WRITE IT, CITE IT

An MLA style sheet for students in the
Clear Creek Independent School District

INTRODUCTION

A student should list all sources quoted and paraphrased in preparing a research paper. This documentation is required in order to give credit to the original author. This is frequently referred to as Works Cited and is added at the end of the research paper.

Using words or ideas in your paper, either by paraphrasing or copying word for word without documentation is considered a form of stealing called plagiarism. Examples of Works Cited entries recognized by the Modern Language Association (MLA) are included in this publication.

Tips to Avoid Plagiarism

- Do not cut and paste from the Internet.
- Paraphrase and put information into your own words, and cite it!
- Put direct quotes within quotation marks, and cite it!
- Keep careful notes that distinguish between your own thoughts and the material that you have gathered from other sources.

General Rules

1. At the end of a research paper, create a Works Cited by listing all sources quoted or paraphrased in preparing the paper.
2. Generally, each citation includes the author (if given), the title, the place of publication, the publisher, the year of publication, and additional information if needed.
3. List all sources for Works Cited in alphabetical order according to the author’s last name or by title (if there is no author).
4. Double space every line of Works Cited.
5. The first line of the citation is not indented, but every other line under it is indented 1/2”. This is called a hanging indentation.
6. Pay close attention to spacing and punctuation for each entry.
7. Single space after each punctuation mark.
8. Use the most recent year for publication.
9. Abbreviations may be used in the list; always use accepted forms when abbreviating.
10. Place the entire title in italics not including the period that follows the title.
11. Use URLs “as supplementary information only when the reader cannot locate the source or instructor requires it” (MLA 182). Shorten the URL by giving the address of the main website only.
12. When source does not indicate information, use the following abbreviations (179):
   - n.p. no place of publication given
   - n.p. no publisher given
   - n.d. no date given
   - n. pag. no pagination given

MLA Handbook for Writers of Research Papers. 7th ed.
Books

- **General Form**
  Author’s last name, First name. *Title*. Place of publication: Publisher, Year of publication. Print.

- **Book with One Author**

- **Book with Two or Three Authors**

- **Book with more than Three Authors**

- **Book with an Editor and No Author**

- **Book with an Editor and an Author**

- **Work in an Anthology**
Reference Books

- General Form (except for general encyclopedias)
  Author’s last name, First name. “Title of Article.” *Title of Volume*. Editor. Edition. Vol(s).
  Place of publication: Publisher, Year of publication. Pages. Print.

- General Encyclopedia (article with an author)

- General Encyclopedia (article without an author)

- Reference Books

- A Book in a Series

- Reprinted Information
  Kahn, Coppelia. “Caliban at the Stadium: Shakespeare and the Making of Americans.”

- Multivolume Work
Periodicals

- **General Form for a Scholarly Journal Article**

  Author’s last name, First name. “Title of article.” *Title of periodical* Vol. Issue (Year):

  page numbers. Print.

- **General Form for a Periodical Article**

  Author’s last name, First name. “Title of article.” *Title of Magazine* Day Month Year: page numbers. Print.

- **Periodical Article With an Author**


- **Periodical Article Without an Author**


- **Newspaper Article With an Author**

  Lezon, Dale and Dane Schiller. “Ike Slams Cuba, Aims for Texas.” *Houston Chronicle*

Miscellaneous/Multimedia

- **Interview** [Examples differ. See p. 201.]

  Last name, First name of person interviewed. “Title of Interview (if any).” *Title of Interview*

  *If Published.* Interview by First name Last name of interviewer if important. Publication information. Medium.


  Television.

- **Photograph, Painting, Sculpture**

  Last name, First name of creator. *Title of Work.* Date created. Medium. Institution/Owner, City.

  *(If published, give publication information as seen below.)*


- **Music, Songs, or Lyrics**

  Last name, First name (composer or conductor). “Song Title.” *CD Title.* Performer who recorded music (if different from creator). Record Label, Production Date. Medium.


- **Map or Chart**

Internet Sources

“Scholars need to record the date of access as well as the publication date when citing sources on the web (181). You should include a URL as supplementary information only when the reader cannot locate the source without it or when your instructor requires it” (182).

• Website

Author. Website Title. Editor. Sponsoring Association or Organization, publication date if available. Web. Date of Access.


• Periodical Article From a Website

Author’s last name, First name. “Document Title.” Periodical Title. Website Title. Sponsoring Association or Organization, publication date. Web. Date of Access. <URL>.


• Scholarly Journal Article From a Website


• Article From an Online Government Publication


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- **Film or Video Clip Online**


- **Music, Songs, or Lyrics Online**

  Composer/Conductor. Performer who recorded music (if different from creator). “Song Title.”

  *Album or CD Title.* Record Label, Production Date. *Name of Website.* Editor of Website.

  Web. Date of Access. <URL>.


- **Clip art/Digital File Online**


- **Painting, Sculpture, or Photograph Online**


- **E-Mail**

  E-mail author’s last name, First name. “Title of message (if any).” *Publication Title (if published).* Publication information if published. Message to recipient. Date of E-mail.

  Medium.


- **Online Book**

CCISD Subscription Databases

- General Form for a Periodical Article from a Database
Author’s last name, First name. “Article Title.” Periodical title Date of publication:
page number(s). Database Title. Web. Date of Access.

- General Form for a Scholarly Journal Article from a Database
Author’s last name, First name. “Document Title.” Periodical Title. Vol. Issue (Date of
publication): page number(s). Database Title. Web. Date of Access.

- Gale (Scholarly Journal Article)
Vail, Kathleen. “Rebuilding New Orleans Schools After Katrina.” Education Digest 71.9

- Gale Virtual Reference Library (Electronic Books)
McPeak, William J. “Dynamic Meteorology and Its Dissemination.” Science and Its

- Facts On File (Article from a Reference Book)
A History of Hurricanes on the Gulf Coast

The Gulf Coast of the United States has always had a history of devastating storms. On the Texas coast, 32 hurricanes have been recorded since 1766. Twenty-five of those storms occurred since the 1900 storm (“Destructive” 135). Is there an increase of storms in the last one hundred years? As Bob Dylan sings, “the answer, my friend, is blowin’ in the wind” (458). In other words, one must look at how hurricanes are formed, the history of Gulf Coast storms in particular, and the possibility of global warming as a culprit in the increase in number of hurricane occurrences.

Hurricanes are born from “the dry, hot winds of the Sahara desert” which blow into the Atlantic Ocean forming tropical waves (Treaster 17). Certain conditions must also be in place for these waves to then
Sample First Page Works Cited
(Sources are alphabetized.)


