

UMD Writing and Reading Center

MLA Documentation and Style: A Brief Reference

Notable Changes for the Seventh Edition

- Type of medium of publication must be included with every entry. "Print" is no longer the default medium.
- URLs are no longer required with web entries in the works-cited list.
- Issue and volume numbers are now required for journal articles on the list of works cited.
- There are new guidelines for graphic novels and digital files.

What Must Be Documented

You must cite in the body of your paper *and* in the list of works cited every quotation and idea that is not original to you or is not demonstrably common knowledge. Failure to cite properly could constitute **plagiarism** and result in severe academic penalties.

Parenthetical References:

A parenthetical reference “briefly identifies the source(s) used within the body of your paper.” A complete citation will appear at the end of a paper on the “Works Cited” page. The parenthetical reference typically includes the author’s last name and the page number(s) from which the information was obtained.

Example:

Recent data provided by 196 colleges indicate that violent crime on college campuses is increasing (Landerman 31).

If your statement already names the author within the text, do not repeat the author’s name in the reference; simply give the page number(s).

Example:

Lederman points out that data provided by 196 colleges indicate that violent crime on college campuses is increasing (31).

Note

- Do not place an abbreviation for page (p. or pg.) within the parenthetical reference.
- When citing two or more authors with the same name, use first initial.

Example: (R. Jones 14) (S. Jones 17)

- When citing two or more works by the same author, include the author's name and the title (abbreviated if it is long) and the relevant page numbers. If you use the author's name in the text, give the page numbers only.

Example: (Lamont, *Biophysics* 100-01) (Lamont, *Diagnostic Tests* 81)

MLA Works Cited Entries for Books

1. Book, Single Author

Accessed in Print:

Kerzin-Fontana, Jane B. *Technology Management: A Handbook*. 3rd ed. Delmar, NY: American Assn., 1997. Print.

Paranthesical reference: (Kerzin 3-4)

Accessed Online:

Jimenez, Ramon L. *Caesar against Rome: The Great Roman Civil War*. London: Praegar Pub., 2000. *Questia*. Web. 1 Sep. 2009.

Paranthesical Reference: (Jimenez 12)

*If several cities are listed on the title page, give only the first.

2. Book, Two or Three Authors

Accessed in Print:

Aronson, Linda, Roger Katz, and Candide Moustafa. *Toxic Waste Disposal Methods*. New Haven: Yale UP, 1996. Print.

Paranthesical reference: (Aronson, Katz, and Moustafa 121-23)

Accessed Online:

Cartledge, Paul, and Anthony Spawforth. *Hellenistic and Roman Sparta*. New York: Routledge, 2002. *Questia*. Web. 1 Sep. 2009.

Paranthesical reference: (Cartledge, and Spawforth 49-52)

** Shorten publishers' names, as in "Simon" for Simon & Schuster or "Yale UP" for Yale University Press. For page numbers having more than two digits, give only the final two digits for the second number. *Ex.* (134-45).

3. Book, Four or More Authors

Accessed in Print:

Santos, Ruth J., Et. Al. *Environmental Crises in Developing Countries*. New York: Harper, 1994. Print.

Paranthenetical reference: (Santos 17)

Accessed Online:

Commons, John R., et al. *History of Labor in the United States*. New York: Macmillan, 1918. *Questia*. Web. 1 Sep. 2009.

Paranthenetical reference: (Commons 15)

4. Book, Anonymous Author

Accessed in Print:

Structured Programming. Boston: Meredith, 1995. Print.

Paranthenetical reference: (Structured 67)

Accessed Online:

Through our Enemies Eyes. Washington DC: Potomac Books Inc. 2003. *Google books*. Web. 1 Sep. 2009.

Paranthenetical reference: (Through 13)

5. Multiple Books, Same Author

Accessed in Print:

Chang, John W. *Biophysics*. Boston: Little, 1997. Print.

--, *Diagnostic Techniques*. New York: Random, 1994. Print.

