

DOCUMENTING SOURCES USING NOTE CARDS

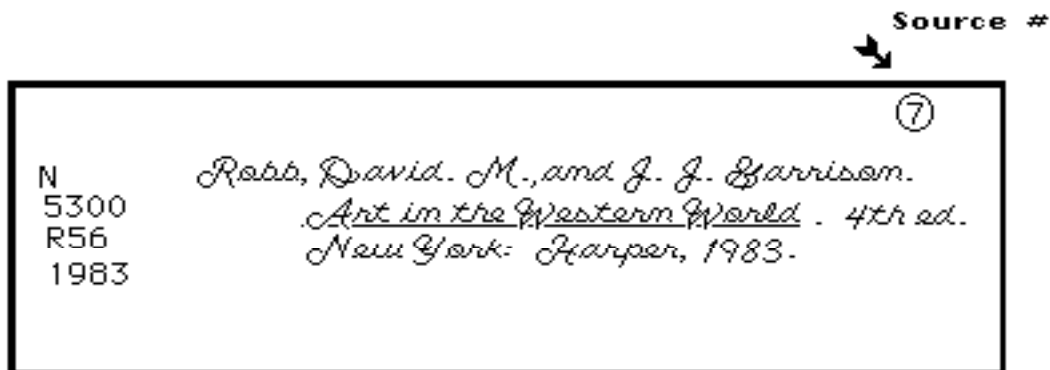
 **Use cards.**

Use cards of different sizes or colors to distinguish between **works cited** and **notes**.

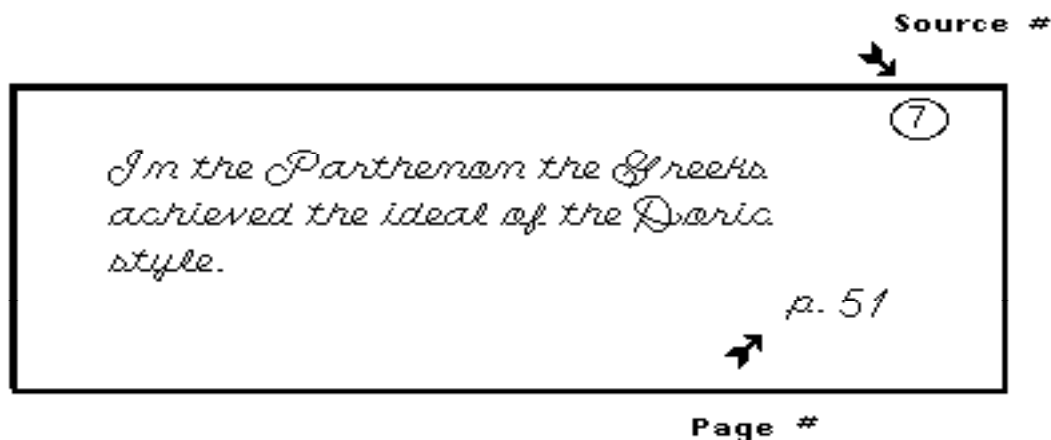
 **Get full information about the source.**

Use the MLA examples in this *Handbook* for guidance on how each source should be formatted.

 **Number each “works cited” (or bibliography) card with a source number.**



 **Put source number on each note card.**



 **Put only one idea on each note card.**

 **Be careful to indicate the *page number* from which your “note” came.**

HOW TO DO A WORKS CITED LIST

The Main Questions You're Trying to Answer:

- ✓ What type of source have I used? ✓ In what order must I arrange the fields?
- ✓ Which fields of information must I include? ✓ How do I punctuate each citation?

Arrange the Fields in This Order:

FOR BOOKS	FOR PERIODICALS	FOR WEB PAGES
<ul style="list-style-type: none"> • Author's name • Title of the part of the book (in quotes) • Title of the book (underlined) • Name of the editor, translator, or compiler • Edition used • Number(s) of volume(s) used • Series name, if given • City of publication, name of publisher, and year of publication • Page numbers of the selection from the book • Any additional information (i.e., total number of volumes in a multivolume work) and annotation when required 	<ul style="list-style-type: none"> • Author's name • Title of the article (in quotes) • Title of the periodical (underlined) • Series number or name (This item is rarely given.) • Volume number for journals only (Do <i>not</i> give volume for magazines.) • Date of publication • Page numbers of article 	<ul style="list-style-type: none"> • Author or editor's name (if given) • Title of article or project accessed (in quotes). Title of book (underlined) • Any additional information that might be required for a comparable type of source. (e.g., title of online magazine). • Title of database, periodical, or professional site (underlined); for site with no title use the designation Home Page. • Date of material (if given) • Page numbers or the number of paragraphs or numbered sections • Page publisher, computer service, or organization sponsoring Web site • Date you accessed the information • URL (address of web page) in angle brackets < > • Note: Many times you will have to consult a web page other than the one you are viewing to identify author, date, and/or page publisher. Examine the home page or page just before the one you are viewing

- ✓ **Important Note:** If your source does not have one or more of the fields listed, just ignore it and continue to the next field. **Consult a reference librarian for assistance** with your works cited list.



