

# ***Using MLA Format (7<sup>th</sup> Ed.)***

## ***General Formatting Instructions***

### ***General Formats:***

- Use standard 8 ½ x 11 in. paper.
- Double-space.
- Use 12-pt. font with regular and italic faces. Use italics for titles of longer works.
- Use standard 1-inch margins on all sides.
- Create a header to put page numbers on all pages in the upper right corner of each page ½ -in from the top, flush right. The header should include your last name followed by the page number (Ex. Barnes 1). Your instructor may ask you to drop the page number from the first page.
- Leave one space after periods and other punctuation marks.
- Indent the first line of paragraphs 5 spaces from left margin using Tab key.
- Refer to any included visual materials as either Tables (with appropriately sequenced arabic numerals: Table 1, etc.) or Figures (“Fig. 1”). Figures include all non-tabular representations. Incorporate visual materials into the text as closely as possible to the point of reference.

### ***Formatting the First Page***

- DO NOT MAKE A TITLE PAGE unless specifically requested by your instructor
- In the upper left corner of the first page type, double-spaced:
  - Your name
  - Your instructor’s name
  - The course
  - The date
- On the next double-spaced line, center your title (DO NOT underline or put your own title in quotation marks—that is reserved for the titles of other people’s writing. DO NOT put your title in ALL CAPS.)
- Begin the text of your paper on the next double-spaced line.

### ***Section Headings***

- If you divide your paper into sections to simplify reading, number section titles with Arabic numerals and period followed by a space and the section title:
  - 1. Cultural Significance

## ***In-Text Citations***

### ***In-Text Citations: General Information***

Immediately after using a quotation or a paraphrase in your paper, you will provide a reference in parentheses to direct your reader how to find the original of that source using your Works Cited or bibliography page.

- Parenthetical citations must correspond exactly to the information in your Works Cited. The first term in parentheses must match the source information located in the bibliography precisely enough to be uniquely identifiable. Traditionally, following the source identifier, a page number to locate the point of the reference within the source follows: (Abraham 263).
- Page information is always located in parentheses.
- Parenthetical citation comes BEFORE the punctuation at the end of the sentence.
- Long quotations—those of more than 4 lines of typed prose or 3 lines of verse—should be set off 1 inch from the left margin. No additional spacing is added prior to or after the quotation and it has the same double-spacing as the rest of the paper. The indentation takes the place of quotation marks, however, so none are needed around long quotations.
- Web addresses that appear in the text or in citations and which must be broken over the end of a line should only do so after a slash. No hyphen is inserted to avoid creating confusion regarding the actual address.

### ***In-Text Citations: Single Known Author***

For sources with a single known author, you can either:

- Use a signal phrase that includes the author's name in the text:
  - Goldi Locks concluded that Baby Bear's bed was "just right" (8).
- Or put both the author and the page number into the parentheses:
  - Baby Bear had bedding that was "just right" (Locks 8).
  - These citations would refer readers back to a Works Cited entry beginning with
    - Locks, Goldi. *The Nature of Bear Bedding*. Berkeley: U of California P, 1966. Print.

### ***In-Text Citations: Organization as Author***

- When the author of a work is a group rather than an individual (a company, a non-profit organization, a college, a government agency, etc.), the group is treated, for citation purposes, as an individual:
  - The Bear Preservation Society identified three major risk factors related to little girls breaking into bear domiciles (3).

### ***In-Text Citations: Author Unknown***

- When the author of a work is not identified, use a shortened version of the title (either in quotation marks or in italics as is appropriate to the nature of the work) in place of the author's name:
  - In "Wolf Terrorizes Homeowners," one pig reported that the wolf said he would: "huff" and "puff" until he destroyed the pig's home (A5).
  - This works because the item will be included in the Works Cited alphabetically by title. Thus it is important that the shortened title uses the first words of the title (minus "a," "an," or "the").
    - "Wolf Terrorizes Homeowners." *EverAfter Times* 23 Mar. 1999: A5. Print.
- Check carefully before assuming a web site does not have an author. Look for the name on *Contact* pages, *About* pages, and in small type at the bottom of the particular page. Bear in mind that large web sites may have an overall editor and then writers responsible for individual page content. A web site may also be authored by an "organization" such as the American Heart Association or IBM.

