

DOCUMENTING SOURCES: A BRIEF GUIDE TO MLA STYLE FOR DMACC STUDENT WRITERS

Any academic research project must include accurate documentation of the resources consulted. This means providing information about your sources so your reader can locate them. If you examine articles in research journals, you'll notice that they always include a list of references, with publication information.

Documentation in research projects has two basic features:

1. At the end of your paper, or accompanying your presentation, include a list of the resources you used. The list must be on a separate page at the end of your paper, with the title "Works Cited" centered at the top of the page. Each entry, or citation, in the list provides information about the individual source. Citations are alphabetized using the letter-by-letter system, starting with the author's last name. If a source has no author, the entry is alphabetized by title. Citations are double-spaced, in hanging-indent format. There are specific rules for punctuation and italics in the Works Cited list, illustrated by the examples in this guide.
2. Each time you refer to a source in the text of your paper, include the last name of the author or the first few words of the title of the source (enough to identify it in your list of Works Cited) and the specific page number, if applicable, as close to the paraphrase or quotation as possible. (See the section on In-Text References for examples.) These references lead your reader to the appropriate entry in your Works Cited list.

This brief guide provides examples in the MLA (Modern Language Association) style for information sources most commonly used by DMACC students. Consult the 7th Edition *MLA Handbook for Writers of Research Papers* for more detailed information, or for examples of documentation for other types of resources.

You may also want to visit the MLA Website at <<http://www.mla.org>>.

This guide includes several sections as follows:

- **WORKS CITED: BOOKS**
- **WORKS CITED: ARTICLES FROM PERIODICALS**
- **WORKS CITED: DMACC LIBRARY ONLINE DATABASES**
- **WORKS CITED: WEBSITES**
- **WORKS CITED: PERSONAL INTERVIEWS**
- **WORKS CITED: VISUAL ART**
- **WORKS CITED: CHARTS, GRAPHS, MAPS, CARTOONS, ETC.**
- **IN-TEXT REFERENCES**
- **SAMPLE LIST OF WORKS CITED**

WORKS CITED: BOOKS

The following are the basic elements of a citation for a book:

- The author's or editor's name (last name first), followed by a period
- The title of the book (italicized), followed by a period
- The city of publication (and the state, if the city is not well known), followed by a colon
- The name of the publisher, followed by a comma
- The date of publication, followed by a period
- Medium of publication, followed by a period

Usually you can find this information on the title page of the book (front and back).

Sometimes you need to include additional information, such as the edition of the book or the specific pages you are citing. Cite a pamphlet the same way you would cite a book.

A Book by One Author

Baldwin, Amy. *The Community College Experience: Plus*. Upper Saddle River, NJ: Pearson/Prentice Hall, 2007. Print.

A Book by Two or Three Authors

Levin, John S., Susan Kater, and Richard L. Wagoner. *Community College Faculty: At Work in the New Economy*. New York: Palgrave Macmillan, 2006. Print.

A Book by More Than Three Authors

Aquilar, Linda S., et al. *The Community College: A New Beginning*. Dubuque, IA: Kendall/Hunt, 2005. Print.

Note: "et al." means "and others" (from the Latin et alii, et aliae).

A Book with One Editor

Wallin, Desna L., ed. *Adjunct Faculty in Community Colleges: An Academic Administrator's Guide to Recruiting, Supporting, and Retaining Great Teachers*. Boston: Anker, 2005. Print.

A Book with Two Editors

Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community College*.
Washington, DC: Community College Press, 2005. Print.

A Book by a Corporate Author

American Association of Community Colleges. *State-by-State Profile of Community Colleges*. 6th
ed. Washington, DC: Community College Press, 2003. Print.

A Second or Later Edition of a Book

Vaughan, George B. *The Community College Story*. 3rd ed. Washington, DC: American Association
of Community Colleges, 2006. Print.

A Multivolume Work

English, Fenwick W., ed. *Encyclopedia of Educational Leadership and Administration*. 2 vols.
Thousand Oaks, CA: Sage, 2006. Print.

Note: Use this format only when you used two or more volumes and you want to cite the entire work.

An Encyclopedia Entry

O'Banion, Terry U. "Community College." *World Book Encyclopedia*. 2006 ed. Print.

Note: If the encyclopedia isn't well-known, include full publication information.

Part of an Edited Book (Anthology or Collection)

Johnson, Linda L., and Kathy Carpenter. "College Reading Programs." *Handbook of College
Reading and Study Strategy Research*. Ed. Rona F. Flippo and David C. Caverly. Mahwah,
NJ: Lawrence Erlbaum, 2000. 321-363. Print.

Note: This entry includes the page numbers of the chapter or section cited.

More Than One Essay from the Same Anthology or Collection

Note: List each essay separately, followed by a cross-reference to the book (the editor's name and the page numbers). List the book itself in a separate entry, with complete publication information.

Nielsen, Norm. "A History of Entrepreneurship at Kirkwood Community College." Roueche and Jones 81-92. Print.

Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community College*. Washington, DC: Community College Press, 2005. Print.