GENERAL GUIDELINES FOR THE MLA WORKS CITED LIST AND PARENTHETICAL NOTES

Basic Rules for the Works Cited List

- Use one-inch left and right margins and leave a one-inch margin at the bottom of each page.
- Put your last name and the page number on each page, one-half inch from the top of your paper and one inch from the right side of your paper. Then **double** space and continue with your Works Cited list.
- **Double space** throughout the entire Works Cited list. Do **not** single space any line.
- Begin each citation at the left margin.
- Indent the second and all subsequent lines in each citation five spaces. This is called a hanging indentation.
- **Alphabetize** each citation by the author's last name. If the author's name is unknown, then alphabetize by the first word in the title other than a definite or an indefinite article (i.e., "a," "an," or "the").
- If you have two or more works by the same author give the author's full name for the first citation and use ---. for each additional work by the same author. List the works in alphabetical order by title (excluding "a," "an," or "the").

Example:

Rabkin, Eric S. The Fantastic in Literature. Princeton:
Princeton UP, 1976.

---. A Study of Utopias in Science Fiction. Austin: U of
Texas P, 1993.

- **Truncate** names of publishers. The *MLA Handbook* has a list of shortened publishers names on pages 219-20. James Lester's *Writing Research Papers: A Complete Guide* has a list on pages A4-A5.
- University Press is always abbreviated UP. Examples:

Oxford UP	(Oxford University Press)
U of Chicago P	(University of Chicago Press)
UP of Florida	(University Press of Florida)
- Place commas and periods *inside* quotation marks. Place colons and semicolons *outside* quotation marks.
- Indicate a range of page numbers as follows: 1-99; 11-12; 98-103; 112-19; 247-55; 288-301; 987-1115; 1235-39; 2753-815. □

- When an article begins on one page or with a range of pages and is continued elsewhere in the publication, indicate this as follows: 21-28+; or, 87+.

Basic Rules for Parenthetical Notes:

- MLA requires that you cite a source whenever you:
 - use an original idea derived from a source, whether quoted or paraphrased
 - summarize original ideas by a source
 - use factual information that is not common knowledge [Common knowledge is information that recurs in source after source (five or more)].
 - use any exact wording copied from a source.
- Indicate the beginning and end of quotations and paraphrases.

Example:

Dunham argues convincingly that the theorem is a creative unit analogous to the novel or the symphony (5).

- If necessary, use both the authority's name and the page number *inside* the parenthetical citation.

Example:

This point of the theorem as a creative unit has been argued successfully (Dunham 5).

- Cite every borrowed sentence.
- Introduce sources that have no author listed with a general reference to the magazine, report, or other authority and then within the in-text citation use an abbreviated title of the work

Example:

According to U.S. News and World Report men and women who own their businesses have very different definitions of success as well as different management styles ("Entrepreneurs" 13).

The full title is: "Entrepreneurs and the Gender Gap." U. S. News and World Report 1 Aug. 1994: 13.

- Most Internet sources and articles from electronic databases have no prescribed page numbers. No page number is required for these sources.

Example:

Images of the brain in normal, damaged, and diseased states can now be viewed in "The Whole Brain Atlas" on the World Wide Web (Johnson and Becker).

However, if the source numbers paragraphs you may refer to a paragraph number.

Example:

One recent source states that children under the age of two should not be exposed to television ("Pediatrics Report" par. 57).

In both examples the URL would appear in your Works Cited. Your reader could then access the sources and use the "Find" feature of the Internet browser to locate the specific sections you have cited.

- Cite corporate authors when a company, corporation, or committee publishes a work.
Example:
Plagiarism is expressly prohibited in the Code of Student Conduct (Mountain View College 43).
- Cite more than one author of a work. For two or three, cite all names:
Example: (Balwin, Oliver, and Schulze 324-25).
- For more than three authors use the abbreviation et al., which means "and others":
Example: Baldwin, Corvey, Oliver, and Schulze would be written as:
(Baldwin et al. 344-55).



MLA RULES FOR PUNCTUATING TITLES OF SOURCES

UNDERLINE TITLES OF:

- | | |
|--|---|
| <ul style="list-style-type: none"> • BOOKS • PERIODICAL TITLES • LONG POEMS • DATABASES • PLAYS • MOVIES/TV SERIES • PAINTINGS/SCULPTURE • SHIPS | <p><u>Gone With the Wind</u></p> <p><u>Time</u>, <u>Journal of American History</u></p> <p><u>Paradise Lost</u></p> <p><u>Periodical Abstracts</u>, <u>Computer Select</u></p> <p><u>Romeo and Juliet</u></p> <p><u>Star Trek</u></p> <p><u>Mona Lisa</u>, <u>Pieta</u></p> <p><u>Titanic</u></p> |
|--|---|

Note: Underline letters and spaces.

