Research Process

Handbook

Shippensburg Area Senior High School

Table of Contents

**Information in this guide has been adapted from the *MLA Handbook for Writers of Research Papers,* seventh edition, Joseph Gibaldi, editor. For further explanations, refer to this source.

Definition

The research paper is a report for which the writer gathers facts and materials from outside sources. It further requires the writer to make a judgment or interpretation of the facts, in order to analyze and use the sources to argue the writer's thesis. The writer may wish to prove or disprove an opinion or theory which he must state as a thesis. The thesis is the controlling element of the research paper. Every fact and material used for the paper should be selected and presented for the purpose of convincing the reader that the writer's opinion or theory is correct. *The research paper must include a thorough **analysis** of facts and materials, and **cannot** be merely a list or collection of facts.*

Topic Selection

You will experience different instructors who will require research. Therefore, it is always best to get clarification from each instructor about what he/she expects. Some instructors may supply the topics, while others may allow the students to select a topic. When choosing a topic, some things to consider are length of paper and the time given to prepare the paper. You may start with a general topic and then refine it as you conduct preliminary research and reading.

Conducting Research

As you research, you need to verify with your instructor(s) what types and amounts of sources are required and recommended. Make sure information is not outdated. Use your research to help you build your outline.

Working Bibliography

While researching, you need to keep track of sources that you may use in your paper. Throughout the research process, you will add needed sources, but will also delete unnecessary sources. In the end, the working bibliography will become the works cited for the final paper. One way to set up a working bibliography is via a computer. You should create a file to store the required source information. For the required source information refer to Documentation: Works Cited on page 6.

Taking Notes

There are several ways to take notes. It depends on your preference, but also check with your instructor for guidance and his/her requirements. Taking notes usually falls into three categories – summarizing, paraphrasing, and quotation. If you summarize, you will record only the general ideas of the information. If you paraphrase, you will restate the information in your own words using a lot of detail. If you quote, you will use the original information word for word. As you take notes, it is important for you to record the source that the information came from, including page numbers. See page 2.

How to Create Note Cards

As you consult different sources for your paper, you will want to write down information about sources that look particularly good so that you can easily locate them later if you need to and also so that you can include the source on your Works Cited page in your research paper. When you are examining your sources, and you find a fact or quotation you might want to use in your paper, you need to write it down.

In order to create a source card, you will need to look up the proper MLA format (page 6) for the kind of source you are using and write down the information just as it will later appear on your Works Cited page. Here is a sample card for a book:
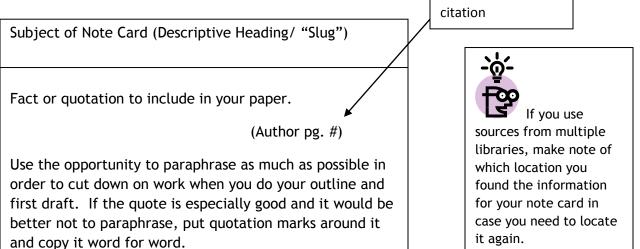
(Both source cards and note cards are handwritten.)

Library Call #
Huff, Dana. How to Write Research Papers. Dunwoody: Weber School Press, 2005.

When you create a note card, you need to make sure you include the following information in order to make life easier on yourself:

- From which source did you find the information?
- On what page did you find it?
- To what subject does the note pertain?
- What is the fact or quotation?

Correctly formatted citation

Subject of Note Card (Descriptive Heading/ "Slug")
Fact or quotation to include in your paper. (Author pg. #) Use the opportunity to paraphrase as much as possible in order to cut down on work when you do your outline and first draft. If the quote is especially good and it would be better not to paraphrase, put quotation marks around it and copy it word for word.

If you use sources from multiple libraries, make note of which location you found the information for your note card in case you need to locate it again.

<u>Outlining</u>

An outline is a good way to organize your ideas and research. Make sure to check with your teacher for guidelines and his/her requirements.

