update, Publisher or Organization that placed work online.  
Retrieval date <URL>.

EXAMPLE:

Bierce, Ambrose. *Can Such Things Be True?* New York: Johnathan Cape and  
Harrison Smith, 1993. 28 Sep. 1998 <[gopher://wiretap.spies.com:70/00/  
Library/Classic/cansuch.txt](gopher://wiretap.spies.com:70/00/Library/Classic/cansuch.txt)>.

**3. PERIODICAL ARTICLES: JOURNALS, MAGAZINES AND NEWSPAPERS**

**3.1 Printed Scholarly or Professional Journal Articles:**

Formats for articles in scholarly or professional journal vary according to the way the  
journal numbers its pages.

3.1.1 Article in a Journal with Continuous Pagination:

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume, (Date of  
Publication): Page Numbers.

EXAMPLE:

Martin, J. "Inventing Sincerity, Refashioning Prudence: The discovery of the  
Individual in Renaissance Europe." *American Historical Review* 102, (1997):  
1309-1342.

3.1.2 Article in a Journal with Non-Continuous Pagination (Pages Each Issue  
Separately):

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of  
Publication): Page Numbers.

EXAMPLE:

Sawyer, J. "Measurement and Prediction, Clinical and Statistical." *Psychological Bulletin* 66.3 (1966): 178-200.

**3.2 Printed Newspaper Article:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Newspaper* Day Month, and Year of Publication: Page Numbers, continued page numbers [if article is on non-consecutive pages].

EXAMPLE:

Brody, J. E. "Health Factor in Vegetables Still Elusive." *New York Times* 21 Feb. 1995, natl. ed: A+.

Schwartz, J. "Obesity Affects Economic Status." *The Washington Post* 30 Sep. 1993: A1, A4.

**3.3 Printed Magazine Article:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication: Page Numbers.

EXAMPLE:

Lankford, K. (1998, Apr.). "The Trouble with Rules of Thumb." *Kiplinger's Personal Finance Magazine* 9 Jul. 2001: 102-104.

**3.4 Printed Unsigned/Anonymous Article:**

BASIC FORM:

"Title of Article." *Title of Journal, Title of Periodical* Day Month, and Year of Publication: Page Numbers,

EXAMPLE:

"Study Ties Self-Delusion to Successful Marriages." *New York Times* 2 Jan. 1998, late ed.: A11.

### **3.5 Non-English Journal Article:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." [English article title]. *Title of Journal*  
Volume.Issue (Date of Publication): Page Numbers.

#### **EXAMPLE:**

Smith, John. "La Locomotion des Fourmis Rouges." *Biologie* 105 (2003): 205-15.

### **3.6 English Translation of Journal Article:**

#### **BASIC FORM:**

Last Name, First Name. "English Title of Article." *Title of Journal* Volume.Issue  
(Date of Publication): Page Numbers.

#### **EXAMPLE:**

Smith, John. "Red Ants and Locomotion." *Biologie* 105 (2003): 205-15.

### **3.7 Journal Article from a Library Database:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of  
Publication): Page Numbers. *Name of Database*. Company. Library through  
which article was accessed, Place. Retrieval date < URL>.

#### **EXAMPLE:**

Holton, W. "The Ohio Indians and the Coming of the American Revolution in  
Virginia." *The Journal of Southern History* 60.2 (1994): 453-478. *JSTOR*. U  
of Balamamd Libraries, Lebanon. 31 Jul. 2001, <www.jstor.org>.

Kowalski, R. M. "Whining, Gripping, and Complaining: Positivity in the Negativity."  
*Journal of Clinical Psychology* 58 (2002): 1023-1035. *Academic Search  
Premier Database*. EBSCOhost. U of Balamamd Libraries, Lebanon. 7 Nov.  
2002, <http://www.epnet.com>.

### **3.8 Magazine Article from a Library Database:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of  
Publication: Page Numbers. *Name of Database*. Company. Library through  
which article was accessed, Place. Retrieval date < URL>.

EXAMPLE:

Gore, Rick. "Pharaohs of the Sun." *National Geographic* Apr. 2001. *Expanded Academic ASAP*. Gale Group. U of Balamamd Libraries, Lebanon. 21 Aug. 2001 <<http://infotrac.galegroup.com/menu>>.

**3.9 Newspaper Article from a Library Database:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication. *Name of Database*. Company. Library through which article was accessed, Place. Retrieval date < URL>.

EXAMPLE:

Cowell, Alan. "Britain Faces Flurry of Illegal Migrants Using Channel Tunnel." *New York Times* 3 Sep. 2001, late ed. *Expanded Academic ASAP*. InfoTrac/Thomson Gale. U of Balamamd Libraries, Lebanon. 19 Oct. 2001 <<http://infotrac.galegroup.com/menu>>.

**3.10 Internet Article based on a Print Source:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication). Retrieval date < URL of Journal>.

EXAMPLE:

Evnine, Simon J. "The Universality of Logic: On the Connection between Rationality and Logical Ability." *Mind* 110.438 (2001). 31 July 2001 <<http://www3.oup.co.uk/mind/>>.

