MLA

Research and Style Manual

York Catholic Junior High School

2018-2019 Edition

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Introduction

Over the course of their careers at York Catholic High School, students are required to research and to properly cite research materials using the MLA style guidelines. (APA style is only used for science and is referenced in its own guide.) This style manual provides students with a general guide to research. It contains the resources necessary for formatting papers using the MLA style guidelines; it also provides students assistance in referencing their sources through parenthetical citation, Works Cited, and/or Works Consulted pages.

Writers who properly use MLA build their credibility by demonstrating accountability. Most importantly, the proper use of MLA protects writers from plagiarism.

Defining Plagiarism

According to the York Catholic Student Handbook, plagiarism is defined as the use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own work, either verbatim or paraphrased, without the acknowledgement of the person or proper citation.

Setting Up the Paper

General Format

1.   Type the paper on a computer and print it out on standard, white 8.5 x 11-inch paper.

2.   Double-space the text of the paper, and use Times New Roman font. The font size should be set at 12 pt.

3.   Set the margins of the document to 1 inch on all sides.

4.   Indent the first line of each paragraph one half-inch from the left margin by using the Tab key, as opposed to pushing the Space Bar five times.

5.   Insert a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.

6.   Do not mix MLA and APA styles. MLA is required at York Catholic with the exception of science classes that use APA. See the instructor for clarification.

Formatting the First Page of the Paper

1.   Do not create a title page.

2.   All text should be double-spaced, including the heading.

3.   In the upper left-hand corner of the first page, list your name, the instructor's name, the course, and the due date. This is commonly referred to as the heading.

4.   Do not underline, italicize, or place the title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.

5.   Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: Social Context in *Of Mice and Men*

6.   Insert the page number by going to the insert menu and ensuring that it is placed at the top right hand of each page.

7.   Insert a header. Add the last name by placing the cursor before the page number that is already in place (see #6) and then typing your last name. Check the box that says "different first page/suppress first page header." If necessary, delete the header on the first page. It is redundant since there is a heading. Make sure that the font is Times New Roman, 12pt. font.

Citation Lists - Works Cited

Basic Rules

- Begin your Works Cited by pressing enter 2x's after the last line of typing. If there is less than 1 inch on the page, create a separate page with the same one-inch margins and last name, page number header as the rest of your paper.

- Title the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.

- Double space all citations, but do not put extra spaces between entries.

- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

- Capitalize each word in the titles of articles, books, etc., but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *The Book Thief, The Art of Racing in the Rain.*

- Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

- All works should be in alphabetical order by the first word in the citation.

BOOKS

Book with One Author

The author's name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is: Last name, First name. *Title of Book.* Publisher, Year of Publication.

Knowles, John. *A Separate Peace*. Bantam Books, 1975.

Book with More Than One Author

The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

Picoult, Jodi, and Samantha van Leer. *Between the Lines*. Emily Bestler Books, 2012.

If there are more than three authors, list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names. Note that there is never a period after the "et" in "et al.").

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for*

Expanding the Teaching of Composition. Utah State University Press, 2004.

Work in an Anthology, Reference, or Collection

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form for this sort of citation is as follows:

Last name, First name. "Title of Essay." *Title of Collection,* edited by Editor's Name(s), Publisher, Year, Page range of entry.

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems,* edited by Philip Smith, Dover, 1995, p. 26.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories,* edited by Tobias Wolff, Vintage, 1994, pp. 306-07.

ELECTRONIC SOURCES

Basic Guidelines

Here are some common features you should try to find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible, both for your citations and for your research notes:

- Author and/or editor names (if available)

- Article name in quotation marks (if applicable)

- Title of the Website, project, or book in italics

- Any version numbers available, including revisions, posting dates, volumes, or issue number

- Publisher information, including the publisher name and publishing date

- Page numbers (if available)

- URL – do not include http:// (use shortened URL)

- Date the material was accessed

Entire Website

Editor, author, or compiler name (if available). *Name of Site.* Version number, Name of institution/organization affiliated with the site (sponsor or publisher), Date of publication (if available), URL. Date of access.

> *The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue
>
> University, 2017, owl.english.purdue.edu/owl. Accessed on 23 April 2016.

Page on a Website

For an individual page on a Website, list the author or alias if known, followed by the information covered

above for entire Websites.

"Athlete's Foot - Topic Overview." *WebMD*. WebMD, 25 September 2014,

www.webmd.com. Accessed on 20 April 2017.

Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the

work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication.

and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid,

Museo National del Prado, www.francisgoya.com. Accessed on 22 May 2016.

PERIODICALS

Article in a Magazine

Cite by listing the article's author, putting the title of the article in quotations marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Author(s). "Title of Article." *Title of Periodical,* Day Month Year, pages.

Rosato, Donna. "Having the College Money Talk." *Consumer Reports,* Aug. 2016, pp.

35-39.

In-Text Citation

In MLA style, referring to the works of others in the text is done by using what is known as parenthetical citation. This method involves placing relevant source information in parentheses after a quote or a paraphrase.

Basic Guidelines

- The source information required in a parenthetical citation depends on the source's entry on the Works Cited page.
- Any information that is provided in-text must correspond to the information on the Works Cited page. Whatever signal word or phrase is provided to readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited list.

Author-page style

MLA format follows the author-page style of in-text citation. The author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on the Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of the sentence. For example:

According to Wordsworth, Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballad,* Oxford UP, 1967.

Print sources with no known author

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (such as an article) or italicize it if it's a longer work (e.g. plays, books, television shows, entire Web sites) and provide a page number.

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming" 6).

In this example, since the reader does not know the author of the article, an abbreviated title of the article appears in the parenthetical citation which corresponds to the full name of the article which appears first at the left-hand margin of its respective entry in the Works Cited. Thus, the writer includes the title in quotation marks as the signal phrase in the parenthetical citation in order to lead the reader directly to the source on the Works Cited page. The Works Cited entry appears as follows:

"The Impact of Global Warming in North America." *Global Warming: Early Signs*, 1999, p. 23.

Electronic sources

One online film critic stated that *Fitzcarraldo* is "...a beautiful and terrifying critique of obsession and colonialism" (Garcia, "Herzog: a Life").

The *Purdue OWL* is accessed by millions of users every year. Its "MLA Formatting and Style Guide" is one of the most popular resources (Stolley et al.).

In the first example, the writer has chosen not to include the author name in-text; however, two entries from the same author appear in the Works Cited. Thus, the writer includes both the author's last name and the article title in the parenthetical citation in order to lead the reader to the appropriate entry on the Works Cited page (see below). In the second example, "Stolley et al." in the parenthetical citation gives the reader an author name followed by the abbreviation "et al.," meaning, "and others," for the article "MLA Formatting and Style Guide." Both corresponding Works Cited entries are as follows:

Garcia, Elizabeth. "Herzog: a Life." *Online Film Critics Corner*. The Film School of

New Hampshire, 2 May 2002, www.coursehero.com. Accessed 8 January 2017.

Stolley, Karl, et al. "MLA Formatting and Style Guide." *The OWL at Purdue,* Purdue

University Writing Lab, owl.english.purdue.edu/owl. Accessed 12 May 2017.

YCHS MLA Research and Style Manual Sources:

The Writing Lab & The OWL at Purdue and Purdue University, 1995-2016, 31 Aug. 2016,

owl.english.purdue.edu/owl.

Modern Language Association. *The MLA Handbook.* MLA of America, 2016.

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