



## Works Cited Entry Packet - MLA Seventh Edition

O'Fallon Township High School

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#### Instructions for Use of This Packet:

- The punctuation shown here is not optional. Punctuation is an important part of MLA standards and should be followed precisely as it is seen here.
- Any explanatory notes are found in [ ] behind the item being explained. The information in the brackets should not be directly copied into the entry.

# Print Sources

## ❖ BOOK

Author's Last Name, Author's First Name. *Title of Book*. City of Publication: Publisher, Copyright Year.  
Print.

**Author Variations:** (Book examples are shown here but the concept applies to other entry types as well)

### **One Author:**

Castro, Elizabeth. *Creating a Web Page with HTML*. Berkeley: Peachpit Press, 2005. Print.

### **Two Authors:**

Riddle, John, and Rae Simons. *Veterinarian*. Broomall: Mason Crest Publishers, Inc., 2003. Print.

### **More than Two Authors:**

Booth, Wayne C., et al. *The Craft of Research*. Chicago: University of Chicago Press, 2003. Print.

### **Editor – No Author (common in reference books)**

Editor's First and Last Name, ed. *Title of Book*. City of Publication: Publisher, Copyright Year. Print.

### **Example of Editor – No Author:**

Brunner, Borgna, ed. *Time Almanac 2006*. Boston: Information Please, 2005. Print.

### **No Author – No Editor:**

*Title of Book*. City of Publication: Publisher, Copyright Year. Print.

### **Example of No Author – No Editor:**

*Hammond World Atlas*. Italy: Hammond World Atlas Corporation, 2000. Print.

### **Corporate Author:**

Name of Corporation, Association, Committee, or Group. [omit "a", "an", or "the"] *Title of Book*. Ed.

Editor(s)' First and Last Name(s). [if given] City of Publication: Publisher, Copyright Year. Print.

### **Example of Corporate Author:**

US News and World Report. *What College Really Costs*. Ed. Margaret Mannix. Naperville: Sourcebooks, Inc., 2005. Print.

❖ **BOOKS FOR CONTROVERSIAL ISSUES**

(See specific examples from the library collection that follow)

Author's Last Name, Author's First Name. "Title of Article." *Title of Original Source* Publication Date of Original Source. Rpt. in *Title of Book*. Ed. Editor(s)' First and Last Name(s). Title of Series. City of Publication: Publisher, Copyright Date of Series. Page Number(s). Print.

**Contemporary Issues Example:**

Paige, Sean. "Professional Athletes as Role Models." *Insight on the News* 3 Aug. 1998. Rpt. in *Professional Sports*. Ed. James D. Torr. Examining Pop Culture. San Diego: Greenhaven Press, 2003. 171-180. Print.

**Opposing Viewpoints Example:**

Leshner, Alan I. "Addiction is a Brain Disease." *Issues in Science and Technology* Spring 2001. Rpt. in *Drug Abuse*. Ed. Tamara L. Roleff. Opposing Viewpoints. Detroit: Greenhaven Press, 2003. 68-77. Print.

**Current Controversies Example:**

Kelling George L. "Aggressive Policing Does Not Encourage Police Brutality." *Wall Street Journal* 23 Mar. 1999. Rpt. in *Police Brutality*. Ed. Louise I. Gerdes. Current Controversies. San Diego: Greenhaven Press, 2004. 74-77. Print.

**At Issue Example:**

English, Brian J. "Threats to Coral Reefs Face Many National and Human Threats." *Threats to Coral Reefs* 2000. Rpt. in *Are the World's Coral Reefs Threatened?* At Issue. Detroit: Greenhaven Press, 2005. 39-47. Print.

**Reference Shelf Example:**

Slater, Eric. "Monterey Bay Canoes is a Role Model." *Los Angeles Times* 10 Aug. 2004. Rpt. in *U.S. National Debate Topic 2006-2007: National Service*. Ed. Ronald Eniclerico. The Reference Shelf. New York: The H.W. Wilson Company, 2006. 131-36. Print.

❖ **WORK IN AN ANTHOLOGY**

Author's Last Name, Author's First Name. "Title of the Essay, Short Story, Poem, or Work." *Title of the Anthology*. Ed. Editor(s)' First and Last Name(s). [if given] City of Publication: Publisher, Copyright Year. Page Number(s). Print.

**Example:**

Keats, John. "Ode to a Grecian Urn." *The Norton Anthology World Masterpieces*. Ed. Maynard Mack. New York: W.W. Norton and Company, 1995. 821. Print.

