

THE COLLEGE OF WESTCHESTER

MLA STYLE SHEET

THE COLLEGE OF WESTCHESTER LIBRARY

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Notice about Plagiarism:

(1) Failing to properly document the use of sources (2) Cutting and pasting of online text without crediting the source (3) The use of another student's and/or outside source's paper/research are ALL examples of plagiarism.

“The purpose of a research paper is to synthesize previous research and scholarship with your ideas on the subject. Therefore, you should feel free to use other person’s words, facts, and thoughts in your research paper, but the material you borrow must not be presented as if it were your own creation. When you write your research paper, remember that you must document everything that you borrow – not only direct quotations and paraphrases but also information and ideas.”¹

DOCUMENTATION SYSTEMS

Documenting your sources can be achieved through **parenthetical citations, footnotes** or **endnotes**.

Parenthetical citations are included within the text of your document. They may be included at the end of a sentence, paragraph, or the end of a quotation. For each document you are citing, you include the author’s last name and page number(s) from which the information was obtained. For example: (Smith 23-25). At the end of the research paper with parenthetical citations, include a “Works Cited” list.

Footnotes are documented at the end of a sentence, paragraph, or the end of a quotation with a number. (MS Word will automatically add footnotes, ctrl + alt + “F”) At the bottom of each page, these numbers are listed with the full citation.*

Endnotes are documented at the end of a sentence, paragraph, or the end of a quotation with a number. (MS Word will automatically add endnotes, ctrl + alt + “D”) All these numbers are listed at the end of your research paper with the full citation*. Include a “Notes” list on a new page at the end of the research paper.

***Footnotes** and **endnotes** follow this format for citation: authors name in normal order, followed by a comma; the title; publication data in parentheses; and a page reference. There is a period only at the end.¹ *

* **See Page 6 for an example of endnotes.**

For Example: ¹ Deborah Tannen, You Just Don’t Understand: Women and Men in Conversation (New York: Morrow, 1990) 52.

CITING BOOKS

Citations must include author(s) name or editor(s) name if applicable, title of the book and publication information (Place of Publication*, Name of Publisher and Year of Publication).

*** If city of publication is not well known, include abbreviated state information as demonstrated in the following example.**

Basic Entry: A Book by a Single Author

Sabath, Ann Marie. Beyond Business Casual: What to Wear to Work if You Want to Get Ahead. Franklin Lakes, NJ: Career Press, 2000.

A Book by Two or More Authors

Wallach, Lori and Patrick Woodall. Whose Trade Organization?: A Comprehensive Guide to the WTO. New York: New Press, 2004.

Book with an Editor (Anthology or Compilation)

Lopate, Phillip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to the Present. New York: Anchor-Doubleday, 1994.

Book with a Corporate Author

The College of Westchester. Citations in the Business World. White Plains: CW Press, 2002.

Government Document

United States Dept. of Labor. Bureau of Labor Statistics. Occupation Outlook Handbook. 2004-2005 ed. Indianapolis: JIST Works, 2004.

CITING PERIODICALS AND NEWSPAPER ARTICLES

Citations must include author(s) name, article title, publication title* (journal, magazine, etc.), volume number, publication date (abbreviated months) and the page numbers.

***Publication titles are underlined – some instructors prefer the use of italics, check with your instructor on the format.**

Journal Article, One Author

Issue numbers should be stated as decimals to a given volume number. In the example below this citation is from volume 327, issue 7424.

Moynihan, Ray. “Another U.S. Healthcare Giant is Hit by Scandal.” BMJ:

British Medical Journal 327.7424 (2003): 1128.

Journal Article, Two Authors

Ghinea, Gheorghita, and Sherry Y. Chen. “The Impact of Cognitive Styles on

Perceptual Distributed Multimedia Quality.” *British Journal of Educational*

Technology 34.4 (2003): 393 - 407.

Magazine Article (magazine published every one or two weeks)

Provide complete date of magazine, abbreviate all months except, May, June, and July followed by a colon and inclusive page numbers. If pages are not consecutive, only include first page number with a plus sign. DO NOT give volume and issue numbers.

Gessen, Masha. “Psyched Out.” The New Republic 27 Dec. 2004: 18+.

Magazine Article (magazine published every month or two months)

Provide the month(s) and the year of the magazine, DO NOT give volume and issue numbers.

Appenzeller, Tim. “Search for Other Earths.” National Geographic Dec. 2004:

66-95.

Newspaper article, one author, discontinuous pages

Include edition, for pages, add plus sign if pages are not continuous.

Shane, Scott. “Powell Touring Stricken Region to Show Support.” New York

Times 4 Jan. 2005, Late ed.: A1+.

CITING MATERIALS FROM ONLINE SOURCES

Article from an online encyclopedia

"Administrative Law." Britannica Concise Encyclopedia. 2005. Encyclopedia

Britannica Premium Service. 3 Jan. 2005

<<http://www.britannica.com/ebc/article?tocId=9354600>>.

Article in a full-text journal or E-Book accessed from a database to which the library subscribes:

For works previously published in print, include publishing information AND include the name of the database used (underlined), if known, the name of the service; name of the library (with a city and state abbreviation). Next include the date of access and if available, provide URL of the service's home page in angle brackets < > immediately following date of access. Include as much information that is available.

Article from ProQuest's ABI/INFORM

Luker, Mark A. "Security: Progress and Challenges." Educause Review Jan-Feb

2004: 39. ABI/INFORM Global ProQuest. College of Westchester, White

Plains, NY. 10 June 2004 <<http://proquest.umi.com/login>>.

Electronic Book from Books 24x7

Grebler, Eric. Adobe Photoshop CS Fast & Easy. Boston: Premier Press, 2004.

Books 24x7 College of Westchester, White Plains, NY. 3 Jan. 2005

< <http://library.cw.edu>>.

Article from an online magazine (accessed directly)

Chaplin, Heather. "Epidemic of Extravagance." Salon 19 February 1999. 12 July

1999 <<http://ww1.salon.com/money/1999/02/19chap.html>>.

Professional Website

Cousineau, Laura and Van E. Hillard. Citing Sources and Avoiding Plagiarism:

Documentation Guidelines 22 June 2004. Duke University Libraries. 12 Dec.

2004 <<http://www.lib.duke.edu/libguide/citing.htm>>.

Entire Internet Site

Include: Title of site (underlined), Name of editor of site (if given), electronic publication information (date of publication or latest update), name of sponsoring organization or institution, date of access and URL.

CNN.com. 5 Mar. 2004 Cable News Network. 5 Mar. 2004

<<http://www.cnn.com/>>.

Personal Website

Rule, Greg. Home page. 16 Nov. 1999 <<http://www.student.cornell.edu/~greg/>>.

CITING AUDIO-VISUAL MATERIALS

Film or video recording

Annie Hall. Dir. Woody Allen. 1977. Videocassette. MGM/UA Home Video,

1991.

Sound recording

Counting Crows. August and Everything After. DGC, 1993.

Joseph Gibaldi, A Handbook for Writers of Research Papers 6th ed. (New York: Modern Language Association of America, 2003) 299.