In creating an outline, all lines on the outline should be typed double-spaced. The writer's last name and the page number, designated by i, ii, iii, etc…, should appear one-half inch from the top of the page at the right margin. The word Outline should be centered one inch from the top of the page. A double space should follow this line. The thesis should follow. The thesis is one sentence that states the report topic and writer's point of view. The word Thesis should be typed at the left margin followed by a colon. If the thesis wraps to the next line, the second line's margin begins under the first letter of the first word of the thesis. The one-sentence thesis should be typed followed with end-of-sentence punctuation. It should be double-spaced. Following the thesis, the report title should be centered using upper case and lower case letters. The major headings and subheadings of the outline should be typed. Only the first letters of the first word in each line of the outline should be capitalized, unless the word is a proper noun. Check with the teacher for format of either topic outline or sentence outline. For a topic outline, you will use only short phrases. For a sentence outline, you will use complete sentences throughout. **Don't forget, if you have an "A" you have to have a "B". If you have a "1" you have to have a "2".

As you work through your outline, don't expect your first draft to be your final. You will need to get rid of irrelevant and/or repeated material, making sure to only include information pertinent to your thesis.

Make sure that your ideas are in some kind of logical order. You may use different ways to organize, such as

- chronologically, which is time order

- cause and effect, dealing with consequences

- process, "how to"

- deductive logic, moving from general to specific

- inductive logic, moving from specific to general

Outline Sample

<center>Outline</center>

Thesis: _____

_____.

<center>Title</center>

I. _____

   A. _____

   B. _____

     1. _____

     2. _____

       a. _____

       b. _____

II. _____

   A. _____

     1. _____

       a. _____

       b. _____

     2. _____

   B. _____

   C. _____

   D. _____

III. _____

IV. _____

Plagiarism

Plagiarism involves a person using someone else's ideas, information, expressions, or images and trying to pass them off as his own. You must remember to give credit to your source. **Even if you paraphrase or reword the information, you still must give credit to the source**. Students who are caught plagiarizing will fail the assignment or the course.

You have plagiarized if

- you copied from the Web and pasted into your paper without quotation marks or citing the source

- you paraphrased or repeated someone else's work or ideas without giving him/her credit

- you bought a research paper or had someone else write it and submitted it as your own

- you used a popular phrase as your own and it wasn't

To avoid plagiarism

- take detailed notes that include your source information

- keep your working bibliography updated

- verify information or questions you have with your instructor

Paper Format – First Page of Paper

You need to type a heading on the first page of the body, it should be typed one inch from the top of the page. All lines should be typed double-spaced at the left margin. The following information should by typed: writer's name, teacher's name, course title, and the date (military style, for example, 27 May 2012). The writer's last name and page number should appear one half inch from the top of the page at the right margin as a header.

Last Name 1

Writer's Name

Teacher's Name

Course Title

Date (military style: 5 March 2012)

Title of Paper

Paper Format

The entire paper should be typed double-spaced with five-space paragraph indentions. All margins on all pages should be one inch. Lengthy quotes are an exception and will be explained below.

If quoted text is three lines or under, quotation marks are used with an end mark following the in-text citation. If quoted text is four lines or over, use indented format: Indent text ten (10) spaces from left margin only. Continue double-space format throughout the paper. Place end marks after in-text citation, except for lengthy quotes. Detailed explanations of quotations and in-text citations follow.

Documentation

You must document the sources from which you borrowed– whether you used facts, opinions, or quotations. You must provide your reader with source information so that the sources can be located. Cite only the sources that you consulted directly. **All sources in your paper must be on your works cited page, and all sources on the works cited page must be cited in your paper.**

Basic Rules

- The list of works cited must be at the end of the paper on a separate page. Begin the list on a NEW page and number each page, continuing the page numbers of the body of your paper.

- Label the page Works Cited (do not italicize or underline the words "Works Cited" or put them in quotation marks). Center the words Works Cited at the top of the page.

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

- Indent the second and subsequent lines of citations 5 spaces so that you create a handing indent.

- List page numbers of sources efficiently. If you refer to a journal article that appeared on pages 132 through 150, list the page numbers on your Works Cited page as 132-50.

- **For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.**

- **Writers are no longer required to provide URLs for Web entries. However, if your instructor insists on them, include them in angle brackets after the entry and end with a period. (At Shippensburg Area High School, include them for all teachers.) For long URLs, break lines only at slashes.**

- If you are citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You **do not** need to provide subscription information in addition to the database name.

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

- Make sure to put the list of works cited in ALPHABETICAL ORDER.

    If the author's name is unknown, alphabetize by the title, ignoring any initial *A, An,* or *The*. For example, the title *An Encyclopedia of Technical Careers* would be alphabetized under *e* rather than *a*.