❖ **MULTIVOLUME SOURCE OR ENCYCLOPEDIA**

Author's Last Name, Author's First Name. [This is the author of the article – found at the beginning or end of the article – if given] "Title of Article." *Title of Book*. Ed. Editor(s)' First and Last Name(s). [if given] Vol. Volume Number. City of Publication: Publisher, Copyright Year. Page Number(s). Print.

**Example:**

Mastrandea, Michael D., and Stephen H. Schneider. "Global Warming." *World Book Encyclopedia*. Vol. 8. Chicago: World Book, Inc., 2003. 232-32b. Print.

❖ **ARTICLE IN A SINGLE REFERENCE BOOK**

Author's Last Name, Author's First Name. "Title of Article." *Title of Book*. Ed. Editor(s)' First and Last Name(s). [if given] City of Publication: Publisher, Copyright Date. Page Number(s). Print.

**Example:**

Hamm, Richard F. "Common-Law Court." *The Oxford Companion to the Supreme Court*. Ed. Kermit L. Hall. New York: Oxford University Press, 1992. 171. Print.

❖ **INTRODUCTION, PREFACE, FOREWORD, AFTERWORD,  
JACKET COVER, EMBEDDED TEXT, OR QUOTATION**

Author's Last Name, Author's First Name. [author of the passage] Type of Passage. [types listed above] *Title of Passage*. [if applicable] By Author of Book. [or editor if author isn't given] City of Publication: Publisher, Copyright Year. Page Number(s). Print.

**Example:**

Cowley, Malcolm. Introduction. *The Stories of F. Scott Fitzgerald*. Ed. Malcolm Cowley. New York: Charles Scribner's Sons, 1951. vii-xxv. Print.

❖ **ARTICLE IN A MAGAZINE**

Author's Last Name, Author's First Name. "Title of Article." *Title of Magazine* Publication Date: Page Number(s). Print.

**Example:**

Schneider, Karen S., et. al. "A Sobering Decision." *People* 6 Nov. 2006: 48-51. Print.

❖ **ARTICLE IN A NEWSPAPER**

Author's Last Name, Author's First Name. "Title of Article." *Title of Newspaper* Publication Date: Page Number(s). Print.

**Example:**

O'Neil, Tim. "Officials Expect Long Lines at the Polls." *St. Louis Post-Dispatch* 2 Nov. 2006: A6. Print.

❖ **ARTICLE IN A SCHOLARLY JOURNAL**

Author's Last Name, Author's First Name. "Title of Article." *Name of Periodical* Volume Number. Issue Number (Publication Year): Page Number(s). Print.

**Example:**

Chang, Patricia. "What's next for Iraq?(After the U.S. leaves)." *The Christian Century* 126. 8 (2009): 23. Print.

❖ **PAMPHLET**

Sponsor of Pamphlet. *Title of Pamphlet*. Place of Publication: Publisher, Year. Print.

**Example:**

Bureau for At-Risk Youth. *Violence*. Huntington: 1994. Print.

❖ **SPEECH OR LECTURE**

(Possibly by One of Your Esteemed Teachers)

Speaker's Last Name, Speaker's First Name. "Title of Speech or Lecture." Sponsoring Organization. City, State Where Speech or Lecture was Delivered, Date of Speech or Lecture. Form of Delivery [Address, Lecture, Keynote speech, or Reading]

**Example:**

Bickel, Rich. "The Illustrious and Adventurous History of the U.S. Foreign Service." O'Fallon Township High School. O'Fallon, IL, 8 Nov. 2006. Lecture.

❖ **PUBLISHED INTERVIEW**

Last Name of Person Interviewed, First Name of Person Interviewed. Name of Person Conducting Interview. [include the words "Interview with"] *Title of Source*. Source's Publication Date: Page Number(s).Medium of Publication [Print, Radio, DVD, Television] .

**Example:**

Streisand, Barbra. Interview with Oprah. *O, The Oprah Magazine*. Oct. 2006: 296-99+. Print.

❖ **INTERVIEW (conducted by you)**

Last Name of Person Interviewed, First Name of Person Interviewed. Personal Interview. [Could also be "Telephone Interview" or "E-mail Interview"] Date Interview was Conducted.

**Example:**

Wilson, Robert. Personal Interview. 16 April 2006.

❖ **MAP or CHART**

*Title of Map or Chart*. Description. [use the word "Map" or "Chart"] City of Publication: Publisher, Date of Publication.

**Example:**

*Michigan*. Map. Chicago: Rand, 2000.

### ❖ MOVIE REVIEW FROM PRINT SOURCE

Rev. of *Title of Movie*, by First and Last Name(s) of Reviewers. *Title of Source* Date of Publication: Page Number(s). Print.