### ***In-Text Citations: Multiple Authors***

- When a work has three or fewer authors, list the authors' names in the text or parenthetical citation:
  - The authors state, "Stricter building codes might have avoided collateral wind damage related to the wolf intrusion" (Overly, Self, and Importun 76).
- If the work has four or more authors, use the first author's last name followed by et al. or include all of the authors' names:
  - Arrow et al. counter Overly, Self, and Importun's argument by noting that the incident under consideration can hardly be regarded as typical and that the wolf in question has a reputation for being "Bad," per his involvement in the Hood grandmother incident (4).
  - Arrow, Gant, Knoit, and Awl counter Overly, Self, and Importun's argument by noting that the incident under consideration can hardly be regarded as typical and that the wolf in question has a reputation for being "Bad," per his involvement in the Hood grandmother incident (4).

### ***In-Text Citations: Multiple Works by a Single Author***

- If using more than one work by a particular author, include a brief reference to the title to clarify which work is being referenced:
  - "So I asked her if she would give me some of the 'goodies' in her basket" (Wolf, *Red Riding Hood* 7).

### ***In-Text Citations: Works by Authors with the Same Last Name***

- Should authors share the same last name, include their first initials, or if necessary, their first names in the citations. Use enough information to make it clear to your reader which source in the Works Cited you are referencing:
  - "Fat! I hate it!" (J. Sprat 10).

### ***In-Text Citation: Work in an Anthology***

- When referencing a work from a collection, put the author's name (not the editor of the anthology's) in signal phrase or in the parenthetical citation:
  - In "The Wolf's Howl," Diablo Lobo and Devlin Lupin describe the Wolf's actions as "huffing and puffing" (221). The Works Cited entry for this work:
    - Lobo, Diablo and Devlin Lupin. "The Wolf's Howl." *Canines and Their Discontents*. Ed. R.U. Forreal. 3<sup>rd</sup> ed. Boston: Bedford, 2004. 194-224. Print.

### ***In-Text Citations: Multivolume Works***

- When referring to a source from a multivolume work, it is necessary to include a volume number in the parenthetical citation in addition to the page number. Put a colon after the volume number, then a space, then the page number. If you are only using a single volume of the work, you do not need to indicate the volume because this information will be clear from the Works Cited entry.
  - . . . as Loquacious wrote in *Institutio Verbosia* (1: 14-17).

***In-Text Citations: Citing Indirect Sources (When What You Use Comes from a Source Other than the Original Author)***

- For indirect quotations, use the abbreviation *qtd. in* to indicate the source from which you actually got the information:
  - And the Wolf said: "I'll huff and I'll puff and I'll blow your house down" (qtd. in Lobo and Lupin 42).
  - Note: It is ALWAYS preferable to get the original source if possible.

***In-Text Citations: Works with Multiple Versions and Editions - Literary and Classic Works***

- For literary or classic works that have been published in multiple editions, you will include edition information in the Works Cited, but in the parenthetical citation, in addition to the page reference you include standard division information that would help someone using a different edition of the work locate your quotation. So, for example, with poetry you would use line numbers (including the word *lines* only in the first reference); with plays, act and scene (and line numbers if given); and chapters (and sections or other divisions as appropriate) of books:
  - After murdering Duncan, Shakespeare's *Macbeth* reveals his reservations about he's done by wishing arriving visitors could "wake Duncan with thy knocking!" (II.ii.90).

***In-Text Citations: Sacred Texts***

- Like classic and literary works, sacred texts such as the Bible and the Qur'an have been published in many editions. In this case, you indicate the edition in the citation, followed by standard divisional identifications such as book, chapter, and verse. In the case of the Bible, you may use common abbreviations for particular book titles:
  - And David explained that God created Man: "a little lower than the angels" (*Holy Bible*, Psalms. 8.5).