Paranthenetical reference: (Chang, *Biophysics* 123-6), (Chang, *Diagnostic* 87)

Accessed Online:

Cartledge, Paul. *Sparta and Lakonia: A Regional History 1300-362 BC*. New York: Routledge, 1979. *Google books*. Web. 1 Sep. 2009.

--. *Spartan Reflections*. Berkley: University of California Press, 2003. *Google books*. Web. 2 July 2009.

Paranthenetical reference: (Cartledge, *Sparta and Lakonia* 21-9), (Cartledge, *Spartan Reflections* 39-46)

6. Books, One or More Editors

Accessed in Print:

Morris, A.J., and Louise B. Pardin- Walker, eds. *Handbook of New Information Technology*. New York: Harper, 1996. Print.

Paranthenetical reference: (Morris and Pardin-Walker 34)

Accessed Online:

Untermeyer, Louis, ed. *Modern British Poetry*. New York: Harcourt, Brace, and Co., 1921. *Google books*. Web. 1 Sep. 2009.

Paranthenetical reference: (Untermeyer 67)

7. Books, Indirect Source

Accessed in Print:

Stubbs, John. *White-Collar Productivity*. Miami: Harris, 1996. Print.

Paranthenetical reference: (qtd. in Stubbs 166)

Accessed Online:

Murray, Gilbert. *A History of Ancient Greek Literature*. New York: D. Appleton and Co., 1897. *Questia*. Web. 1 Sep. 2009.

Paranthenetical reference: (qtd. in Murray 100)

**When your source (as in Stubbs above) has quoted or cited another source, include only the indirect source in its appropriate alphabetical order in your Works Cited list. Begin the paranthenetical reference with “qtd. in” or “cited in” for a paraphrase. See the above examples.

8. Anthology Selection or Book Chapter

Accessed in Print:

Bowman, Joel P. “Electronic Conferencing.” *Communication and Technology: Today and Tomorrow*. Ed. Al Williams. Denton, TX: Assn. Or Business Communication, 1994. 123-45. Print.

Paranthenetical reference: (Bowman 129)

Accessed Online:

Asa, Baber. “The Ambush.” *Vietnam Anthology: American War Literature*. Ed. Nancy Anisfield. Bowling Green, OH: Bowling Green State University Popular Press, 1987. *Google books*. Web. 1 Sep. 2009.

Paranthenetical reference: (Asa 185)

9. Translated Work

Accessed in Print:

Bourdieu, Pierre. *Outline of a Theory of Practice*. Trans. Richard Nice. Cambridge: Cambridge UP, 1977. Print.

Paranthenetical reference: (Bourdieu 36)

Accessed Online:

De Chateaubriand, F.A. *Travels in Greece, Palestine, Egypt, and Barbary, During the Years 1806 and 1807*. Trans. Frederic Shoeberl. London: Henry Colburn and Co., 1812. *Google books*. Web. 1 Sep. 2009.

Paranthenetical reference: (De Chateaubriand 142)

MLA Works for Cited Entries for Periodicals

10. Article, Magazine

Accessed in Print:

DesMarteau, Kathleen. "Study Links Sewing Machine Use to Alzheimer's Disease." *Bobbin* Oct. 1994: 16-38. Print.

Paranthenetical reference: (DesMarteau 36)

Accessed Online:

Friend, Tad. "Soul Man." *The New Yorker Online*. The New Yorker, 20 July 2009. Web. 1 Sep. 2009.

Paranthenetical reference: (Friend 55)

11. Article, Journal with New Pagination in Each Issue

Accessed in Print:

Thackman-White, Joan R. "Computer- Assisted Research." *American Library Journal* 55.1(1997):3-8. Print.

Paranthenetical reference: (Thackman- White 4-5)

Accessed Online:

Bourelle, Andy. "Tutoring Students from All Disciplines in a WAC Writing Center." *Praxis: A Writing Center Journal* 6.2 (2009): n. pag. Web. 1 Sep. 2009.

