YC

YORK CATHOLIC
MIDDLE & HIGH SCHOOL

MLA
Research and Style Manual
2023-2024 Edition

Table of Contents

Introduction

The ability to effectively conduct research is a skill you will need for high school, college, and the real world. While your adult life may not be filled with writing long research papers, research is undoubtably important when making decisions like what model of car to purchase, or even something as simple as what to make for dinner given your time constraints. Without thought, Google becomes our best friend; we use it to research things constantly. From finding the name of that new song to what hair product would work the best for our hair to how long we need to allow to get from point A to point B, research is part of our lives.

Despite the ease of access, Google is not always an appropriate place to do research, especially if that research is of a scholarly nature, as academic research usually is. This type of research is formal and structured. While it may initially seem easier to take short cuts, research is rarely easy, and it is never fast.

The following will help you understand basic principles of research, including how to cite sources using the MLA 9 guidelines. This includes formatting a Works Cited page, as well as in-text citations.

The Research Process

The Research Question

Your instructor will generally frame your research assignment for you, but implicit in that is your formation of a research question. This is the question you will be answering with your research. It must be something that you do not know the answer to (otherwise, you would not have a need to research); it should also be something that you cannot explain the answer to in a word or two. Sometimes the best way to go about developing a research question is just to search for topics that interest you relative to the assignment.

For example, simplistic research question might be:
    Do Canadian geese mate for life?

    The answer is a simple "yes."
A more research-oriented question might be:
    If Canadian geese mate for life, how does this affect their behavior?

    The answer to this question becomes much more complex, including flight patterns, death rituals, mating rituals, parenting, etc.

Your teacher will assist you with this and you should make sure that your research question is approved by him or her before embarking on extensive research.

The Annotated Bibliography

The annotated bibliography is a list of resources (primary and secondary sources) that you can use in your paper. You may not use all of them, and you may have to do more research in another area before you finish writing your final draft, but your annotated bibliography is designed to create a space for you to amass all of your sources before you begin the outlining and writing process.

It looks like a works cited; each source is listed just as if it were in a works cited list at the end of a paper, but after each citation, there is commentary. One, this commentary summarizes the source, and two, it will detail how you plan to use the source in your research paper. Each teacher may have different expectations for length, but generally, each annotation is a paragraph in length (6-8 sentences).

The Outline

An outline is a rough construct of what your paper will look like. It takes the research you have amassed in your annotated bibliography as well as your own commentary and organizes it. It is the blueprint for your writing. The more detailed your outline is, the less work you will have to do when it comes to writing your paper. It may contain links to sources, quotes you plan to use from your sources, as well as analytical information.

Formally, it uses indentation, lettering, and numbering to indicate the organization of your paper, but instructor requirements vary for this aspect. Be sure to consult the rubric provided by your instructor for details regarding this.

Integrating Sources into Your Paper

Writing the paper should be a matter of following the outline you have already developed. Ensure you follow the guidelines of your teacher. You should also use formal language when writing.

Perhaps the most important thing you need to know is how to properly integrate sources into your paper. It will help you to improve your credibility, identify the opinions and theories of others, present facts open to dispute, present statistics, establish yourself as a reputable writer, and communicate to your readers where to find more information on your topic.

There are three ways to integrate sources into your paper: summarizing, paraphrasing, and quoting. You will want to summarize and paraphrase secondary sources most often in your research paper, and to use direct quotes sparingly. Putting source materials into your own words shows readers that you have a thorough understanding of that material.

Writing Summaries and Paraphrases:
To write a summary or paraphrase, first read your source to ensure you fully understand it. write down the relevant information and without looking at the source, write down the information in your own words. Do not include your own commentary or ideas into the summary or paraphrase; rather, provide the ideas following the paraphrase. **You must ensure to document the summary or paraphrase with an in-text citation. Failure to do so constitutes plagiarism.**

Summarizing is writing the most information from the source in your own words. It will be much shorter than the original text because it only highlights the most important ideas from the source.

Paraphrasing is another way of conveying the original author's ideas in your own words. A paraphrase differs from a summary in that it simply rephrases a specific line or short passage rather than condensing a longer passage. It is usually about the same length as the original source.