***In-Text Citations: Page Number Unknown***

- In cases where the page number of a source is unknown, it may be omitted (unless you receive instructions to do otherwise). This is often the case for web pages or handouts, or for types of sources that are clearly not divided by pages, such as films.
- When printing web pages and some electronic articles, the printer may number the pages for you, but different printers will assign these page divisions at different points. For this reason, unless the printout is of a stable original, such as a PDF file (a graphic file) of a printed original from which you can use the original page numbers, MLA advises against including page numbers.
- When a source does not have page numbers, include the first item that appears in the Works Cited (author's name or article title, etc.) in the text. In the case of web sites, do not include complete URLs (web addresses) in the text, but instead use page or site titles. If necessary you can refer to a shortened version of the web site (i.e., *Fortune.com*)
- If an unpaginated source includes standard divisions, such as sections or paragraphs or screens, include these indicators in the parentheses in place of page indicators ("secs.") ("pars.") ("screens"). Example: (Krebs, screen 7). Note that *with these indicators*, unlike page numbers, a *comma IS included*.

### ***In-Text Citations: Multiple Sources***

- When citing more than one source within a parenthetical reference, separate the citations with a semicolon:
  - . . . as exemplified by many field trials (Over 33; Again et al 221).

## ***Works Cited Pages***

The Works Cited, or bibliography, appears at the end of your paper. It provides sufficient information about all of the resources that you referenced within the paper so that a reader could locate the originals in order to pursue further research based upon your work. The fundamental content of a Works Cited is the publication information about your sources. **For this reason you DO NOT copy into your Works Cited any citations from your sources' lists of references.**

### ***Works Cited: General Guidelines***

- **Begin your Works Cited page on a separate page at the end** of the paper. It should have the same standard format as the rest of the paper in terms of margins, font size, indentation, etc. The page should be labeled Works Cited, centering the words at the top of your page. **DO NOT** italicize or put your title in quotation marks.
- **Entries have a hanging indent** for all lines after the first line of text. That means all other lines after the first are indented by 5 spaces. Use your formatting function in your word processor to do this rather than space or tab additional lines in.
- **Entries are double-spaced.** **DO NOT** include extra lines between entries.
- **Entries are ordered alphabetically** by the authors' last names. If a work does not have an author, it is included alphabetically by title.

### ***Works Cited: Punctuation and Formatting***

- **Authors' names** are listed in reverse order, last name, followed by a comma and then the first name and any middle names followed by a period.
  - French, Diane Jean.
  - Williams, Jr., George.
- **Multiple authors.** The first author is listed in reverse order as above, followed by a comma and then the name of the successive authors in normal order followed by a period. A comma is inserted between each author in the list. For lists of four or more authors, you may either list the authors by name or substitute "et al," a Latin expression meaning "and others," after the first author's name:
  - Braxton, Lyle, and Jeffrey Hicks.
  - Ho, Chan, Amal Mustafa, and Jennifer Allison.
  - Chopra, Amit, et al.
- **Corporate or organizational author.** If the author of a work is any kind of company, non-profit organization, government agency or similar entity, the entry begins with the name of the organization.
  - People for the Ethical Treatment of Animals.
  - United States. Bureau of the Census.
  - Danville Area Community College.

- Jelly Belly Candy Co.
- **Unknown Author.** When the author of a work is unknown, the entry begins with the title of the work.
  - **Titles of short works are enclosed in quotation marks.** Short works include articles, chapters of books, short stories, poems, songs, individual web pages, episodes of television series, individual blog entries, etc. If something is typically included as part of another entity for publication or presentation purposes, it is a short work.
    - “The Lottery”
    - “Create a Dog-Friendly Wildlife Garden”
  - **Titles of long works are italicized.** Long works include books, entire web sites, movies, television series, book-length poems, etc.
    - *The Call of the Wild*
    - *Amazon.com*
- **Multiple works by the same author.** If the same author created multiple works in your list of Works Cited, you need to spell out the author’s name only in the first entry. Any subsequent entries, which will follow immediately, organized alphabetically by the title of the works (ignore the word *A*, *An* or *The* at the beginning of a title when alphabetizing), will use three hyphens followed by a period in place of the author’s name.
 

Giovanni, Bernardo. *The Book of Catacombs*. New York: Knopf, 1960. Print.

---. *Catacombs of Paris*. Oxford: Oxford UP, 1961. Print.
- **Medium of publication.** All citations indicate the medium of publication (Print, Web, Typescript – TS, CD, DVD, etc.)

