

MPI Style Sheet for Research Papers

based on the *MLA Handbook for Writers of Research Papers*, 7th ed.

For guidance beyond this style sheet, see the *MLA Handbook* (the library has a copy) or ask a librarian.

Notes on using the *EasyBib* online citation builder: <<http://pueo.midpac.edu/resources/EasyBibNotes.htm>>

DOCUMENTING SOURCES – GENERAL NOTES

Information and ideas you use from your sources must be documented, or credited to their original source. ("Common knowledge," or very commonly available information, however, does not have to be cited.)

Documentation serves three basic purposes in your research paper:

1. To indicate the source of material that is directly quoted.
2. To give credit for other people's ideas or information *even though you write them in your own words*.
3. To give the sources of graphic aids, figures, or statistics.

FORMATTING YOUR PAPER (see p. 117 of *MLA Handbook*, 7th ed.)

Use one-inch margins on left, right, top, & bottom. Use 12-pt. font. Double-space the entire paper.

In the upper-right header, list your last name followed by the page number (use auto-numbering).

Unless your teacher requests it, there is no need for a separate title page.

In the top left corner of the first page, type on separate, lines: ① Your name, ② the teacher's name, ③ the course name and period number, and ④ the due date (written MLA style: day-month-year).

On the next line, type the title of your paper, centered (but not underlined or written in all caps).

DOCUMENTATION WITHIN THE TEXT OF YOUR PAPER

In MLA style, the method for citing sources within the text is known as parenthetical documentation.

In this method, the author's last name and the page number from the source are enclosed in parentheses, right after the information or ideas that need to be credited. If there are 2-3 authors, list all their last names—and if more than three authors, use the "et al." abbreviation—e.g., (Scott et al. 15).

For online sources, don't list a page number.

If there is no author identified, put the first word or two of the title in parentheses instead.

The reader will refer to your Works Cited page to find the bibliographic information about the source.

Here are some examples of parenthetical documentation:

Direct quote (print source):

It may be true that "in the appreciation of medieval art the attitude of the observer is of primary importance" (Howarth 36).

Not a direct quote (print source):

Between the 1960s and the 1990s, television coverage of presidential elections changed dramatically (Paletta and Worth 5).

If you mention the author's name in the text of your paper, put only the page number:

In her book *Atlas of the Ocean: The Deep Frontier*, Sylvia Earle states that women in the marine sciences were not treated as equals during the 1980s (133).

For ONLINE sources (library database articles or Web pages), don't put a page number:

Melanoma currently accounts for about 4% of all cancers (Coyle).

For sources with no author given, put the first word or two of the title in parentheses:

The metric system was created in France in the 1790s ("Weights" 184).

Sumo originated in ancient times as religious performances to the Shinto gods (*Japanese*).

FORMATTING YOUR WORKS CITED PAGE (see p. 131 of *MLA Handbook*, 7th ed.)

All sources that have been cited in the research paper are listed at the end of the paper in an alphabetical listing called the **Works Cited** page. It gives bibliographic information about the sources used.

How to format the Works Cited page (see sample *Works Cited* page on the last page of this handout)

- Use one-inch margins for left, right, top, and bottom. Center the title, and call it Works Cited. Double-space the entire Works Cited page, between and within entries.
- Arrange all entries alphabetically, but don't number them. Ignore the words **A**, **An**, or **The** when alphabetizing.
- Begin each entry at the left margin. If the entry runs to a second or third line, indent those lines one-half inch from the left margin (this is called a *hanging indent*). Place a period at the end of each entry.

WORKS CITED ENTRIES for PRINT SOURCES

BOOK:

Author/s. Only the first name is in reverse order.

Book title, in italics. Colon between main title & subtitle.

City: Publishing company, Year of publication.

Gong, Victor, and Norman Rudnick. *AIDS: Facts and Issues*. New Brunswick: Rutgers University Press, 2007. Print. Healthwatch.

Medium of publication.

Series title, if it's part of a series.

Most of the citation information is on the book's title page—but look for anything you can't find there on the back of the title page.