Paranthenetical reference: (Bourelle n. pag.)

** If the page numbers are not listed, add "n. pag. " after the date of publication.

**Because each issue for that year will have page numbers beginning with "1," readers need the number of this issue. The "51"(in the first citation)or "6" (in the second citation) denotes the volume number; the "1" (in the first citation) or "2" (in the second citation) denotes the issue number.

12. Article, Journal with Continuous Pagination

Accessed in Print:

Barnstead, Marion H. "The Writing Crisis." *Journal of Writing Theory* 12 (1994): 415-33. Print.

Paranthesical reference: (Barnstead 418)

Accessed Online:

Weber, Brenda R., and Karen W. Tice. "Are You Finally Comfortable in Your Own Skin?" 49 (2009): n. pag. Web. 1 Sep. 2009.

Paranthesical reference: (Weber and Tice n. pag.)

13. Article, Newspaper

Accessed in Print:

Baranski, Vida H. "Errors in Technology Assessment." *Boston Times* 15 Jan. 1997, evening ed., sec.: B3. Print.

Paranthesical reference: (Baranski 3)

Accessed Online:

Richtel, Matt. "Senators Seek Ban on Texting While Driving." *New York Times Online*. New York Times, 29 July 2009. Web. 1 Sep. 2009.

Paranthesical reference: (Richtel n. pag.)

** Omit any introductory article in the newspaper's name (not *The Boston Times*). If no author name is given list all other information. If the newspaper's name does not contain the city of publication, insert it, using brackets: "Sippican Sentinel [Marion, Ma]."

MLA Works Cited Entries for Other Sources

14. Encyclopedia, Dictionary, or Other Alphabetical Reference

Accessed in Print:

"Communication." *The Business Reference Book*. 1993 ed. Print.

Parenthetical reference: (“Communication”)

Accessed Online:

“Tenebrous.” *Merriam-Webster Online*. Merriam-Webster, 2009. Web. 1 Sep. 2009.

Parenthetical reference: (“Tenebrous”)

15. Report

Accessed in Print:

Electrical Power Research Institute (EPRI). *Epidemiologic Studies of Electric Utility Employees*. (Report No. RP2964.5). Palo Alto, CA: EPRI Publishers, Nov. 1994. 27. Print.

Parenthetical reference: (Electrical Power Research Institute [EPRI] 27)

Accessed Online:

Snyder, Howard N. and Melissa Sickmund. Office of Juvenile Justice and Delinquency Prevention (OJJDP). *Juvenile Offenders and Victims: 2006 National Report*. Washington, DC: OJJDP Publishers, 2006. Web. 1 Sep. 2009.

Parenthetical reference: (Snyder and Sickmund 120)

** If no author is given, begin with the organization that sponsored the report. For any report or other document with group authorship, include the group’s abbreviated name in your first parenthetical reference (as shown above), and then use only that abbreviation in any subsequent reference.

16. Conference, Presentation

Accessed in Print:

Smith, Aberlanrd A. “Radon Concentrations in Molded Concrete.” First British Symposium in Environmental Engineering. London 11-13 Oct. 1995 Ed. Anne Hodkins. London: Harrision, 1996. 106-21. Print.

Parenthetical reference: (Smith 109)

Accessed Online:

Kelman, Herbert C. “The Policy Context of International Crimes.” The Conference on System Criminality in International Law, Amsterdam 20–21 Oct., 2006. Boston: Harvard, 2006. Web. 1 Sep. 2009.

Parenthetical reference: (Kelman 21)

17. Interview, Personally Conducted

Nasser Gamel. Chief Engineer for Northern Electric. Perosla Interview. Rangeley, ME. 2 April 2006. Personal Interview.

Paranthenetical reference: (Nasser)

18. Interview, Published

Accessed in Print:

Lansbury, Angela. Interview. *Off Camera: Conversations with the Makers of Prime-Time Television*. By Richard Levinson and William Link. New York: Plume- NAL, 1986. 72-86. Print.

