

Guide to MLA Research Paper
Format *College of the Redwoods Library, Fall 2016*

There are hundreds of different citation format styles. At College of the Redwoods, most instructors will ask you to use either APA or the MLA style. Check your syllabus, assignment handout, or ask your instructor which format will be used in your class. MLA style is usually recommended for humanities, which includes English, History, Speech, most Art and Language classes. The MLA citation format rules are set by the Modern Language Association. This handout provides guidelines for the layout of student research papers, the format of in-text citations and the reference list, based on the *MLA Handbook for Writers of Research Papers*. 8th edition. Copies of this manual are available in the library.

MLA: Research Paper Layout

Basic Layout Rules

- ✓ Use an easily readable font, such as Times New Roman, in 12-point size.
- ✓ Double space the entire document. Do not add extra line spacing manually at any point.
- ✓ Use one inch margins on all sides.
- ✓ Left alignment.
- ✓ Indent the first line of each paragraph half an inch from the left margin (tab button).

First Page (Does Not Need a Title Page)

- ✓ Top left of first page aligned with margin, double spaced: Your name, instructor's name, course number, and the date. List each on a separate line.
- ✓ Center the Title of the paper (double spaced below the date and between lines of the title). Do not Italicize, Underline, or ALL CAPS the title. Do not put a period at the end of the title.
- ✓ Follow instructor's directions if a title page is required.

Page Numbers

- ✓ Number all pages consecutively.
- ✓ Include your last name before page number.
- ✓ Upper right hand corner. Or, use the Header feature to set this.
- ✓ Do not use the abbreviation *p.*, any other punctuation or symbol.
- ✓ Follow instructor's directions about a page number on the first page.

The Text of Your Paper

- ✓ Start the text of your paper double spaced below the title.
- ✓ Left aligned, double spaced, 1 inch margins all around.
- ✓ Cite all of your sources within the text of your paper, wherever you are using someone else's idea.
- ✓ Enclose direct quotes in quotation marks. ("")
- ✓ Quotes longer than 40 words - indent both left and right margins one inch from text margins.

Works Cited list

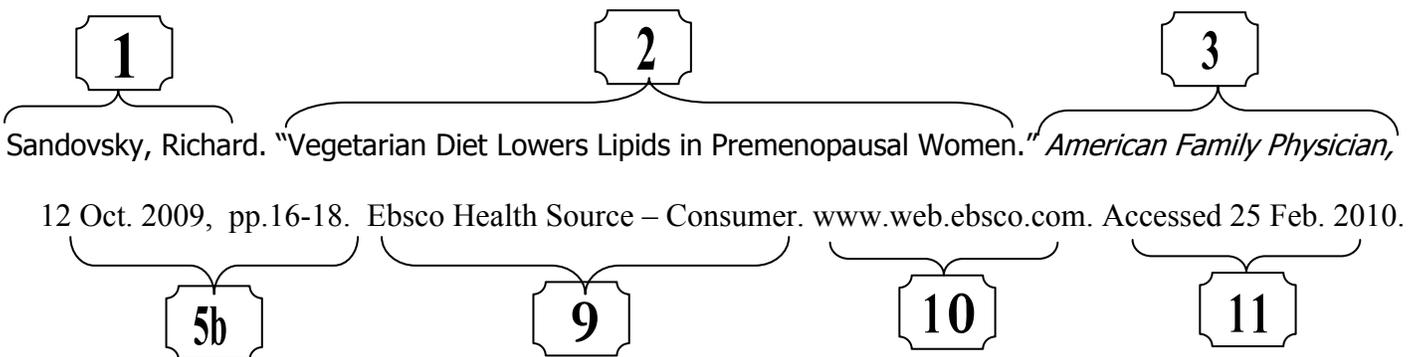
- ✓ Start your Works Cited list on a new page.
- ✓ Center the page title, Works Cited, at the top of the page.
- ✓ List all cited sources alphabetically by author.
- ✓ More than one source from the same author, list alphabetically by title.
- ✓ No author, alphabetize by the first word of the title, ignoring initial articles such as A, An, or The.
- ✓ Use hanging indent for all listed citations.