Valek, Millicent. "Entrepreneurial Risk Taking." Roueche and Jones 135-142. Print.

A NetLibrary Book (E-Book)

Cohen, Arthur M., and Florence B. Brawer. *The American Community College*. San Francisco: Wiley, 2003. NetLibrary. Web. 25 Apr. 2007.

WORKS CITED: ARTICLES FROM PERIODICALS

A periodical is any publication that appears regularly on a scheduled basis, such as a daily newspaper, a weekly or monthly popular magazine, or a scholarly journal published three or four times a year. Articles from periodicals are often excellent resources for student research projects.

The basic elements of a citation for an article from a magazine, newspaper, or scholarly journal include the following:

- The author's name (last name first), followed by a period
- The title of the article, followed by a period (in quotation marks)
- The name of the publication (italicized)
- The date of publication, followed by a colon
- The page numbers of the article, followed by a period
- Medium of publication

Sometimes you need to include additional information, such as a volume number for a scholarly journal, an issue number, or an edition for a newspaper.

An Article in a Popular Magazine

Go, Alison. "Using the Two-Year Option." *U.S. News & World Report* 16 Apr. 2007: 64-65. Print.

An Article in a Newspaper

Rossi, Lisa. "More High Schoolers Tackle College Courses." *Des Moines Register* 5 Mar. 2007: 1A+.

Print.

Note: 1 is the page number; A is the section of the paper. The plus sign indicates the article continues on an inside page.

An Article in a Scholarly Journal with Continuous Pagination

Bers, Trudy H. "Advancing Research on the Community College." *Community College Review* 34

(2007): 170-183. Print.

Note: This citation includes the volume number (34) and the year of publication (2007) instead of a specific date.

An Article in a Scholarly Journal That Pages Each Issue Separately

Abowitz, Kathleen K. "The Interdependency of Vocational and Liberal Aims in Higher Education."

About Campus 11.2 (2006): 16-22. Print.

Note: This citation includes the volume (77), issue number (2), and the year of publication (2006) instead of a specific date.

An article ONLY available on the Web

Note: Use inclusive page numbers; if not available, use n. pag.

Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture."

Romanticism on the Net 46 (2007): n. pag. Web. 8 Nov. 2007.

WORKS CITED: DMACC LIBRARY ONLINE DATABASES

Citations for articles and other documents from subscription services databases will normally include the same information you would have in a citation to a print source, with online access information added. The basic elements of a citation for an online article include the following:

- The author's name (last name first), followed by a period
- The title of the article, followed by a period (in quotation marks)
- The name of the publication (italicized)
- The date of publication, followed by a colon
- The page number(s) of the article, followed by a period
- The title of the database (italicized), followed by a period
- Medium of publication
- The date you accessed the database

Sometimes you will need to include additional information, such as a volume number for a scholarly journal, just as you would when citing a print publication.

An example from each of the subscription services available through the DMACC libraries is shown below.

An Article from an Ebsco host Database

Wingert, Pat. "Making the Grade?" *Newsweek* 31 Jan. 2005: 7. *Masterfile Premier*. Web. 25 Apr. 2007.

An Article from a Thomson Gale Database (Academic Onefile)

Squires, Dan, and Pauline Case. "Recruiting High School Students into Tech Programs." *Techniques* Sept. 2006: 42. *Academic Onefile*. Web. 25 Apr. 2007.

An Article from a Proquest Database (Des Moines Register or Iowa City Press Citizen)

"Iowa Community Colleges Hopeful about State Funding." *Cedar Rapids Gazette* 4 Jan. 2007: 6A. *Proquest*. Web. 25 Apr. 2007.

A Report from the CQ Researcher Database

Clemmitt, Marcia. "Academic Freedom." *CQ Researcher* 7 Oct. 2005. Web. 25 Apr. 2007.

Note: in this citation, the name of the database is the same as the name of the publication.

An Article from Campus Research Database

Gonzalez, Jennifer. "Students Have Lots of Reasons for Picking Community College." *Cleveland Plain Dealer* 1 Nov. 2006. *Campus Research*. Web. 25 Apr. 2007.

WORKS CITED: WEBSITES

Citations for other types of electronic sources may include any or all of the following:

- The name of the author, compiler, corporate author or editor of the work followed by a period
- **The title of the work—italicized if the work is independent; in roman type and quotation marks if the work is part of a larger work.**
- The title of the overall Web site—if distinct from bullet point 2--(italicized)
- The version or edition
- The name of any sponsoring organization (If not available use N.p.)
- **The date of publication (day, month and year, as available; if not available, use n.d.)**
- **Medium of publication (Web)**
- **Date of access (day, month and year)**

In reality, many Web sites do not include all of this information. If you cannot find some of the information, cite what is available. Be sure to include *at least* the four elements in boldface type listed above.

Nonperiodical Publications on the Web

"The Scientists Speak." Editorial. *New York Times*. New York Times, 20 Nov. 2007. Web. 26 Nov. 2007.