- **Sometimes bibliographic information is not given in the source. When this occurs, you must use the following abbreviations in place of the unavailable information:**

n.p	**No place of publication given**
n.p.	**No publisher given**
n.d.	**No date of publication given**
n. pag.	**No pagination given**

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 name or middle initial follows the first name.

Examples:

Wallace, David Foster

Smith, John D.

****Do not** list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. For example, a book listing an author named "John Smith, PhD" appears simply as "Smith, John"; **do,** however, include suffixes like "Jr." or "II." A work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr."

Creating Works Cited for Books

Basic Format

Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of

Publication. Medium of Publication.

Book with One Author

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

Book with More Than One Author

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

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

**If there are more than three authors, you may choose to list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names, or you may list all the authors in the order in which their names appear on the title page. (Note that there is a period after "al" in "et al." Also note that there is never a period after the "et" in "et al.")

Two or More Books by the Same Author

Provide the author's name in last name, first name format for the first entry only. For each subsequent entry by the same author, use three hyphens and a period in place of the author's name.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997. Print.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993. Print.

Book with No Author

List by title of the book.

Encyclopedia of Indiana. New York: Somerset, 1993. Print.

A Translated Book

Cite as you would any other book. Add "Trans."—the abbreviation for translated by—and follow with the name(s) of the translator(s).

Foucault, Michael. *Madness and Civilization: A History of Insanity in the Age of Reason*. Trans. Richard

Howard. New York: Vintage-Random House, 1988. Print.

Republished Book

Books may be republished without becoming a new edition. For books that originally appeared at an earlier date and that have been republished at a late one, **insert the original publication date before the publication information**.

Butler, Judith. *Gender Trouble*. 1990. New York: Routledge, 1999. Print.

An Edition of a Book

There are two types of editions in book publishing: a book that has been published more than once in different editions and a book that is prepared by someone other than the author (typically an editor).

A Subsequent Edition

Cite the book as you normally would, but add the number of the edition after the title.

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students.* 3rd ed.

New York: Pearson/Longman, 2004. Print.

A Work Prepared by an Editor

Cite the book as you normally would, but add the editor after the title.

Bronte, Charlotte. *Jane Eyre.* Ed. Margaret Smith. Oxford: Oxford UP, 1998. Print.

Anthology or Collection (e.g. Collection of Essays)

To cite the entire anthology or collection, list by editor(s) followed by a comma and "ed." or, for multiple editors, "eds" (for edited by). This sort of entry is somewhat rare. If you are citing a particular piece within an anthology or collection (more common), see A Work in an Anthology, Reference, or Collection below.

Hill, Charles A., and Marguerite Helmers, eds. *Defining Visual Rhetorics.* Mahwah, NJ:

Lawrence Erlbaurn Associates, 2004. Print.

Peterson, Nancy *J.,* ed. *Toni Morrison: Critical and Theoretical Approaches.* Baltimore:

Johns Hopkins UP, 1997. Print.

A 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 is

for this sort of citation is as follows:

Last name, First name. "Title of Essay." *Title* of *Collection.* Ed. Editor's Name(s). Place of Publication:
     Publisher, Year. Page range of entry. Medium of Publication.

Some examples:

Harris, Muriel "Talk to Me: Engaging Reluctant Writers." A *Tutor's Guide: Helping Writers One* to *One.* Ed.

  Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34. Print.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and

     The 'Real World.'n *The Education* of *a Graphic Designer.* Ed. Steven Heller. New York: Allworth

     Press, 1998. 13-24. Print.

Cross Referencing (Using multiple items from one source.)

Note on Cross-referencing Several Items from One Anthology: If you cite more than one essay from the same edited collection, MLA indicates you *may* cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:

 Rose, Shirley K., and Irwin Weiser, eds. *The Writing Program Administrator as Researcher.* Portsmouth,

  NH: Heinemann, 1999. Print.

Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and

     Weiser 131-40. Print.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-67. Print.

Poem or Short Story Examples:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems.* Ed. Philip Smith. New York: Dover, 1995. 26.

     Print.

Kincaid, Jamaica. "Girl." *The Vintage Book* of *Contemporary American Short Stories.* Ed. Tobias Wolff. New

     York: Vintage, 1994. 306-07. Print.

If the specific literary work is part of the an author's own collection (all of the works have the same author), then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems.* New York: Dover, 1991. 12-19. Print.

