

# MLA Guide for SRHS

This MLA Guide for SRHS has been adapted from The Owl at Purdue Library Reference Department as well as the UNB Library Reference Department .

**Note:**      **A sample paper** is provided at the end of the guide.

It has been adapted from “MLA Research Paper” by A. Daly.

## A. General Guidelines

- Paper size: 8.5 x 11
- double-space text with legible 12 pt font (New Times Roman, Arial)
- only one space after periods or other punctuation
- margin: one inch on all sides
- indent first line of paragraphs
- header: upper right hand corner, one-half inch from top and flush with right margin
- use italics for the titles of longer works (50 pages or longer) and quotation marks for shorter works

## B. Formatting the First Page

- do not make a title page unless specifically requested
- **upper left-hand corner** of first page: list your name, instructor's name, course and date double-space between each of them
- double space again and center the **title**
  - do not underline, italicize, or place in quotation marks
  - use Title Case (standard capitalization--not all capital letters)
- double space between title and first line of text
- create a **header in upper right-hand corner** that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3 etc. ) one-half inch from the top and flush with the right margin.

## C. Basic In-Text Citation Rules

**You NEED to cite and document** any sources that you have consulted, **even if** you presented the ideas from these sources **in your own words**.

A citation must appear in two places in your essay:

- in the body of your text (in-text citations)
- in the Works Cited page at the end of your paper

To introduce other people's ideas in text use the following examples:

Richardson **argues, refers to, explains, hypothesizes, compares, concludes;**  
As Littlewood and Sherwin **demonstrated, proved, ...etc.**  
Television coverage of elections has changed dramatically (Hallin 5).

1. **Quoting , paraphrasing, or otherwise using a specific passage** in a book or article
  - list the author's last name, followed by a space and the page number without any other punctuation.

Example: It becomes apparent that "corporal punishment was employed as a legally imposed penalty in Colonial America" (Forer 142).

2. **Incorporating the author's name in the text**

- only provide the page number in parentheses.

Example: Forer states that "corporal punishment was employed as a legally imposed penalty in Colonial America (142).

**NOTE: the period is placed after the parentheses**

3. **Using only one source**

- list the author's name and page number in the first in-text citation, but use only the page number in any following citations.

4. **Using multiple sources** indicate each author and the page number in parenthesis.

5. **Using a quotation more than four lines**

- begin the quotation on a new line that is indented by 2.5 cm. **Do not use quotation marks.**

Also note that in this case the period is placed **before** the parenthetical citation.

**For example:**

At the conclusion of My Side of the Mountain, Sam realized how much he missed his family:

Then I jumped in the air and laughed for joy. I recognized my four year-old brother's pleasure song. The family! Dad had brought the family! (George 175)

6. **Electronic sources come without page numbers**

- if paragraph numbers are provided, use them in the citation. Use the abbreviation 'par.' For a single paragraph or 'pars.' for multiple paragraphs. Do not count the paragraphs if it is not provided by the source.

Women talked of their aspirations relating to their clothes and of attempts to create images, which were perceived as successful (Martin par. 20).

7. **Electronic sources without page or paragraph numbers**

- MLA suggests you incorporate the name of the author in the text:

Mitchell argues that there is a link between soda consumption and obesity.

8. **No** author is identified
- substitute for the author's name the title or an abbreviated title in the text of parenthetical citation. Underline the title if the source is a book; if the source is an article, use quotation marks:

The use of Customer Relationship Management (CRM) systems has grown substantially over the past five years as companies improve their profitability ("Making CRM Work").

## D. Works Cited Page

- At the end of your paper, list all your sources on a separate page entitled **Work Cited**
- The medium of publication must be listed for every entry, including **print or web**
- The Works Cited list is arranged alphabetically by the author's last name
- If there is no author, use the title of the source
- The Works Cited list is double spaced throughout. If a citation runs more than one line, the second line is indented by 1.25 cm.
- Use the format of the author's name as it appears on the title page of a work
- If more than one city of publication is listed, use the first one listed
- If you do not know the date of publication, use the abbreviation 'n.d.'
- If you do not know the place of publication or the publisher, or the date, use the abbreviation 'N.p.'
- Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

### 1. MLA Works Cited: Print Sources

#### **Basic Format:**

Lastname, Firstname. *Title of Book*. Place of Publiation: Publisher, Year of Publication. Medium of Publication.

#### **Book with One Author**

Bleick, James. *Chaos: Making new Science*. New York: Penguin, 1987. Print.

#### **Book with More Than One Author**

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

#### **Book with No Author**

Encyclopedia of Indiana. New York: Somerset, 1993. Print.

