MLA Formatting
Documentation Manual
2013-2014
Based on MLA Handbook 7th Edition

Bixby High School
Bixby, Oklahoma
**BOOK ENTRIES**

All book entries will use the following format:

Author's Last Name, Author's First Name. **Title of Book.** Publishing place (only list the first one given): Publishing Company (use the essential part of the name), year (most recent date given). Media Type.

1. **One book by a Single Author**
   
   C (Russell 25)

2. **Book with Two Authors**
   
   C (Raiguel and Huff 80)

3. **Book with Three Authors**
   
   C (Aiken, Ferman, and Sheppard 331)

   *list the names in the order they appear on the title page and only the first author's name should be reversed.

4. **Book with More than Three Authors**
   
   C (Baily et al. 107)

5. **Book with No Author**
   
   C (Lands and People 201)

6. **Corporate Authorship**
   
   C (Carnegie Commission 109)

7. **Book with an Editor**
   
   C (Vinson 402)

8. **Book with an Author and an Editor**
   
   C (Wilson 225)

9. **Specific Article from an Edited Anthology**
   
   C (Lewis 25)
ENCyclopedia and REFERENCE MATERIALS

All reference book entries will use the following format:

Last name of Author, First name of Author (If given). “Article Title.” Title of Book. City of Publication: Publisher, Year. Media Type.

10. General Encyclopedia

- Article with author: (author of article can be found at the bottom of the article)
  C  (Stoessinger 412)

- Article without author
  C  (“Edward I” 212)

11. Specific Encyclopedia: add editor after title of book

- With Author:
  C  (Kelsey 571)

- Without Author:
  C  (“Archetypes” 242)

Periodicals

Last name of Author, First name of Author (If given). “Article Title.” Title of Periodical. Date of publication: Page #’s. Media Type.

12. Monthly Magazine/ Scholarly Journal

- Article with author:
  C  (Marana 48)

- Article without author:
  C  (“Boom Days” 627)

13. Daily Newspaper

- Article with author:
  C  (Sullivan D4)

- Article without author:
  C  (“Justices” B18)

C   ("Ideology")

15. **Government Publication:** Name of Government. Name of Agency. *Title of Publication.* City of Publication: Publisher, Year of Publication. Media Type.

C   (Great Britain 12)

16. **Documentary / Film:** *Film Title.* Director name. Performer Names. Film studio or distributor, Date. Media Type.

C   In Burton’ s *Ed Wood* the director captures the audience’s attention with sharp detail.

**Reliable Internet Source**

*Complete publication information may not be available for a website; provide what is given from the list below (in the order it appears on the list):*

1. Name of author, editor (if available) – last name first.
2. Title of article in quotation marks (if available).
3. Title of the website, project, book, underlined.
4. Date of the electronic publication, of the latest update, or of posting. If no date exists write: n.d.
5. Media type (Web).

C   (Mariani)

When no author is given, start with the article title.

C   ("Coronation")

When the article title is more than one word, the in-text citation should be a shortened version of the title.

C   ("Falling in Love")

When no date of publication is given you use n.d. in the citation.

C   (Mariani)
ONLINE DATABASE (SIRS, EBSCO, InfoTrac etc.)

All online databases will use the following format:

Author’s Last Name, Author’s First Name (if given). “Article Title.”
   Title of Magazine or Newspaper Date of publication (if not given: n.d.):
   Pages (if not given: n. pag.). Name of Database. Media Type. Date of
   Access.

Magazine or Scholarly Journal accessed through database: (The name of the database
WILL NOT be EBSCOhost or InfoTrac.)

  C   (Lanken)
  W   Lanken, Dane. “When the Earth Moves.” Canadian Geographic

Database source with two authors:

  C   (Luhtala and Ambrose)
  W   Luhtala, Michelle and Dan Ambrose. “Youth Matters.” American Libraries

Database source with three authors:

  C   (Thompson, Jenkins, and McKay)
  W   Thompson, Jeff, Mike Jenkins, and Ross McKay. “Window Washers.”
      Web. 25 April 2013.