Tips for Using Direct Quotations:
1. Always have a good reason for using a direct quotation. Of course, in literary analysis, direct quotation will be used quite often.
2. Do not allow quotes to speak for themselves. Your research paper is about communicating your ideas. Your research helps to prove or support those ideas. You should not simply string other peoples' ideas by analyzing its significance.
3. Always make sure you provide an analysis of the quote. Show your readers that you understand how it relates to your ideas by analyzing its significance.
4. Extract those parts of the passage that need quoting and embed those quotes smoothly into your text.
   a. Avoid wordy or awkward introduction by avoiding reference to page numbers. That will be in your citation.
   b. Choose your introductory verb carefully. For example, writes, says, states, observes, suggests, remarks, etc. are neutral. Attitude and emotion can be expressed by words such as laments, protests, charges, replies, admits, claims, etc.
   c. Combine your quotes with a paraphrase and analysis.
   d. Use only a few words of the quote for effect.
5. You do not need to cite or quote information that is common knowledge. For example, the knowledge that the earth revolves around the sun is unnecessary to cite.

Rules for Punctuating Quotes

<u>Short Quotations</u>

1. If your quotes are less than four lines long (as most of them should be), place them in your text and enclose them with quotation marks.

2. Include a parenthetical citation for each quotation used.

   Example: Pearl, Hawthorne's symbol of truth, reaches a proportionately happy conclusion, becoming "the richest heiress of her day, in the New World" (243).

3. If your quote is not introduced with an author's last name, you will need to put that in the parenthetical citation.

   Example: One finds "violence, hostility, and aggression everywhere, including TV, the movies, and in many of our everyday social relations" (Zigler 40).

<u>Omitting Words in Quotations</u>: Use ellipses to indicate when you have omitted unnecessary words from a direct quote.

Example: Pearl, Hawthorne's symbol of truth, reaches a proportionately happy conclusion, becoming "the richest heiress…in the New World" (243).

<u>Adding Words in Quotations</u>: If you add a word(s) in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Example: Jan Harold Brunvand, in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

Examples of Paraphrasing, Summarizing, Quoting, and Plagiarizing

<u>The Original Source:</u>
Bloom is not so easily dismissed, however. His style may be disheveled and his book shockingly attuned to the demands of the marketplace, but both have a virtue that trumps those flaws. Bloom's focus on genius is not just commercial opportunism, the usual blather about the moral import of cultural literacy or part of the natural obsession with success, though critics will find all three if they go looking for them.

<u>Summarizing:</u>
Shulevitz says Bloom's book is stylistically "disheveled" and market driven, but these may be greater strengths than weaknesses. She believes critics will reduce it to these weaknesses if they want to, but the book has greater value than that (11).

Paraphrasing:
Shulevitz says Bloom's work remains important even though it seems a bit "disheveled" in style and market driven. She asserts that these features of his writing are actually greater strengths than weaknesses, and that this work is not just an attempt to make money by taking advantage of the public's desire for books about cultural literacy or success. But she believes that critics will be able to reduce the book to these weaknesses if they want to, and ignore its qualities (11).

Quoting:
Shulevitz says Bloom's work remains important and adds, "His style may be disheveled and his book shockingly attuned to the demands of the marketplace, but both have a virtue that trumps those flaws" (11).

Plagiarizing:
Bloom is not so easily dismissed. He may have a disheveled style and his book is shockingly attuned to the marketplace, but both of these things have a virtue that trumps those flaws.

Avoiding Plagiarism

The best way to avoid plagiarism is to simply take the time to note any time you take information from any source. Write it down; copy the URL and paste it into a document where you summarize or paraphrase the information. If you find work that you like, copy and paste it from the document itself so you can paraphrase, summarize, or quote it later.

When is it plagiarism?
1. Buying, stealing, or borrowing a paper from someone else.
2. Copying a blog post or article from an online source.
3. Hiring someone to write your paper for you.
4. Copying a section of text from a source without making it clear it comes from somewhere else though quotation marks or proper citation.
5. It is possible to plagiarize yourself by repurposing a paper from a previous class or attempting to use the same paper for two classes without permission from the instructor.