## 2. MLA Works Cited: Electronic Sources

The following are common features you should attempt to find before citing; however, not every Web page will provide all of them.

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of Website, project, or book in italics
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers
- Publisher information, including the publisher name and publishing date
- Take note of any page or paragraph numbers (if available)
- Date material was accessed
- URL (if required, or for your own personal reference)

### Basic Format:

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access . URL if required

MLA no longer requires the use of URLs in MLA citations because Web addresses often change and because documents sometimes appear in multiple places on the Web. If an instructor requests URLs, MLA suggests that it appear in angle brackets after the date of the access. Break URLs only after slashes. For example:

Aristotle. *Poetics*. Trans. S.H. Butcher. The internet classics Archive. Web. Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008.  
<<http://classics.mit.edu/>>

### Citing an Entire Web Site

Felluga, Dino. *Survey of the Literature of England*. Purdue U, Aug. 2006. Web. 31 May 2007.

English Department. Purdue U, 14 May 2009. Web. 20 Apr. 2009.

### A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information required for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

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English 11-2

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### A Call to Action: Regulate Use of Cell Phones on the Road

When a cell phone goes off in a classroom or at a concert it can be irritating, but at least lives are not endangered. However, when driving on the road, irresponsible cell phone users are more than irritating: They are putting lives at risk! Some of them been so distracted by dialing and chatting that they resemble drunk drivers, weaving between lanes, for example, or nearly running down pedestrians in crosswalks. A number of bills to regulate the use of cell phones on the road have been introduced in the legislatures, and the time has come to push for their passage. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving and are not sufficient to punish offenders.

No one can deny that cell phones have caused traffic deaths and injuries. Cell phones were implicated in three fatal accidents in November 2009 alone. Early in March, two-year-old Morgan Pena was killed by a driver so distracted that he “ran a stop sign at 45 mph, broadsided the vehicle and killed Morgan as she sat in her car seat”(Pena). A week later, a woman distracted by a phone call (Besthoff) killed corrections officer Shannon Smith. On Thanksgiving weekend, John and Carole Hall were killed when a Naval Academy midshipman crashed into their parked car.

The driver said in court that when he looked up from the cell phone he was dialing, he was three feet from the car and had no time to stop (Stockwell B8).

Expert testimony, public opinion, and even cartoons suggest that driving while phoning is dangerous. Frances Bents, an expert on the relation between cell phones and accidents, estimates that between 450 and 1,000 crashes a year have some connection to cell phone use (Layton c9). A recent survey indicates that 87% of those polled said that cell phones affect a driver's ability, and 40% reported having close calls with drivers distracted by phones (Farmers Insurance Group). Many cartoons have also depicted the very real dangers of driving while distracted (Lowe).

Scientific research confirms the dangers of using phones while on the road. In 2007 an important study appeared in the *New England Journal of Medicine*. The authors, Donald Redelmeier and Robert Tibshirani, studied 699 volunteers who made their cell phone bills available in order to confirm when they had placed calls. The participants agreed to report any nonfatal collision in which they were involved. By comparing the time of a collision with the phone records, the researchers assessed the dangers of driving while phoning. The results are unsettling:

We found that using a cellular telephone was associated with a risk of having a motor vehicle collision that was about four times as high as that among the same drivers when they were not using their cellular telephones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at the legal limit. (456)

The news media often exaggerated the later claim; nonetheless, the comparison with drunk driving suggests the extent to which cell phone use while driving can impair judgment.

A great deal of progress has been made on this issue in the last few years.

As of September 2010, eight provinces have banned all handheld cell phone use while driving (Parode). Text messaging while driving is also illegal in these provinces. Two additional provinces, Alberta and New Brunswick, have committed to debating the issue in the months to come. In fact Alberta also has a distracted driving bill, which, if passed, will also ban reading, writing and personal grooming while driving, even at red lights (Parode).

Despite the claims of some lobbyists, tough laws regulating phone use can make our roads safer. In Japan, for example, accidents linked to cell phones fell by 75% just a month after the country prohibited using a handheld phone while driving (Haaughney). Research suggests and common sense makes it clear that it is not possible to drive an automobile at high speeds, dial numbers, and carry on conversation without significant risks. When such behaviour is regulated, obviously our roads will be safer.

Progress has been made both in terms of public awareness, as well as government regulation to eliminate cell phone use while driving. However, not all provinces have enacted laws against cell phone use while driving, and even if such laws are passed across the nation, individuals still need to be fully convinced of their personal responsibility to drive safely. Too many lives have been lost already.

Works Cited

Besthoff, Len. "Cell Phone Use Increases risk of Accidents, but User Willing to take the risk."

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