SET IN QUOTATION MARKS TITLES OF:

- | | |
|--|---|
| <ul style="list-style-type: none"> • CHAPTER TITLES • ESSAYS • ARTICLES IN PERIODICALS • SHORT POEMS • TV EPISODES • TITLES OF WEB PAGES | <p>“How to Choose a Topic”</p> <p>“Civil Disobedience”</p> <p>“The No-Pesticide Revolution”</p> <p>“Kubla Khan”</p> <p>“Trouble With Tribbles”</p> <p>“Evaluating World Wide Web Information”</p> |
|--|---|

When you have a *title embedded within another title* follow the examples below:

- an underlined title within a title in quotation marks:
 “Return to the Titanic: Gash Is Dashed” [*an article about a ship*]
- an underlined title within another underlined title:
 An Introduction to Hamlet and King Lear: Themes and Characters. [*a book about two plays*]
- a title set in quotes within another title set in quotes:
 “The Dream of ‘Young Goodman Brown.’” [*an article about a short story*]
- a title set in quotes within a title that is underlined:
 Twentieth-Century Interpretations of “The Fall of the House of Usher.” [*a book about a short story*]



TYPES OF LIBRARY SOURCES AND LIKELY FORMATS

	Print	CD-ROM	Microform	Online	Multivolume
I. Text-Based Sources					
A. Published					
1. Anthologies, Collections	X		X		X
2. Atlases, Gazetteers	X	X		X	
3. Bibliographies, Guides	X			X	X
4. Dictionaries	X				
a. General	X	X		X	X
b. Subject	X	X		X	
5. Digests	X	X	X	X	X
6. Directories	X	X		X	
7. Encyclopedias	X				
a. General	X	X		X	X
b. Subject	X	X		X	X
8. Government Documents	X	X	X	X	X
9. Handbooks, Manuals, Companions	X	X		X	X
10. Indexes, Abstracts	X	X	X	X	X
11. Internet Sources				X	
12. Legal Materials					
a. Codes	X	X	X	X	X
b. Court Cases	X	X	X	X	X
c. Laws	X	X	X	X	X
13. Monographs, Novels	X	X	X	X	X
14. Numerical Compendia	X	X			X
15. Pamphlets	X	X	X	X	
16. Quotation Compilations	X	X		X	
17. Reprint Series	X	X			X
18. Sacred Writings	X	X		X	X

NOTE: These formats may or may not apply to Mountain View College (check the Online Catalog for location information).

	Print	CD-ROM	Microform	Online	Multivolume
19. Serials					
a. Annuals, Yearbooks, Almanacs	X	X	X	X	X
b. Conference Proceedings, Transactions	X	X		X	X
c. Newspapers	X	X	X	X	
d. Periodicals					
1) Magazines	X	X	X	X	
2) Journals	X	X	X	X	
20. Sourcebooks	X	X			X
21. Transcripts, Manuscripts	X	X		X	
B. Unpublished					
1. Interviews					
2. Manuscripts, Typescripts					
3. Oral Presentations					
4. Personal Correspondence					
a. Surface mail					
b. E-mail				X	
5. Surveys					
II. Image-Based Sources					
A. Artworks	X	X		X	
B. Films, Videorecordings		X		X	
C. Live Performances				X	
D. Sound Recordings		X		X	
E. Television, Radio Programs				X	

NOTE: These formats may or may not apply to Mountain View College (check the Online Catalog for location information).



MLA EXAMPLES

The examples below will help you properly format your citations for the Works Cited page of your paper. MLA requires that you include certain fields of information for each type of source that you cited in your research paper. These fields and their order are listed on page 90 of this *Handbook*.

➤ ABSTRACTS, INDEXES

Abstract on CD-ROM

Clawson, Mary Lou. "Guiding ADHD Students: Ten Ways to Help Them Succeed." *Schools in the Middle* 2.1 (1992): 17-18. ERIC. CD-ROM. Silver Platter. 2000.

Colford, Steven W. "TV Ads to Get Violence Exam." Advertising Age 4 July 1994: 40. Periodical Abstracts. CD-ROM. UMI. 1994.

Abstract on the Internet

Sylwester, Robert. "What the Biology of the Brain Tells Us about Learning." Educational Leadership 51.4 (1993): 46-51. ERIC. 13 June 1997 <<http://www.askeric.org/plweb/cgi/fastweb?searchform+ericdb>>.

