

RESEARCH PAPER LAYOUT : MLA STYLE

Word processing software is available on most computers in the Academic Support Center, the Library, and the Writing Center. This guide will help you to layout your paper with the correct margins, headers and footers, and with citations. However, the MLA Handbook is the final authority. This guide does not cover outline, organization or structure, grammar, or writing help.



IN-TEXT CITATIONS : MLA STYLE

You must provide a reference within the text of your paper to the original source of the idea or quotation. These references are called in-text citations, or parenthetical documentation, and must be given immediately following the idea or information you are using. Some examples of in-text citations are provided below. Remember to **double-space all text**; single spacing is used here to save space.

AUTHOR'S NAME USED IN TEXT:

When you have used the author's name in the text, provide the page number where the cited information can be found.

Gary Null, author of The Vegetarian Handbook: Eating Right for Total Health writes, "Hormones and tranquilizers are often used to fatten livestock and keep them calm, respectively. In people however, these drugs can be quite harmful" (161).

AUTHOR'S NAME NOT USED IN TEXT:

If you do not use the author's name in the text, provide the author's last name as well as the page number.

In Puerto Rico nearly three thousand cases, which included early menstruation, abnormal breast development in girls (and boys), and ovarian cysts were reported (Null 62-63).

TWO OR MORE WORKS BY THE SAME AUTHOR:

If you use more than one work by the same author, your in-text citation must include the author's last name, the first word of the source title, and the page number.

"The leading theory is that fat stimulates the release of prolactin" (Akers, Vegetarian 392). High amounts of the hormone prolactin have been found in cancer patients.

TWO OR THREE AUTHORS: You must give each name, either within the text, or in parentheses with the page number as shown in the single author example above.

Povey, Wellens, and Conner found that mothers who follow vegan diets are more careful of their diet overall than are those who follow meat or vegetarian diets (22). Meat eaters also tend to be more ambivalent about health concerns.

FOUR OR MORE AUTHORS: Use the first author listed in the source, followed by et al. (Latin for "and others") and the page number.

The consumption of animal products is most certainly a factor in breast cancer (Toniolo et al. 396).

UNKNOWN OR NO AUTHOR: Use the first important word in the TITLE of the source and then the page number where the cited information is found.

Some studies indicate that "certain hormones found in meat can cause abnormalities such as increased menstrual flow in women" ("Vegetarianism"). *No page number is necessary if the cited source has no page numbering, such as Web sites.*

INDIRECT SOURCE: Always cite the source in which you found the quote or information. In this example, the quotation from Barr was found in Weisenthal. (qtd. in = quoted in)

Barr found "that [. . .] non-vegetarian women actually had more sub-clinical disturbances" and "their cycles were irregular in ways that produced no obvious symptoms but were associated with various health problems"(qtd. in Weisenthal 1).

WORKS CITED PAGE LAYOUT : MLA STYLE

The last section of your research paper is a list of all the sources used, called “Works Cited.” Include only those sources actually cited in the paper. If the list includes works not actually cited, you must title the page “Works Consulted.” Below is a model for how to layout the page.

TITLE the page Works Cited, and **CENTER** THE TITLE “1” from the top of the page.

BEGIN ON A NEW PAGE but continue the page numbering sequence and format from previous pages.

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ALPHABETIZE entries by the last name of the author or by the title if there is no author. Ignore short initial articles (a, an, the) when alphabetizing.

USE 3 DASHES in place of the author name for an author’s second work; list subsequent works by the same author alphabetically by **TITLE**.

AVOID BREAKING A URL.

Works Cited

Akers, Keith. A Vegetarian Sourcebook: The Nutrition, Ecology, and Ethics of a Natural Foods Diet. New York: Putnam, 1983.

---. The Women’s Complete Wellness Book. Boca Raton: CRC, 1996.

“Does a Vegetarian Diet Benefit Women?” USA Today Mar. 1998: 7+ .

Grossman, Peggy. Personal interview. 5 Nov. 2001.

Null, Gary. The Vegetarian Handbook: Eating Right for Total Health. New York: St. Martin’s, 1987.

Povey, Robert, Barbara Wellens, and Mary Conner. Health and Diet. New York: Continuum, 1998.

Schlosser, Eric. Fast Food Nation: The Dark Side of the All-American Meal. New York: Houghton, 2001.