### **Works Cited: Books**

- **Single Author:**

Avrich, Paul. *Sacco and Vanzetti: The Anachrist Background*. Princeton: Princeton UP, 1991. Print.
- **Two Authors.**

Roberts, Gene, and Hank Klibanoff. *The Race Beat: The Press, the Civil Rights Struggle, and the Awakening of a Nation*. New York: Knopf, 2007. Print.
- **Multiple Authors**

Burke, Richard E., William Hoffer, and Marilyn Hoffer. *The Senator: My Ten Years with Ted Kennedy*. New York: St. Martin's, 1992. Print.
- **Organization as Author**

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print.
- **Publisher’s Imprint.** When a particular division of a publisher is responsible for producing a book, put the imprint or division first and then a hyphen followed by the publisher’s name.
 

Kannenberg, Jr., Gene. *500 Essential Graphic Novels*. New York: Collins Design-Harper Collins, 2008. Print.
- **Illustrated Book or Graphic Narrative.** In works where the illustrations constitute an essential element of the reading experience, such as an illustrated literary work, a graphic novel, it is appropriate to include the illustrator in the citation. The position of the illustrator depends on both the nature of the work and way in which you use the work.
  - If the illustrations are an additional albeit important feature of the work, insert the illustrator into the list of contributors in the order in which his or her name appears on the title page:

- Baum, L. Frank. *The Wonderful Wizard of Oz*. Introd. Regina Barreca. Illus. W. W. Denslow. New York: Signet-Penguin, 2006. Print.
- If the illustrations are your focus, reference the illustrator first.  
Denslow, W. W. *The Wonderful Wizard of Oz*. By Frank L. Baum. Introd. Regina Barreca. New York: Signet-Penguin, 2006. Print.
  - In a graphic narrative where the text and art are intertwined. If both the art and the text are the work of a single individual, cite it as a work with a single author. If the text, illustrations and any other creative aspect, such as lettering are developed collaboratively, cite the work according to what is relevant to your purpose and then list the remainder in the order the collaborators appear on the title page. After each individual's name provide a label describing his or her contribution.  
Pekar, Harvey, writer. *The Quitter*. Art by Dean Haspiel. Gray tones by Lee Loughridge. Letters by Pat Brosseau. New York: Vertigo-DC Comics, 2005. Print.
- **Translated Work.** After the title, put the abbreviation Trans. and then the translator's name.  
Márquez, Gabriel García. *One Hundred Years of Solitude*. Trans. Gregory Rabassa. 1967. New York: HarperCollins, 1998. Print.
  - **Subsequent Edition of a Book.** Add the number of the edition after the title.  
Schurmann, Franz. *Ideology and Organization in Communist China*. 2nd ed. Berkeley: U of California P, 1968. Print.
  - **Title within a Title:** If the internal title would normally be in quotation marks, leave it as it is. If it would be italicized, switch it to non-italicized text.  
Gross, Seymour Lee. *The Scarlet Letter Handbook*. San Francisco: Wadsworth, 1960. Print. Wadsworth Guides to Literary Study.
  - **Anthology or Collection.** If citing the entire anthology, rather than just individual entries within it, cite the work by the editor (followed by ed.) or editors (eds.). Most of the time you will be citing entries within an anthology.  
Wiest, Andrew, ed. *Rolling Thunder in a Gentle Land: The Vietnam War Revisited*. Oxford: Osprey, 2006. Print.
  - **Work in an Anthology.** A work in an anthology might include an essay, an individual chapter in a book, a short story, an individual play in a collection, or a poem. If the entry is one in a collection by the author, there will be no entry for editor.  
Edelman, Bernard. "On the Ground: The US Experience." *Rolling Thunder in a Gentle Land: The Vietnam War Revisited*. Ed. Andrew Wiest. Oxford: Osprey, 2006. 192-211. Print.  
Dove, Rita. "The Snow King." *Selected Poems*. New York: Pantheon, 1993. 9. Print.
  - **Part of a Series.** Indicate the series name as it appears on the title page followed by any series number.  
Judd, Sandra J., ed. *Gastrointestinal Diseases and Disorders Sourcebook*. 2nd ed. Detroit: Omnigraphics, 2006. Print. Health Reference Ser.
  - **Scholarly Edition.** A work prepared for publication by an editor rather than an author. Scholarly editions are used for literary, classical, and sacred works.  
Chopin, Kate. *The Awakening*. Ed. Margaret Culley. New York: Norton, 1976. Print.
  - **Preface, Introduction, Foreword, or Afterward.** When citing one of these specialized sections of a text, cite the author of the section followed by the name of the section. The name of the section is spelled out but is not enclosed in quotation marks or italicized. Should the primary work be written by another author, this information follows the principal title.  
Culley, Margaret. Preface. *The Awakening*. By Kate Chopin. Ed. Margaret Culley. New York: Norton, 1976. Print.