➤ ANNUALS, ALMANACS, YEARBOOKS

Familiar Reference Works That Frequently Appear in New Editions

"Computer Glossary." World Almanac. 1995 ed.

"Convex Computer Corporation." Moody's Industrial Manual. 1992.

Cormier, William R. "War in the Persian Gulf." World Book Yearbook. 1992.

➤ ANNUAL REPORTS

Association of College and Research Libraries. Annual Report: Academic Librarians: Partners in Higher Education. Chicago: Association of College and Research Libraries, 1990.

Texas Lottery Commission. Annual Report. Austin: Texas Lottery Commission, 1996.

➤ ARTWORKS

Painting. Reproduction of Painting in a Book

Titian. Annunciation. 1557. Capodimonte National Gallery. Naples. Titian. By Filippo Pedrocco. Florence: SCALA, 1993. 53.

➤ ATLASES, GAZETTEERS

Atlas of the World. New York: Oxford UP, 1992.
Munro, David, ed. Cambridge World Gazetteer. Cambridge: Cambridge UP, 1988.

➤ BIBLIOGRAPHIES, GUIDES

Dell'Isola, Frank . Thomas Merton: A Bibliography. Kent: Kent State UP, 1975.
Harner, James L. Literary Research Guide: A Guide to Reference Sources for the Study of Literature in English and Related Topics. New York: MLA, 1989.

➤ BOOKS

See "Monographs" below

➤ COLLECTIONS AND ANTHOLOGIES

Biographical Essay in an Annually Published Collected Biography

"Jodie Foster." Current Biography. 1992.

Collections and Anthologies on CD-ROM

Reicha, Susan M. "Rice, Anne." Contemporary Authors on CD. CD-ROM. Gale, Dec. 1996.
Whitman, Walt. "An Evening Lull." The Columbia Granger's World of Poetry. CD-ROM. Columbia UP. 1992.

Essay in an Anthology. Original

- Davis, Mike. "Fortress Los Angeles: The Militarization of Urban Space." Variations on a Theme Park: The New American City and the End of Public Space. Ed. Michael Sorkin. New York: Hill, 1992. 154-80.
- Le Guin, Ursula K. "The Space Crone." Dancing at the Edge of the World: Thoughts on Words, Women, Places. New York: Grove, 1989. 3-6.

Essay in an Anthology. Reprint

- Granville-Barker, Harley. "Place-Structure and Time-Structure." Prefaces to Shakespeare: Hamlet. Princeton: Princeton UP, 1965. 38-46. Rpt. in Twentieth-Century Interpretations of Hamlet: a Collection of Critical Essays. Ed. David Bevington. Englewood Cliffs: Prentice, 1968. 27-31.

Multivolume Collections and Anthologies

When Only One Volume Of A Multivolume Work Is Used (page numbers required in parenthetical notes, but *not* in works cited entry unless the work is not in alphabetical order.)

- Alder, Thomas P. "Edward Albee." Critical Survey of Drama. Ed. Frank N. Magill. Vol. 1. English Language Series. Englewood Cliffs: Salem, 1985. 7 vols.
- Brooker, Jewel Spears. "T. S. Eliot." American Poets, 1880-1945. Ed. Peter Quartermain. Detroit: Gale, 1986. Vol. 45 of Dictionary of Literary Biography. 210 vols. to date. 1978-.
- "Fromm, Erich 1900-1980." Contemporary Authors. Vol. 29. New Revision Series. Detroit: Gale, 1990. 75 vols. to date. 1981- .
- Hopkinson, Tom. "George Orwell." British Writers. Ed. Ian Scott-Kilvert. Vol. 7. New York: Scribner's, 1984. 273-87. 8 vols., 2 supp. 1974-1992.
- Morsberger, Robert E. "James Thurber." American Writers. Ed. Leonard Ungar. Supp. I pt. 2. New York: Scribner's, 1979. 602-27. 4 vols., 4 supp. 1974-96.

When More Than One Volume of a Multivolume Work Is Used (specific volume and page numbers are included as part of in-text references, e.g., 4:37.)

- Cambridge History of English Literature. Ed. A. W. Ward and A. R. Waller. 15 vols. London: Cambridge UP, 1932.

Orwell, George. The Collected Essays, Journalism and Letters of George Orwell. Ed. Sonia Orwell and Ian Angus. 4 vols. New York: Harcourt, 1968.

Poem, Short Story, or Play in a Collection or Anthology

Chekhov, Anton. The Cherry Orchard. Trans. Avraham Yarmolinsky. Norton Anthology of World Masterpieces. Ed. Maynard Mack. 4th ed. Vol. 2. New York: Norton, 1979. 1192-1230. 2 vols.