Toniolo, Petre D., et al. A Diet for Healthy Pregnancy. New York: Time Life, 1996.

“Vegetarianism: Eating for Life.” 13 Oct. 2001. PETA. 4 Nov. 2001

<<http://www.peta.org/mc/facts/fsveg5.html>>.

Walker, Chip. “Meet the New Vegetarian.” American Demographics Jan. 1995: 9-15.

Weisenthal, Debra Blake. “Ovulation Observation.” Vegetarian Times 3 Feb. 1995.

Find Articles. Technical Insights, Gale Group, and LookSmart. 7 Nov. 2001.

<<http://www.findarticles.com/>>.

DOUBLE-SPACE ALL TEXT.

Use **HANGING INDENT** for all entries.

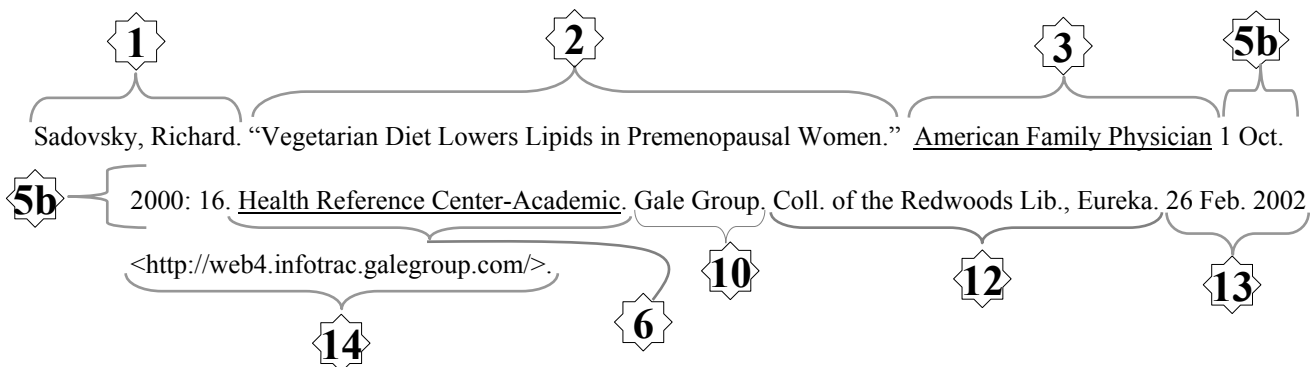
USE FIRST PAGE AND PLUS SIGN ONLY if the article pages are not consecutive. Otherwise, always **USE THE COMPLETE RANGE OF PAGE NUMBERS** for the entire article.

USE QUOTATION MARKS around titles of articles. **UNDERLINE** or **ITALICIZE** titles of books and periodicals. **CAPITALIZE** the first letter of major words in all titles. **ABBREVIATE** MONTHS with more than four letters. Use only the **FIRST CITY LISTED** if several cities are given for the place of publication. **ENCLOSE ALL URLS** IN ANGLE BRACKETS. Place a **PERIOD AT THE END** of each entry. Other periods used in the citation should be placed inside quotation marks, but outside underlining.

CHECKLIST OF REQUIRED ELEMENTS FOR WORKS CITED ENTRIES

CHECK your citation step by step using this checklist. Start with element 1. If not found in your source, skip and proceed to element 2, then 3, etc. **INCLUDE** each element listed if available in your source. **LIST** all available elements in the order given. **SKIP** any elements that are not available in your source. **SKIP** any elements that are not relevant to your source. **COMPARE** your final citation with the model entries shown throughout this guide.