CHAPTER IN AN ANTHOLOGY (a book that has different authors for each chapter or section):

Note: If using EasyBib, select the "Chapter/Anthology" source type.

Author and title of the chapter/section you are citing. Title in quotation marks.

Book title.

Book editor, preceded by "Ed."

Schuck, Peter H. "Repealing Birthright Citizenship Would Be Fair." *Illegal Immigration*. Ed. Charles P. Cozic. San Diego: Greenhaven Press, 1996. 43-50. Print. *Opposing Viewpoints*.

City: Publishing company, Year of publication.

Page range of chapter.

Medium of publication.

Series title, if it's part of a series.

Article from a MAGAZINE in print:

Authors may or may not be identified.

Frazer, Lance. "Who Owns the Moon?" *Space World* 6 Nov. 2009. 24-26. Print.
"Butterflies Are Free." *National Geographic Magazine* April 2010: 64-83. Print.

Note: No period at the end of periodical titles.

Article from a NEWSPAPER in print:

Katz, Jesse. "Talks Stalled at Standoff." *Honolulu Advertiser* 4 May 2010, final ed.: A6+. Print.

Article from an ENCYCLOPEDIA in print:

Encyclopedias sometimes do not give the author's name, as in this example:

"Weights and Measures." *World Book Encyclopedia*. 2010 ed. Print.

WORKS CITED ENTRIES for MPI LIBRARY DATABASE ARTICLES

Just **COPY-AND-PASTE** the citation from the online article into your Works Cited page. (*Don't use EasyBib for these!*) Some of the citations may need a little editing; see the notes below about this. Some formatting may get lost when you copy-and-past the citations. Double-check that all book and periodical titles and database names are in italics. Article titles should be in quotation marks. URLs are not needed for library database articles—so if the citation includes the URL, you can delete it.

NOTES ABOUT CITATIONS IN A FEW SPECIFIC LIBRARY DATABASES:

EBSCOhost: EBSCOhost citations will not be found at the bottom of the articles, as they are in most databases; they are in a pop-up window instead. You can access the pop-up window via the "Cite" icon at the top-right of the article.

EBSCOhost citations usually do not need any editing – but sometimes the article titles are written in all capital letters, and you should fix them so that they are written with correct capitalization.

Facts on File databases: **American History Online**, **Modern World History Online**, and **Science Online**

The citations in the three Facts on File databases listed above are not in MLA format (they're in a format called "Chicago" style), so you need to edit them to put them into MLA style. Edit the citations by removing the URL at the end, adding the word "Web" just before the date of access, and writing the date of access in MLA style (day-month-year, without including the word "accessed").

Here's a correct citation from one of these databases; note how the end has been edited:

Grossman, Mark. "Great Depression." *Encyclopedia of the Interwar Years: 1919 to 1939*. New York: Facts On File, Inc., 2000. *Modern World History Online*. Facts On File, Inc. Web. 3 Dec. 2010.

Britannica Online: Remove the bold formatting of the title in the citation, and fix the capitalization of the title if needed. (If the citation copies over with little yellow icons embedded in it, remove them.)

Discovering Collection (a Gale database): The citations at the bottom of the articles might or might not need a little editing, depending on how you accessed the Discovering Collection database.

If the Discovering Collection citation you copy has a long URL at the end, then it needs editing. Edit it by removing "Mid-Pacific Institute" and adding the word "Web" just before the date of access. Also remove the URL at the end, but be sure the citation still ends with a period.

A correct citation from Discovering Collection will look something like this:

"Organic farming." *UXL Encyclopedia of Science*. Ed. Rob Nagel. Online ed. Detroit: U*X*L, 2007. *Discovering Collection*. Web. 8 Jan. 2011.

WORKS CITED ENTRIES for ONLINE NEWS SOURCES (*NOT from library databases*)

Note: If using EasyBib, select the "Newspaper" tab at the top, and then click on "Manual entry" instead of "AutoCite." Then click on the "Online" tab.

Schaefer, Allison. "Tourism Rises in Isles." *StarAdvertiser.com*. Star Advertiser, 1 Dec. 2010. Web. 5 Dec. 2010.

Web site title.

Publisher, Date of publication.