Lazard, Naomi. "In Answer to Your Query." The Norton Book of Light Verse. Ed. Russell Baker. New York: Norton, 1986. 52-53.

O'Connor, Flannery. "The Life You Save May be Your Own." The Realm of Fiction: Seventy Four Short Stories. Ed. James B. Hall and Elizabeth C. Hall. 3rd ed. New York: McGraw, 1977. 479-88.

➤ **CONFERENCE PROCEEDINGS**

Ecobichon, Donald J., and Joseph M. Wu, eds. Environmental Tobacco Smoke: Proceedings of the International Symposium on Environmental Tobacco Smoke at McGill University. Lexington: Lexington, 1990.

➤ **CORPORATE AUTHOR (company, institution, association, or government agency) See also "Government Documents" below.**

Dallas County Community College District. Mountain View College. Institutional Self-Study. Dallas: Mountain View College, 1993.

➤ **CORRESPONDENCE, PERSONAL**

Surface Mail

Evans, Lorene. Letter to the author. 16 Nov. 1995.

Electronic Mail

Jeser-Skaggs, Sharlee. "Keyword Quirks." E-mail to Gary Duke. 28 Feb. 1995.

➤ DICTIONARIES***General Dictionary***

"Hard Rock." The American Heritage Dictionary of the English Language. 3rd ed. Boston: Houghton, 1993.

Subject Dictionary

American Library Association. ALA Glossary of Library and Information Science. Chicago: ALA, 1983.

➤ DIGESTS

Dart, Bob. "Too Much TV Blamed for Bad Habits, Social Ills." Detroit Free Press 26 Feb. 1992: 10A. Rpt. in A Matter of Fact. Ed. C. Edward Wall. Vol. 16. Ann Arbor: Pierian, 1992. 352. 29 vols. to date. 1985- .

Rudd, Hughes. Rev. of Texas, by James Michener. New York Times Book Review 13 Oct. 1985: 9. Rpt. in Book Review Digest: 1986. New York: Wilson, 1987.

"Stolen Art Treasures Found in Texas." Facts on File News Digest 22 June 1990: 459.

"Education: Racial Gap in Graduation Rate Closes." Facts on File News Digest 3 Oct. 1996. FACTS.com. Facts on File News Services. Mountain View Coll. Lib., Dallas. 8 Apr. 2000 <<http://www.2facts.com/stories/mainmenu.asp>>.

➤ DIRECTORIES

"American Sleep Disorders Association." Associations Unlimited. Gale Group. Mountain View Coll. Lib., Dallas. 24 Jan. 2000 <<http://www.galenet.com/servlet/AU>>.

"Butler, Anne M." Directory of American Scholars. 8th ed. Vol. 1. New York: Bowker, 1982. 4 vols.

➤ EDITORIALS

See "Newspapers" below

➤ E-MAIL

See "Correspondence" above

➤ ENCYCLOPEDIAS

General Encyclopedias

General Encyclopedias That Often Appear in New Editions

Landry, Tom. "Football." World Book Encyclopedia. 1991 ed.

General Encyclopedia with Title of Subset

Smith, Bruce Lannes. "Propaganda." New Encyclopædia Britannica: Macropædia. 15th ed. 1991.

General Encyclopedia with Article Subsections by Different Authors

Faherty, Robert L. "Rites and Rituals: Sacrifices." New Encyclopaedia Britannica: Macropædia. 15th ed. 1991.

Less Familiar General Encyclopedia. No Author

"Industrial Architecture." New Caxton Encyclopedia. London: Caxton, 1977. 20 vols.

General Encyclopedia Article on CD-ROM

Conversi, Leonard W. "Literature, The Art of: Drama: Tragedy: Theory of Tragedy." Britannica CD 97. CD-ROM. Encyclopædia Britannica, 1997 ed.

Kumbier, William A. "Science Fiction." World Book 1997 Multimedia Encyclopedia. Deluxe ed. CD-ROM. 1997 ed.

General Encyclopedia Article, Online

"Constitution of the United States." Academic American Encyclopedia. 1995 ed. 5 Dec. 1995. Prodigy.

Enfield, David B. "El Nino." Encyclopaedia Britannica. 1999-2000. Britannica.com. 7 Apr. 2000 <<http://www.britannica.com>>.

Lusky, Louis. "Censorship." Encyclopedia Americana Online. 1999. Grolier Educational. 31 July 1999 <<http://ea.grolier.com>>.

Subject Encyclopedias

Article Has an Author and Set Has a General Editor

Smith, Bruce L. "Propaganda." International Encyclopedia of the Social Sciences. Ed. David L. Sills. Vol. 12. New York: Macmillan, 1968. 16-19. 19 vols.

Article Has No Named Author

"Censorship." West Encyclopedia of American Law. Vol. 2. Minneapolis/St. Paul: West, 1998. 256-61. 12 vols.