Setting Up the Paper

General Format:

1. Double space the text of the paper, and use Times New Roman font. The font size should be set at 12 pt.
2. Set the margins of the document to 1 inch on all sides.
3. 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.
4. Insert a header by inserting continuous pagination on the upper right corner of your paper. Then, set your cursor before the number and type your last name followed by a space. You should have a header consisting of your last name and page number in the upper right-hand corner of each page. **This is different from the heading, which is on the left.**
5. Do not mix APA and MLA styles. Your teacher will indicate which style you should use, but a rule of thumb is that MLA is used everywhere except for science.
6. If you are required to hand in a print copy of your paper, ensure it is printed with black ink on 8 x 11.5-inch white paper.

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 (capital and lowercase letters), 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. For example: Social Context in *Of Mice and Men*.
6. This is where you will set up your header—ensure it is in Times New Roman text and the size is set at 12 pt.

In-Text Citations

Basic Guidelines

In MLA, referring to the works of others in your text is done using parenthetical citation. This involves putting relevant information in parentheses whenever a sentence uses a quotation or paraphrase. The simplest way to do this is to put all of the source information in parentheses at the end of the sentence just before the period.

1. Any source information that you provide in-text must correspond to the source information on the Works Cited page. Whatever signal word you provide to your readers in the text must be the first thing that appears on the left-hand margin of the corresponding entry on the Works Cited page.

2. If the source is in print, this should be followed by the corresponding page number(s).

3. If multiple articles have the same author, introduce the author in the text and cite the article title in the citation.

   For example, Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye" 17).

   While most citations are at the end of the sentence, in this case, providing the citations immediately after the quotes provides much more clarity.

4. If you cite multiple sources in the same parenthetical reference, separate the citations with a semi-colon.

   For example, a sentence containing two quotes, one by Burke, and then one by Dewey- in that order in the sentence, would look like this: …as has been discussed elsewhere (Burke 3; Dewey 21).

5. Non-print sources do not typically have pagination, and therefore, require no pagination in the parenthetical citation.

6. Additional source-types can be found on owl@perdue.edu.

Citation List (The Works Cited Page)

Because texts have become increasingly digitized, it is no longer feasible to have a rigid set of rules governing citations. Thus, the following guidelines are prescribed:

When deciding how to cite sources, consult the list of core elements. They should be listed in the following order and should be followed by the punctuation indicated:

      a. Author.
      b. Title of Source.
      c. Title of Container,
      d. Other Contributors,
      e. Version,
      f. Publisher,
      g. Publication date,
      h. Location.

Author: Begin the entry with the author's last name followed by a comma and the remainder of the name as it is listed in the work. End this with a period.

> Anderson, Laurie Halse. *Speak.* Penguin, 2009.

Title: The title of the source should follow the author's name. Books, plays, and other longs works should be italicized; poems, short stories, and other short works are put in quotations.

> Slater, Peter Gregg. "Ethnicity in *The Great Gatsby*." *Twentieth Century Literature*, vol. 19, no. 1, 1973, pp. 53–62, https://doi.org/10.2307/440797. Accessed 21 Apr. 2022.

Title of Container: Containers are the larger wholes in which the source is located. For example, it might be the larger anthology that houses a short story, a website that houses a particular web page, etc. If there is more than one container (you have a book of short stories on *Google Books* or a television series on *Netflix*), it is important to cite both of them.

> Langhamer, Claire. "Love and Courtship in Mid-Twentieth Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi: 10.1017/S0018246X06005966. Accessed 27 May 2009.

Other Contributors: These would include translators, editors, illustrators, etc.

> Wiesel, Elie. *Night*. Translated by Marion Wiesel, Hill and Wang, 2006.

Version: If a source is listed as an edition or version or a work, include it in your citation.

> *The Bible*. Authorized King James Version, Oxford UP, 1998.

Number: If a source is part of a numbered sequence, such as a multi-volume book or journal with both volume and issue numbers, those numbers must be listed in your citation.

> "94 Meetings." *Parks and Recreation*, created by Greg Daniels and Michael Schur,
> performed by Amy Poehler, season 2, episode 21, Deedle-Dee Productions and
> Universal Media Studio, 2010.

Publisher: The publisher produces or distributes the source to the public.

Publication Date: The same source may have more than one publication date. The newest date should be the one listed in the citation.

Location: You should be as specific as possible when identifying a work's location. An essay in a book should include the page numbers:

> Adiche Chimamanda Ngozi. "On Monday of Last Week." *The Thing around Your Neck*,
> Alfred A Knopf, 2009, pp. 74-94.