Community Colleges Beyond 2007. US Department of Education. 20 Aug, 2006. Web. 25 Apr. 2007.

Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 26 Nov. 2007.

Wendover, Robert. "Critical Thinking and Emerging Leaders." *Center for Generational Studies*. n.d. Web. 25 Apr. 2007.

WORKS CITED: PERSONAL INTERVIEWS

Citations for interviews you conduct with another person include the following:

- The name of the person you interviewed (last name first), followed by a period
- The kind of interview (Personal, Telephone, or E-mail interview), followed by a period
- The date you conducted the interview, followed by a period

Examples:

Dyke, Bradley. Personal interview. 17 Apr. 2007.

Smith, Neal. E-mail interview. 20 Apr. 2007.

Vilsack, Tom. Telephone interview. 12 Apr. 2007.

WORKS CITED: VISUAL ART

Citations for original art works such as paintings, sculptures or photographs include the following:

- The name of the artist (last name first), followed by a period
- The title of the work (italicized), followed by a period
- The date the work was created (if known), followed by a period
- The name of the institution that houses the work, such as a museum (or, for a work in a private collection, the name of the person who owns it), followed by a comma
- The city where the work is located, followed by a period

If you are citing a photograph of a painting or sculpture, also include publication information for the source of the photograph, including the page, slide, figure or plate number, whichever is relevant. If your source is an Internet site, you will need to include the name of the site, the date you accessed it, and the URL.

Painting, Sculpture or Photograph Viewed in a Museum

Heckman, Albert. *Windblown Trees*. N.d. Lithograph on paper. Museum of Modern Art, New York.

Visual Art Pictured in a Book

Cezanne, Paul. *Self Portrait*. 1895. Cezanne: A Biography. Ed. John Rewald. New York: Abrams Press, 1986. 199. Print.

Visual Art on the Web

Currin, John. *Blond Angel*. 2001. Indianapolis Museum of Art. *IMA: It's My Art*. Web. 9 May 2007.

WORKS CITED: CHARTS, GRAPHS, MAPS, CARTOONS, ETC.

Visuals can be included in your text to help you convey information to your reader. Sometimes a chart, graph, or other graphic can enhance your document, but you should use visuals to supplement your text or content, not substitute for it. Always refer to a graphic in your text to show how it relates to the information you're communicating. Examples of citations for graphics are shown below.

Chart or Map in a Book

Japanese Fundamentals. Chart. Hauppauge: Barron, 1992. Print.

Chart or Map on the Web

"Maplewood, New Jersey." Map. *Google Maps*. Google, 15 May 2008. Web. 15 May 2008.

Cartoon from a Newspaper

Duffy, Brian. Cartoon. *Des Moines Sunday Register* 15 Apr. 2007: 1A. Print.

IN-TEXT REFERENCES

According to the MLA handbook, the list of works cited is very important in order to acknowledge sources, but it does not provide the detailed information necessary in the text of the research paper. You must indicate not only what works you used, but specify where in the work you located the information. See the following examples of in-text references:

Author's Name in Text

Tannen has argued the point (178-85).

Author's Name in Reference

This point has already been argued (Tannen 178-85).

Quotations in Text

Robert Smith believes "community colleges will continue to see growth throughout the decade" (356).

SAMPLE LIST OF WORKS CITED

Works Cited

- Aquilar, Linda S., et al. *The Community College: A New Beginning*. Dubuque, IA: Kendall/Hunt, 2005. Print.
- Baldwin, Amy. *The Community College Experience: Plus*. Upper Saddle River, NJ: Pearson/Prentice Hall, 2007. Print.
- "The Best Colleges in America." *Forbes* 13 Aug. 2008: 52. Print.
- Duffy, Brian. Cartoon. *Des Moines Sunday Register* 15 Apr. 2007: 1A. Print.
- Go, Alison. "Using the Two-Year Option." *U.S. News & World Report* 16 Apr. 2007: 64-65. Print.
- Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture." *Romanticism on the Net* 46 (2007): n. pag. Web. 8 Nov. 2007.
- Levin, John S., Susan Kater, and Richard L. Wagoner. *Community College Faculty: At Work in the New Economy*. New York: Palgrave Macmillan, 2006. Print.
- Rossi, Lisa. "More High Schoolers Tackle College Courses." *Des Moines Register* 5 Mar. 2007: 1A+. Print.
- Roueche, John E., and Barbara R. Jones, eds. *The Entrepreneurial Community College*. Washington, DC: Community College Press, 2005. Print.
- Squires, Dan, and Pauline Case. "Recruiting High School Students into Tech Programs." *Techniques* Sept. 2006: 42. *Academic Onefile*. Web. 25 Apr. 2007.
- Wallin, Desna L., ed. *Adjunct Faculty in Community Colleges: An Academic Administrator's Guide to Recruiting, Supporting, and Retaining Great Teachers*. Boston: Anker, 2005. Print.
- Wingert, Pat. "Making the Grade?" *Newsweek* 31 Jan. 2005: 7. *Masterfile Premier*. Web. 25 Apr. 2007.