#### **Example:**

Rev. of *Talladega Nights: The Ballad of Ricky Bobby*, by Richard Brody. *The New Yorker* 6 Nov. 2006: 5. Print.

# Electronic Sources

### A WORK FOUND ONLY ON THE WEB

*When citing a source from the World Wide Web, the following pieces of information should be included in the citation. If not all information is available, cite what is given.*

1. Name of Author [Last name, First name]
2. "Title of Work"
3. *Title of overall Website*
4. Publisher or Sponsor of the site; if not available, use N.p.
5. Date of Publication [Day, Month, Year] ; if not available, use n.d.
6. Medium of Publication [Web]
7. Date of Access [Day, Month, Year]

### ❖ WEBSITE

#### **Example:**

Lessig, Lawrence. "Free Debates: More Republicans Call on RNC." *Lessig 2.0*. N.p., 4 May 2007. Web. 15 May 2008.

### ❖ ARTICLE FROM AN ONLINE NEWSPAPER

#### **Example:**

Achenbach, Joel. "America's River." *Washington Post*. Washington Post Company, 5 May 2002. Web. 20 May 2002.

### ❖ ARTICLE FROM AN ONLINE MAGAZINE ACCESSED ON THE WWW

#### **Example:**

Levy, Steven. "Great Minds, Great Ideas." *Newsweek*. Newsweek, Inc., 27 May 2002. Web. 30 June 2003.

❖ **COPYRIGHTED IMAGE FROM AN ELECTRONIC SOURCE**

**Example:**

Brandio, Flavio Cruvinel. *Swallow-tailed Hummingbird*. Flickr Yahoo! Inc., 16 Nov. 2006. Web. 13 Dec. 2006.

*Note: Titles of images are italicized, not put in quotation marks.*

❖ **MOVIE/FILM REVIEW FROM A WEBSITE**

**Example:**

Orndorf, Brian. “ ‘Rush Hour 3’ Tired, Yet Still Wild Fun.” *OhmyNews On Screen*. OhmyNews, n.d. Web. 17 Aug. 2007.

**Citing Resources Accessed on the Web or in a Database  
after being Published in Print**

**Note: Refer to the print template for the initial citation information. Then include the following three components to indicate the online medium:**

1. *Title of Database or Website*
2. **Medium of Publication [Web]**
3. **Date of Access [ Day, Month, Year]**

❖ **AN ARTICLE FOUND IN A DATABASE**

Stone, Andrea. "White House Hopes Volunteer Initiative Will Help Economy." *USA Today* 19 June 2009: A2. *Opposing Viewpoints*. Web. 29 July 2009.

❖ **ONLINE BOOK - QUESTIA**

Hamburger, Michael, and Christopher Middleton, eds. *Modern German Poetry, 1910-1960*. New York: Grove Press, 1962. *Questia*. Web. 5 Dec. 2006.

❖ **ARTICLE FROM AN ONLINE SCHOLARLY JOURNAL IN A DATABASE**

Chang, Patricia. “What’s next for Iraq?(After the U.S. leaves).” *The Christian Century*. 126. 8 (2009): 22. *Student Resource Center – Gold*. Web. 7 July 2009.

## Citing Resources Accessed on the Web or in a Database after being Published in a Non-Print Medium

**Note: Refer to the print template for the initial citation information. Then include the following three components to indicate the online medium:**

1. *Title of Database or Website*
2. **Medium of Publication [Web]**
3. **Date of Access [ Day, Month, Year]**

### ❖ VIDEO CLIP

West, Kanye. *Amazing*. 2009. *YouTube*. YouTube, LLC. n.d. Web. 8 Feb. 2009.

*Note: Titles of video clips are italicized, not put in quotation marks.*

## Citing Other Specific Resources

**Note: There will be some instances in using Gale’s Infotrac databases and United Streaming where previous publication information does not apply. In these cases, the database is the original source of publication.**

*The following pieces of information should be included in the citation. If not all information is available, cite what is given.*

1. Name of Author [Last name, First name]
2. “Title of Work”
3. *Title of overall Website*
4. Publisher or Sponsor of the site; if not available, use N.p.
5. Date of Publication [Day, Month, Year] ; if not available, use n.d.
6. Title of Database or Website
7. Medium of Publication [Web]
8. Date of Access

### UNITED STEAMING

*Biologix: The Central Nervous System and Brain*. Discovery Education. Discovery Communications, LLC.

1997. *United Streaming*. Web. 29 July 2009.