An online work should include the URL, with the http:// removed:

> Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological
> and Toxin Weapons Convention." *Emerging Infectious Diseases*, vol. 6, no. 6,
> 2000, pp. 595-600, wwwnc.cdc.gov/eid/articles/6/6/00-0607_article. Accessed
> 8 Feb. 2009.

When citing a physical object that you experienced firsthand, identify the place of the location:

> Matisse, Henri. *The Swimming Pool*. 1952, Museum of Modern Art, New York.

DOIs, or Digital Object Identifiers, lead readers to a specific source. Even if the URL changes, DOIs do not. If there is a DOI locator, it should be noted in the citation instead of the URL:

> Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of
> Freshwater Invertibrates." *Environmental Toxicology*, vol 21, no. 1, 3 Feb. 2006,
> pp. 90-94. *Wiley Online Library,* dio: 10.1002/tox.20155.

Basic Rules

1. Unless directed otherwise because your Works Cited only has one or two sources, begin on a separate page at the end of the research paper. It should have the same margins and header as the rest of your paper.
2. Label the page Works Cited. Do not italicize, enlarge, or bold the letters. Center Works Cited. Only the title should be centered. The citation entries should be aligned with the left margin.
3. Double space all citations. Do not skip spaces between entries.
4. Indent the second and subsequent lines of each entry ½ inch. This is referred to as a hanging indent. In Google docs, this feature is in the spacing/margins section and a special indentation feature.
5. If only one page of a source is used, mark it with the abbreviation p. before the page number. If more than one page is used, mark it with pp.
6. List page numbers of sources efficiently. This means that if your article is on pages 150-155, it would be listed as pp. 150-55 in your works cited.
7. Online sources need to have a DOI **or** a URL.
8. All entries end with a period.
9. Use italics for titles of larger works (books, periodicals) and quotation marks for titles of shorter works (poems, short stories, articles).
10. Ensure that you check capitalization to use both capital and lower-case lettering if you are using a citation generator. Standard capitalization is appropriate for MLA, but not all citation generators do this.

Listing Author Names

Entries are listed alphabetically by the author's last name, or for edited collections, editor names. They are written by the last name first, first name.

> Burke, Kenneth.

Multiple Authors: Any subsequent names for entries with more than one author should be in standard, first-name-last-name order.

> Smith, Sam and John Doe.

Multiple Entries by the Same Author: If there are multiple entries by the same author, order the entries alphabetically by the title and use three hyphens in place of the author's name for every subsequent entry after the first one:

> Gladwell, Malcolm. *Outliers.*
> ---. *Talking to Strangers.*

Work with no known author: Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citation in the paper itself.

Works Cited Page: Books
General Format:

Author. Title. Title of container, other contributors, version, number, publisher, publication date, location. Title's second container (if applicable), other contributors, version, number, publisher, publication date, location, date of access (if applicable).

Basic Book:
> Knowles, John. *A Separate Peace*. Bantam Books, 1975.

Book with More Than One Author:
> 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. in place of subsequent authors' names. Note that there is never a period after "et" in "et al."

> Wysocki, Anne Francis, 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:
> Burns, Robert. "Red, Red Rose." *100 Best Loved Poems,* edited by Philip Smith, Dover, 1995, p. 26.

An Introduction, Preface, Foreword, or Afterword:
Write the name of the author of the piece you are citing. Then give the name of the part being cited. In italics, provide the name of the work and then the name of the author of the introduction, preface, foreword, or afterword. Finish with the details of the publication and page range.

> Wiesel, Elie. Preface. *Night* by Elie Wiesel, translated by Marion Wiesel, Hill and Wang, 2006. (In this case, the author of the preface and the author of the text are the same person.)

The Bible
> *The Bible*. Authorized King James Version, Oxford UP, 1998.

An Online Book
Complete the entry as you would for a print book. Following the date, replace the period with a comma, add the URL followed by a period. Then, add the date of access. Ensure that you remove the hyperlink.

> Wiesel, Elie. *Night*. Translated by Marion Wiesel, Hill and Wang, 2006, https://www.acpsd.net/site/handlers/filedownload.ashx?moduleinstanceid=69 275&dataid=142567&FileName=Elie%20Wiesel%20%20Night%20FULL%20TEXT.p df. Accessed on 4 May 2022.

