

# MLA Format



## MHSS Student Research Guide - MLA Format

# Student Research Guide

Research Success @ Your Library: A Guide for Secondary Students has been developed by the Library and Learning Resources Department of the Toronto District School Board to support the implementation of the Ontario secondary school curriculum and to assist students in becoming organized researchers, critical thinkers, and effective communicators.

Research Success @ Your Library: A Guide for Secondary Students is a major revision of the Student Research Guide, 2003, written by Rose Dodgson, Cathi Gibson-Gates, Mark Kaminski, Carol Koechlin, Sharon Mills, and Esther Rosenfeld. The Student Research Guide, 2003 was based on the Independent Study Guide (3<sup>rd</sup> ed.), published by the Toronto District School Board in 1999.

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### Research Success @ Your Library: A Guide for Secondary Students

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This document has been reviewed for equity.

Permission has been obtained by the Durham District School Board to use these materials. Information has been added to meet the needs of students attending Maxwell Heights Secondary School.

# Documentation

## What information should you document?

Because you are borrowing the words, facts, or ideas of others when you do research, you must tell readers that you have borrowed the material, and from where you have borrowed it. To make sure your work is honest, rather than **plagiarized**, you must give credit to the author for anything you use in your report or essay, not only direct quotations and paraphrases, but also opinions, ideas, facts, or figures (unless the material is widely known, such as the date of an event).

You must acknowledge all borrowed material in two locations:

1. **Parenthetical citations** (i.e., in parentheses) are references to your source, placed within the text of your report or essay at the end of the quotation or paraphrased sentence. They tell your readers that the material is borrowed and give detail about the source so that they can locate it.
2. **Works Cited, Works Consulted, or Reference List** is the alphabetized list of your sources on a separate page at the end of your report or essay.

## How do you document your sources?

Using MLA documentation you acknowledge your sources by inserting **parenthetical citations** in the text of your paper that refer to an alphabetical list of sources, **works cited**, that appear at the end of your paper.

For example:

The aesthetic and ideological orientation of jazz underwent considerable scrutiny in the late 1950s and early 1960s (Anderson 7).

The **parenthetical citation** "(Anderson 7)" tells readers that the information in the sentence was borrowed from page 7 of a work by an author named Anderson. If readers want more information about this source, they can turn to the **works cited** list, where, under the name Anderson, they would find the following source.

Anderson, Iain. *This Is Our Music: Free Jazz, the Sixties, and American Culture*. Philadelphia: U of Pennsylvania P, 2007. Print. The Arts and Intellectual Life in Mod. Amer.

## Formatting the Title Page - MLA

When setting up the title page for a report or essay using the **MLA format**, include your name, teacher, course, and date **on the first page** of the report or essay.

- ✓ Set margins for the paper at one inch all around.
- ✓ Create a Header – one-half inch from top on the right – type in surname, add five spaces, and begin paging with the number 1. This header is repeated on each page with sequential page numbers.
- ✓ At top margin (one inch) and flush with the left margin (one inch), enter your name, teacher, course, and date.
- ✓ Centre the title and capitalize main words. Do not underline, italicize, or bold; underline only the words that you underline in the text.
- ✓ Double space throughout.

The diagram illustrates the MLA title page format with the following elements and annotations:

- Margins:**
  - Top margin: 1" (indicated by a vertical double-headed arrow)
  - Right margin: 1/2" (indicated by a vertical double-headed arrow)
  - Left margin: 1" (indicated by a horizontal double-headed arrow)
- Header:** Lau 1 (positioned in the top right corner)
- Text:**
  - Tim Lau
  - Mrs. Tzekos
  - ENG 3U1
  - 31 May 2005
- Title:** Class and Self-esteem in Jane Eyre (centered, with a 1/2" margin from the left)
- Text:**
  - How does social status play into one's self-conception? Brontë's novel *Jane Eyre* is narrated by Jane; the reader sees everything through Jane's eyes and perspective.
  - One might suspect that Jane has biased views, but it is impossible to know for sure.
  - What is evident is the impact that social status and others' appearance has on Jane's perceptions of herself. When Jane is in the company of characters who are "below" her socially, she is much more self-confident and has a good opinion of herself. However, when Jane associates with those who have a higher social status, or who are more

## MLA: Sample Essay Page and Works Cited

- ✓ Set margins for the paper at one inch all around.
- ✓ Include your surname as header one-half inch from top, with five spaces and then page number.
- ✓ Indent five spaces for each paragraph.
- ✓ Use 12-point font and be consistent.
- ✓ Double space throughout.
- ✓ Indent long quotations five spaces and put a period at the end

1/2 " Lau 4

1"

Another instance where Blanche Ingram negatively affects Jane is when Jane draws the two portraits - one of herself and one of Blanche. The whole purpose of sketching the portraits is to lower her opinion of herself by comparing her own face to what she supposes is "the loveliest face you can imagine" (237). Jane explains,

Whenever, in future, you should chance to fancy Mr. Rochester thinks well of you, take out these two pictures and compare them: say, 'Mr. Rochester might probably win that noble lady's love, if he chose to strive for it, is it likely he would waste a serious thought on this indigent and insignificant plebeian? (238).