# Other Media Sources

## ❖ PAINTING, SCULPTURE, OR COPYRIGHTED IMAGE FROM A PRINTED SOURCE

Creator's Last Name, Creator's First Name. [if given] *Title of the Work*. [not all images will have an official title, so substitute a descriptive title, such as Rainforest Image, but do not underline that title] Name of the Institution or Individual that Owns the Work. [if given] *Title of the Source*. By Author's First and Last Name. [if given] City of Publication: Publisher, Copyright Date. Page Number(s).

### **Example:**

Oliver, Isaac. *Self-Portrait*. National Portrait Gallery. *500 Self-Portraits*. London: Phaidon Press Limited, 2000. 111.

## ❖ SONG

Performer's Last Name, Performer's First Name. [if given] "Title of the Song." By Composer's First and Last Name. [person who wrote the song] *Title of the Album*. Name of Manufacturer or Production Company, Copyright Date. Medium [Audiocassette, CD, or LP].

### **Example:**

"Requiem Lacrimosa Dies Illa." By Wolfgang Amadeus Mozart. *Essential Classics: 50 Classical Highlights*. St.Clair Entertainment Group Inc., 2005. CD.

## ❖ VIDEOTAPE OR DVD

*Title of Tape or DVD*. Dir. Director's First Name and Last Name. Production Company, Year Produced. Medium. [Film, DVD, videocassette, slide program, or filmstrip]

### **Example:**

*Global Warming: The Signs and the Science*. Dir. Michael Taylor. PBS Home Video, 2005. DVD.

## ❖ TV SHOW OR RADIO PROGRAM

"Segment's Title or Episode's Name." *Title of Program*. Station's or Network's Name, Place of Production. Date of Broadcast. Medium of reception [radio or television].

### **Example:**

"Teenage Spending." *60 Minutes*. CBS, New York. 3 Nov. 2005. Television.

## Appendix A:

### Answers to Frequently Asked Questions About MLA Style

**1. WHAT DOES MLA STAND FOR?** Modern Language Association

**2. HOW MANY SPACES FOLLOW PERIODS AND COLONS IN AN ENTRY?**

- One Space                    Example: The dog ate my homework. Really?

**3. HOW DO I FORMAT THE WORKS CITED PAGE?**

- Do not number entries or use bullets.
- All items are double spaced. No single spacing anywhere.
- Each entry ends with a period.
- Use a hanging indent for each entry that goes beyond one line. All lines after the first line are indented 1 tab.
- Titles that are not in quotation marks must be italicized. Check with your teacher. Be consistent.
- Alphabetize by the author's last name or the first important word of the title. (See Question 4)

**4. HOW DO I ALPHABETIZE ON THE WORKS CITED PAGE?**

- Titles that start with numbers are first—in numeric order.
- If there is no author, alphabetize by the first important word of the title. Do not alphabetize using "The," "A," or "An", but do not remove these words from the title.
- If the same author wrote two or more of the sources you are using, type ---. instead of writing the author's name the next you enter it on the page. See the sample Works Cited page for an example.

**5. HOW DO I WRITE AUTHOR NAMES ON THE WORKS CITED PAGE?**

<b>One author:</b>	Jones, James.
<b>Two authors:</b>	Jones, James, and Harry Smith.
<b>More than two authors:</b>	Jones, James, et al.
<b>Name with a middle initial:</b>	Jones, James W.
<b>Name with a title, such as Dr.:</b>	Do not include the title.

NOTE: If no author is given, the entry will begin with the editor's name and will use the same format for authors shown above. This applies to both print and electronic information.

**6. HOW DO I WRITE PAGE NUMBERS ON THE WORKS CITED PAGE?**

NOTE: Page numbers should only be used for electronic documents (such as Website articles) if the pages you are viewing on the screen are numbered. DO NOT use printer-generated page numbers found on the upper right corner of your printout.

- A source on page 4:  
4
- A source on pages 4 through 12:

4-12

- A source starting on page 4 and continuing later in the book or magazine:  
4+

## 7. HOW DO I WRITE DATES ON THE WORKS CITED PAGE?

### A. Month & Year

- Abbreviate the Month (except May, June, and July)  
Examples: Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.
- Do not use a comma between month and year  
Example: Sept. 2006

### B. Full Date

- Include Day Month Year – in this order  
Example: 15 Aug. 2004

## 8. WHAT'S THE DIFFERENCE BETWEEN A WORKS CITED PAGE AND A BIBLIOGRAPHY?

### **Works Cited Page:**

Provides the reader, or your teacher, with a list of all the resources or works that you cited within the text of your paper, the contents of your speech, or within your project.