- **Entry in a Reference Work and Individual Volume of Multivolume Work.**  
Vargas, Colby. "Frisbee." *St. James Encyclopedia of Popular Culture*. Ed. Tom Pendergast and Sara Pendergast. Vol. 2. Detroit: St. James-Gale, 2000. 174. Print.
- **Government Publication.** When an author is provided, cite by author. Otherwise begin the citation with the appropriate national or state government, followed by the agency and any sub-agencies or bureaus. For legislative documents, the number of the congress and session need to be included. The Government Printing Office produces most federal publications. MLA abbreviates this GPO.  
United States. Cong. Senate. Committee on Energy and Natural Resources. *Hearing on the Geopolitics of Oil*. 110th Cong., 1st sess. Washington: GPO, 2007. Print.  
United States. United States. Dept. of Commerce, U.S. Census Bureau. *Statistical Abstract of the United States: 2009*. 128<sup>th</sup> ed. Lanham: Bernan, 2008. Print.

### **Works Cited: Periodicals**

- **Article in a Magazine, Monthly.** If pages are not contiguous, list the first number followed by a + (i.e., 100+).  
Morrell, Virginia. "When Monsters Ruled the Deep: More Fearsome than Anything Hollywood Could Ever Dream Up, Huge Reptiles Prowled Ancient Seas - And Still Prey on Our Imagination." *National Geographic* Dec. 2005: 58-88. Print.
- **Article in a Magazine, Weekly.**  
Kukis, Mark. "Closing Down the Dark Side." *Time* 8 Dec. 2008: 34. Print.
- **Article in a Journal** Include the volume number followed by a period and then the issue number. Follow these by the year in parentheses. For some journals, issue numbers will not be provided if they are paginated by volume (i.e., page numbers run from the beginning of the year through the end).  
Kuehn, Bridget M. "Methadone Treatment Marks 40 Years." *JAMA* 294.8 (2005): 889-90. Print.
- **Article in a Newspaper.** If a particular edition of the paper (late ed., natl. ed.) is indicated, provide that information before the page reference. If the name of city of publication is not part of the paper's title, include it in brackets after it: *Commercial News* [Danville, IL]  
Kleinfield, N.R. "A Creeping Horror: Buildings Burn and Fall as Onlookers Search for Elusive Safety." *The New York Times* 12 Sept. 2001: A1+. Print.
- **Editorials.** Editorials in periodicals are treated as works with unknown authors, but have one minor modification. After beginning your citation with the editorial's title, put "Editorial."  
"An Unfathomable Attack." Editorial. *The New York Times* 12 Sept. 2001: A27. Print.
- **Letters to the Editor.** Begin with either the writer's name or the title of the letter, followed by the word "Letter" and the publication information.  
"A Need for Restraint." Letter. *The New York Times* 12 Sept. 2001: A 26. Print.
- **Reviews of Books, Films, etc.** After beginning with the reviewer's name and article title, insert "Rev. of" and the title of the work being reviewed followed by its principal creator. Then include the publication information for the review.  
Ebert, Roger. "Dust 'til Dawn: Lovably Cluttered and Fun, This Comic Fantasy Sweeps You Along." Rev. of *Stardust*, by Matthew Vaughn. *Chicago Sun-Times* 10 Aug. 2007, Final ed.: D1. Print.

## ***Electronic Resources***

Covers web sites, online books, articles retrieved from databases or online publications, blogs, email, web postings, and wikis.

MLA guidelines no longer require a web address (URL) to be included in the citations for online sources. Individual instructors, however, may opt to require one, in which case it should be enclosed in angle brackets and only broken after a slash if it is too long to fit on a single line. Do NOT insert a hyphen. The URL goes at the end of the entry followed by a period.

Always provide the date you accessed any electronic resource.

For publications retrieved online, the rule of thumb is that you complete a citation as you would for a standard book, magazine, journal, etc. and then supply the information for the electronic retrieval.

