



MLA

Research and Style Manual

**York Catholic 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.

Research Process

1. Identify the research topic and its purpose
 - a. Sometimes this is provided by the teacher; students may have the opportunity to develop topics on their own.
 - b. Each paper will likely have a different purpose. Individual teachers' expectations will vary; classes and papers have different purposes. Students should be sure of the task they need to accomplish in their writing before they begin.
2. Do some cursory research
 - a. This step can be skipped if students already know a lot about the topic.
 - b. If the topic is new and unfamiliar, then starting with an internet database or a Google search (.org, .edu, .net sources are most reliable) will enable students to get a general idea of the topic.
3. Develop a list of search terms and questions related to the topic.
 - a. This will help students to search effectively for their intended purposes. Databases require much more specific search terms to locate information. Developing a list of terms prior to the search will help students avoid frustration.
 - b. This will also ensure that the research is appropriate to the purpose.
4. Explore different research sources. Google is not the only resource available! The following resources are easily accessible for students (either in print or online):
 - a. Books
 - b. Articles (scholarly and editorial)
 - c. Interviews
 - d. Film/Documentary
5. Take notes. Create a document for this purpose.
 - a. Copy the URL into the document to enable access to the original source.
 - b. Copy and paste relevant information into the document to be referenced during the composition of the paper.
6. Create a rough outline for the paper. This does not need to be formal. It will ensure that the paper is organized, focused, concise, and that it meets the intended purpose.
7. Work on the paper one section at a time.

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.
- List page numbers of sources efficiently when needed. If referring to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as pp. 225-50.
- If citing an article or a publication that was originally issued in print form but that was retrieved from an online database, type the online database name in italics. There is no need to provide subscription information in addition to the database name.
- 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

Listing author names

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Shakespeare, William

Brown, Daniel James

Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." following the first or middle name and a comma. Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as:

King, Martin Luther, Jr.

Multiple Works by One Author

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Shakespeare, William. *A Midsummer Night's Dream*.

---. *Othello*.

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.

Book by a Corporate Author or Organization

A corporate author may include a commission, a committee, or a group that does not identify individual members on the title page. List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry.

American Allergy Association. *Allergies in Children*. Random, 1998.

Translated Book

Cite as you would any other book. Add "Translated by" (without quotation marks) and follow with the name(s) of the translator(s).

Frankl, Viktor E. *Man's Search for Meaning*. Translated by Ilyse Lasch, Beacon Press, 2006.

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 Nacional del Prado*, www.francisgoya.com. Accessed on 22 May 2016.

Article in a Web Magazine

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, website URL, and the date of access.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, A List Apart Mag., www.alistapart.com. Accessed on 4 May 2016.

Article in an Online Scholarly Journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, the year of publication, the URL, and the date of access.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, iss. 2, 2016, www.socwork.net. Accessed on 20 May 2016.

Article from an Online Database (or Other Electronic Subscription Service)

Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals. Provide the title of the database italicized and the location DOI number (if available).

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science*, 29 Apr. 2005, pp. 642-44, *Science Online*, DOI 5967.

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.

Article in a Newspaper

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Siep, Jim. "Olympian's Father: 'It's just amazing.'" *York Sunday News*, 3 July 2016, 1A, 5A.

If the newspaper is a less well-known or local publication, include the city name and state in brackets after the title of the newspaper.

Mahon, Ed. "Apell's Foundation Has Funds to Last for Decades." *York Sunday News*, [York, PA], 3 July 2016, 1A, 4A.

Article in a Scholarly Journal

Author(s). "Title of Article." *Title of Journal*, volume, issue, year, pages.

Tufekci, Zeynep & Christopher Wilson. "Social Media and the Decision to Participate in Political Protest: Observations from Tahrir Square." *Journal of Communication*, vol. 62, iss. 2, April 2012, pp. 363-79.

OTHER COMMON SOURCES

Personal Interviews

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

Smith, Jane. Personal interview. 19 May 2014.

Published Interviews (Print or Broadcast)

List the interview by the name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks. Place the title of the larger work in italics. If the interview appears as an independent title, italicize it. Fill in the rest of the entry with the information required by that medium. For books, include the author or editor name after the book title.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review*, vol. 27, iss. 3, 1999,
pp. 129-50.

Painting, Sculpture, or Photograph

Include the artist's name. Give the title of the artwork in italics. Provide the date of composition. If the date is unknown, omit from the entry. Name the medium of the piece, and finally, provide the name of the institution that houses the artwork followed by the location of the institution.

Goya, Francisco. *The Family of Charles IV*. 1800. Oil on canvas, Museo del Prado,
Madrid.

For photographic reproductions of artwork (e.g. images of artwork in a book), cite the bibliographic information as above followed by the information for the source in which the photograph appears, including page or reference numbers (plate, figure, etc.).

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid, *Gardener's Art Through the Ages*, 10th edition, by Richard G. Tansey and Fred S. Kleiner,
Harcourt Brace, p. 939.

Films or Movies

To emphasize specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title.

Lucas, George, director. *Star Wars Episode IV: A New Hope*, Twentieth Century Fox,
1977.

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.

In the case where there are two citations from two different pages in the same sentence, the citation remains at the end of the sentence. The page numbers should be separated by a comma and be ordered to reflect the order of the quotes in the sentence.

In Dickens' *Great Expectations*, Miss Havisham lives in a home as "run down" as he, "yellowed" and ruined. (23, 32)

Poetry Citation

When citing poetry from an anthology, the page number will be followed by a colon and then the line numbers.

In “The World is too Much with Us,” Wordsworth asserts that man sees “little in nature” because “getting and spending” is more important (917: 3, 4).

The document would be cited as follows on a Works Cited page:

Wordsworth, William. “The World is Too Much with Us.” *The Bedford Introduction to Literature*, edited by Michael Meyer, Bedford, 2005.

Print sources with known author

For Print sources like books, magazines, scholarly journal articles, and newspapers, provide a signal word or phrase (usually the author’s last name) and a page number. If you provide the signal word/phrase in the sentence, you do not need to include it in the parenthetical citation.

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).

Human beings have been described as "symbol-using animals" (Burke 3).

These examples must correspond to an entry that begins with Burke, which will be the first thing that appears on the left-hand margin of an entry in the Works Cited:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*.
University of California Press, 1966.

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.

Citing the Bible

In your first parenthetical citation, you want to make clear which Bible you're using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

If future references employ the same edition of the Bible you're using, list only the book, chapter, and verse in the parenthetical citation.

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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