**3.11 Internet Article in an Internet-only Journal:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Electronic Publication or Last Update): Number of Paragraphs. Retrieval date < URL of Article>.

EXAMPLE:

Flannagan, Roy. "Reflections on Milton and Ariosto." *Early Modern Literary Studies* 2.3 (1996):16 pars. 22 Feb. 1997 <<http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.

### **3.12 Internet Article in a Magazine (ezine):**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Magazine* Day Month, and Year of Publication. Retrieval date < URL of Article>.

#### **EXAMPLE:**

Saletan, William. "The Ethicist's New Clothes." *Slate* 16 August 2001. 17 Aug. 2001 <[http://slate.msn.com/framegame/entries/01-08-16\\_113959.asp](http://slate.msn.com/framegame/entries/01-08-16_113959.asp)>.

### **3.13 Internet Article in a Newspaper:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Newspaper* Day Month, and Year of Publication. Retrieval date < URL of Article>.

#### **EXAMPLE:**

Wright, Steven. "Curriculum 2000 Draws Criticism." *The Chronicle* 25 Jan. 2001. 7 Nov. 2001 <[http://www.chronicle.duke.edu/story.php?article\\_id=21459](http://www.chronicle.duke.edu/story.php?article_id=21459)>.

### **3.14 Printed Book Review:**

#### **BASIC FORM:**

First Name of the Reviewer. Rev. of *Title of the book*, by Author of the book. *Title of the Periodical in Which the Review is Published* Volume.Issue (Date of Publication): Page Numbers.

#### **EXAMPLE:**

Salinger, Sharon V. Rev. of *Not All Wives: Women of Colonial Philadelphia*, by Karin Wulf. *The Journal of American History* 88 (2001): 184-185.

### **3.15 Internet Book Review:**

#### **BASIC FORM:**

First Name of the Reviewer. Rev. of *Title of the book*, by Author of the book. *Title of the Periodical in Which the Review is Published*. Date of Electronic Publication or Last Update: Page Numbers. Retrieval date, <URL>

EXAMPLE:

Parfit, M. Breathless. Rev. *The Climb: Tragic Ambitions on Everest* by Carl Malone. *New York Times on the Web*. 7 Dec. 1997. 21 Jan. 1999, <http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>

**3.16 Printed Abstract:**

BASIC FORM:

Last Name, First Name. "Title of Article." Abstract. *Title of Journal* Volume.Issue (Date of Publication): Page Numbers.

EXAMPLE:

Smith, John. "New Research on Reference Lists." Abstract. *Journal of Reference Research* 105 (2003): 205-15.

**3.17 Abstract from a Library Database:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Abstract. *Name of Database*. Company. Library through which article was accessed, Place. Retrieval date < URL>.

EXAMPLE:

Ollendick, Thomas H., Neville J. King, and Peter Muris. "Fears and Phobias in Children: Phenomenology, Epidemiology, and Aetiology." *Child & Adolescent Mental Health* 7.3 (2002): 98-106. Abstract. *PsycINFO 1887-Present*. OVID. U of Balamamd Libraries, Lebanon. 19 Oct. 2001 <<http://www.ovid.com>>.

**3.18 Online Abstract:**

BASIC FORM:

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Electronic Publication or Last Update): Page Numbers. Abstract. Place. Retrieval date < URL>.

EXAMPLE:

Neumann, P. J., et al. "Can We Better Prioritize Resources for Cost-Utility Research?" *Medical Decision Making* 25.4 (2005):429-36. Abstract. 28 Jul. 2005 <<http://www.ncbi.nlm.gov/entrez/query?db+PubMed>>.

### **3.19 Reprinted or republished article**

#### **BASIC FORM:**

Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Date of Publication): Page Numbers. Rpt. in Cite original source publication information whether book or periodical.

#### **EXAMPLE:**

Hunt, Tim. "The Misreading of Kerouac." *Review of Contemporary Fiction* 3.2 (1983): 29-33. Rpt. in *Contemporary Literary Criticism*. Ed. C. Riley. Vol. 61. Detroit: Gale, 1990. 308-10.

### **3.20 ERIC Documents (Report available from the Educational Resources Information Center)**

#### **BASIC FORM:**

Last Name, First Name. *Title of ERIC Document* (Report No. AB-12). City, ST: Sponsoring Entity. Date of Event.: Date of Publication. ERIC Document Reproduction Service No. ED 123 456

#### **EXAMPLE:**

Milgram, Norman A. *The Many Faces of Procrastination: Implications and Recommendations for Counselors*. Paper presented at the Annual International Council of Psychologists Convention. 22-26 Aug. 1987. New York: 1987. ERIC ED 290 103.

### **3.21 Company Information from a Library Database:**

#### **BASIC FORM:**

"Company Name Company Profile" *Source*. (Date of Publication): Page Number. *Name of Database*. Company. Library through which article was accessed, Place. Retrieval date < URL>.