Here, Jane refers to Blanche as a lady, and to herself as insignificant, whereas with Bessie Leaven and Grace Poole, Jane considered herself a lady. Her entire perception of herself is altered, solely because of class and appearance. Jane is convinced that qualities such as beauty and rank are most important in defining who a person is and she ignores personality and character. Jane sees the portrait drawings as an opportunity to excise her feelings of love for Rochester (Fraser 45); however, it is unsuccessful as her love continues and grows.

Being an aristocrat as well as the man Jane loves, Rochester also affects Jane's self-esteem and perception. The relationship of Rochester and Blanche is very public and social, whereas the relationship of Rochester and Jane is more personal and private. Jane recognizes that "rank and wealth sever [them] widely" (253), and consequently, she believes that Rochester would choose Blanche as a

### Works Cited

- Bronte, Charlotte. *Jane Eyre*. Cambridge: Cambridge UP, 1996. Print.
- Bronte, Charlotte. *Jane Eyre*. *Project Gutenberg Archive*. Etext 98. Web. 23 May 2005.
- Fraser, Rebecca. *The Bronte's: Charlotte Bronte and Her Family*. Crown: London, 1990. Print.

# Parenthetical Citations - MLA

## How do I indicate where I found the ideas or quotations?

To indicate the source of words and ideas within the body of your writing, use **parenthetical citations**.

Include author surname, followed by a space and the page number, with no punctuation between surname and page number, and no abbreviation for "page."	At that time in history, the world was believed to be flat (Smith 6).
If you incorporate the author's name in the text of your paper, only provide the page number in parentheses.	This has been argued by Smith (8).
If the reference does not have an author, use the title of the source in its place. The title should be italicized.	( <i>Book of Boy's Stories</i> 20)
If the reference does not have a page number, only use the name of the author or title of the article if there is no author.	(Smith) ( <i>Book of Boy's Stories</i> )
If you have two authors – list the author's/editor's names in the order in which they are given on the book's title page.	(Messenger and de Bruyen 305)
If you have multiple authors (more than three authors)	(Unsworth et al. 107)
Corporate author is an agency, body or organization that commissions a publication in its name. The names of individual authors are not included on the publication's title page	(Canadian Broadcasting Corporation 228)
Electronic source – no page number, include paragraph number, only if listed. Use "par." for a single paragraph or "pars." for multiple paragraphs	It was Magellan who confirmed the earth to be round (Matin par. 20). (Matin pars. 36-40)
Electronic source – If there are no page numbers or paragraph numbers, incorporate the name of the author in the text of your paper.	Mitchell argues that there is a link between soda consumption and obesity...
<b>Shakespeare</b> - Include the act number, the scene number, and the line number (s).	"To die, to sleep--/ To sleep, perchance to dream. Ay, there's the rub!" (3.1.71-72).

### General Notes:

- If a quotation is more than four lines when typed into your paper, begin the quotation double spaced on a new line that is indented by 2.5cm (1 inch). The quotation should be double spaced. **Do not use quotation marks**. Also note that the period is placed **before** the parenthetical citation. For example:

At the conclusion of *My Side of the Mountain*, Sam realized how much he had missed his family:

Then I jumped in the air and laughed for joy. I recognized my four year-old brother's pleasure song. The family! Dad had brought the family! Every one of them. I ran, twisting, and turning through the trees like a Cooper's hawk, and occasionally riding a free fifty feet downhill on an aspen sapling. Dad gave me a resounding slap, and Mother hugged me until she cried. I led them proudly up the mountain. (George 75)

## MLA: Works Cited General Format

At the end of your paper, you will list all of your sources on a separate page entitled **Works Cited**

- ✓ The Works Cited list is arranged alphabetically by the author's last name. If there is no author, use the title of the source.
- ✓ The Works Cited is double-spaced throughout, both between and within entries.
- ✓ If a citation is more than one line, the second line is indented by 1.25 cm (0.5 inches).
- ✓ If more than one city of publication is listed in the book you are citing, use the first one listed
- ✓ If you do not know the date of publication, use the abbreviation "n.d."
- ✓ If you do not know the place of publication or publisher use the abbreviation "n.p." If it falls after a period in the works cited entry, use "N.p."
- ✓ If you are using a *print* source and no page number is given use the abbreviation "n.pag."
- ✓ Each entry of the Works Cited list contains the **medium of publication** consulted. This could be print, web, film, DVD, CD-ROM, MP3 file.

