

MLA Citation Guidelines

Spring 2009

What does “MLA” mean? MLA stands for Modern Language Association, which is a group of teachers, professors, and other academics who come together to create and maintain a format for structuring and documenting essays. The MLA Handbook for Writers of Research Papers describes the style in which we, as writers of papers, are to form our essays. There are other forms of documentation that can be used, such as APA, Harvard, and CBE. We use MLA at St. Paul’s and the majority of middle and high schools across America.

The information that follows is from the MLA Handbook for Writers of Research Papers (6th edition); relevant examples of each concept can be found on the Internet at <http://owl.english.purdue.edu/owl/resource/557/01/>

- Terms:**
1. Bibliography (also called “Works Cited”): In this section, the writer lists the sources that he or she used for research information.
 2. Parenthetical Citation: This is used within a paper to note the source from which a writer found specific information or a quote. It includes, in its most basic form, the author’s last name followed by the page number where the information was found. These are also called “In-text Citations.”
Example: “All the voices blur” (Smith 81).
 3. Heading: This is the information that a writer puts on the top of the first page. **It belongs in the upper left hand corner**, and typically includes the student’s name, teacher’s name, class name (or assignment), and the date.
 4. Header: This is information that can be added by using the “Header” option in Microsoft Office. It includes the writer’s (you!) last name and the page number of the essay; it belongs on each and every page of an essay, including the bibliography. It is to be placed in the upper right hand corner.
 5. Footnotes/
Endnotes: These are additional, explanatory notes that refer to specific items in an essay. I have never taught these to middle school students, as they are often not used by writers, and are simply another option to use when further discussion of an item is required.

Making a Bibliography:

Bibliographical styles to be used:

Book by one author:

Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.

Two or More Authors:

- List the names in the order they appear on the title page.
- Only the first author's name should be reversed: Last Name, First Name.
- Use a comma between the authors' names. Place a period after the last author's name.

Rowe, Richard, and Larry Jeffus. The Essential Welder: Gas Metal Arc Welding Classroom Manual. Albany: Delmar, 2000.

Encyclopedias or Reference Books:

Author Last Name, First Name. "Article Title." Title of Book. City of Publication:
Publisher, Year.

Magazine/ Periodical Articles:

Author Last Name, First Name. "Title of Article." Title of Magazine Date: Page(s).

***If no author's name is given, begin with the title of the article.**

"Qantas Looks to Airbus for Long-Range Aircraft." Aviation Week and Space Technology 5 Apr. 2004: 22.

Newspaper Article:

Author Last Name, First. "Title of Article." Name of Newspaper Date, Edition: Page(s).

Document from a Web Site:

Author Last Name, First Name. "Title of Web Page." Title of the Site. Date Updated/
published. Name of Sponsoring Institution. Date of Access <Web Address>.

Video (DVD, VHS, et c):

Title. Director, Producer, and/or Writer. Medium. Distributor, Year.

Television Program:

"Title of Episode or Segment." Title of Program or Series. Credit (Performer, writer,
etc). Name of Network. Call Letters (if any), City of Local Station (if any).
Broadcast Date.

Interview Conducted by the Researcher:

Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.

Nakamura, Michael. Personal interview. 23 July 2004.

Things to remember when forming a Bibliography:

1. All entries must be listed alphabetically, either by author last name, or by article title.
2. In each entry, all lines except the first must be indented.
3. Double space the entire page.

On the back of this page, you will find a sample Bibliography → → → → → → → →

Works Cited

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