- ***Entire web site.*** Titles of whole web sites are italicized. Titles of individual pages are placed in quotation marks. For formats where a publisher and publication date are required and none is available, use the abbreviations N.p. and n.d.
  - With author. (URL included)
 

Beever, Julian. *Julian Beever*. N.p., n.d. Web. 10 Sept. 2009. <<http://users.skynet.be/J.Beever/index.html>>
  - With editor/s. (URL not included.)
 

Wooley, John, and Gerhard Peters. *The American Presidency Project*. U of California Santa Barbara, 2009. Web. 1 Sept. 2009.
  - Corporate author (URL included.)
 

Danville Area Community College. *Danville Area Community College*. Danville Area Community Coll., 2009. Web. 14 Sept. 2009. <<http://www.dacc.edu>>.
- ***Sections of a Web Site.*** Includes articles, poems, documents, and internal pages.
  - Author unknown. (URL not included.)
 

“Ansel Adams: Photographer, Conservationist, and Social Critic.” *Danville Area Community College*. Danville Area Community Coll., 30 Jan. 2006. Web. 14 Sept. 2009.
  - ***Online Book.*** When books or other long works are posted on the web, give the publication information followed by the web site information.
 

Darwin, Charles Robert. *The Voyage of the Beagle*. New York: Collier, 1914. Vol. 29. Harvard Classics. *Bartleby.com: Great Books Online*, 2001. Web. 10 Sept. 2009.
  - ***Work in an Online Book.*** Follow stylistics for book citation. If no page numbers are provided, indicate as much by putting “N. pag.” After the publication information.
 

Yeats, William Butler. “The Lake Isle of Innisfree.” *The Oxford Book of English Verse: 1250-1900* Ed. Arthur Quiller-Couch. Oxford: Clarendon, 1919. N. pag. *Bartleby.com: Great Books Online*. Web. 8 Aug. 2009.
  - ***Works from Subscription Databases.*** Provide the citation information for the original source, followed by the database title in italics, then the medium, and finally your access date. (Some examples with URL, some without.)
 

Ehrenreich, Barbara, and Dedrick Muhammad. “The Recession’s Racial Divide.” *The New York Times* Sec. 13 Sept. 2009, Late ed.: WK17. *LexisNexis Academic*. Web. 15 Sept. 2009.

Darling, Brian. “Tea Partiers Unite.” *Human Events* 29 June 2009: 15. *Academic Search Premier*. Web. 10 Sept. 2009 <<http://search.ebscohost.com>>.

Krautz, Joachim. "Wild Horses in England: Will the Dartmoor Pony Survive?" *Contemporary Review* 260.1517 (1992): 311-15. *Expanded Academic ASAP* Web. 17 Sept. 2009 <<http://find.galegroup.com/itx/start.do?prodId=EAIM>>.