"Dallas County Community College District." The New Handbook of Texas. Ed. Roy R. Barkley. Vol. 2. Austin: Texas State Historical Association, 1996. 486. 6 vols.

Article Not in Alphabetical Order and Has No Named Author

"Parallel Universes." The Illustrated Encyclopedia of Science and the Future. Vol. 9. New York: Cavendish, 1983. 1116. 20 vols.

Encyclopedia Itself Has an Author

Schwarzenegger, Arnold. Encyclopedia of Modern Bodybuilding. New York: Simon, 1985.

Subject Encyclopedia Article on CD-ROM

Narr, Karl J. "Paleolithic Religion." Encyclopedia of Religion. Ed. Mircea Eliade. New York: Macmillan, 1987. CD-ROM.

Online Subject Encyclopedia

"Dallas County Community College District." The Handbook of Texas Online. 1999. Texas State Historical Association. 31 July 1999 <<http://www.tsha.utexas.edu/handbook/online/articles/view/DD/kcd4.html>>.

➤ **FILMS AND VIDEO RECORDINGS**

The Wrong Stuff: American Architecture. Videocassette. Dir. Tom Bettag. Carousel Films, 1983.

Examples of citations for **films** vary according to the emphasis of the paper. For explanation and examples consult the *MLA Handbook* at the Reference Desk.

➤ **FOREWORD**

See "Introduction" below

➤ **GOVERNMENT DOCUMENTS (See also "Corporate Authors" above)**

United States. Dept. of Labor. Bureau of Labor Statistics. "Physician Assistants." Occupational Outlook Handbook. 1992-93 ed. Washington: GPO, 1992.

United States. National Center for Health Statistics. "Marriages and Divorces." Statistical Abstract of the United States: 1992. Washington: GPO, 1991.

United States. Office of Management and Budget. Budget of the United States Government: Fiscal Year 1990. Washington: GPO, 1989.

Government Document on CD-ROM

United States. Dept. of Commerce. International Trade Administration. "The World Economic Outlook in 1994." U.S. Industrial Outlook 1993. National Trade Data Bank. CD-ROM.

➤ HANDBOOKS, MANUALS

Lombs, Mary Ellen. American Homelessness. 2d ed. Contemporary World Issues. Santa Barbara: ABC-CLIO, 1994.

Lund, Herbert F., ed. McGraw-Hill Recycling Handbook. New York: McGraw, 1993.

Robinson, Jancis, ed. Oxford Companion to Wine. Oxford: Oxford UP, 1994.

"Texas Instruments." Moody's Handbook of Common Stocks. Spring 1997 ed.

➤ INTRODUCTION, FOREWORD, OR PREFACE

Franklin, Phylliss. Foreword. MLA Handbook for Writers of Research Papers. By Joseph Gibaldi. 5th ed. New York: MLA, 1999. xiii-xviii.

Stewart, George R. Introduction. American Place-Names: A Concise and Selective Dictionary for the Continental United States of America. New York: Oxford UP, 1970. xvii-xxxiii.

➤ INTERNET SITES, PUBLIC ONLINE POSTINGS

Internet Sites and Web Pages

Book Online

Millay, Edna St. Vincent. Second April. New York: Mitchell Kennerley, 1921. Carnegie Mellon University Hillman Library. 12 May 1997 <<http://www.cs.cmu.edu/afs/user/mmbt/www/women/millay/sa-bog.html>>.

E-Mail (See "Correspondence" above)**FTP File**

Stevenson, Robert Louis. Treasure Island. 12 May 1997
 <ftp://uniarchive.cso.uiuc.edu/pub/etest/gutenberg/etext94/
 treas10.txt>.

Mailing List Posting, Real Time

"Alabama Inaugurates Online Library Network." Campus Watch 27
 Feb. 1995. Online posting. 3 Mar. 1995 <MAILSERV@cause.
 colorado.edu>.

Amoruso, Alex. "Censorship in Schools." Online posting. 28 Feb.
 1995. EDNET Discussion List. 1 Mar. 1995 <LISTPROC@nic.
 umass.edu>.

Mailing List Posting, Archived

"Alabama Inaugurates Online Library Network." Campus Watch 27
 Feb. 1995. 6 Oct. 1996 <http://causwww.colorado.edu/pub/cw/
 arc-old/cw27-feb-95.txt>.

Newsgroup Posting

Levine, John R. "Religion and Capital Punishment." Online
 posting. 7 May 1997. 12 May 1997 <news:soc.religion.
 unitarian-univ>.

Encyclopedia Article, Online

"Constitution of the United States." Academic American
Encyclopedia. 1995 ed. Prodigy. 5 Dec. 1995.