Tables and Illustrations

- ✓ Place as close as possible to related text.
- ✓ Label tables with the word Table, a number and a title.
- ✓ Label illustrations Fig. (Figure) with a number below and to the left of the figure.
- ✓ Figures include any other type of visual material numbered consecutively.
- ✓ Captions should include the source information.
- ✓ If the source is mentioned completely and there is no in-text citation, it does not need to be added to the Works Cited list.

Works Cited: rules for Capitalization, *italics*, and punctuation

1. Author's name, in reverse order (Last name, First name). End with a period.
2. Title of article, essay, or short work within an anthology, encyclopedia, project, website, or periodical. End with a period and enclose in quotation marks. ("Article Title.")
3. Title of book or name of periodical, italicized. End with a period. (*Book Title: Complete.*)
4. Editor or Translator's name, in natural order with edited by in front (edited by First name Last name)
5. Publication information:
 - a) For a book include the publisher, a comma, the year of publication, and end with a period. If the book was published prior to 1900 or has versions that differ from one country to another, include the city the book was published in after the year of publication.
 - b) For an article in a periodical that has a publication date that includes a day along with the month and year, give the date in this format: 26 Feb. 2010, followed by a comma. Then give the page number range. Use p. if the article appears on only one page (p. 18) or pp. if the article appears on more than one page (pp. 2-6).
 - c) For an article in a journal that uses volume and issue numbers, give the volume number followed by a comma and then the issue number (if available), followed by the publication date. Place a comma immediately after the publication date and then give the page number range. End with a period. For example: Vol. 7, Iss. 5, published in 2009 with page numbers 32 to 45 would look like this: vol. 7, no. 5, 2009, pp. 32-45.
6. For periodicals or websites with no page numbers provided, leave blank.
7. Title of the website, project, database, or online periodical, italicized
8. Editor's or creator's name for the web site, project, or database
9. Title or name of the database or subscription service (for example, *EbscoHost*, *Gale Small Business Resource Center*) in italics followed by a period
10. Include the Uniform Resource Locator (URL), Digital Object Identifier (DOI), or the permalink for resources accessed via the internet.
11. Date when you accessed the site and/or retrieved the information from the Web (Day Month Year)



Please contact the library or tutoring staff if you need any additional assistance.
You can also use the online utility, **Noodle Tools**, linked off the citation tools page, at:

<http://redwoods.libguides.com/c.php?g=217259>

NoodleTools allows you to save your APA or MLA citations in a permanent, online folder.
See the last page of this guide for **NoodleTools** access and setup information.

MLA format for in-text references

When paraphrasing, quoting, describing, or using another's ideas within the text of your paper, you must provide a reference to the source. The source must then be included on the Works Cited list. Below are some models for correct in-text references. MLA style requires that in-text citations include the author and the page number of the cited material, if available.

- ✓ Put the punctuation for the sentence after the in-text citation.
- ✓ Put quotation marks around anything quoted.
- ✓ Do not use titles (Dr., Jr., Mrs., Mr.) or abbreviations (Ed., Trans.) with an author's name.
- ✓ Use the agency or company name if an association or company is the author of the document.
- ✓ If the quotation is more than four lines of prose or three lines of verse, drop it down in the text and indent one inch on the left side. Put the citation at the end of this quotation.
- ✓ If there is more than one quote or paraphrase in a paragraph from the same source without interruption by information from another source, place one in-text citation at the end of the paragraph. Separate the 2 page numbers with a comma. (Jones 45, 124)
- ✓ Be as specific as possible with the location. For a multi-volume encyclopedia, the vol # may be included as well as the page number. (Smith vol. 4 325) or (B:3201)
- ✓ For items with no page numbers cite the entire work. One-page items do not need a page number.