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### Works Cited

Bronte, Charlotte. *Jane Eyre*. Cambridge UP: Cambridge, 1996. Print.

Bronte, Charlotte. *Jane Eyre*. *Project Gutenberg Archive*. Etext 98. Web. 23 May 2005.

Fraser, Rebecca. *The Bronte's: Charlotte Bronte and Her Family*. London: Crown, 1990. Print.

Gezari, Janet. *Charlotte Bronte and Defensive Conduct: The Author and the Body at Risk*. Pittsburgh: University of Pennsylvania Press, n.d. Print.

Olazabal, Jose Maria. *Charlotte Bronte Never Played Golf: A Guide to her Hole-in-One Writings*. N.p.: Titleist Publishing House, 2013. Print.

Waldorf, Duffy. *My Love of Golf and Jane Eyre*. Los Angeles: n.p., 2011. Print

# MLA: Works Cited for Printed Sources

## 1. Books

Format	Citation for PRINTED BOOK Source
<b>General format</b>	<b>Author(s). Title. Place of Publication: Publisher, Year of Publication. Medium of Publication.</b>
<b>One author</b>	Battles, Mathew. <i>Library: An Unquiet History</i> . New York: W.W. Norton, 2003. Print. ➤ Omit the publisher's province, state, or country, if they are well known.
<b>Several books by same author</b>	Wurman, Richard S. <i>InformationAnxiety</i> . New York: Doubleday, 1989. Print. ---. <i>InformationAnxiety2</i> . Indianapolis: Que, 2001. ➤ Use three hyphens, followed by a period, to repeat the author.
<b>Two or more authors</b>	Burka, Jane B., and Leonora M. Yuen. <i>Procrastination: Why You Do It, What to Do about It</i> . Reading, MA: Addison-Wesley, 1983. Print. ➤ Put the second author in natural order.
<b>No author, date, place of publication, or page</b>	<i>New York Public Library American History Desk Reference</i> . New York: Macmillan, 1997. Print. ➤ Alphabetize the entry by title, ignoring A, An, or The. ➤ Use "n.d." when works give no date of publication. Similar abbreviations include "n.p." when no place of publication or publisher is given and "n.pag." when no pagination is given.
<b>Edited book</b>	Mintz, Anne P., ed. <i>Web of Deception: Misinformation on the Internet</i> . New York: Information Today, 2002. Print.
<b>Encyclopedia article, with author given</b>	Likens, Gene E. "Acid Rain." <i>World Book</i> . 2001 ed. Print. ➤ Edition and year are required, but you can omit city and publisher for well-known reference books.
<b>Encyclopedia article, no author given</b>	"Amaravati Sculpture." <i>Encyclopedia Britannica</i> . 15 <sup>th</sup> ed. 1991. 1: 311. Print. ➤ Volume and page numbers are optional.
<b>Reference book article</b>	Draper, James. "Austin Clarke." <i>Black Literature Criticism</i> . 3 vols. Detroit: Gage Research, 1992. Print. ➤ When citing less familiar reference books, give additional publication information.
<b>Part of a book (e.g., essay, story, or poem in a collection)</b>	Anderson, Doris. "Real Women in Fiction, Where Are You?" <i>The Role of Women in Canadian Literature</i> . Ed. Elizabeth McCullough. Toronto: MacMillan, 1975. 83–88. Print. ➤ Provide the page numbers of the entire piece you are citing.



<b>Novel or play from an anthology</b>	Serling, Rod. "The Twilight Zone". <i>Modern American Plays</i> . Ed. Robert Smith. New York: Scribner's, 1988. Print.
<b>Government publication</b>	Ontario Ministry of Education. <i>The Ontario Curriculum, Grades 11 and 12: Interdisciplinary Studies, 2002</i> . Toronto: Queen's Printer for Ontario, 2002. Print.
<b>Pamphlet</b>	<i>Essential Skills: Skills to Build On</i> . Human Resources and Skills Development Canada, n.d. Print.