#### **EXAMPLE:**

"General Motors Corporation Company Profile." *Datamonitor* (2005): 1-75. *Business Source Premier*. EBSCOhost. U of Balamamd Libraries, Lebanon. 19 Oct. 2001 <<http://www.ovid.com>>.14 Nov. 2005.

## ***4. DISSERTATIONS***

Formats for dissertations depend on whether the dissertation is published or unpublished, and whether or not it is abstracted in Dissertation Abstracts International (DAI).

### **4.1 Unpublished Doctoral Dissertation or Master's Thesis:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Dissertation or Thesis." Type of Document (Diss. or Thesis). Name of University, Place of University, Year of Submission.

#### **EXAMPLE:**

Hughey, Annie Catherine. "The Treatment of the Negro in South Carolina Fiction." Thesis. U of South Carolina, 1933.

Bower, Steve. *The treatment of the Shakespeare Drama Characters*. Diss. U of Texas.

### **4.2 Dissertation obtained from Dissertation Abstracts International (DAI):**

#### **BASIC FORM:**

Last Name, First Name. "Title of Dissertation or Thesis." *Title of Abstract Collection, Volume Number* (Issue Number): Page Numbers (if given). (DAI/UMI Accession number).

#### **EXAMPLE:**

Smith, John. "Atoms and Molecules." *Dissertation Abstracts International* 58.2: 487A. (UMI No. 4319248)

### **4.3 Dissertation abstracted and obtained from a university:**

#### **BASIC FORM:**

Last Name, First Name. "Title of Dissertation or Thesis." (Degree awarded, Name of University, Place of University, Year of Submission). *Title of Abstract Collection, Volume Number* (Issue Number): Page Numbers (if given).

#### **EXAMPLE:**

Smith, John. "Atoms and Molecules." (PhD diss., U of Toronto, 2003). *Dissertation Abstracts International* 58.2: 487A.

#### **4.4 Dissertation retrieved from a Library Database:**

##### BASIC FORM:

Last Name, First Name. "Title of Dissertation or Thesis." Type of Document (Diss. or Thesis). Name of University, Place of University, Year of Submission. *Name of Database*. Company. Library through which article was accessed, Place. Retrieval date < URL>.

##### EXAMPLE:

Embar-Seddon, A. R. "Perceptions of violence in the emergency department." diss. Cornell University, 2000. *ProQuest Dissertations & Theses Database*. Proquest. U of Balamamd Libraries, Lebanon. 19 Oct. 2001 <<http://www.proquest.com>>.

**5. Reports:** The author is usually an organization or a group author

#### **5.1 Report Available from a Government Printing Office (GPO):**

##### BASIC FORM:

Government. Agency or Department. *Title of Report* (Number Assigned to the Report). By Author (if available). Place of Publication: Government Printing Office, Date of Publication.

##### EXAMPLE:

England. Department of Environment. Office of Environmental Legislation. *Global Warming and Air Pollution*. By John Adam Smith. London: National Institute of Research, 2005.

#### **5.2 Report from a University:**

##### BASIC FORM:

Last Name, First Name. *Title of Report* (Number Assigned to the Report). By Author (if available). Place of Publication: University and Specific Department Publishing the Report, Date of Publication.

##### EXAMPLE:

Iran-Nejad, A., Clore, G.L., & Vondruska, R.J. *Affect: A Functional Perspective* (Tech. Rep. No. 222). Champaign, IL: University of Illinois, Center for the Study of Reading, 2003.

### **5.3 Report from a Private Organization:**

#### **BASIC FORM:**

Organization Name. *Title of Report*. Place of Publication: Publisher, Date of Publication.

#### **EXAMPLE:**

Greenpeace Canada. *Global Warming and Factory Emissions*. Ottawa: Greenpeace Canada, 2004.

Association of College and Research Libraries. *Annual Report: Academic Librarians: Partners in Higher Education*. Chicago: Association of College and Research Libraries, 1990.

### **5.4 Internet Report:**

#### **BASIC FORM:**

Last Name, First Name. *Title of Report*. Date of Electronic Publication or Last Update. Retrieval date < URL of report >.

#### **EXAMPLE:**

Canada. Office of the Auditor General of Canada and the Treasury Board Secretariat. *Modernizing Accountability Practices in the Public Sector*. 6 Jan. 1998. 7 June 2003 <[http://www.tbs-sct.gc.ca/rma/account/OAGTBS\\_E.html](http://www.tbs-sct.gc.ca/rma/account/OAGTBS_E.html)>.

## **6. UNPUBLISHED MATERIAL:**

Give the author, title, description of the material, and year written. Also, give the name and location of any library or institution holding the material if applicable.

#### **EXAMPLE:**

Smith, John, Bob Snider, and Diane Hill. *A Study of Physics*. Manuscript description, 2005.

### **6.1 Unpublished Manuscript not Submitted for Publication:**

#### **BASIC FORM:**

Last Name, First Name. *Title of Manuscript*. Unpublished manuscript, Date of Manuscript.

EXAMPLE:

Smith, John. *Chemistry Today*. Unpublished manuscript, 2005.