Author's name used in text	Dundes has abundantly demonstrated how male bias is actively transmitted to each new generation through folklore (160-175).
Author's name not used in text	"Common speech patterns reflect the assumed primacy of the male in male-female noun pairings, such as 'men and women,' 'boys and girls,' 'king and queen,' or 'his and hers'" (Dundes 161).
Two authors with same last name, use a first initial.	"The paranormal community is nothing without its investigators. There are so many investigators out there who can help you with your investigation needs..." (F. Smith 25)
No author, use part of the title	"Traditional fairy rings' similarities with crop circles include bent and discolored grasses, tainted or poisoned dew, and avoidance by livestock" (<i>Fairy Rings</i> 157).
Two authors: cite all last names every time you reference their work	People will ignore or discount evidence contrary to what they have already decided to be true (Shermer and Gould 99).
Three or more authors: Use <i>the first author's last name, et. al.</i> , as in the Works Cited list. For a hyphenated name, use both parts.	Strongly held beliefs, even if poorly supported or unsupported by facts, are very reluctantly relinquished (García-Montes, et al. 232).
More than one work by the same author, add part of the title	"No pessimist ever discovered the secrets of the stars, or sailed to an uncharted land, or opened a new heaven to the human spirit" (Keller, <i>Discovery</i> 36).
No page numbering in source, use paragraph or section information if available. If not, cite the entire work	After extensive investigations, no evidence of astronauts drinking before or during flight was ever uncovered (Merzer).
Personal communications	An email confirms that current research shows how superstitions can be easily imprinted using standard conditioning methods (personal communication).

Guide to MLA Citation Format

NOTE: All works cited should be formatted with a hanging indent and sorted alphabetically by the first entry element, usually the author's last name. To save space, hanging indent is not used in this guide. For ease of use, the entries are sorted by type of entry. Hanging indent command is under the Paragraph menu in Microsoft Word.

Books in Print Format

Book: single author

Author Last Name, First Name. *Title of book*. Publisher, Publication Date. Dundes, Alan. *Interpreting Folklore*. Indiana University Press, 1980.

Book: two authors

1st Author Last Name, First Name and 2nd Author First Name Last Name. *Title of book*. Publisher, Publication Date. Shermer, Michael and Stephen J. Gould. *Why People Believe Weird Things: Pseudoscience, Superstition, and Other Confusions of Our Time*. A.W.H. Freeman/Owl Book, 2002.

Book: three or more authors

First Author Last Name, First Name, et al. *Title*. Publisher, Publication Date. Goldstein, Diane, et al. *Haunting Experiences: Ghosts in Contemporary Folklore*. Utah State University Press, 2007.

With one or two authors, list all names. Only put the last name first for the first author. For three or more authors, enter the first author with the last name first coma (,) and the term "et al." after it. (Goldstein, Diane, et al.)

Two books by the same author

Author, First Name. *Book(1) Title*. Publisher, Publication Date. Dundes, Alan. *Interpreting Folklore*, Indiana University Press, 1980.
----. *Book(2) Title*. Publisher, Publication Date ----. *Study of Folklore*. Prentice-Hall, 1965.

Book with no author and the edition is other than the first

Title, Edition #. Publisher, Publication Date. *Merriam-Webster's Collegiate Dictionary*, 10th ed. Merriam-Webster, 1993.

Book with group, corporate, or agency as author

Group Name. *Title*. Edition #. Publisher, Publication Date. American Ghost Hunters Society. *Haunted Houses in San Francisco*, 3rd ed., Random House, 1998.

Book with editor(s) but no author

Title. Edition #, edited by Editor First Name Last Name, Publisher, Publication Date. *Urban Legends: Popular Myths Demystified*. 4th ed., edited by James D. Woodward, Thomson/Gale, 2005.

Book with author, editor and edition

Author Last Name, First name. *Title*. # edition. Edited by Editor's name. Publisher, Publication Date. Kobacher, Sophia. *Soul Moments*. 2nd ed., edited by Phil Cousineau, Conari Press, 1997.

Selection from an anthology

Author of selection. "Title of Selection." *Title of Collection*. Edited by Editor's Name, Publisher, Publication Date, Page#(s). Hamer, Douglas. "Brain Structure Influences Belief in Paranormal Phenomena." *Paranormal Phenomena*, edited by Karen Miller, Greenhaven Press, 2008, pp. 51-58.

Note: Anthologies that provide collected selections from other sources will provide citation information from the original source. Information for reprints in anthologies is listed below.

Book in a series

Author. *Title of Book*. Edited by Editor's Name, Publisher, Publication Date, Page range of entry. *The Paranormal*. Edited by Kenneth Partridge, H W Wilson, 2009, p 81.