## 2. Periodicals: Magazines, Newspapers, and Journal Articles

### MLA: Works Cited for Printed Sources (cont'd)

General format	Author(s). "Title of Article." <i>Title of Periodical</i> Issue Number Date: Page numbers. Medium of Publication.
<b>Magazine or newspaper article, with author</b>	<p>Morrow, Lance. "The Fog of War." <i>Time</i> 4 Feb. 1991: 61-62. Print.</p> <p>Tuck, Simon. "CRTC Turns Radio on Its Head with Landmark Satellite Ruling." <i>Globe and Mail</i> 17 June 2005: B1+. Print.</p> <ul style="list-style-type: none"> <li>➤ For magazines published every week or every two weeks, give the complete date. For magazines published every month or every two months, give the month(s) and year.</li> <li>➤ If an article is not printed on consecutive pages, write the first page number and a plus sign.</li> </ul>
<b>Magazine or newspaper article, with no author</b>	<p>"Let Go of the Tension in Your Life." <i>Connect Magazine</i> Apr./May 2005: 11. Print.</p> <ul style="list-style-type: none"> <li>➤ Abbreviate the month, except for May, June, and July.</li> </ul> <p>"Canadians Abroad Deserve Better." Editorial. <i>Toronto Star</i> 17 June 2005: A24. Print.</p> <ul style="list-style-type: none"> <li>➤ Identify if the article is an editorial.</li> </ul>
<b>Review of a book, movie, etc.</b>	<p>McQuillin, Andrea. Rev. of <i>In Praise of Slowness: How a Worldwide Movement is Challenging the Cult of Speed</i>, by Carl Honoré. <i>Shambala Sun</i> May 2005. Print.</p>
<b>Article in a scholarly journal with continuous pagination</b>	<p>Bakaršić, Kemal. "The Libraries of Sarajevo and the Book That Saved Our Lives." <i>New Combat: A Journal of Reason and Resistance</i> Autumn (1994): 13-15. Print.</p> <ul style="list-style-type: none"> <li>➤ Include the volume number from the cover page, if there is one. Omit <i>A</i>, <i>An</i>, or <i>The</i> in the journal title.</li> </ul>

## 1. Books

### MLA: Works Cited for Electronic Sources

General format	Author(s). "Title." <i>Source of Publication</i> . Publisher. Medium of Publication. Date of Access.
Online encyclopedia	Sentman, Everett, "Aardvark." <i>Grolier Multimedia Encyclopedia</i> . Scholastic Library Publishing, 2005. Web. 17 June 2005.
Online poem or play	Avison, Margaret. "The Dumbfounding." <i>Representative Poetry Online: Canadian Poets</i> . Ed. Ian Lancashire. 2002. Web. 1 May 2005.
Online book	Wells, H. G. <i>The Time Machine</i> . <i>Project Gutenberg Archive</i> . Etext 35. Web. 6 May 2005. ➤ The source of publication is always italicized, but in the case of an online book the title of the book is also italicized.

## 2. Periodicals: Magazines, Newspapers, and Journal Articles

General format	Author (s). "Title of Article." <i>Source of article</i> . Date of source: page numbers. <i>Product name</i> . Medium of Publication. Date of access.
Magazine article found in an online subscription database	Lanken, Dane. "When the Earth Moves." <i>Canadian Geographic</i> . Mar.-Apr. 1996: 66-73.  <i>Canadian Reference Centre EBSCOhost</i> . Web. 10 Nov. 2004. ➤ If the Internet address is too long, use the URL of the site's search page to avoid copying errors.
Newspaper article found in an online subscription database	Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You." <i>Toronto Star</i> . 13 Apr. 1993. Virtual News Library. Web. 12 Oct. 2004.
Reference article found in an online subscription database	"Benjamin Franklin." <i>Discovering World History</i> . 2003. Galenet. Web. 20 Mar. 2005.
Magazine article found on the Web	Abilock, Debbie. "Online Searching." <i>Multimedia Schools</i> . Nov.-Dec. 1997. Web. 10 Oct. 2003. ➤ Notice the information that may be omitted for articles found without using a subscription database.
Article found in an online scholarly journal	Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." <i>African American Review</i> 32 (1998): 9-12. JSTOR. Web. 1 Oct. 2002.