**6.2 Unpublished Manuscript with a University Cited:**

BASIC FORM:

Last Name, First Name. *Title of Manuscript*. Unpublished manuscript. Name and  
Place of University, Date of Manuscript.

EXAMPLE:

Smith, John. *Chemistry Today*. Unpublished manuscript, McGill University, 2005.

**6.3 Unpublished Paper Presented at a Meeting/Conference:**

BASIC FORM:

Last Name, First Name. (Author/Presenter) "Title of Paper". Paper presented at Name  
of Conference, place of presentation, Date of Presentation.

EXAMPLE:

Smith, John. "Atoms and Molecules." Paper presented at the 12th Annual American  
Chemistry Association Meeting, New York, 2002.

**7. OTHER PRINT RESOURCES**

**7.1 Brochure:**

Format references to brochures in the same way that you would format references to  
entire books.

BASIC FORM:

Last Name, First Name. *Title of the Brochure*. Place of publication: Publisher, Date of  
Publication.

EXAMPLE:

Research and Training Center on Independent Living. *Guidelines for Reporting and  
Writing about People with Disabilities*. Lawrence, KS: Research and Training  
Center, 1993.

**7.2 Handout or Poster given by a Speaker at a Conference:**

Indicate whether your source is a poster or a paper.

BASIC FORM:

Last Name, First Name. *Title of the Handout/Poster*. Handout/Poster presented at  
Name of Conference, Place of Conference, Date of Conference.

EXAMPLE:

Mooney, K. S., and Tim Berndt. *Conceptions of Positive and Negative Features in Romantic Relationships and Cross-Sex Friendships*. Poster presented at the biennial meeting of the Society for Research in Child Development, Tampa, FL., 2003.

**7.3 Poster Session:**

BASIC FORM:

Last Name, First Name. *Title of the Poster Session*. Poster session presented at  
organization, place of presentation, Date of Conference.

EXAMPLE:

Goff, B.F. and David Goodrich. *Integrated Observations of Semi-Arid Land-Surface-Atmosphere Interactions*. Poster session presented at a special symposium of the American Meteorological Society, San Diego, CA., 1998.

**7.4 Lecture Notes:**

BASIC FORM:

Last Name, First Name of Lecturer. Lecture Notes. Course Number and Title. Name  
of University, Place. Date of Lecture.

EXAMPLE:

Stengos, T. Lecture Notes. ECON\*4640 Applied Econometrics. University of Guelph.  
23 Nov. 2003.

**7.5 Class Handout:**

BASIC FORM:

Last Name, First Name of Lecturer. *Course Number and Title Course Notes*. Place:  
Name of University, Place. Date of Lecture.

EXAMPLE:

Stengos, T. *ECON\*4640 Applied Econometrics Course Notes*. Guelph, ON:  
University of Guelph, 28 Mar. 2003.

**7.6 Presentations in proceedings:** are treated like works in a collection:

**BASIC FORM:**

Last Name, First Name. "Title of Presentation". *Name of Conference, Place and Date of Conference*. Editor of Proceedings. Place of publication: Publisher, Date of Publication. Page Numbers.

**EXAMPLE:**

Mann, Humphrey. "Hemingway Reassessed." *The Great American Writers: Proceedings of the Eleventh Annual Research Symposium on Literature, Boston, 21-23 April 1999*. Ed. Tom Hanks. Boston: U of Massachusetts, 1999. 83-99.

**7.7 Citations taken from a Secondary Source:**

**BASIC FORM:**

Enter the **secondary source** in the bibliography according to the format: book, article, webpage...

**EXAMPLE:**

1. Interested in Segni and Salviati commentary (Primary source)
2. Found this paper in B. Weinberg book (Secondary source):

Weinberg, Bernard. *A History of Literacy Criticism in the Italian Renaissance*. 2 vols. Chicago: U of Chicago P, 1961.

## ***8. ELECTRONIC RESOURCES***

**8.1 Computer Software:**

**BASIC FORM:**

*Title of Program*. Version. Place of Publication: Publisher, Year of Publication.

**EXAMPLE:**

*Electronic Supplements for Real Writing: 1. Interactive Writing Software*. Vers. 1. Diskette. Boston: Bedford, 1998.

**8.2 Stand-Alone Document:**

**BASIC FORM:**

Last Name, First Name. *Title of Page*. Date of Electronic Publication or Last Update. Retrieval date < URL>.

EXAMPLE:

Albanese, Jack. *How can we reach teenage smokers?* 2001. Retrieved 31 Sep. 2001,  
<<http://msweb.nursingspectrum.com/ce/ce229.htm>>.

**No author identified, no date, not connected to a journal:**

BASIC FORM:

*Title of Page*. Retrieval date < URL>.

EXAMPLE:

*MyWebHealthCenter Phobias*. 18 Oct. 2002 <<http://phobias.mywebhealthcenter.com>>.

**8.3 Document available on a University Program/Departmental site:**

BASIC FORM:

Last Name, First Name. *Title of Page*. Date of Electronic Publication or Last Update.  
Department Name. University Name, Place. Retrieval date < URL>.