CNN Wire Staff. "Spain Arrests 7 Suspected Extremists." *CNN World*. Cable News Network, 4 Jan. 2011. Web. 5 Jan. 2011.

Corporate author was listed rather than an individual author.

WORKS CITED ENTRIES for WEB PAGES

Look at the very bottom as well as the very top of the Web page for the information. Each item is followed by a period except the publisher/sponsor, which is followed by a comma.

1. The **author's name** (if listed).
2. The **title/s** (usually there are two). List the specific article or document title in quotation marks, followed by the title of the full Web site in italics. If there is no specific article title, list just the whole Web site title in italics. Web sites with no title at all may be identified by a genre label such as *Home page* or *Online posting*, neither italicized nor in quotation marks, in place of where the title goes.
3. The **publisher** of the site (the name of the organization), followed by a comma. (Often you'll find this at the bottom of the page, or on the site's home page.) If no publisher is given, use *N.p.* ("no publisher").
4. The **date** of the publication—or the **last update** or revision date (written in MLA style: day-month-year). If no date is given, use *n.d.* ("no date").
5. The **medium of publication** (*Web*).
6. The **date of access**—i.e., the date you went online (written in MLA style: day-month-year).
7. The **URL**, in angle brackets and followed by a period. (Note: The *MLA Handbook* describes the URL as optional unless your teacher requires it. At MPI you ARE requested to list the URL for Web pages.)

Note: EasyBib will add "N.p." and "n.d." for you if you choose to "Show publication placeholders." You'll see this option at the bottom of your Works Cited list in EasyBib.

Examples:

Davis, Jason, and Ina Pisani. "A Little Bit of Frog History." *The California Red-Legged Frog*.

U.S. Fish and Wildlife Service, Sacramento Field Office, 30 June 2008. Web. 5 Dec. 2010.

<http://www.fws.gov/sacramento/es/animal_spp_acct/CA_red_legged_frog_kf.htm>.

Coyle, Carolyn. "Melanoma: The Basics." *OncoLink*. Abramson Cancer Center of the University of

Pennsylvania, n.d. Web. 8 Jan. 2010. <<http://www.oncolink.org/types/article.cfm?c=18&s>>.

No publication date given ("n.d.").

No publisher given ("N.p.").

Senn, Jeff. *Playing a Middle Eastern Percussion Instrument*. N.p., 1997. Web. 25 Nov. 2010.

<<http://www.maya.com/local/senn/handout.html>>.

WORKS CITED ENTRIES FOR VIDEOS/FILM: DVD—VHS—ONLINE—SAFARI MONTAGE

Note: If using EasyBib, select the "Film/Online Video" source type. If you viewed the video online, select the tab called "Online"; otherwise, select the tab called "On film."

Obama, Barack. "Barack Obama's Speech in Cairo, Egypt." Cairo University, Cairo, Egypt. 4 June 2009.

YouTube. Web. 8 Dec. 2010. <<http://il.youtube.com/watch?v=15r6zuJBBDM&feature=related>>.

"How to Play Guitar: Blues Guitar Lesson." *YouTube*. Web. 7 Jan. 2011.

<<http://www.youtube.com/watch?v=nLXG>>.

Note: List date of access for videos accessed online.

Looking at Our Earth: A Visual Dictionary. National Geographic, 2003. DVD.

The Byzantine Empire. Schlessinger Media, 2002. *Safari Montage*. Web. 22 Dec. 2010.

For **Safari Montage** videos, in EasyBib select "Film/Online Video," and then select the "Online Database" tab. Fill in the Title. Usually you can skip the Main Performers and Contributors lines. Fill in the Studio/Distributor (it will be listed in the upper-right corner of the Safari Montage page for that video) and the Year Published. On the Database line, write "Safari Montage." You do not have to include the URL.

CITING VIDEOS/FILM, continued.....

Hitchcock, Alfred, dir. *North by Northwest*. Per. Cary Grant, James Mason and Eva Marie Saint.
1959. Warner Home Video, 2000. DVD.

Note: For a feature-length film, list the director and the main performers. For a DVD or video release of a feature film, list the year the film was originally released as well as the copyright date of the DVD /video version.