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories.* New York: Penguin, 1995.

    154-69. Print.

Article in a Reference Book (e.g. Encyclopedias, Dictionaries)

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection but do not include the publisher information. Also, if the reference book is organized in alphabetical order, do not list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

A Multivolume Work

When citing only one volume of a multivolume work, Include the volume number after the work's title, or after the work's editor or translator.

Quintilian. *Institutio Oratoria.* Trans. H. E. Butler. Vol. 2. Cambridge: Loeb-Harvard UP, 1980. Print.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work. Also, be sure in your in-text citation to provide both the volume number and page number(s).

Quintilian. *Institutio Oratoria.* Trans. H. E. Butler. 4 vols. Cambridge: Loeb-Harvard UP, 1980. Print.

If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston S. *The Age* of *Revolution.* New York: Dodd, 1957. Print.

An Introduction, Preface, Foreword, or Afterword

When citing an introduction, a preface, a forward, or an afterword, write the name of the author(s) of the piece you are citing. Then give the name of the part being cited, which should not be italicized or enclosed in quotation marks.

Farrell, Thomas B. Introduction. *Norms* of *Rhetorical Culture. By Farrell.* New Haven: Yale UP, 1993. 1-13.

    Print.

If the writer of the piece is different from the author of the complete work, then write the full name of the principal work's author after the word "By." For example, if you were to cite Hugh Dalziel Duncan's introduction of Kenneth Burke's book Permanence and Change, you would write the entry as follows:

Duncan, Hugh Dalziel. Introduction. *Permanence and Change: An Anatomy* of *Purpose.* By Kenneth Burke.

1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv. Print.

Other Print/Book Sources

Certain book sources are handled In a special way by MLA style.

The Bible

Give the name of the specific edition you are using, any editor(s) associated with it, followed by the publication information. Remember that your in-text (parenthetical citation) should include the name of the specific edition of the Bible, followed by an abbreviation of the book, the chapter and verse(s).

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

A Government Publication

Cite the author of the publication if the author is identified. Otherwise, start with the name of the national government, followed by the agency (including any subdivisions or agencies) that serves as the organizational author. For congressional documents, be sure to include the number of the Congress and the session when the hearing was held or resolution passed. US government documents are typically published by the Government Printing Office, which MLA abbreviates as GPO.

United States. Congo Senate. Committee on Energy and Natural Resources. *Hearing on the*

Geopolitics of Oil. 110th Cong., 1st sess. Washington: GPO, 2007. Print.

United States. Government Accountability Office. *Climate Change: EPA and DOE Should Do*

More to *Encourage Progress Under Two Voluntary Programs.* Washington: GPO, 2006. Print.

A Pamphlet

Cite the title and publication information for the pamphlet just as you would a book without an author. Pamphlets and promotional materials commonly feature corporate authors (commissions, committees, or other groups that does not provide individual group member names). If the pamphlet you are citing has no author, cite as directed below. If your pamphlet has an author or a corporate author, put the name of the author (last name, first name format) or corporate author in the place where the author name typically appears at the beginning of the entry. (See also Books by a Corporate Author or Organization above.)

Women's Health: Problems of the Digestive System. Washington: American College of Obstetricians

and Gynecologists, 2006. Print.

Your Rights Under California Welfare Programs. Sacramento, CA: California Dept. of Social Services, 2007.

Print.

Dissertations and Master's Theses

Dissertations and master's theses may be used as sources whether published or not. Cite the work as you would a book, but Include the designation Diss. (or MAIMS thesis) followed by the degree-granting school and the year the degree was awarded.

If the dissertation is published, Italicize the title and include the publication date. You may also include the University Microfilms International (UMI) order number if you choose:

Bishop, Karen Lynn. *Documenting Institutional Identity: Strategic Writing in the IUPUI Comprehensive Campaign.* Diss. Purdue University, 2002. Ann Arbor: UMI, 2004. Print.

Bile, Jeffrey. *Ecology, Feminism, and* a *Revised Critical Rhetoric: Toward* a *Dialectical Partnership.* Diss. Ohio University, 2005. Ann Arbor: UMI, 2006. AAT 3191701. Print.

If the work is not published, put the title in quotation marks and end with the date the degree was awarded:

Graban, Tarez Samra. "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods." Diss. Purdue University, 2006. Print.