### **Bibliography:**

A complete list of all the resources that you consulted or used in some way while putting your paper, project, or speech together, even if they were not actually cited in the paper, project, or speech.

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## ANSWERS TO OTHER FREQUENTLY ASKED QUESTIONS

### 1. WHAT IS THE DIFFERENCE BETWEEN CITING A WEBSITE ARTICLE AND AN ARTICLE FROM A SUBSCRIPTION DATABASE LIKE GALE?

#### **Website Article from a Publicly Available Website:**

Usually lower-quality research and, therefore, generally not recommended because the information is not guaranteed to be accurate or unbiased and is unlikely to have been reviewed by experts. This is a Website that anyone can view and that anyone could have created, such as [Wikipedia.org](http://Wikipedia.org).

#### **Website Article from a Site Requiring a Subscription or Registration:**

Information may be a little higher in quality but is still unlikely to have been reviewed by an expert and could be biased or inaccurate. However, the site may have a strong reputation for quality, such as [CNN.com](http://CNN.com).

#### **Subscription Database Article:**

Higher-quality research because the information is paid for and goes through a quality control process that often includes review by authority figures in a specific field of knowledge. Information is written by scientific researchers or experts in a particular field of knowledge.

**2. WHAT SHOULD I DO WHEN A WORK CITED ENTRY FLOWS OVER TO THE NEXT PAGE?**

It is better for the reader to see a work cited entry in its entirety, so use the Enter key to move all lines of the entry to the next page, even if this leaves a gap at the bottom of the previous page.

O'Fallon Township High School

## Appendix B: General Formatting Specifications for MLA Style

### 1. Paper

- Use 8 ½ x 11 in. white paper.
- Print on one side of the paper only.

### 2. Margins

- 1" on all sides
- Set the margins of the paper under "File" => "Page Setup" before starting to type.
- Do not justify your margins on the right side of the page.

### 3. Font

- Choose an easily readable typeface (e.g. Times New Roman) and 12 pt. font for all typing. That includes the body of the paper, title, heading, and works cited page.

### 4. Spacing

- The entire document is double-spaced. That includes the body of the paper, title, heading, and works cited page.
- Before you start typing, set the document to double spacing.
  1. Select "Format" => "Paragraph"
  2. Under "Line Spacing" select "Double" from the drop-down menu

NOTE: If you've already started the document, highlight the text and follow steps 1 and 2.

### 5. Heading

- A 4-line heading is on the first double-spaced line following the page number. The heading is typed in the upper-left corner of the first page of the paper.
- The 4-line heading consists of:
  - (Line 1) Student's First and Last Name
  - (Line 2) Teacher's Name
  - (Line 3) Course Name
  - (Line 4) Date [Day Month Year]
- MLA does not require a title page.
- The heading is not bolded or underlined.
- The heading is double-spaced.

### 6. Title

- Follows the 4-line heading.
- Is double-spaced like the rest of the document
- Is **NOT bolded** OR underlined OR "in quotes" OR *italicized*
- Is centered on the page.

### 7. Paragraphs

- The first line of each new paragraph is indented 1 tab.

## 8. Page Numbers

- Numbered consecutively throughout the paper through the works cited page(s), which are the last pages of the paper.
- Placed in the upper right-hand corner of all pages.
- Contain the student's last name, one space, and then the page number.
- Are set up on the document's first page in the document's header.
  1. Go to "View" => "Header and Footer"
  2. When the Header box appears at the top of the page, tab over to right side of the box.
  3. Type your last name. Then, hit the spacebar one time.
  4. In the Header and Footer box that appears on the screen, click on the first icon (a piece of paper with a # on it). This will automatically place the numbers on your pages for you.
  5. Close the Header and Footer box.



XX

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O'Fallon Township High School

**Appendix D**

Works Cited

Box, Scott. "One Father's Unique Perspective." *Newsweek* 5 Mar. 1999: 38. *MasterFILE*

*Premier*. Web. 12 Feb. 2009.

"Parent." *Encyclopedia Britannica Online*. Encyclopedia Britannica, 2008. Web. 13 Mar.

2009.

Parke, Ross. *Fathers*. Cambridge: Harvard University Press, 2000. Print.

Schorr, Burt, Jr. "States Cracking Down on Fathers Dodging Child-Support Payments."

*Wall Street Journal* 26 Jan. 2009, eastern ed.: 33. Print.

Sheppard, Lisa. "Father Involvement Shows Positive Outcomes." *Urban Programs*

*Resource Network*. University of Illinois at Urbana-Champaign. Apr. 2001. Web.

29 May 2009.