- **Articles from a journal published online.** Use this citation form for those sources accessed directly through the academic journal's own web site rather than a database.  
Thomas, Carolyn M., and Matthew A.M. Thomas. "Early Childhood Care and Education in Zambia: An Integral Part of Educational Provision?" *Current Issues in Comparative Education* 11 (2009): 6-14. Web. 17 Sept. 2009.
- **Articles from a magazine published online.** Use this citation form for those sources accessed directly through the magazine's own web site rather than a database.  
Romano, Andrew. "Wait a Second. Why Shouldn't We Insure Illegals?" *Newsweek*. Newsweek, 14 Sept. 2009. Web. 16 Sept. 2009.
- **Articles from a newspaper published online.** Use this citation form for those sources accessed directly through the newspaper's own web site rather than a database.  
Woodard, Colin. "Environment: Homeless Nuclear Waste." *Christian Science Monitor*. Christian Science Monitor, 15 Sept. 2009. Web. 16 Sept. 2009.
- **Weblogs.** Cite an entire blog in the same manner as any other web site. Cite an individual entry (or a comment on an entry) as any other individual section of a larger web site, including an identifying label, "Weblog entry" or "Weblog comment" if no title is provided.  
Boese, Alex. *The Hoax Museum Blog*. The Museum of Hoaxes, 10 Aug. 2009. Web. 12 Aug. 2009.  
Boese, Alex. "Visit Denmark and Get a Girl Pregnant." *The Hoax Museum Blog*. The Museum of Hoaxes, 16 Sept. 2009. Web. 16 Sept. 2009. <<http://www.museumofhoaxes.com/>>  
Crazy Ivan. Weblog comment. *The Hoax Museum Blog*. The Museum of Hoaxes, 8 Sept. 2009. Web. 16 Sept. 2009.
- **E-mail.** Cite the author followed by the subject line. Then put "Message to" and the name of the recipient (if the recipient is the writer of the Works Cited, substitute the "the author"). Put the date of the message and the medium.  
Thompson, C.D. "Disney Lions." Message to the author. 28 Mar. 2008. E-mail.
- **Online Discussion List Posting.** Cite an archived copy if possible. If not, keep a copy. If the posting lacks a title, use "Online posting" as an identifying label. Use the title of the web site maintaining the message board in italics as well as the site publisher or sponsor if there is one (otherwise, indicate this with "N.p."). As always, include the publication date, the medium, and your date of access.  
Administrator. "Swine Flu as a Cover-up." *Museum of Hoaxes Forum*. Museum of Hoaxes, 5 Aug. 2009. Web. 12 Sept. 2009.
- **Entry on a wiki.** Because wikis are assumed to be a collective endeavor, do not include an author. Instead begin with the entry title, followed by the wiki publisher/sponsor ("N.p." if none), then the date of the most recent update, the medium and your access date.  
"Communism." *Wikipedia*. Wikimedia Foundation, 28 Mar. 2009. Web. 29 Mar. 2009.
- **CD-ROM.** For information from a CD-ROM, you simply substitute in CD-ROM as medium.  
"Fascism." *The American Heritage Dictionary of the English Language*. 4<sup>th</sup> ed. Boston: Houghton, 2000. CD-ROM.

### **Other Types of Sources**

In each case, give the medium for the source in the citation, most often at the end. Exceptions will be noted.

- **Works of Art.** Art works have rather different formats depending upon whether or not you are viewing the work in person or seeing it online. Viewed in the original, you cite the artist, the title of the work in italics, the original composition date, the medium of composition (i.e., “Photograph,” “Pastel on paper,” “Bronze sculpture”) and the institution and city holding the work. For artworks viewed online, the medium of the work is omitted while the web site (in italics) is added. Then the medium “Web” plus the date of access.
  - Adams, Ansel. *Storm Surf: Timber Cove, California*. 1963. Photograph. Danville Area Community College, Danville, IL.
  - Massoudy, Hassan. *Le coeur est un guide pour le coeur, sitôt qu'ils se rencontrent (Abou Al Attahia VIIIe s)*. 2001. Privately held. *Oxford Art Online*. Web. 10 Sept. 2009. <<http://www.oxfordartonline.com/subscriber/article/grove/art/T055034>>.
- **Cartoon.** Cite by the cartoonist’s name followed by the title in quotation marks, if available. Then include the description “Cartoon” or “Comic strip” followed by publication information and medium. In the case of online cartoons, substitute web site information for publication information and include a date of access.
  - Kelley, [Steve]. Cartoon. *Newsweek* 10 Aug. 2009: 17. Print.
  - Varvel, Gary. “Big Mouths.” Cartoon. *Daryl Cagle’s Political Cartoonists Index*. Web. 16 Sept. 2009.
- **Advertisement.** Cite by the product (or company) being promoted, labeled “Advertisement.” Then provide appropriate publication or online information for the source.
  - Geico. Advertisement. *Newsweek* 10 Aug. 2009: 35-36. Print.
- **Map or Chart.** Maps and charts are cited as short works within larger ones (with their titles in quotation marks). Label them appropriately as “Map” or “Chart,” followed by either the publication or online information (web site or subscription database) as appropriate.
  - “Canada: Political Map.” Map. *World Geography ABC-CLIO*, 2009. Web. 14 Aug. 2009. <<http://www.worldgeography.abc-clio.com>>.
- **Musical Scores.** Cite by the composer’s name, then the title in italics, and the original publication date, if known. Then provide the current publisher information as with other printed material. If the score was located online, substitute the title of the web site, the web site publisher and other standard online source information for current print publisher data.
  - Sullivan, Arthur. *The Mikado*. 1885. *IMSLP/Petrucci Music Library Project Petrucci LLC* 1 Apr. 2009. Web. 18 Sept. 2009.
- **Sound recordings** (as distinct from podcasts). Depending upon the emphasis of your project, begin the citation with the performer (“Perf.”), the composer (“Comp.”), or the conductor (“Cond.”). For a long work, italicize the title and follow it by names of the pertinent artists, the orchestra, and the conductor (as relevant). Then provide the recording manufacturer, the production date, and the medium (“CD,” “Audiocassette”). When citing individual tracks from a longer recording, put the titles in quotation marks.
  - Short, Bobby. “Manhattan.” *50 by Bobby Short*. Atlantic, 1986. CD.
- **Film or video** (as distinct from podcasts). Cite films and videos by the title, which should be in italics. Follow this with the director (“Dir.”) and lead actors (“Perf.”). If the film has a narrator, you would include that (“Narr.”). Then include the distributor and the year of release and the medium (“Film,” “Videocassette,” “DVD”).
  - The Matrix*. Dir. Andy Wachowski. Perf. Keanu Reeves, Lawrence Fishburne, Carrie-Ann Moss, and Hugo Weaving. Warner Brothers, 1999. DVD.
- **Radio or television program.** Cite these by the title of the episode or segment, if provided, in quotation marks, followed by the program title italicized. Then include relevant information, such as writer (“By”), performers (“Perf.”), narrator (“Narr.”), director (“Dir.”), and host (“Host”). Then provide the network, local station (if any) with location, air date, and