Stolley, Karl. "Toward a Conception of Religion as a Discursive Formation: Implications for Postmodern Composition Theory," MA thesis. Purdue university, 2002. Print.

Periodicals

Periodicals (e.g. magazines, newspapers, and scholarly journals) that appear in print require the same medium of publication designator-print-as books, but the MLA Style method for citing these materials and the items required for these entries are quite different from MLA book citations.

For more information on citing periodicals, consult "Citing Periodical Print Publications" in the *MLA Handbook for Writers of Research Papers,* 7th edition (sec. 5.4, 136-48), or the *MLA Style Manual and Guide to Scholarly Publishing,* 3rd edition (sec. 6.5, 174-85).

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. Medium of publication.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

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

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.).

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007:

 LZ01. Print.

Krugman, Andrew. "Fear of Eating." New *York Times* 21 May 2007 late ed.: A1. Print.

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.

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C. Democrats." *Post and*

 Courier [Charleston, SC] 29 Apr. 2007: All. Print.

Trembacki, Paul. "Brees Hopes to Win Heisman for Team." *Purdue Exponent* [West Lafayette, IN] 5 Dec.

 2000: 20. Print.

A Review

To cite a review, include the title of the review (if available), then the abbreviation "Rev. of" for Review of and provide the title of the work (in italics for books, plays, and films; in quotation marks for articles, poems, and short stories). Finally, provide performance and/or publication information.

Review Author. "Title of Review (if there is one)." Rev. of Performance Title, by

 Author/Director/Artist. *Title of Periodical* day month year: page. Medium of publication.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Rev. of *Radiant City,*

 dir. Gary Burns and Jim Brown. *New York Times* 30 May 2007 late ed.: E1. Print.

Weiller, K. H. Rev. of Sport, *Rhetoric, and Gender: Historical Perspectives and Media Representations,*

 ed. Linda K. Fuller. Choice Apr. 2007: 1377. Print.

An Editorial • Letter to the Editor

Cite as you would any article in a periodical, but include the designators "Editorial" or "Letter" to identify the type of work it is.

"Of Mines and Men." Editorial. *Wall Street Journal* east. ed. 24 Oct. 2003: Al4. Print.

Hamer, John. Letter. *American Journalism Review* Dec. 2006/Jan. 2007: 7. Print.

Anonymous Articles

Cite the article title first, and finish the citation as you would any other for that kind of periodical.

"Business: Global Warming's Boom Town; Tourism in Greenland." *The Economist* 26 May 2007: 82. Print.

"Aging; Women Expect to Care for Aging Parents but Seldom Prepare." *Women's Health Weekly* 10 May 2007: 18. Print.

An Article in a Scholarly Journal

In previous years, MLA required that researchers determine whether or not a scholarly journal employed continuous pagination (page numbers began at page one in the first issue of the years and page numbers took up where they left off in subsequent ones) or non-continuous pagination (page numbers begin at page one in every subsequent issue) in order to determine whether or not to include issue numbers in bibliographic entries.

The MLA Handbook for Writers of Research Papers 7th edition (2009) eliminates this step. Always provide issue numbers, when available.

Author(s). "Title of Article." *Title* of *Journal* Volume. Issue (Year): pages. Medium of publication.

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly* 50.3 (1994): 127-53. Print.

Electronic Sources (Web Publications)

MLA lists electronic sources as *Web Publications.* Thus, when including the medium of publication for electronic sources, list the medium as *Web.*

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will Include URL/electronic address Information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

Abbreviations Commonly Used with Electronic Sources

If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use n.d. when the Web page does not provide a publication date.

When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation n. *pag*.

Never begin an entry with n.p., n. pag., or n.d.

Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and 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. (Remember that some print publications have web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net]).
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site.

Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

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 resource creation (if available). Medium of

publication. Date of access.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, *2008.* Web. 23 April

2008.

Felluga, Dino. *Guide* to *Literary and Critical Theory.* Purdue U, 28 Nov. 2003. Web. 10 May 2006.

Course or Department Website

Give the instructor name. Then list the title of the course (or the school catalog designation for the course) in italics. Give appropriate department and school names as well, following the course title. Remember to use n.d. if not publishing date is given.

Felluga, Dino. *Survey of the Literature of England.* Purdue U, Aug. 2006. Web. 31 May 2007.