Paranthenetical reference: (Lansbury 8)

Accessed Online:

Antin, David. Interview by Charles Bernstein. *Dalkey Archive Press*. Dalkey Archive P, n.d. Web. 1 Sep. 2009.

Paranthenetical reference: (Antin 2)

19. Questionnaire

Accessed in Print:

Taylor, Lynne. Questionnaire sent to 612 Massachusetts Business Executives. 14 Feb,1997. Print.

Paranthenetical reference: (Taylor 3)

20. Brochure or Pamphlet

Accessed in Print:

Investment Strategies for the 21st Century. San Francisco: Blout Economics Ass., 1997. Print.

Paranthenetical reference: (Investment)

Accessed Online:

Using Graphic Novels in the Classroom. New York: Graphix-Scholastic, 2005. *Scholastic*. Web. 1 Sep. 2009.

Paranthenetical reference: (Using Graphic Novels)

** If you have the author's name, start with the author's last name followed by the first name and the rest of the citation in the above order.

21. Lecture, Speech, or Address

Accessed in Print:

Dumont, R.A. "Managing Natural Gas." Lecture. University of Massachusetts at Dartmouth, 15 Jan. 1996. Print.

Parenthetical reference: (Dumont)

Accessed Online:

Eisenhower, Dwight D. "D-Day Invasion Order." 5 June 1944. Speech. *History.com*. Arts and Entertainment Television Network, 2006. Web. 27 Dec. 2006.

Parenthetical reference: (Eisenhower)

22. Government Documents

A. General Documents

Accessed in Print:

Virginia Highway Dept. *Standards for Bridge Maintenance*. Richmond: Virginia Highway Dep., 1991. Print.

Parenthetical reference: (Virginia Highway Dept. 49)

Accessed Online:

Massachusetts Highway Dept. *Environmentally Preferable Product Purchases*. Boston: Massachusetts Highway Dept. 2000. Web. 1 Sept. 2009.

Parenthetical reference: (Massachusetts Highway Dept. 1)

B. Congressional Documents

Accessed in Print:

United States Cong. House. Armed Services Committee. *Funding for the Military Academics*. 103rd Cong., 2nd sess. Washington: GPO, 1995. Print.

Parenthetical reference: (U.S. Con. 41)

Accessed Online:

United States Cong. Senate. Committee on Foreign Relations. *Hearings on the Policy Options for Iraq*. 109th Cong., 1st sess. Washington: GPO, 2006. *United States Government Printing Office*. Web. 1 Sept. 2009.

Paranthenetical reference: (U.S. Con. 31)

** For any congressional document, identify the house of Congress (Senate or House of Representatives) before the title, and the number and session of Congress after the title.

**GPO is the abbreviation for the U.S. Government Printing Office.

23. Document with Corporate Authorship

Accessed in Print:

Hermitage Foundation. *Global Warming Scenarios for the Year 2030*. Washington: Natl. Res. Council, 1996. Print.

Paranthenetical reference: (Hermitage Foun. 123)

Accessed Online:

Hermitage Foundation. *Annual Report*. Norfolk, VA.: Hermitage Museum and Gardens, 2008. Web. 1 Sept. 2009.

Paranthenetical reference: (Hermitage Foun. 4)

24. Map or Other Visual

Accessed in Print:

Deaths Caused by Breast Cancer, by Country. Map. *Scientific American* Oct. 1995, 32D. Print.

Paranthenetical reference: (*Deaths Caused*)

Accessed Online:

“Los Angeles.” Map. *MapQuest*. MapQuest, 1 Sep. 2009. Web. 1 Sep. 2009.

Paranthenetical reference: (“Los Angeles”)

** If the creator of the visual is listed, list that name first. Identify the type of visual (“Map,” “Graph,” “Table,” “Diagram”) immediately following its title.