Database source with more than three authors:

  C   (Meadows, et al.)

Newspaper accessed through database:

  C   (Lowry)
  W   Lowry, Brian. “In Wired World TV Still Has Grip on Kids.” Los Angeles
      2004.
Embedding Quotes for Research

Remember, embedding quotes helps the essay flow from one idea/example to the next without jarring your readers. It is the trademark of a skilled writer (think 4 or “Advanced” on the grading rubric).

Example of a floating quote:
The men in Stephen Crane’s short story, “The Open Boat,” are courageous; they want to live. “The idealistic virtues of bravery, fortitude, and integrity possess no meaning in a universe that denies the importance of man” (Crane 151).

*Notice how the quote is a sentence unto itself. It does not connect to the original sentence at all. It is floating on its own, therefore it is known as a FLOATING QUOTE.

Now look at the same quote properly embedded:
The men in Stephen Crane’s short story, “The Open Boat,” are courageous; they want to live. As critic William Bysshe points out, however, “the idealistic virtues of bravery, fortitude, and integrity possess no meaning in a universe that denies the importance of man” (Crane 151).

*This connects the quote into an original sentence. It provides the context of who was speaking and why they are important. All this information is formed into ONE well developed sentence.

Ask yourself these three questions to aid in embedding:
1) Who/What company is speaking?
2) Why are they important?
3) What context did you pull the quote from?

Look at this example: (label the parts)

Although the bald eagle is still listed as an endangered species, Jay Sheppard, an ornithologist, in his speech at the North American Conference acknowledged that “the bald eagle seems to have stabilized its population, at the very least, almost everywhere” (91).

VERBS to USE instead of “says” or “states”:

- acknowledges
- adds
- admits
- affirms
- agrees
- argues
- asserts
- believes
- claims

- comments
- compares
- confirms
- contends
- declares
- demonstrates
- denies
- disputes
- emphasizes

- endorses
- grants
- illustrates
- implies
- insists
- notes
- observes
- points out
- reasons

- refutes
- reports
- rejects
- responds
- suggests
- thinks
- underlines
- writes
Block Quotation: When you quote more than four typed lines of text, set off the quotation by indenting it by double tabbing. Use the normal right margin and double space. Block quotes should be introduced by a lead-in sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells readers that the words are taken directly from the source.

The future of electric power is complex and multifaceted:

The United States Energy Information Administration has predicted that world demand for electricity will more than double between 2003 and 2030. Meeting this demand is sure to be a major international issue. The mix of electricity sources will depend on many economic, political, technological, and environmental considerations. One of the greatest concerns is the continuation of global warming, and increase in Earth’s surface temperatures resulting from increasing levels of carbon dioxide and other so-called greenhouse gases in the atmosphere. (170)

Notice that at the end of an indented quotation, the parenthetical citation goes outside the final period.
A Call to Action: Regulate Use of Cell Phones on the Road

When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: They are putting our lives at risk. Many of us have witnessed drivers so distracted by dialing and chatting that they resemble drunk drivers, weaving between lanes, for example, or nearly running down pedestrians in crosswalks. A number of bills to regulate use of cell phones on the road have been introduced in state legislatures, and the time has come to push for their passage. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving are not sufficient to punish offenders.

No one can deny that cell phones have caused traffic deaths and injuries. Cell phones were implicated in three fatal accidents in November 1999 alone. Early in November, two-year-old Morgan Pena was killed by a driver distracted by his cell phone. Morgan’s mother, Patti Pena, reports that the driver “ran a stop sign at 45 mph, broadsided my vehicle and killed Morgan as she sat in her car seat.” A week later, corrections officer Shannon Smith, who was guarding prisoners by the side of the road, was killed by a woman distracted by a phone call (Besthoff). On Thanksgiving weekend that same month, John and Carole Hall were killed when a Naval Academy midshipman crashed into their parked car. The driver said in court that when he looked up from the cell phone he was dialing, he was three feet from the car and had no time to stop (Stockwell B8).

Source: Diana Hacker (Boston: Bedford/St. Martin’s, 2006).
Works Cited