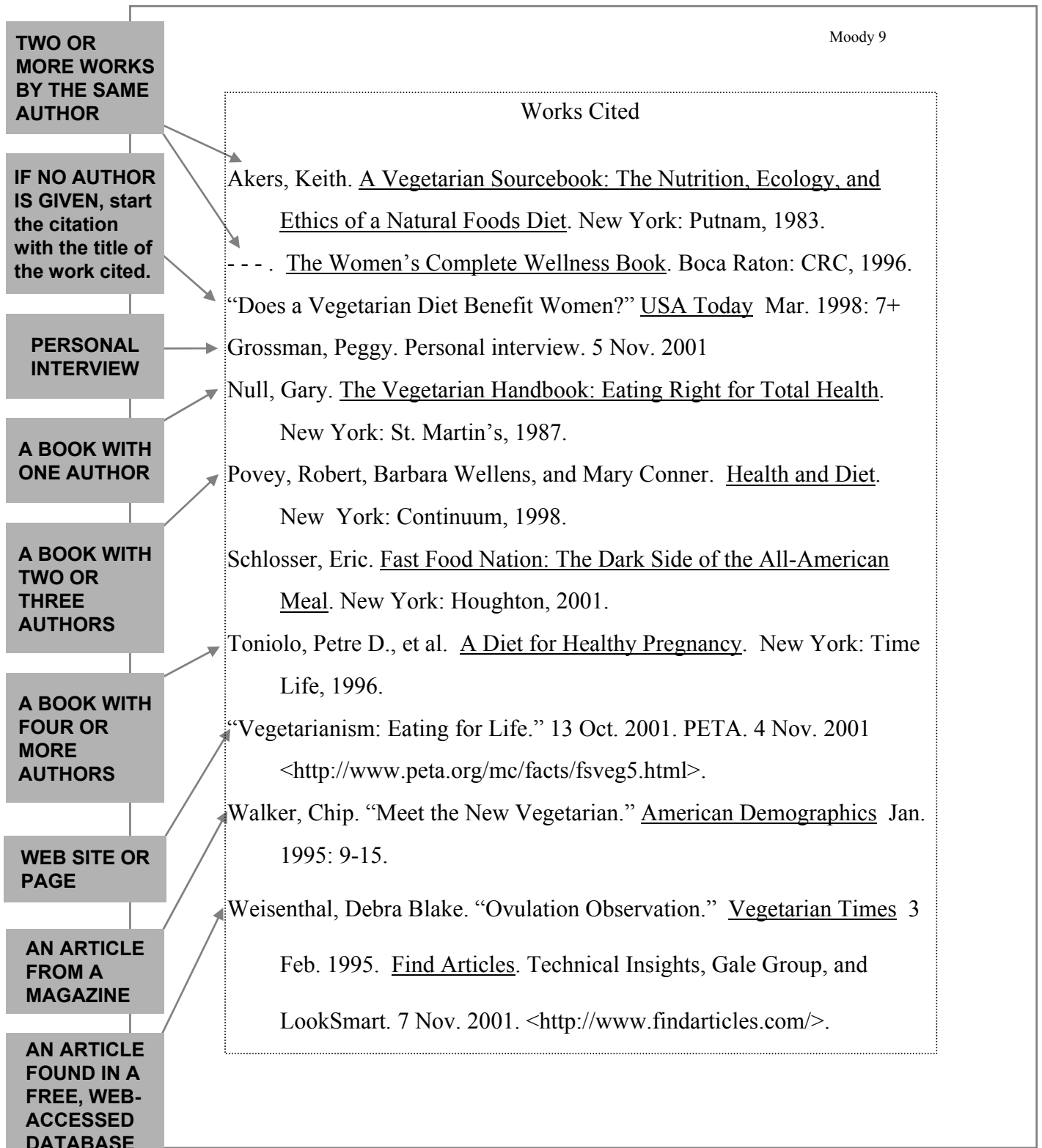
1. Author's name, in reverse order (Last name, First name).
2. Title of article, essay, or short work within an anthology, encyclopedia, project, web site, or periodical; end with a period and enclose in quotation marks.
3. Title of book or periodical, underlined. Book titles end with a period; periodical titles do not.
4. Editor's name, in natural order (First name Last name) preceded by Ed., or translator's name preceded by Trans.
5. Publication information:
 - a) For a book, include the place of publication, a colon, the publisher, a comma, the year of publication, and end with a period. If a place is not given, use n.p.; if no publisher, use N.p.; if no date, use n.d.
 - b) For a periodical, include the date of the issue, a colon, and the range of page numbers. Use the issue number only if the periodical has its pages numbered within each issue or is available only as an online or electronic journal, with no print counterpart (see step 9).
6. Title of the web site, project, database, or online periodical, underlined.
7. Editor's or creator's name for the web site, project, or database.
8. Version number of the database or source.
9. For online journals or print journals with issues paginated separately, provide the volume number and issue number, separated with a period. (For example, 45.1)
10. Title or name of the subscription service, vendor, or publisher of the database, followed by a period.
11. Page number range, or total number of pages, or total number of paragraphs if they are numbered in the source.
12. Name of any institution or organization sponsoring or associated with the site or subscribing to the online or electronic service.
13. Date when you accessed the site and/or retrieved the information.
14. Uniform Resource Locator (URL), or electronic address of the source, enclosed in angle brackets. (<URL here>) For subscription databases, list URLs only up to the first slash.