EXAMPLE:

*Research Strategy: A Tutorial*. 5 Jan. 2001. Cornell University Library. 18 Sep. 2003  
<<http://campusgw.library.cornell.edu/cgi-bin/manntom2.cgi?section=help&URL=newhelp/newhelp.html>>.

Liu, Alan. *The Voice of the Shuttle: Minority Studies Page*. 30 Oct. 1999. English  
Department, U of California, Santa Barbara. 11 Nov. 1999 <<http://vos.ucsb.edu/shuttle/minority.html>>.

**8.4 Document created by a Private Organization: no page numbers, no date:**

BASIC FORM:

Organization Name. *Title of page*. Date of Electronic Publication or Last Update.  
Retrieval date < URL>.

EXAMPLE:

Social Phobia/Social Anxiety Association. *Fact Sheet*. 1996-2002. 18 Oct. 2002  
<<http://www.socialphobia.org/facts.html>>.

## **8.5. Personal or Professional Sites:**

### **BASIC FORM:**

Last Name, First Name. *Title of Page*. Date of Electronic Publication or Last Update.  
Retrieval date < URL>.

### **EXAMPLE:**

Watson, Chad J. *Home page*. 27 Jan. 1998. 10 Mar. 1998 <<http://cc.usu.edu/~slypx/index.html>>.

The Nature Conservancy. *New York's Tug Hill Plateau*. 2 July 2002. <<http://nature.org/success/art8111.html>>.

## **8.6 Chapter or Section in an Internet Document:**

### **BASIC FORM:**

Last Name, First Name. "Chapter Title." *Title of Page*. Date of Electronic Publication or Last Update. Retrieval date < URL>.

### **EXAMPLE:**

Thompson, G. "Youth Coach Handbook." *Joe Soccer*. 2003. 17 Sep, 17 2004 <http://www.joesoccer.com/menu.html>

## **8.7 Web page, Government Author:**

### **BASIC FORM:**

Country. Government Agency. Government Department. "Article Title." Name of Editor. Date of Electronic Publication or Last Update. Retrieval date < URL>.

### **EXAMPLE:**

United States. Library of Congress. Federal Research Division. "Afghanistan: Country Study." Ed. Peter R. Blood. 1997. 13 Nov. 2003 <<http://lcweb2.loc.gov/frd/cs/aftoc.html>>.

## **8.8 Online/ Digitized Scholarly Collections:**

### **BASIC FORM:**

Last Name, First Name. "Title of Short Work Within the Scholarly Project." [if citing a particular part] *Title of Scholarly Project*. Name of Editor, if given. Version [if applicable]. Date of Electronic Publication or Last Update. Name of Sponsoring Institution or Organization. Retrieval date < URL>.

### **EXAMPLE:**

*The Einstein Papers Project*. Ed. Robert Schulmann. 18 Feb. 1998. Boston U. 10 Mar. 1998 <<http://albert.but.edu>>.

Eaton, Seymour. "Sermons on Advertising." *Emergence of Advertising in America*. Seymour Adair Eaton, 1907. Rare Books, Manuscript, and Special Collections Lib., Duke U. 23 Aug. 2001 <[http://scriptorium.lib.duke.edu/dynaweb/eaadatabases/printlit/@Generic\\_\\_BookTextView/1851](http://scriptorium.lib.duke.edu/dynaweb/eaadatabases/printlit/@Generic__BookTextView/1851)>.

### **8.9 Web page essay:**

#### **BASIC FORM:**

Last Name, First Name. *Title of Essay*. Date of Electronic Publication or Last Update. Retrieval date < URL>.

Asantewaa, Eva Yaa. *Clearing a Path to Expression*. 2001. 20 Mar. 2002 <http://plaza.interport.net/cats/eva2.html>.

### **8.10 Email Message:**

#### **BASIC FORM:**

Last Name, First Name of Sender (email address). "Subject of Email." E-mail to First Name Last Name of Receiver (email address). Date Sent.

#### **EXAMPLE:**

Clinton, William (WCLINTON@whitehouse.gov). "Budget Preparation Meeting." E-mail to Al Gore (AGORE@whitehouse.gov). 10 March 1996.

## ***9. NON-PRINT SOURCES***

### **9.1 Published Interviews:**

#### **BASIC FORM:**

Last Name, First Name of Interviewee. Interview. *Title of Periodical* Volume.Issue (Date of Publication): Page Numbers.

#### **EXAMPLE:**

Bush, George. Interview. *The New Republic* (May 1984): 67-74.

## **9.2 Unpublished Interviews:**

### **BASIC FORM:**

Last Name, First Name of Interviewee. [State if Personal Interview / Telephone Interview / Letter]. Date of Interview.

### **EXAMPLE:**

McKenna, Margaret. Personal interview. 17 April 1992.

Poussaint, Alvin F. Telephone interview. 10 Dec. 1980.

Copland, Aaron. Letter to the author. 17 May 1982.

## **9.3 Television Interviews:**

### **BASIC FORM:**

Last Name, First Name of Interviewee. *Title of TV Program*. Place of TV Station. Date of Interview.