Article with an author from a multi-volume series

Author Last Name, First Name. "Title of Selection." *Title of Series*. Vol. #, Edited by Editor(s), Publisher, Publication Date. Page #(s).
Rao, Kristen R. "Parapsychology." *Corsini Encyclopedia of Psychology and Behavioral Science*, vol. 3, edited by William E. Craighead & Carl B. Nemeroff, John Wiley, 2001. pp. 1136-1142.

Article in a general encyclopedia

Author Last Name, First Name (if given). "Title of Article." *Title of Reference Book*. Vol. #, Edition #, Publisher, Publication Date, Page #(s).
Alcock, James E. "Parapsychology." *World Book Encyclopedia*, vol. 15, 1990 edition, p. 153.

Government publication

Name of National Government, Agency Name. Sub-Agency or Agencies. *Title*. Publisher, Publication Date.
United States of America. General Accounting Office. National Security and International Affairs Division. *Report to the Honorable Steven H. Schiff, House of Representatives, Government Records: Results of a Search for Records Concerning the 1947 Crash near Roswell, New Mexico*. (B-262046). USGPO, 1995.

Selection from an anthology, reprinted in a multi-volume series

Author Last Name, First Name. "Title of Selection." *Title of Book*. Ed. Editor(s), Vol. #, Publisher, Publication Date. Page #(s). Rpt. of *Book Title*. Ed. Editor(s), Vol. #, Publisher, Publication Date, Page#.
McGlathery, James M. "Brothers Grimm: Criticism" *Short Story Criticism*. Thomson/Gale, 2006, pp. 110-123. Rpt. of *Fairy Tale Romance: The Grimms, Basile, and Perrault*. Edited by Mary A Murphy, University of Illinois, 2001, pp. 201-234.

Article from a journal, reprinted in a multi-volume series

Author, First Name. "Title of Selection." *Title of Book*. Vol. #, Edited by Editor(s), Publisher, Publication Date, Page #(s). Rpt. of "Article Title." *Journal Title*, Vol#, Issue#, Publication Date, Page#(s).
Berkove, Lawrence I. "Kate Chopin: Lawrence I. Berkove." *Short Story Criticism*. vol. 68, edited by Joseph Palmisano, Thomson Gale, 2004, pp. 245-248. Rpt. of "Fatal Self-Assertion in Kate Chopin's 'The Story of an Hour.'" *American Literary Realism*, vol. 32, no. 2, 2000, pp. 152-8

Media: video, DVD, VHS

Title of Film. Director, Performer Names (if relevant). Distributor or Film Company, Year.
The Shining. Directed by Stanley Kubrick, performances by Jack Nicholson, Shelley Duvall, Scatman Crothers and Danny Lloyd. Warner Brothers, 1980.

Media: Television or radio broadcast

"Title of Episode." *Title of Program*. Television or Radio Network, Station Call Letters, Location, Broadcast Date.
"First Contact." *Paranormal State*. A&E, KEET, Eureka, CA, 10 Jan. 2009.

For Television or Video or Film, Leave the "Author" field blank if the emphasis of the citation is intended to be on the performance as a whole, not an individual's specific contribution. In the section for Producers, list all names but do not repeat names of people listed in the initial section. The network is the original broadcaster – A&E, PBS... The station is the call letters of the local station, (KEET).

Periodical articles in print or physical format

Article from a magazine

Author(s). "Article Title." *Title of Magazine*, Day Month Year, Page(s). Weatherford, Michael. "Rose Red." *Rolling Stone*, 14 Feb. 2002, p. 72.

Article from a journal with an issue number

Author(s). "Article Title." *Title of Journal*, Volume, Issue, Year, Page(s). Bosworth, Daniel. "The Science of Self-deception." *Journal of Paranormal Research*, vol 104, no. 11, 1999, pp. 95-151.

Newspaper article

Author(s). "Article Title." *Title of Newspaper* Day Month Year, ed., Section Page #(s). Merzer, Marnie. "NASA: Drunk Astronauts an 'Urban Legend'." *Miami Herald*, 29 August 2007, final ed., pp. A1.

Newspaper article that continues on other pages

Author(s). "Article Title." *Title of Newspaper*, Day Month Year, ed., Page #s. Harmon, Susie. "Hauntings Discovered at Morris Graves Museum of Art." *Times-Standard*, 31 October 2010, Western ed., pp. C3-C4.