medium (“Television,” “Radio”). When citing a program accessed online, follow the program information with the network, web site (in italics), medium, and access date.

“Tuesday September 22, 2009 – Vali Nasr.” *The Daily Show with Jon Stewart*. Host Jon Stewart. Comedy Central. 22 Sept. 2009. Television.

“The Fix Is In.” *This American Life*. Host Ira Glass. Chicago Public Radio. *Thisamericanlife.org*. Web. 18 Sept. 2009.

- **Podcast.** Digital audio and/or video content or its method of delivery. Treat as any short work from a web site. Include the medium and access date.
 

“The Giant Pool of Money.” *This American Life*. Host Ira Glass, Prod. Alex Blumberg, and Rept. Adam Davidson. Chicago Public Radio. *Thisamericanlife.org*. Web. 25 Sept. 2009.
- **Live Performance.** Citations of live performances of all types begin with the title in italics, followed by the author (whose credit is preceded with “By”). Depending upon the type of production, relevant information is then included: director (“Dir.”), major performers (“Perf.”), conductor (“Cond.”), or choreographer (“Chor.”). Then include the name of the production company, if any, and the theater and its location. Conclude with the date of the performance and the identifier: “Performance.”
 

*A Steady Rain*. By Keith Huff. Dir. John Crowley. Perf. Hugh Jackman and Daniel Craig. Imperial Theater, New York. 15 Sept. 2009. Performance.
- **Lecture or Public Address.** Cite speeches under the speaker’s name, followed by the title of the talk (if provided) in quotation marks. Then include the organization sponsoring the lecture, the location and date where it took place and close with the label “Lecture” or “Address” as seems most appropriate.
 

Burns, Ken. Bookfest ’07. Library of Congress, Washington. 29 Sept. 2007. Lecture.
- **Interviews.** Begin citations for interviews with the name of the subject of the interview. For those cases where you interviewed an individual, follow the name with the label “Personal Interview” followed by the date. For interviews done by others, follow the interview subject’s name with that of the interviewer’s in the statement: “Interview by” if relevant. Then provide details about the publication, program or web site as appropriate.
 

Obama, Barack. Interview by Steve Kroft. “60 Minutes 09.13.09.” *60 Minutes*. CBS. *cbsnews.com*. Web. 21 Sept. 2009.

Obama, Michelle. Interview by Michael Scherer and Nancy Gibbs. “Find Your Space. Find Your Spot. Wear What You Love.” *Time* 1 June 2009 *Expanded Academic ASAP*. Web. 24 Sept. 2009

Burridge, Marge. Personal interview. 25 Dec. 2003.
- **Personal Letter.** When citing letters, credit the writer of the letter and then indicate that it is a personal letter to you with the phrase: “Letter to the author.” Otherwise indicate the appropriate recipient. Provide the date of the correspondence followed by either a “TS” for a typed communication or “Manuscript” for one that was handwritten.
 

Wallace, George. Letter to the author. 11 Nov. 1986. TS.