WORKS CITED ENTRIES FOR IMAGES

Please see this separate citation guide: [How to Cite Images](http://pueo.midpac.edu/resources/CitingImages.pdf)
<<http://pueo.midpac.edu/resources/CitingImages.pdf>>.
(This guide is posted on the main MPI Library page.)

WORKS CITED ENTRIES FOR PRIMARY SOURCES

Please see this separate citation guide: [How to Cite Primary Sources](http://pueo.midpac.edu/resources/CitingPrimarySources.pdf)
<<http://pueo.midpac.edu/resources/CitingPrimarySources.pdf>>.
(This guide is posted on the main MPI Library page.)

WORKS CITED ENTRIES FOR INTERVIEWS***Interviews (conducted by you):***

Kaleikini, Danny. Personal interview. 4 Nov. 2010.

Clinton, Bill. Telephone interview. 4 Jan. 2011.

Interviews (not conducted by you):

Winter, Paul. Interview by Dan Liss. *Alternate Music Press: an Online Music Archive*. Alternate Music Press, n.d. Web. 16 Oct. 2010.

Hosseini, Khaled. Interview by Liane Hansen. *Weekend Edition Sunday*. Natl. Public Radio, 27 July 2009. Web. 6 Jan. 2011.

Ridge, Tom. Interview by Gwen Ifill. *NewsHour with Jim Lehrer*. PBS. Hawaii Public Television, Honolulu. 26 June 2010. Television.

WORKS CITED ENTRIES FOR CLASS NOTES

Johnson, Douglas. U.S. History class. Mid-Pacific Institute, Honolulu. 27 Nov. 2010. Lecture.

WORKS CITED ENTRIES FOR EMAIL MESSAGES

Danielson, James. "New product survey." Message to Shelby Young. 4 Oct. 2010. E-mail.

Kinoshita, Ken. "Notes from 4/3 meeting." Message to the author. 4 Jan. 2011. E-mail.

see last page for sample Works Cited page...

Sample Works Cited page

Nishimura 6

Last name and automatic page numbering in the Header.

Works Cited

"Butterflies Are Free." *National Geographic Magazine* April 2010: 64-83. Print.

Coyle, Carolyn. "Melanoma: The Basics." *OncoLink*. Abramson Cancer Center of the University of Pennsylvania, n.d. Web. 8 Jan. 2010. <<http://www.oncolink.org/types/article.cfm?c=18&s>>.

Earle, Sylvia. *Atlas of the Ocean: The Deep Frontier*. Washington, D.C.: National Geographic, 2001. Print.

"Gambling: When Is It a Problem?" *familydoctor.org*. American Academy of Family Physicians, July 2002. Web. 5 Jan. 2011.

Howarth, Sarah. *The Middle Ages*. New York: Vicking Press, 1993. Print. See Through History. *Japanese Culture and Customs*. TeleJapan USA, 1999. Videocassette.

Paletta, Lu Ann, and Fred Worth. *The World Almanac of Presidential Facts*. New York: World Almanac, 1988. Print.

"Weights and Measures." *World Book Encyclopedia*. 2010 ed. Print.

CHECK THESE MLA-STYLE FORMATTING REQUIREMENTS:

- Alphabetical order (ignore A, An, or The). Entries are not numbered or bulleted.*
- Times New Roman, 12-pt. font.*
- One-inch margins on left, right, top, and bottom. Especially check LEFT and RIGHT.*
- Double-spaced within and between entries. No extra space above or below the title.*
- Your last name and automatic page numbering are in right Header. (This Header should be in your whole paper. Paste your Works Cited page to the end of your paper and insert a Page Break to push the Works Cited to a new page. This way the Header information in your paper will continue on to your Works Cited page.)*
- Use of hanging indents (all lines except the first are indented ½ inch).*
- Book/magazine/journal titles and database names are italicized. Article titles are in quotation marks.*
- Titles of books have a period at the end, but periodical titles do not.*
- Dates are in MLA style (day-month-year).*
- Every entry includes the Medium of Publication (e.g., "Print" or "Web").*
- Every entry ends with a period.*