CQ Researcher reports

Author(s). "Report Title: Subtitle or Section." *Title of Journal*, Volume, Issue, Day Month Year, Page(s). Triplett, William. "The Search for Extra-terrestrials: Does New Evidence Suggest We Aren't Alone?" *CQ Researcher*, vol. 14, no. 9, 5 March 2004, pp. 45-68.

Periodical articles or e-books from library databases

e-book, single author

Author. *Title of Book*. Publisher, Date of Publication. *Database Name*. Url/Doi/Permalink. Date of access. Bennett, Gillian. *Bodies: Sex, Violence, Disease, and Death in Contemporary Legend*. Mississippi University Press, 2005. *Ebsco Ebook Collection*. Accessed 29 Jan. 2010.

E-book citations are the same as book citations with the addition of the database and access information following it. See above for examples of book citations.

Magazine article

Author(s). "Article Title." *Title of Magazine*, Day Month Year, Page(s). *Database Name*, Url/Doi/Permalink. Date of access. Williams, Geoff. "It's Lies! All Lies!" *Entrepreneur*. 29 July 2001 *Gale Small Business Resource Center*, Accessed 29 Jan. 2010

Newspaper article

Author(s). "Article Title." *Title of Newspaper*, Day Month Year, ed., Page(s). *Database Name*, Url/Doi/Permalink. Date of access. Merzer, Marnie. "NASA: Drunk Astronauts an 'Urban Legend'." *Miami Herald*, 29 Aug 2007, Final ed., p. A1-2. *Academic OneFile*, Accessed 29 Jan. 2010

Article from a journal with an issue number

Author(s). "Article Title." *Title of Journal*, Volume, Issue, Year, Page(s). *Database Name*, Url/Doi/Permalink. Date of access. García, Juan, et al. "The Role of Superstition in Pathology." *Philosophy, Psychiatry & Psychology*, vol.15, no. 3 2008, pp. 227-288. *ProQuest Research Library*, Accessed 2 Mar. 2011.

Articles from databases are cited the same way as the print resource, but the database and access information is added.

CQ Researcher

Author(s). "Report Title: Subtitle or Section." *Title of Journal*, Volume, Issue, Day Month Year, Page(s). *Database Name*. Url/Doi/Permalink. Date Accessed. Triplett, William. "The Search for Extra-terrestrials: Does New Evidence Suggest We Aren't Alone?" *CQ Researcher*, vol. 14, no. 9, 5 March 2004, pp. 45-68. *CQ Researcher*. Accessed 11 May 2011.

Websites

General website

Author/Editor (if available). *Website Title*. Responsible Organization, (if available), Date created (if available), URL/Doi/Permalink. Date of access.

UROPA: Utah Researchers of Paranormal Activity. Ghost Hunters of America. 1 Oct. 2011, www.uropa.org/index.html. Accessed 3 Oct. 2011.

As with any other citation, if something is missing leave that section blank. The citation above does not have an author. It can be very difficult to find authors and last update dates for websites.

Page on a website

Author (if available). "Page Title." *Website Title*. Responsible Organization, (if available), Date created (if available), URL. Date of access.

"Theories and Articles." *UROPA: Utah Researchers of Paranormal Activity*. Ghost Hunters of America. 1 Oct. 2011. <http://www.uropa.org/index.html>. Accessed 3 Oct. 2011.

Article from online magazine

Author (if available). "Article Title." *Web Magazine Title*. Publisher Name, Publication Date, URL. Date of Access.

Volk, Steve. "Can Neuroscience Explain our Paranormal Obsession." *Salon.com*, Salon, www.salon.com/2011/06/25/fringeology_excerpt. Accessed 3 Oct. 2011.

Article from an online journal originally in print

Author(s). "Article Title." *Title of Journal*, Volume, Issue, Year, Page(s), URL/Doi/Permalink. Date Accessed.

Acello, Richard. "Seeing Ghosts: Lawyer-drafted Pleadings for Pro se Litigants are Scaring Fewer Courts" *ABA Journal*, 2010, www.abajournal.com/magazine/article/seeing_ghosts/. Accessed 29 Sept. 2011.

