

MLA Style Sheet

Golden Valley High School

LIBRARY CATALOG

(Books with one author)

Blumenthal, Karen. *Six Days in October: the Stock Market Crash of 1929*. New York: Atheneum Books, 2002. Print.

(Books with two authors)

Hyde, Margaret O., and Elizabeth Held Forsyth. *Suicide: The Hidden Epidemic*. New York: Watts, 1986. Print.

(Books with one editor as author)

Brink, Andre, ed. *A Land Apart*. New York: Viking, 1986. Print.

WORLD BOOK ENCYCLOPEDIA

Wilentz, Sean. "Kennedy, John Fitzgerald." *The World Book Encyclopedia*. 2005 ed. 356-358. Print.

OPPOSING VIEWPOINTS

Rein, Mei Ling. "Capital Punishment Around the World." *Capital Punishment: Cruel and Unusual?* Information Plus® Reference Series. Gale Group, 2004. *Opposing Viewpoints Resource Center*. Thomson Gale. Golden Valley High School Library. 19 Sept. 2005. Web. <<http://galenet.galegroup.com/servlet/OVRC>>.

STUDENT RESOURCE CENTER – GOLD

(Format for an article from a PERIODICAL (a magazine or newspaper))

Hellmich, Nanci. "McDonald's Kicks Off School PE Program." *USA Today*, 13 Sept. 2005: D7. *Student Resource Center*. Thompson Gale. Golden Valley High School Library. 19 Sept. 2005. Web. <<http://galenet.galegroup.com/servlet/SRC>>.

(Formant for an article from a REFERENCE book)

"(James) Langston Hughes." *DISCovering Authors. Online Edition*. Gale, 2003. *Student Resource Center*. Thomson Gale. Golden Valley High School Library. 19 Sept. 2005. Web. <<http://galenet.galegroup.com/servlet/SRC>>.

WEBSITES

Article on Internet site

"Cocaine." Drug Facts 27 Sept. 2004. Office of National Drug Control Policy. 5 Apr. 2005. Web. <<http://www.whitehousedrugpolicy.gov/drugfact/cocaine/index.html>>.

Company and entire Internet sites

CNN.com. 2005. Cable News Network. 4 Apr. 2005. Web. <<http://www.cnn.com/>>.

History Channel.com. 2005. History Channel. 4 Apr. 2005. Web. <<http://www.historychannel.com/>>.

Personal site

Lancashire, Ian. Homepage. 28 Mar. 2002. 4 Apr. 2005. Web. <<http://www.chass.utoronto.ca:8080/~ian/>>.

Formatting the Works Cited Page

The above entries are not double-spaced in order to conserve space. Many examples taken from:

Modern Language Association. MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association of America, 2009.

The Works Cited page will be the last page in your paper.

- Center the words (Works Cited) on the page. Page is double spaced like the rest of the report (Format →Paragraph →Line Spacing →select Double)
- Begin each Works Cited entry at the left margin. If the entry takes up more than one line, use a hanging indent for subsequent lines (Move lower triangle△ on Ruler) .
- Alphabetize Works Cited entries by the first letter of the first word of each entry, whether it is an author's last name, editor's last name, or the title (excluding a, an, or the).

Citing Electronic Information

The following are examples from the Modern Language Association (6th edition) for preparing bibliography and works cited pages. Consistency within a paper or report is **important** so that all references from similar sources are cited following the same format. To avoid plagiarism, it is essential to cite sources of information: **print and electronic**, even **images**, when preparing a report.

Some common elements of all citations for electronic sources are:

- The author's name (if known)
- The full title of the document (MLA puts in quotation marks)
- The title of the complete work if the document is part of it – in italics
- The date of the publication (if available)
- The date of access (MLA puts in day, month, year format – ex. 4 Apr. 2005). *Write the word **Web** after the date.*
- If teacher request, type the electronic address (the URL) in brackets: <http://www... > URL should not be a hyperlink (not blue or underlined; *backspace* to undo hyperlink).

CORRECT MLA HEADING:

Looks like:

Smith 1
John Smith
Mrs. Davies
English 10
10 October 2005
The Lost Boys
Indent, then begin your essay here. Your entire essay needs to be double-spaced.

How to make a header:

1. Go to **File→Page Set Up**. Be sure that Right, Left, Bottom, Top margins are all set at 1 inch.
2. Go to **Format→Paragraph**. Set **Line Spacing** to double.
3. Go to **View → Header and Footer**.
4. In the header, type your last name all the way to the right, using the **align right** tab in your toolbar. Hit space-bar one time.
5. In the Header and Footer Pop-up Toolbar→ # (**Insert Page Number**).
6. Click **Close**. Your page numbers will now appear on every page, along with your name.
7. You can now type your heading.

MLA Format

In the novel, Lord of the Flies, by William Golding, the boys on the island...

Correct MLA Citation Format Examples, taken from Lord of the Flies.

DIRECT QUOTE (NOBODY'S TALKING): "He felt himself facing something ungraspable. The eyes that looked so intently at him were without humor" (Golding 34).

DIRECT QUOTE WHEN SOMEONE IS TALKING AND NON SPEAKING WORDS ARE ALSO USED: "'But there isn't a beast!' Something he had not known was there rose in him and compelled him to make the point, loudly and again" (Golding 34).

PARTIAL QUOTE: "There was the brilliant world of hunting, tactics, fierce exhilaration, skill; and there was the world of longing..." (Golding 64).

DIRECT QUOTE ENDING IN AN EXCLAMATION POINT OR A QUESTION MARK: "You said you'd keep the fire going and you let it out!" (Golding 64).

PARAPHRASING = someone else's ideas put into your own words. You still need a citation at the end but will obviously not have quotation marks as it is not a direct quote. Here is the partial quote from above paraphrased:

Jack and Ralph are facing each other and were torn as to which was better, hunting or keeping the fire going (Golding 64).

Ode to Boolean Searching

AND OR NOT

These words can help a lot
When you have a search to do
AND OR NOT are the words for you!

Too much info?

AND is your command
Because **AND** means less
When you make your demand

Too little info?

OR is your command
Because **OR** gives you more
To help you understand

The wrong info?

NOT is your command
Because **NOT** takes things away
And that makes searching grand!

Why Cite??

To direct the reader back to that source.

Doing this requires the writer to provide different information for each type of material.

- A book has no URL, and the date of access is certainly not important, but both of these are essential for directing the reader to an Internet site
- Internet websites do not always have page numbers, but print material usually does.
- The place of access is important information to direct the reader to an article in an online database that is not accessible from all libraries.

In some way, you are almost always telling the reader:

- WHO is responsible for the material (author / editor)
- WHAT it is you are citing (title / name of website, etc.)
- HOW the reader can locate the information (publishing information / URL and date of access / place of access, etc.)

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