Enfield, David B. "El Nino." Encyclopaedia Britannica. 1999-2000.
Britannica.com. 7 Apr. 2000 <http://www.britannica.com>.

Newspaper Article Online

Johnson, George. "Don't Worry: A Brain Still Can't Be Cloned."
New York Times 2 Mar. 1997, forums sec. 11 June 1997
 <http://forums.nytimes.com/library/national/0302clone-
 review.html>.

Magazine Article Online

Kluger, Jeffrey "The Gentle Cosmic Rain." Time 9 June 1997. 11
 June 1997 <http://www.pathfinder.com/
 @@bYjXjgUAm89tsjaM/time/magazine/archive/index.html>.

McGee, Marianne Kolbasuk. "Over the Rainbow." Information Week 8 July 1996. Tech Web. CMP Media Inc. 6 May 1997 <<http://techweb.cmp.com/iw/587/87mtsai.htm>>.

Sharp, John. "Sharp: Texas Businesses Deserve Regulatory Relief." Comptroller News Releases 28 Feb. 1997. Window on State Government. 30 Apr. 1997 <<http://www.state.tx.us/news97/reg022897.html>>.

Journal Article Online

Graves, William H. "Why We Need Internet II." Educom Review 31.5 (1996): 17 pars. 26 Jan. 1997 <<http://educom.edu/web/pubs/review/reviewArticles/31528.html>>.

Web Pages

"Electronic Data Systems Corporation." Hoover's Online. 1997. 9 May 1997 <http://www.hoovers.com/cgibinshow_mlist_index?sno=5547449&index_code=41915>.

"Hank Aaron." 1996. Total Baseball. Tot@l Sports. 6 May 1997 <http://www.totalbaseball.com/nav/player/play_def.htm>.

"Rome Reborn: The Vatican Library & Renaissance Culture: An Exhibit at the Library of Congress, Washington, DC 20540." Library of Congress. 7 June 1997 <<http://sunsite.unc.edu/expo/vatican.exhibit/exhibit/About.html>>.

"Science and Impacts of Global Warming." United States Environmental Protection Agency. 6 May 1997 <<http://www.epa.gov/globalwarming/sub1/index.htm>>.

"Tech Careers." Tech Web. CMP Media, Inc. 1997. 14 June 1997 <<http://www.techweb.com/careers/careers.html>>.

"The Vatican Library: Books for Popes and Scholars." Library of Congress. 7 June 1997 <http://sunsite.unc.edu/expo/vatican.exhibit/exhibit/avatican_lib/Vatican_lib.html>.

➤ INTERVIEWS

Face to Face

Pei, I. M. Personal interview. 27 July 1983.

By Phone

Poussaint, Alvin F. Telephone interview. 10 Dec. 1980.

By Letter

Copland, Aaron. Letter to the author. 17 May 1982.

On Television

Morrison, Toni. Interview. McNeil/Lehrer News Hour. KERA,
Dallas. 21 Mar. 1987.

Published in a Magazine

See “Periodicals: Magazines” below

➤ LEGAL MATERIALS**Codes*****Vernon’s Texas Codes Annotated***

V.T.C.A., Alcoholic Beverage Code sec. 32.03.

Court Cases

Oregon v. Mitchell. 400 U.S. 112. U.S. Sup. Ct. 1970.

Laws***Vernon’s Annotated Revised Civil Statutes of the State of Texas***

Vernon’s Ann. Civ. St. art. 165-68.

Public Law

Fair Housing Act of 1968. Pub. L. 90-284. 11 Apr. 1968. Stat.
82.73.

[for additional guidance on citing legal material, see Miles O. Price, *A Practical Manual of Standard Legal Citations*. Ref KF245.P7]

➤ LETTERS

See “Correspondence, Personal” above.

➤ LIVE PERFORMANCES

Terra Nova. By Ted Tally. Dir. Matthew Halteman. Perf. Student
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➤ MONOGRAPHS

(See also "Collections and Anthologies" above)

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Walker, Alice. The Color Purple. New York: Pocket Books-Washin33gton Square, 1982.

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Stevenson, Robert Louis. Treasure Island. 12 May 1997. <<ftp://uniarchive.cso.uiuc.edu/pub/etest/gutenberg/etext94/treas10.txt>>.

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➤ **MULTIVOLUME WORKS**

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➤ NEWSPAPERS
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<<http://forums.nytimes.com/library/national/0302clone-review.html>>.

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➤ **NUMERICAL COMPENDIA**

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➤ **ORAL PRESENTATIONS**

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➤ **PAMPHLETS (See also "Corporate Author" above)**

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Junkins, Donald. “Hemingway’s Bullfighter Poems.” Hemingway
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➤ **PREFACE** See "Introduction, Foreword, Preface" above

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Kempe, C. Henry, and Henry K. Silver. "The Problem of Parental Criminal Neglect and Severe Physical Abuse of Children." Journal of Diseases of Children 98 (1959): 528. Rpt. in Physical and Emotional Abuse and Neglect. Ed. Byrgen Finkelman. New York: Garland, 1995. Vol. 1 of Child Abuse: A Multidisciplinary Survey. 10 vols. 1.

