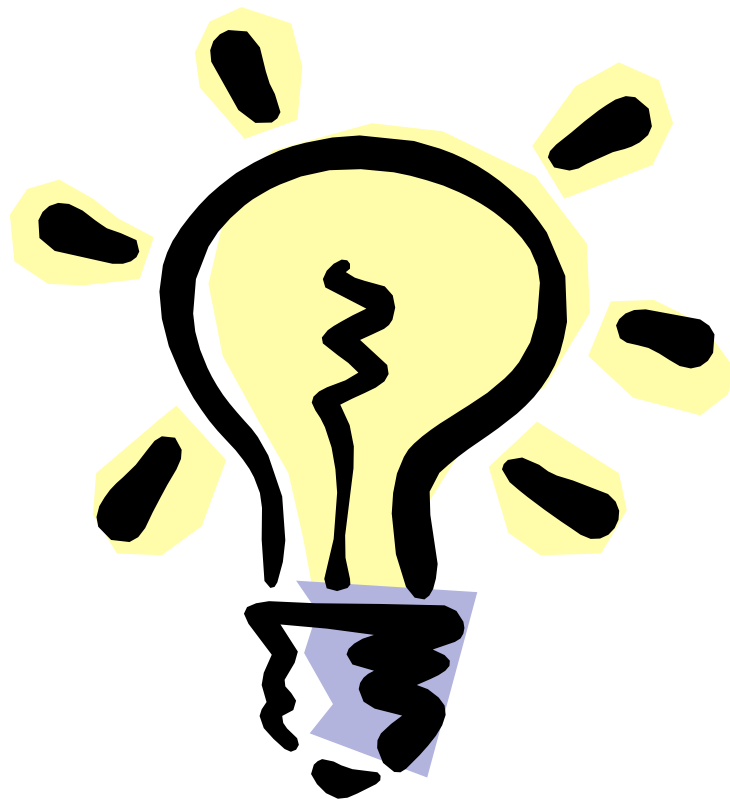


PHILADELPHIA UNIVERSITY  
LEARNING & ADVISING CENTER

# MLA DOCUMENTATION GUIDELINES



*The Learning & Advising Center . . . a bright idea!*

## IMPORTANT: Read This Note

This booklet provides instruction and examples of how to cite some of the most frequently used types of sources, as based on the Seventh Edition of the MLA Handbook for Writers of Research Papers. If you have used MLA before, be aware that some rules have changed. All Works Cited entries must now identify the medium of each source (print, web, film, etc.). Titles previously underlined are now italicized. More specific information is required for articles in newspapers (edition) and for articles in scholarly and professional journals (issue and volume numbers). URLs have been eliminated.

For information on citing types of sources not included in this booklet, refer to an up-to-date standard writing handbook, such as those used in Philadelphia University writing classes, or consult the MLA website:

<http://www.mla.org>

The Learning & Advising Center's professional writing tutors can answer your questions about citing sources and help you understand how to be sure you are using sources appropriately. To schedule a writing tutoring appointment, call

(215) 951-2799

More documentation information and other aids to writing papers can also be found on our website:

<http://www.philau.edu/learning>

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## OVERVIEW: GENERAL CHARACTERISTICS OF MLA STYLE

**MLA in-text citations** take the form of parentheses which credit your source and guide readers to your Works Cited list for fuller source location information.

Document a **quote** by following it with a parenthesis (immediately or at the end of the sentence). The parenthesis contains the author's last name and the number of the page on which the quote can be found.

*Example:* Traditional hikers and nature lovers consider mountain bikers an "alien and dangerous" element in their midst (Schwartz 75).

*or:* David Schwartz describes how traditional hikers and nature lovers consider mountain bikers an "alien and dangerous" element in their midst (75).

When the author's name is not provided by the source, default to the title of the document.

*Example:* "Hundreds of freshmen" will participate in hiking trips as part of college orientation programs this year ("Into the Wild" A6).

If a quote is taken from an electronic source, the parenthesis will contain just the author's last name, or, if this is unavailable, the title of the source. *Do not cite URLs in the parenthesis.*

Document a **paraphrase** by following it with a parenthesis, the same way you would document a quote (see above). The omission of quotation marks tells readers you are using *your own words* to communicate the ideas or viewpoint of the source you are crediting.

*Example:* David Schwartz claims that mountain bikers threaten the safety of hikers and nature lovers (75).