### **EXAMPLE:**

Morrison, Toni. Interview. *McNeil/Lehrer News Hour*. KERA, Dallas. 21 Mar. 1987.

## **9.4 Television Broadcast:**

### **BASIC FORM:**

*Title of Broadcast*. Title. First Name and Family Name of important contributors [Narrator, Director...]. Television Service or Network. Last Name, A. A. (Function). Day Month and Year of Broadcast.

### **EXAMPLE:**

*Chemistry Today*. Narr. John Smith. Dir. Susan Jones. Canada Science Network, 5 Mar. 2003.

## **9.5 Videotape:**

### **BASIC FORM:**

*Title of Video*. Videocassette. Title. First Name and Family Name of important contributors [Narrator, Director...]. Production Company, Date of Production.

### **EXAMPLE:**

*The Wrong Stuff: American Architecture*. Videocassette. Dir. Tom Bettag. Carousel Films, 1983.

## **9.6 PowerPoint Presentation Slides:**

### **BASIC FORM:**

Last Name, First Name of Lecturer. "Title of Presentation." Course Number and Title.  
Name of University, Place. Date of Lecture.

### **EXAMPLE:**

Smith, A. B. (2003, March 4). "Abnormal Behaviors." PSY 235\* Introduction to  
Psychology. Purdue University. 4 Mar. 2003.

## **9.7 Letter to the Editor:**

### **BASIC FORM:**

Last Name, First Name. Letter. *Title of Periodical* Date of Publication: Page  
Numbers.

### **EXAMPLE:**

Jones, Paul. Letter. *Atlantic Weekly* 14 Sept. 1980: 330.

## **9.8 Letter to the Author:**

### **BASIC FORM:**

Last Name, First Name of Sender. Letter to the author. Date Written.

### **EXAMPLE:**

Evans, Lorene. Letter to the author. 16 Nov. 1995.

## **9.9 Listserv message:**

### **BASIC FORM:**

Last Name, A. A. (Date of Message). "Title(Subject/RE:/FW) of message" Name of  
Newsgroup /Listserve electronic mailing list. Date Posted online. Retrieval date  
< URL>.

### **EXAMPLE:**

Robertson, First Name of Sender. "Re: Lebanese Cuisine Books." American Dialect  
Society's ADS-L. 24 June 2001. 24 Jan. 2006 <[http://listserv.linguistlist.org/  
archives/ads-l.html](http://listserv.linguistlist.org/archives/ads-l.html)>.

## IV. PARENTHETICAL (IN-TEXT) CITATIONS:

Within the text you need to identify the sources briefly so that readers can tie them to more complete information in the reference list at the end of the article. In MLA style you provide the last name of the author and the page number(s). Electronic article do not include page number(s).

### Format of the parenthetical citations

#### 1. Position:

In your text you can cite the author before you introduce the quote, summary, or paraphrase or write that information in parentheses after an introductory word, such as study or research just before a punctuation mark. The page number (if available) comes after the cited material.

#### EXAMPLE:

Friedman writes, “I feel about globalization a lot like I feel about the dawn” (37).

A study indicated that globalization had the potential to be a new beginning (Friedman 37).

#### Electronic Source:

*Ten Steps to a Slimmer You* shows the benefits of exercising energetically at least one hour a day (Taylor and Stevens).

#### 2. Long Quotations:

- A long quotation of 4 or more lines should be indented ten spaces on the left.
- No quotation marks are placed around a long quote.
- The parenthetical citation should go after the period.

#### EXAMPLE:

David Copperfield during his school years becomes identified and defined by James Steerforth:

There was an old door in this playground, on which the boys had a custom of carving their names. In my dread of the end of the vacation and their coming back, I could not read a boy's name, without inquiring in what tone and with what emphasis he would read, “Take care of him. He bites.” There was one boy - a certain J. Steerforth, who I conceived, would read it in

a rather strong voice, and afterwards pull my hair. (Dickens  
23)

### **3. Language:**

Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

#### **EXAMPLE:**

Symthe found that positioning influences ventilation. In **his** study of 20 ICU patients, **he** used two methods to . . . (235). However, **his** findings did not support the work of Karcher (875) and Atley (986) **who** used much larger samples to demonstrate that . . .

### **4. Question mark / exclamation point**

When a quotation comes at the end of a sentence and is itself a question or an exclamation, that punctuation is retained within the quotation marks, and a period is still added after the closing parentheses.

#### **EXAMPLE:**

Some questions should be answered, “How do you get the service you want, exactly the way you want it!” (Brucker 1998, 76).

### **5. Directly incorporated quotes, summaries or paraphrases**

If you do not use an introductory phrase but incorporate the material directly into your text, the citation comes directly after the quotation, summary, or paraphrased passage even if it is in the middle of a sentence. If an entire paragraph is a paraphrase of a single work, the citation comes at the end of the paragraph. The rules for citing different types of authors are the same as above.

#### **EXAMPLE:**

He stated, “I feel about globalization a lot like I feel about the dawn” (Friedman 37).