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Chamberlain, John. "Why Reagan Needs the MX Missile." Union Leader 18 Dec. 1982. Rpt. in Nuclear Arms. Vol. 1. Opposing Viewpoints Sources. St. Paul: Greenhaven, 1983. 175.

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(*Note*: MLA considers SIRS a reprint information service, so **rpt.** is *not* needed)

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➤ **SACRED WRITINGS**

Bible

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Koran.

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➤ TRANSCRIPTS OF TELEVISION AND RADIO PROGRAMS

"Greenpeace News Conference on Impact of the Persian Gulf War on the Persian Gulf." National Press Club. Washington, DC 29 May 1991. Federal News Service Ondisc. CD-ROM. UMI. 1991.

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➤ VIDEO RECORDINGS

See "Films and Video Recordings" above.

➤ WEB PAGES

See "Internet Sites and Public Online Postings" above.

✓ **Notes:**

- For full explanations and examples of situations not covered here, determine rule numbers by looking up format, type of source, or name of the problem in the index of:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: MLA, 1999. LB2369.G53. Circulating and reference copies available.

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 2nd ed. New York: MLA, 1998. Ref PN147.G444. Copy at Reference Desk.

MLA's Web page may be consulted at <<http://www.mla.org>>.

- The standards for documenting electronic and Internet sources are still being formulated. We have chosen to follow as closely as possible the examples set forth in the fifth edition of the *MLA Handbook for Writers of Research Papers*.

Additional guidance on citing Internet citations may be found at:

Darling, Charles. "Materials from Electronic, On-Line Resources." Capital Community-Technical College. 14 July 1998. 15 July 1999
<<http://cctc.commnet.edu/mla/online.htm>>.

Guffey, Mary Ellen. "MLA Style Electronic Formats." 20 Aug. 1998. 22 July 1999
<<http://www.westwords.com/guffey/mla.html>>.

Ask for our handout on citing electronic databases and our handout on citing Web sites at the Reference Desk.

SAMPLE PAGES OF A RESEARCH PAPER USING PARENTHETICAL NOTES (MLA FORMAT)

Doe 1

John Doe

Professor Smith

English 1302

1 May 1996

Just Sheer Naked Magic

What weighs about three pounds but has more parts than there are stars in the Milky Way galaxy (Flieger)? What fills the space occupied by only three pints of milk yet includes components that, laid end to end, would stretch several hundred thousand miles (Diagram 19)? What looks like an oversized walnut made of soft, grayish-pink cheese but contains the equivalent of 100 trillion tiny calculators (Restak, Brain 27)? What, according to James Watson, co-discoverer of the helical structure of DNA, is "the most complex thing we have yet discovered in our universe" (qtd. in Begley 66)? To all four of these intriguing questions there is but one surprising answer: the human brain. This miraculous organ is remarkable in its structure, its function, and its chemical

composition.

What is the brain? According to Richard Restak, the human brain is

the master control center of the body. The brain constantly receives information from the senses about conditions both inside the body and outside it. The brain rapidly analyzes this information and then sends out messages that control body functions and actions. ("Brain" 561)

According to Tether, the brain is divided into three main parts: the cerebrum, the cerebellum, and the brain stem (421). These parts, in turn, are largely made up of nerve cells, called neurons, and helper cells, called glia.

Researchers have discovered that there may be as many as 100 billion neurons in the brain and a far greater number of glia, possibly as many as one trillion (Kolband Whishaw 1).

Important discoveries throughout the decade of the 1990's in molecular biology and genetics are revolutionizing our understanding of how the human brain works (Kotulak ix). Advances in imaging technology are allowing us to learn more about the human brain than ever

Doe 3

before in human history (Kotulak x). Keith A. Johnson and J. Alex Becker have even placed "The Whole Brain Atlas," which consists of dozens of images of the brain in normal, damaged, and diseased states, on the World Wide Web for anyone with access to the Internet to view and study.

One area of the new brain research reveals that the first three years of a child's life are crucial to the development of the brain. Proper stimulation of infants can, according to Kotulak, affect the development of language, vision, brain power, aggression, emotions, touch, and education (9-11). An editorial in the New York Times states that the importance of early stimulation--to promote the healthy brain development in children--is a "compelling argument for the expansion of support for new parents and of quality child care programs" ("Nurturing"). North Carolina, Vermont, Colorado, and Ohio are implementing programs to offer support services to families with young children ("Nurturing").

SAMPLE WORKS CITED LIST

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