Document **graphics** by placing a parenthetical citation immediately beneath the graphic. If you reproduce the graphic exactly as it appears in your source, the parenthetical citation contains the same information as if you were quoting (see above). If you alter the graphic in any way, begin the parenthetical citation with the words "adapted from."

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The MLA **Works Cited** list provides relevant specific publishing information for all of the sources you quoted or paraphrased from or referred to in your paper.

Alphabetize sources by the author's last name. If the author is not identified, alphabetize the source by its title. Double space entries, placing the first line of an entry at the left margin and indenting subsequent lines ½ inch. *Do not number entries.* (See sample Works Cited list at the end of this booklet.)

Examples on the following pages demonstrate correct MLA Works Cited format for many types of sources. Follow the format exactly, supplying your information as if putting numbers into a mathematical formula. For example, capitalize all main words of titles, italicize names of books and periodicals, use identical punctuation, etc.

# **CONVENTIONAL (NON-ELECTRONIC) PRINT SOURCES**

## **BOOK BY ONE AUTHOR**

Applebaum, Anne. *Gulag: A History of the Soviet Camps*. London: Penguin, 2003. Print.

## **BOOK BY TWO OR MORE AUTHORS**

Lopez, Geraldo, Judith P. Salt, Anne Ming, and Henry Reisen. *China and the West*. Boston: Little, Brown, 1990. Print.

## **BOOK BY A CORPORATION, ASSOCIATION, FOUNDATION, ETC.**

United States Dept. of Labor. *Child Care: A Workforce Issue*. Washington: GPO, 1988. Print.

*A Guide to Our Federal Lands*. Washington: Natl. Geographic Soc., 1984. Print.

## **WORK IN AN ANTHOLOGY OR CHAPTER IN EDITED COLLECTION**

Murray, Albert. "The Blues as Dance Music." *Reading Jazz: A Gathering of Autobiography, Reportage, and Criticism From 1919 to Now*. Ed. Robert Gottlieb. New York: Vintage/Random House, 1999. 992-96. Print.

## **ARTICLE IN REFERENCE BOOK**

"Ginsburg, Ruth Bader." Who's Who in America. 48th ed. 1994. Print.

Mohanty, Jitendra M. "Indian Philosophy." *The New Encyclopedia Britannica: Macropaedia*. 15th ed. 2002. Print.

## **ARTICLE IN SCHOLARLY OR PROFESSIONAL JOURNAL**

Trotter, Joe W. and Johanna Fernandez. "Hurricane Katrina: Urban History from the Eye of the Storm." *Journal of Urban History* 35 (2009): 607-613. Print.

## **ARTICLE IN MONTHLY OR BIMONTHLY PERIODICAL**

Vogelstein, Fred. "The Great Wall of Facebook." *Wired* July 2009: 96+. Print.

## **ARTICLE IN WEEKLY PERIODICAL**

Whitford, David. "Nuclear War: Inside the Takeover Battle of America's Electricity." *Fortune* 20 July 2009: 64-78. Print.

"Flirting with Strange Ideas." *Newsweek* 17 Apr. 2000: 135-36. Print.

## **ARTICLE IN NEWSPAPER**

Samuelson, Robert J. "Merger Frenzy." *Washington Post* 12 Oct. 2000, natl. ed.: A25. Print.

"France Considers Sunday Shopping." *Philadelphia Inquirer* 16 July 2009, city ed.: A17. Print.

## **NON-PRINT SOURCES**

### **ART IN MUSEUM**

Picasso, Pablo. *Man with a Guitar*. 1912. Oil on canvas. Philadelphia Museum of Art, Philadelphia.

### **ART: REPRODUCTION IN BOOK OR PERIODICAL**

Mondrian, Piet. *Composition*. Albright-Knox Gallery, Buffalo, NY. Illus. in *Dictionary of Art and Artists*. By Peter and Linda Murray. New York: Praeger, 1965. Print.

### **CARTOON OR COMIC STRIP**

Trudeau, Garry. "Doonesbury." Comic strip. *Philadelphia Inquirer* 26 Jan. 2005: E7. Print.

### **ADVERTISEMENT**

Chanel for Men. Advertisement. *GQ* Dec.1993: 125-26. Print.

### **MAP**

*Massachusetts*. Map. Falls Church: AAA, 2002. Print.