Although “people on diets alternate between gaining and losing weight” (Peters 324), there is no definitive evidence that shows that diets help overweight adults.

## **6. One author:**

### EXAMPLE:

Friedman writes, “I feel about globalization a lot like I feel about the dawn” (37).

A study indicated that globalization had the potential to be a new beginning (Friedman 37).

## **7. Two authors:**

Multiple authors are cited with both last names if there are only two. You can use either of these formats:

### EXAMPLE:

Frank and Jones stressed that schools need all-day kindergarten (45).

A study of early childhood achievement stressed that schools need all-day kindergarten (Frank and Jones 45).

## **8. Three authors:**

### EXAMPLE:

Turner, Allen, and Brown theorized that even isolated economies welcome globalization (166).

Even isolated economies welcome globalization (Turner, Allen, and Brown 166).

## **9. More than three authors.**

### EXAMPLE:

Turner et al. theorized that even isolated economies welcome globalization (166).

Even isolated economies welcome globalization (Turner et al. 166).

## **10. No author (anonymous works)**

If no author is given, provide a short title in quotation marks (for article or chapter titles) or in italics (for book titles).

### EXAMPLE:

#### **Article:**

The study, “Nuclear Weapons Testing,” indicated that “environmental radioactivity from the testing of nuclear weapons diminished after the major nuclear powers declared a moratorium on atmospheric testing in 1963” (55).

“Environmental radioactivity from the testing of nuclear weapons diminished after the major nuclear powers declared a moratorium on atmospheric testing in 1963” (“Nuclear Weapons Testing” 55).

**Book:**

The statistics in *Vietnam War Statistics* show that the United States government did not accurately report the number of North Vietnamese who were killed (147).

Statistics from the Vietnam War show that the United States government did not accurately report the number of Vietnamese who were killed (*Vietnam War Statistics* 147).

**11. Two or more works by the same author**

If you have two or more works by the same author(s), cite the last name of the author(s) with an abbreviated title.

EXAMPLE:

If you have two works by John Taylor and Mark Stevens, one of which is an article, “Using Exercise to Control Your Weight,” and the other, a book, *Ten Steps to a Slimmer You*, give the entire title of the article or book in your text, but give an abbreviated title if you use parenthetical documentation.

**In the text:**

In “Using Exercise to Control Your Weight” Taylor and Stevens state that although “people on diets alternate between gaining and losing weight” (10), there is no definitive evidence showing that diets help overweight adults.

*Ten Steps to a Slimmer You* shows the benefits of exercising energetically at least one hour a day (Taylor and Stevens 38).

**In parenthetical documentation:**

Although “people on diets alternate between gaining and losing weight” (Taylor and Stevens, “Using Exercise” 10), there is no definitive evidence showing that diets help overweight adults.

One of the most important steps in losing weight is to exercise energetically at least one hour every day (Taylor and Stevens, *Ten Steps* 38).

## **12. Corporate author (organization, association, etc.):**

Cite the name of the government agency, corporation, organization, or association that produced the work as the author. If the name is long, it is better to give the name in the text, not in parentheses.

### **Acceptable:**

A study demonstrates that controlling automobile emissions will reduce global warming (United States Environmental Protection Agency 84).

### **Better:**

A study prepared by the United States Environmental Protection Agency demonstrates that controlling automobile emissions will reduce global warming (84).

## **13. Combining information from several sources:**

If you wish to cite two or more authors as contributors to a particular idea you are using in your paper, you may cite both names as you normally would in the parentheses. Simply separate them with a semicolon.

### EXAMPLE:

However, African American scholars have normally suggested just the opposite (Brown 15-16; Turner 80-87).

## **14. Indirect Sources:**

If you quote or paraphrase text from a work an author has quoted in his work, and you cannot obtain the original source. In that case name the person the author is quoting in your text and use the word qtd. (abbreviation for quoted) in your parenthetical documentation.

### EXAMPLE:

For example, if you located an article by John Barker who discussed the works of the literary scholars Mark Jones and Peter Taylor, and you wanted to paraphrase what John Barker said about them, your in-text citation would be as follows:

The essays of the contemporary literary scholars Mark Jones and Peter Taylor show them to be post-Modernist critics (qtd. in Barker 54).

### **15. Multivolume Works:**

Cite both the volume and the page number for multivolume print works; separate the two with a colon and a space.

#### EXAMPLE:

In *War throughout the Centuries* Brevard explains the folly of President Johnson's actions in making a decision about whether or not to pull out of the Vietnam War (12: 47-50).

### **16. When the Works Cited List Includes Two or More Different Authors With the Same Last Name:**

Specify the author's name by including a first initial. In cases where the authors share the first initial as well, you will need to cite full first names.

#### EXAMPLE:

He asserts that this Creole language has been in use for four centuries in the area (R. Smith 67).

### **17. When You Are Citing a Literary Work**

Often necessary to include books, numbers, chapter numbers, verses, lines, acts, scenes, or other appropriate section types.