English Department. Purdue U, 14 May 2009. Web. 20 Apr. 2009.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

"How to Make Vegetarian Chili." *eHow. com.* eHow, n.d. Web. 24 Feb. 2009.

A Work Cited Only on the Web (Ex: Some videos on YouTube)

An entry for a nonperiodical publication on the Web usually contains the following:

- Name of the author, compiler, director, editor, narrator, performer, or translator of the work
- Title of the work in quotation marks
- Title of the overall Web site italicized
- Version or edition used
- Publisher or sponsor of the site; if not available, use n.p.
- Date of publication (day, month, year); if nothing available, use n.d.
- Medium of publication (Web)
- Date of access (day, month, year)

Each item is followed by a period except the publisher or sponsor, which is followed by a comma. If you cannot find some of the information, cite what is available.

Smith, Jane. "The Waltz." *YouTube.com*. YouTube, 11 Aug. 2011. Web. 12 Mar. 2012.

An 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. Web. 22 May 2006.

Klee, Paul. *Twittering Machine.* 1922. Museum of Modern Art, New York. *The Artchive.* Web.

22 May 2006.

An 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, medium of publication, and the date of access. Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make*

Websites. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

An 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, and the year of publication.

Article in an Online-only Scholarly Journal

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social*

Work and Society: The International Online-Only Journal 6.2 (2008): n. pag. Web. 20 May 2009.

Article in an Online Scholarly Journal That Also Appears in Print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (In this case, *Web)* and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons

Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

An 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. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

Note: Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

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

Online. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1

(2007): 173-96. *ProQuest.* Web. 27 May 2009.

E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom to message was sent, the date the message was sent, and the medium of publication.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.

A Listserve, Discussion Group, or Blog Posting

Cite Web postings as you would a standard Web entry. Provide the author of the work, the title of the posting in quotation marks, the Web site name in italics, the publisher, and the posting date. Follow with the medium of publication and the date of access. Include screen names as author names when author name is not known. If both names are known, place the author's name in brackets. Remember if the publisher of the site is unknown, use the abbreviation *n.p.*

Editor, screen name, author, or compiler name (if available). "Posting Title." *Name of Site.* Version number (if

available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of

publication. Date of access.

Other Common Sources

Several sources have multiple means for citation, especially those that appear in varied formats: films, DVDs, videocassettes; published and unpublished interviews, interviews over email; published and unpublished conference proceedings. The following section groups these sorts of citations as well as others not covered in the print, periodical, and electronic sources sections.

An Interview

Interviews typically fall into two categories: print or broadcast published and unpublished (personal) interviews, although interviews may also appear in other, similar formats such as in email format or as a Web document.

Personal Interview.

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, James. Personal interview. 1 Dec. 2011.

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. Determine the medium of publication (e.g. print, Web, DVD) and 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.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men.* By Dale Salwak. San

      Bernardino, CA: Bargo, 1984. Print.

Online-only Published Interview.

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive Web content. Place the name of the Website in italics, give the publisher name (or sponsor), the publication date, the medium of publication (Web), and the date of access. Remember that if no publisher name is give, insert the abbreviation n.p.

Note: If the Interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor Interview by to add the name of the interview to the entry If it is relevant to your paper.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed.* Skewed & Reviewed,

      2009. Web. 15 Mar. 2009.

Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)

Provide the speaker's name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote Speech, Guest Lecture). Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Stein, Bob. *Computers and Writing Conference.* Purdue University. Union Club Hotel, West Lafayette, IN.

      23 May 2003. Keynote address.

Published Conference Proceedings

Cite published conference proceedings like a book. If the date and location of the conference are not part of the published title, add this Information after the published proceedings title. The medium of publication is *Print.* Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Last Name, First Name, ed. *Conference Title that Includes Conference Date and Location.* Place of

publication: Publisher, Date of Publication. Print.

Last Name, First Name, ed. *Conference Title that Does Not Include Conference Date and Location.*

Conference Date, Conference Location. Place of publication: Publisher, Date of Publication. Print.

To cite a presentation from a published conference proceeding, begin with the presenter's name. Place
the name of the presentation in quotation marks. Follow with publication information for the
conference proceedings.

Last Name, First Name. "Conference Paper Title." *Conference Title that Includes Conference Date and*

Location. Ed. Conference Editor(s). Place of publication: Publisher, Date of publication. Print.