### **FILM OR VIDEOTAPE OR DVD**

*Crouching Tiger, Hidden Dragon*. Dir. Ang Lee. Sony Pictures, 2000. Film

Spurlock, Morgan, dir. *Super Size Me*. Kathbur Pictures, 2004. DVD.

### **RECORDING OR COMPACT DISC**

Holiday, Billie. *The Essence of Billie Holiday*. Columbia, 1991. CD

### **LIVE PERFORMANCE**

*The River*. Chor. Alvin Ailey. Dance Theater of Harlem. New York State Theater, New York. 15 Mar. 1994. Performance.

### **TELEVISION PROGRAM OR RADIO BROADCAST**

"The Great Apes." National Geographic Special. PBS. WGBH, Boston. 12 July 1984. Television.

### **INTERVIEW**

Venturi, Robert. Personal interview. 24 September 2003.

Schwartz, Allyson. Telephone interview. 5 May 2004.

# **ELECTRONIC SOURCES**

## **ONLINE DATABASE**

Choudhury, Santanu. "Tata Hopes Tiny Car Is a Big Hit." *Wall Street Journal* 21 Mar. 2009. ProQuest. Web. 17 June 2009.

"Searching for the Promised Land: Race in Obama's America." *The Economist* 6 Dec. 2008. Lexis-Nexis. Web. 13 Feb. 2009.

## **ARTICLE IN ONLINE NEWSPAPER OR JOURNAL**

Groves, Ellen. "EBay Aims to Change Competition Rules." *WWD* 10 July 2009. Web. 2 Aug. 2009.

"Peeka-a-Boo Panda." *U. S News & World Report* 31 July 2009. Web. 3 Aug. 2009.

## **WEBSITE**

*Eurasianet.Org*. Central Eurasia Project of the Open Society Institute. 28 Nov. 2005. Web. 11 Oct. 2008.

"International Affordable Housing Statistics." *Habitat for Humanity*. n.d. Web. 13 Sept. 2002.

## **ONLINE TELEVISION OR RADIO PROGRAM**

"As Newspapers Downsize, Cities Lose Arts Critics." *Morning Edition*. *NPR*. 16 Apr. 2009. Web. 20 July 2009.

## **PODCAST OR BLOG**

Weeks, Linton. "Understanding Dementia and 'Wandering.'" *Talk of the Nation*. *NPR*. 14 July 2009. Web. 27 July 2009.

## **ONLINE WORK OF ART: STILL OR MOVING IMAGE**

Klee, Paul. *Castle Garden*. 1931. Museum of Modern Art, New York. Web. 18 Feb. 2009.

*Gone with the Wind*. Dir. Victor Fleming. MGM, 1941. YouTube Video. Web. 20 Mar. 2009.

## **MAP**

"Phoenix, Arizona." Map. *U. S. Gazeteer*. US Census Bureau. Web. 26 Sept. 2000.

## **ONLINE INTERVIEW**

Roth, Philip. Interview. *Online NewsHour* Web. 27 Oct. 2004. 5 Jan. 2006.

## Sample MLA Works Cited Page

Below is a partial Works Cited list that appears at the end of a paper on obesity. *Each entry on this alphabetized list has been referred to, quoted, or paraphrased in the body of the paper.*

### Works Cited

Cooper, H. and S. Lucas. "Obesity and Autopsy Reports." *International Journal of Obesity* 33.7

(July 2009): 181. Print.

Kessler, David A. *The End of Overeating: Taking Control of the Insatiable American Appetite.*

New York: Rodale, 2009. Print.

National Heart, Lung and Blood Institute. *Clinical Guidelines on the Identification, Evaluation,*

*and Treatment of Overweight and Obesity in Adults.* n.p.: National Institutes of Health, 1998. Print.

Power, Michael L. and Jay Schulkin. *The Evolution of Obesity.* Baltimore: Johns Hopkins UP,

2009. Print.

"Statistics Related to Overweight and Obesity." *National Institutes of Health Weight-Control*

*Information Network.* May 2007. Web. 14 July 2009.

Torrice, Michael. "Calorie-Counting Monkeys Live Longer." *Science* 9 July 2009. Lexis-Nexis.

Web. 29 July 2009.

Wade, Nicholas. "Dieting Monkeys Offer Hope of Living Longer." *New York Times* 9 July 2009.

Web. 6 Aug. 2009.