25. Unpublished Dissertation, Report, or Miscellaneous Items

Accessed in Print:

Amnesty International. “Restructuring the International Declaration of Human Rights.” 2003. Print.

Paranthenetical reference: (Restructuring the International Declaration)

MLA Entries for Electronic Resources

26. Online Database Source

Saul, J.D. "Power Lines, Viruses, and Childhood Leukemia." *Cancer Causes Control*
(author) (article title) (title of whole work)
(Jan. 1995): 83. *MEDLINE*. Web. 1 Sept. 2009.
(posting date) (page) (database title)

** For sources with a printed equivalent, begin with complete publication information, then the database title (in italics), the designation to indicate the medium, the service provider and date of access.

** The access date is important because frequent updating of databases can produce different versions of the material.

**For sources with no printed equivalent, give the title and date of the work in quotation marks, followed by the electronic source information:

Argent, Roger R. "An Analysis of International Exchange Rates for 1995." Accu-Data.
Online. Dow Jones News Retrieval. 1 Sep. 2009.

Parenthetical reference: (Argent 4)

** If the author is not known, begin with the work's title.

27. Publication on CD- ROM or DVD

Mattmer, Tobias. "Discovering Jane Austen." *Discovering Authors*. Vers. 1.0. Detroit::
Gale, 1992. CD-ROM.

Parenthetical reference: (Mattmer 3)

** For CD-ROM reference works that are not routinely updated, give the work title followed by the "CD-ROM" designation, place, electronic publisher, and date:

Time Almanac. CD-ROM. Washington: Compact, 1994.

Parenthetical reference: (*Time Almanac* 74)

28. Entire Web Site

Bonobo Conservation Initiative. Bonobo Conservation Initiative, 2002. Web. 1 Sept. 2009.

Parenthetical reference: (*Bonobo Conservation Initiative*)

29. Page on a Web Site

Hunt, Ben. "Graphic Design." *Web Design from Scratch*. N.p., 2 Mar. 2006 Web. 1 Sept. 2009.

Parenthetical reference: (Hunt 2)

Example of a Works Cited Page

Works Cited

- Broad, William J. "Cancer Fear is Unfounded, Physicists Say." *New York Times* 14 May 1995, sec. A: 19. Print.
- Brodeur, Paul. "Annals of Radiation: The Cancer at Slater School." *New Yorker* 7 Dec. 1992: 86+. Print.
- Castleman, Michael. "Electromagnetic Fields." *Sierra* Jan/Feb. 1992: 21-22. CD-ROM. Proquest. Sept. 1995.
- Dana, Amy and Tom Turner. "Currents of Controversy." *Amicus Journal* Summer 1993: 29-32. Print.
- "Electrophobia: Overcoming Fears of EMFs." University of California Wellness Letter Nov. 1994: 1. Print.
- Jauchem, J. "Alleged Health Effects of Electromagnetic Fields: Misconceptions in the Scientific Literature." *Journal of Microwave Power and Electromagnetic Energy* 26.4 (1991): 189-95. Print.

Guidelines for a Works Cited Page

1. Center the "Works Cited" title at the top of the page. Use one-inch margins. Double space the entries, and order them alphabetically according to the first letter in each entry. Number each page of your paper, including the works cited page.
2. Indent five spaces for the second and subsequent lines of an entry.
3. Place quotation marks around article titles. Italicize periodical or book titles. Capitalize the first letter of key words in all titles (also articles, prepositions, and conjunctions if they come first or last).
4. Do not cite a magazine's volume number, even if it is given.
5. For a CD-ROM database that is updated often (such as Proquest), conclude your citation with the date of electronic publication.
6. Conclude an online database citation with the date you accessed the source.

7. Use a period and one space to separate a citation's three major items (author, title, and publication date). Skip one space after a comma or colon. Use no punctuation to separate magazine title and date.
8. Include the issue number for a journal with new pagination in each issue. For page numbers of more than two digits, give only the final digits in the second number.
9. When an article skips pages in publication, give only the first page number followed by a plus sign.