<b>Online government publication</b>	United States. Centre for Disease Control. National Centre for Chronic Disease Prevention and Health Promotion. <i>Diabetes Public Health Resource FAQs About Diabetes</i> . 29 June 2000. Web. 25 May 2004.
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### 3. Internet, Newsgroups, Email, and Other Online Resources

<b>General format</b>	<b>Author(s), Editor(s), Compiler(s). "Title of Page". Title of site. Date of posting or of latest update. Name of sponsoring institution or organization. Medium of Publication. Date of Access.</b>
<b>Entire Internet site</b>	Schrock, Kathleen. <i>Kathy Schrock's Guide for Educators</i> 10 Nov. 2004. Web. 14 Nov. 2004.
<b>A Page on a website</b>	"Nuclear Medicine Technologist." <i>Career Cruising</i> . Anaca Technologies Limited, 2009. Web 11 Dec. 2009.
<b>Personal home page</b>	Fox, Megan. Home page. Mar. 2005. Web. 10 July 2005.
<b>Personal email message</b>	Michaels, Jim. "Re: Funding for Reading Programs." Email. 12 June 2005.
<b>Painting or sculpture</b>	Kaufman, S. <i>Japanese Crane in Snow</i> . 1993. Online painting. Web. 10 Nov. 2003.
<b>Photograph</b>	<i>SM3A: Installation of the Fine Guidance Sensor</i> . 19-27 December 1999. Online photograph. Web. 4 July 2005.
<b>Diagram or map</b>	"Aboriginal Peoples Circa 1823." Map. <i>Atlas of Canada</i> . Natural Resources Canada. Web. 10 June 2005.
<b>Film or film Clip</b>	Hyland, Mark, dir. "The Internet Goes Multimedia." 1994. <i>CBC Archives</i> . Web. 1 May 2005.
<b>Sound recording or sound clip</b>	Spry, Graham. Radio Interview. "Envisioning a Global Network." 1970. " <i>CBC Archives</i> . Web. 23 May 2005.
<b>Radio or television show</b>	Sexton, Paul. <i>Hellhounds on His Trail: The Robert Johnson Story</i> . 29 June 2005. BBC Radio. Web. 10 July 2005.

<b>Film or video recording</b>	<p><i>Young Frankenstein</i>. Dir. Mel Brooks. Perf. Gene Wilder, Peter Boyle, Marty Feldman, and Cloris Leachman. Twentieth Century Fox, 1974. DVD.</p> <p>➤ A film citation includes the director, distributor, and year of release. You may include other relevant information such as names of the writer or performers. Below, compare the same film on DVD or video where you include the release date (if relevant) and the medium.</p> <p><i>Young Frankenstein</i>. Dir. Mel Brooks. Perf. Gene Wilder, Peter Boyle, Marty Feldman, and Cloris Leachman. 1974. DVD. Twentieth Century Fox, 1998. Film.</p>
<b>Television or radio program</b>	<p>"Bali, Masterpiece of the Gods." <i>National Geographic</i>. Television Program. NBC. WPNT, Buffalo, NY 5 Feb. 2002. Television.</p>
<b>Sound recording</b>	<p>Bach, Johann Sebastian. <i>Italian Concerto in F Major</i>. Perf. Angela Hewitt. Cond. Claudio Abbado. Berlin Philharmonic. Compact Disc. Deutsche Grammophon, 1985. 419 218–2 GH. CD.</p>
<b>Performance (play, opera, ballet, or concert)</b>	<p><i>Lilies</i>. By Michael Bouchard. Dir. Suzanne Smith. Theatre Passe Muraille, Toronto 4 Feb. 2002.</p> <p>Mehta, Zubin. Cond. Israel Philharmonic Orchestra. Roy Thomson Hall, Toronto 1 May 2001.</p>
<b>Musical composition</b>	<p>Beethoven, Ludwig Van. Symphony no. 7 in A, op. 92.</p>
<b>Painting, sculpture, or photograph</b>	<p>Rembrandt van Rijn. <i>Self Portrait, 1660</i>. Metropolitan Museum of Art, New York.</p> <p>➤ When you cite a photograph of a work of art found in a publication, add the necessary details.</p> <p>Rembrandt van Rijn. <i>Self Portrait, 1660</i>. Metropolitan Museum of Art, New York. In <i>Rembrandt's Eyes</i>. By Simon Schama. New York: Random House, 1999. 640.</p>
<b>Cartoon or comic strip</b>	<p>Reilly, P. Cartoon. <i>New Yorker</i>. 28 Jan. 1977:32.</p>
<b>Map or chart</b>	<p><i>Canada</i>. Map. Chicago: Rand McNally, 1996.</p>
<b>Advertisement</b>	<p>Air Canada. Advertisement. CNN. 15 May 1998.</p>
<b>Interview</b>	<p>Wong, Jan. Personal Interview. Toronto. 8 Feb. 1998.</p>