Works Cited Page: Periodicals
Periodicals include magazines, newspapers, and scholarly journals.

General Format:
Author. Title of article. Title of container, other contributors, version or edition, number (volume and/or no.), publisher, date, location (pages). 2nd container title, other contributors, version, number, publisher, pub date, location.

Titles of articles should be in quotations; containers should be italicized.

Article in a Newspaper
Cite a newspaper like a periodical, but note the different in pagination in most newspapers.

> Brubaker, Bill. "New Health Center Targets Country's Uninsured Patients." *Washington Post,* 24 May 2007, p. LZ01.

Article in a Magazine

> Buchman, Dana. "A Special Education." *Good Housekeeping,* Mar. 2006, pp. 143-48.

Online Database or Periodical
Cite the article as you would a print source. Following the pagination, replace the period with a comma and insert the DOI if you are citing a database or the URL if you are citing an article from a periodical not in a database. Place a period after the location and then add the access date. Additionally, be sure to remove the hyperlink.

> Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

Works Cited Page: Other Electronic Sources

Citing an Entire Web Site

Author/editor names, if available. "Article title." *Title of Website*, any version number, posting dates, volume, or issue numbers, publisher information, page numbers, DOI or URL. Following this, add the date of access.

Follow the general works cited format, but also include the compiler name if no single author is available.

> *The Purdue OWL Family of Sites.* The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

Citing a Page on a Website

List the author or the page if known, followed by the website information. If the publisher is the same as the website, only list it one time.

> Lundman, Susan. "How to Make Vegetarian Chili." *eHow,* www.ehow.com/how_10727_make-vegetarian-chili-html. Accessed 6 July 2015.

Works Cited Page: Images

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 with the name of the website in italics and the date of access.

> Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado,* www.museodelprado.es/en/the-collection/art-work/the-family-of-carlos-iv/f47898fc-aalc-48f6-a779-71759e417e74. Accessed 22 May 2006.

Any image that you use in a project or presentation must be cited in your Works Cited page. Web images are cited as follows:

Artist name. "Title of image." Date of creation, URL. Access date.

> Bessi. "Silhouette of Tree Near Body of Water During Beautiful Sunset." https://pixabay.com/photos/tree-sunset-clouds-sky-silhouette-736885/. Accessed on 6 May 2022.

Works Cited Page: YouTube Video

Video and audio sources need to be documented using the same basic guidelines for citing print sources. Include as much descriptive information as necessary to help readers understand the type and nature of the source you are citing. If the author's name is the same as the uploader, only cite the author once. If the author is different from the uploader, cite the author's name before the title.

> "Renaissance Music ~ Instrumental." Uploaded by Taevara 1, 3 Dec. 2009,
> https://www.youtube.com/watch?v=5SvEttR6HTY. Accessed on 22 Jan. 2022.

Works Cited Page: An Interview

Published interviews are cited according to the medium where they are published. Personal interviews refer to those you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

> Doe, Jane. Personal interview. 15 Apr. 2022.

Works Cited Page: A Song or Album

Music can be cited in multiple ways. This generally depends on the container where you accessed the music. Citations begin with the artist's name. They may also be listed by composer or performer. Otherwise, list the composer and performer after the song title. Songs are put in quotation marks; album titles are italicized. Follow with the recording company as well as the release date. Then, add the online source information, if applicable.

> Nirvana. "Smells Like Teen Spirit." *Nevermind*, Geffen, 1991.

Works Cited Page: Films or Movies

List the films by their title. Include the name of the director, the film studio or distributor, and the release year. To emphasize specific performers, or directors, begin the citation with the name of the desired performer or director, followed by that person's appropriate title.

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

Works Cited Page: Podcasts

Begin with the title of the episode in quotation marks. Provide the name of the series in italics. Then follow with the MLA usual formatting.

"Best of Not My Job Musicians." *Wait Wait…Don't Tell Me!* from NPR, 4 June 2016, www.npr.org/podcasts/344098539/wait-wait-don't-tell-me.

Sample Paper with Works Cited

Use the following links to view a sample first page, sample paper, and sample Works Cited page.

Sample First Page
(Scroll down to the bottom of the page.)

Sample Paper

Sample Works Cited
(Scroll down to the bottom of the page.)