A 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
of composition Is unknown, place the abbreviation *n.d.* in place of the date. 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. *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 ed. By Richard G. Tansey and Fred S. Kleiner. Fort Worth: Harcourt Brace. 939. Print.

Films or Movies

List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the film
studio or distributor, and the release year. If relevant, list performer names after the director's name. Use
the abbreviation perf. to head the list. List film as the medium of publication. To cite a DVD or other video
recording, see "Recorded Films and Movies" below.

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen

Baldwin and Benecio del Toro. Polygram, 1995. Film.

To emphasize specific performers *(perf.)* or directors *(dir.),* begin the citation with the name of the
desired performer or director, followed by the appropriate abbreviation.

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

Recorded Films or Movies

List films by their title. Include the name of the director, the distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation *perf.* to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette.

    Touchstone, 1994. DVD.

Broadcast Television or Radio Program

Begin with the title of the episode in Quotation marks. Provide the name of the series or program in italics. Also include the network name, call letters of the station followed by the city, and the date of broadcast. End with the publication medium (e.g. *Television, Radio).* For television episodes on Videocassette or DVD refer to the "Recorded Television Episodes" section below.

"The Blessing Way." *The X-Files.* Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

Recorded Television Episodes (e.g. DVD, Videocassette)

Cite recorded television episodes like films (see above). Begin with the episode name in Quotation marks. Follow with the series name in Italics. When the title of the collection of recordings is different than the original series (e.g., the show Friends Is in DVD release under the title Friends: The Complete Sixth Season), list the title that would be help researchers locate the recording. Give the distributor name followed by the date of distribution. End with the medium of publication (e.g. *DVD, Videocassette, Laser disc).*

Note: The writer may choose to include information about directors, writers, performers, producers between the title and the distributor name. Use appropriate abbreviations for these contributors (e.g. *dir., writ., perf., prod.).*

"The One Where Chandler Can't Cry." *Friends: The* Complete *Sixth Season.* Writ. Andrew Reich

    and Ted Cohen. Dir. Kevin Bright. Warner Brothers, 2004. DVD.

Sound Recordings

List sound recordings in such a way that they can easily be found by readers. Generally, Citations begin with the artist name. They might also be listed by composers *(comp.)* or performers *(perf.).* Otherwise, list composer and performer information after the album title.

Use the appropriate abbreviation after the person's name and a comma, when needed. Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recording manufacturer followed by the publication date (or *n.d.,* if date is unknown). List the appropriate medium at the end of the entry (e.g. CD, LP, Audiocassette). For MP3 recordings, see the "Digital Files" section below.

Note: If you know and desire to list the recording date, Include this information before the manufacturer name. Use the abbreviation for "recorded" *(Rec.)* and list the recording date (dd mm year format) before the manufacturer name.

Foo Fighters. *In Your Honor.* RCA, 2005. CD.

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

Beethoven, Ludwig van. *The* 9 *Symphonies.* Perf. NBC Symphony Orchestra. Condo Arturo Toscanini. RCA,

    2003. CD.

Digital Files (PDFs, MP3s, JPEGs)

Determine the type of work to cite (e.g. article, image, sound recording) and cite appropriately. End the entry with the name of the digital format (e.g. PDF, JPEG file, *Microsoft Word* file, MP3). If the work does not follow traditional parameters for citation, give the author's name, the name of the work, the date of creation, and the medium of publication. Use *Digital file* when the medium cannot be determined.

Beethoven, Ludwig van. *Moonlight Sonata.* Crownstar, *2006.* MP3.

Smith, George. "Pax Americana: Strife in a Time of Peace." 2005. *Microsoft Word* file.

Bentley, Phyllis. "Yorkshire and the Novelist." *The Kenyon Review 30.4* (1968): *509-22*

    JSTOR. PDF file.

Sample Works Cited Page

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." Environmental Defense Fund. *Environmental*

Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revlein. "Clinton on Climate Change." New *York Times.* New

Yorle Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." New *York Times.* New Yorle Times, 22

May *2007.* Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth,* dir. Davis Guggenheim.

Rogerebert.com. sun-Times News Group, 2 June *2006.* Web. 24 May 2009.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May *2009.*

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of

Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1

(2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth* Or *Reality?: The Erring Ways of Climatology.* New York: Springer,

2005. Print.

Milken, Michael, Gary Becleer, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial

Imbalances." New *Perspectives Quarterly* 23.4 *(2006):* 63. Print.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American*

Economic Review 96.2 (2006): 31-34. Print.