Online article in PDF

Author(s). "Article Title." *Title of Journal*, Volume, Issue, Year, Page(s), URL/Doi/Permalink. Date Accessed.

Tobacyk, Jerome J. "A Revised Paranormal Belief Scale." *International Journal of Transpersonal Studies*, vol. 23, 2004, pp. 94-98, www.TranspersonalStudies.org. Accessed 23 Feb 2010.

Book on a website

Author. *Book Title*. Publisher, Publication Date. *Website Title*, URL, Date Accessed.

Pecorino, Philip A. *Philosophy of Religion: Online Textbook*. Queensboro Community College, 2001. *Queensboro Community College: Social Science Department*. http://www.qcc.cuny.edu/socialsciences/ppecorino/phil_of_religion_text/default.htm, Accessed 23 Sept. 2011.

For all types of publications on the web, begin with the citation like it would be in print and then add the website information including the date accessed and url if your instructor requires it.

Personal Interviews

Person's Last Name, First Name. Personal interview, Day Month Year.

Jackson, Michael. Personal interview. 1 Dec. 2002

Personal communications are not listed on your list of references. These are listed as in-text citations.



Using Noodle Tools to Create MLA or APA Citations & Bibliographies

College of the Redwoods students have access to this free and easy to use citation tool, that helps you to create correctly formatted citations in either MLA or APA style, and save your MLA Works Cited or APA Reference Lists in a folder, add notes or annotations, create an unlimited number of projects, and print, save, email, export to Word or Google documents any of your project lists.

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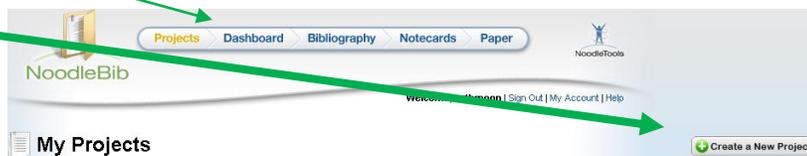
[Citation Help](#)

Go to the CR Library's website. Look in the menu on the left for the **Get Help** section, and click **Citation Help**. Then, choose the **Noodle Tools** link.

If you are off campus, or using the Wi-Fi, you will need to create your account while using a college networked computer, or, contact the library for the college username and password.

Once you see the message, "You have been automatically authenticated into the College of the Redwoods subscription" you can then **Create a Personal ID**, by filling out the brief registration form, and setting your own username and password. You will then be logged into your new account, and can login to your account from any computer, with that username and password you created. At login, you will first see the main screen, with a toolbar that will help you navigate your projects.

To begin, choose **Create a New Project**. Look for the button with the green plus mark.



Name the project and choose the citation style (MLA or APA, Advanced) for that assignment.

Once a project has been created, you'll see the Dashboard, which is the home page for each project. You will see options to include notes, comments, your thesis statement and research question, and a "To do" list. Click the **Bibliography** link on the dashboard to begin creating your MLA Works Cited or APA Reference List.

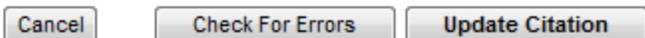


To add a new citation, open the drop down menu next to **Cite a:** and choose the type of citation from the list. Click **Create Citation**.

NoodleTools will then provide a series of questions, or prompts, about the type or format of your source. Read these carefully and choose the best match for your source at each prompt. Answering the questions correctly ensures that your final citation is correct.

The last step is a "fill in the boxes" form. Include as much information as you can, but, if you don't have or can't find what to fill in, just leave that box empty. To the right of each blank is a description, instructions about punctuation and capitalization, and some have links to examples.

At the bottom of the form are two buttons: **Check for Errors** and **Update Citation**. Use **Check for Errors** first; red bars with suggested corrections will appear. Review any errors, and make the corrections then click **Update Citation**.



NoodleTools formats your citation and saves it into the current project folder. You can then continue to add citations, add notes or annotations, or exit the program. Your citations will be safe and accessible anytime. Once you have an account, you can then login directly with your own username and password from any computer. You can create new projects, change existing projects, or delete projects. Click the **Projects** button to see your existing folders of projects with bibliographies.