#### **16.1 Citing Novels or Short Stories:**

##### EXAMPLE:

In *A Tale of Two Cities*, Dickens describes the aptly named Stryver, who “had a pushing way of shouldering himself (morally and physically) into companies and conversations, that argued well for his shouldering his way up in life” (110; bk. 2, ch. 4).

#### **16.2 Citing Plays:**

##### EXAMPLE:

By taking on such an “unladylike” project as the representation of Love, Iago says, “is merely a lust of the blood and a permission of the will” (*Othello* 1.3.326).

#### **16.3 Citing Poems:**

##### EXAMPLE:

“The world is too much with us; late and soon/Getting and spending, we lay waste our powers” (lines 1-2).

### **18. When You Are Citing an Entire Work**

Best to paraphrase the information being used. This way, the author's name (or the name of the work, if it is anonymous), is mentioned in the sentence, but there is no need for particular documentation at the end of the sentence.

#### EXAMPLE:

Turner's study served to redirect radically the discourse on Gullah that had developed to that point.

### **19. When you are citing a Sacred Text**

The text is most commonly cited by including an abbreviation for the name of the specific book of the Bible/Quran, the chapter, and the verse.

#### EXAMPLE:

(Jer.32.42)

(al-Baqarah 2:177.4)

### **20. When you are citing a work discussed in a secondary sources:**

Enter the **primary source** in the in-text-citation, but secondary source in reference list.

#### EXAMPLE:

If Seindenberg and McClelland's work is cited in Coltheart et al. and you did not read the original cited work (i.e. Seindenberg and McClelland), list the Coltheart et al. reference in the Cited Works.

In-text Citation:

#### EXAMPLE:

Seindenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993).....

While in the Cited Works list, there would be a bibliographic entry for Coltheart, Curtis, Atkins, & Haller but not for Seindenberg and McClelland:

#### EXAMPLE:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. Models of Reading Aloud: Dual-Route and Parallel-Distributed-Processing Approaches. *Psychological Review* 100.4 (1993): 589-608.

## V. SAMPLE LAYOUT: MLA “Works Cited”

### WORKS CITED

Font: 14 Bold;  
Alignment: Centered

Allison, Lincoln. “The Olympic Movement and the End of the Cold War.” *World History* (Fall 1994): 92-97. *History Resource Center*. Infotrac. University of Balamand Libraries, Lebanon. 26 Sep. 2003 <<http://www.galegroup.com>>.

Font: 12; Alignment: Right; Line Spacing: Double

Bierbauer, Charles and Samprit Chatterjee. “New Lamps for Old: An Exploratory Analysis of Running Times in Olympic Games.” *Applied Statistics* 31.1 (1982): 14-22. JSTOR. University of Balamand Libraries, Lebanon. 24 Oct. 2003 <<http://www.jstor.org>>.

---. “Munich Remembered: 1968.” *World Security*. CNN 27 Jul. 1996. 12 Jan. 2004 <<http://edition.cnn.com/US/9607/27/munich.remembered/>>.

Two or more books by the same author

Condron, Bob. “Olympic Games.” *Encyclopedia Americana*. 1992.

Corman, Richard. *I am Proud: The Athletes of Special Olympics*. UK: Barnes & Noble, 2003.

Greenberg, Robert. *The Olympic Games: 776 BC to AD 1988*. London:

Guinness, 1988.

Guttman, Allen. *The Olympics: A History of the Modern Games*. 2<sup>nd</sup> ed. Chicago: U of Illinois P, 2002.

International Olympic Committee. *Munich 1972: Games of the XX Olympiad*. 24 Jan. 2004 <[http://www.olympic.org/uk/games/past/index\\_uk.asp?OLGT=1&OLGY=1972](http://www.olympic.org/uk/games/past/index_uk.asp?OLGT=1&OLGY=1972)>.

Manheim, J. B. “Rites of Passage. The 1988 Seoul Olympics as Public Diplomacy.” *The Western Political Quarterly*, 43.2 (Jun. 1988): 170-205. JSTOR. University of Balamand Libraries, Lebanon.

Indentation: Special: Hanging: 1cm  
Line spacing: Double

*Olympic Games History*. 2002. Nov. 16, 2003 <<http://www.aroundgreece.com/olympics.html>>.

“Olympics '96.” *Runner's World*, 30:10 (Oct. 1995): 38. *Expanded Academic ASAP Database*. Infotrac. University of Balamand Libraries, Lebanon. 23 Sep. 2003 <<http://www.galegroup.com>>.

*Olympics Results*. n.d. Oct. 24, 2003 <<http://www.olympmindx.htm>>.

If **URL** is included, the hyperlink and the automatic underlining should be turned off to then break for continuation on current line.

Reeve, S. “The German Way with Terror.” *Spectator*, 290:9084 (Sept. 14, 2002): 24-25. *Expanded Academic ASAP Database*. Infotrac. University of Balamand Libraries, Lebanon. 23 Sep. 2003 <<http://www.galegroup.com>>.

Shepard, A.C. *The Olympic Games*. 1999 Nov. 16, 2003 <<http://www.hol.gr/greece/olympic.htm>>.