---. "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online.* Web. 24 May 2009.

Shulte, Bret. "Putting a Price on Pollution." *Usnews.com. US News, World* Rept., 6 May 2007. Web. 24 May

2009.

Uzawa, Hirofumi. *Economic Theory and Global Warming.* Cambridge: Cambridge UP, 2003. Print.

In-text Citations

Basic In-Text Citation Rules

In MLA style, referring to the works of others in your 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.

General Guidelines

- The source information required in a parenthetical citation depends (l.) upon the source medium (e.g. Print, Web, DVD) and (2.) upon the source's entry on the Works Cited (bibliography) page.
- Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, **whatever signal word or phrase you provide to your 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.**

In-Text Citations: Author-Page Style

MLA format follows the author-page method of in-text citation. This means that 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 your 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 your sentence.

MLA recommends in-text citations be used to document. The following are examples of in-text citations.

Notice that the majority of in-text citations do not have any punctuation.

     One author .... (Smith 15)

     Two authors .... (Smith and Jones 14-16)

     Three authors .... (Smith, Jones, and Miller N. pag.)

     Four or more authors .... (Smith et at. 14, 16)

     Corporate authors .... (World Bank 18-19)

     Well-known corporate authors .... (AMA 21-23)

     No author of book .... (*Knowledge of the Mind* 28-30)

     No author of periodical .... ("Violence in Schools" A14)

Note: *Two authors with same last name--use author's first initial in addition to the last name:

....(J. Smith 15) ....(F. Smith 134)

"Two sources by same author--use form of title with name: ....(Smith, *Pocahontas 115)*
.........................(Smith, *A True Relation* 23)

Novels .... (Golding 14; ch.1) or (Hardy 10; bk.1, ch.1)

Play ....(Play then Act. Scene. Lines) (Macbeth 1.3.4-8)

Internet .... (Jackson)
*(author or first part of bibliography may require paragraph number)

If you wish to include two or more works in a single parenthetical reference, cite each work as you normally would in a reference and use semicolons to separate the citations.

     (Craner 308-11; Hallin 18-24).

     ("U.S.'s Paulson"; *Guidelines*).

<u>Formatting Quotations</u>

When you directly quote from the works of others in your paper, you will format quotations differently depending on their length.

Examples 1 and 2: *This format is used if you are not quoting beyond what the source you are working from has originally quoted.*

Example 1 (short quote—fewer than four typed lines of prose or three typed lines of verse)

    To indicate short quotations in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers). Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are part of the quoted passage but after the parenthetical citation if they are part of your text.

      Examples:

          Katherine Porter said, "We exist for ourselves" (qtd. in Unrue 29).

          According to Foulkes's study, dreams may express "profound aspects of personality" (184).

          According to one study, dreams may express "profound aspects of personality" (Foulkes 184), though others disagree.

        **Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse (a space should precede and follow the slash).

Cullen concludes, "Of all the things that happened there / That's all I Remember" (11-12).

Example 2 (long quote—more than four lines of verse or prose)

To indicate long quotations, place them in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented **one inch from the left margin; maintain double-spacing.** The parenthetical citation should come after the closing punctuation mark. A colon generally introduces a quotation displayed in this way.

Examples:

In a letter to Josephine Herbst, Katherine Porter wrote about the links that

bind people:

I believe we exist on a half dozen planes and inhabit all periods of time at once,

by way of memory, racial experience, and dreams that are another channel of

memory. Our lives are thus far richer than we might otherwise realize them to be.

(qtd. in Unrue 29)

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of

their actions:

The tears began to flow and sobs shook him. He gave himself up to them now

for the first time on the island; great, shuddering spasms of grief that seemed

to wrench his whole body. His voice rose under the black smoke before the

burning wreckage of the island; and infected by that emotion, the other little

boys began to shake and sob too. (186)

Page Numbering

No pages listed .... N. pag.

More than one page used but not consecutively .... 14, 16 (comma means <u>and</u>)

Abbreviation of numbers over 100 100-10

Software or Internet is left blank because it is media. …………………............................... Jackson
  (Some professors may require paragraph number): .... Jackson, par. 3

Paper Assembly

The manuscript should be assembled in the following order:

      Outline
      Text of Paper
      Works Cited