SAMPLE CITATION created by following the checklist. This citation is for an article in a print periodical that was retrieved via the Internet from a subscription database. Notice that citation elements 4, 7, 8, 9, and 11 have been left out. They were not relevant or were not found in the source.

WORKS CITED ENTRIES : MLA STYLE

Shown below are some of the most frequently used types of Works Cited entries. Use the examples below as models when formatting references listed on the works cited section of your paper. Remember that you must have an entry for all sources cited in the text of your paper.



WORKS CITED ENTRIES : MLA STYLE

Listed below are some additional models for works cited entries. Please note that the entries in this example are NOT listed in alphabetical order as required for a Works Cited page. Consult the “Layout” page for instructions on how to layout the works cited page.

- ENCYCLOPEDIA ARTICLE** — “Vegetarianism.” Encyclopedia Americana. 1998.
- BOOK WITH AN EDITOR** — Wolinsky, Ira, ed. Nutritional Concerns of Women. Boca Raton: CRC, 1996.
- SELECTION FROM AN ANTHOLOGY** — Adams, Carol. “The Sexual Politics of Meat: A Feminist-Vegetarian Critical Theory.” Politics of Health. Ed. Charlotte Wheeler. Boston: Holt, 2000. 161-67.
- NEWSPAPER ARTICLE with no author given** — “Taste -- de gustibus: O, How I Remember When Mere Humans Ruled the World.” Wall Street Journal 27 Aug. 1999. W13+ .
- NEWSPAPER ARTICLE from the Internet** — Aslam, Sunny. “Vegetarian Diet on Solid Ground, Experts Say.” USA Today 28 Nov. 2001. <<http://www.usatoday.com/news/healthscience/health/diet/2001-12-07-vegetarian.htm>>.
- ARTICLE FROM A WEEKLY MAGAZINE** — Ryback, Timothy W. “Lean and Green.” Newsweek 30 Dec. 2001 32-35.
- ARTICLE FROM A MONTHLY MAGAZINE** — O’Connor, Amy. “8 Nutritional Myths.” Vegetarian Times July 1997: 20-25.
- ARTICLE FROM A FREE DATABASE ON THE WEB** — Cerrato, Paul. “A Vegetarian Approach to Menstrual Disorders.” Contemporary OB/GYN Sept. 2000. Find Articles. Technical Insights, Gale Group, and LookSmart. 26 Feb. 2002. <<http://www/findarticles.com>>.
- ARTICLE FROM A SUBSCRIPTION DATABASE ON THE WEB** — Sadovsky, Richard. “Vegetarian Diet Lowers Lipids in Premenopausal Women.” American Family Physician 1 Oct. 2000: 1660. Health Reference Center-Academic. Gale Group. Coll. of the Redwoods Lib., Eureka. 26 Feb. 2002 <<http://web4.infotrac.galegroup.com/>>.
- ARTICLE FROM A SCHOLARLY JOURNAL with continuous annual pagination** — Johansson, Gabriella. “Assessment of Three Different Dietary Preferences.” Public Health Digest 9 (1998): 199-206.
- ARTICLE FROM A SCHOLARLY JOURNAL that paginates each issue separately** — Hoffmann, Ingrid. “Folate Status during Pregnancy Improved by Long-term High Vegetable Intake.” Journal of Nutrition 131.3 (2001): 30-35.
- ARTICLE FROM A SCHOLARLY JOURNAL ON THE WEB (E-Journal article)** — Habito, R. C. et al. “Effects of Replacing Meat With Soyabean in the Diet on Sex Hormone Concentrations in Healthy Adult Males.” British Journal of Nutrition 84.4 (2000): 557-63. PubMed. 3 Feb 2002. <<http://www.ncbi.nlm.gov/>>.