

MLA Style Guide

DMACC Urban Campus Library

Why Do Citation Styles Matter?

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. **Works Cited List:** At the end of your paper or 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 listed in alphabetical order, starting with the author's last name. If a source has no author, the entry is alphabetized by title. Citations are double-spaced with hanging indents. There are specific rules for punctuation and italics in a Works Cited list, illustrated by the examples in this guide.
2. **In-Text References:** 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 near the paraphrase or quotation as possible. These references lead your reader to the appropriate entry in your Works Cited List.

How can this guide help me?

This guide provides examples in the MLA style for information sources most commonly used by DMACC students. It should always be used in conjunction with the 8th edition of the *MLA Handbook* and information provided by DMACC instructors. You may also want to visit the MLA website at <http://www.mla.org>. Your librarians are always ready to help with citation questions.

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Formatting Your Paper Microsoft Word

What should my final paper look like?

The MLA Style Center recommends that research papers adhere to certain formatting guidelines.

These include:

- Use 1 inch margins around the text of your paper (top, bottom, left, and right).
- Double-space the entire paper, including quotations and the works cited page.
- Indent the first line of all body paragraphs by 1/2 inch.
- Use a basic, readable font such as Times New Roman in a standard size (i.e., 12pt).
- Use only one space after concluding punctuation (such as a period).
- Do not include a title page. Instead, type your name, your instructor's name, the course number, and the date at the top of your first page, flush with the left margin and double-spaced.
- Type the title of your paper above the body of the text. Center the title. Do not underline, italicize, boldface, type in all capital letters, or place in quotation marks. Capitalize all important words.
- Create a header with your last name and page number to appear on all pages. (Note: Your instructor may ask that you omit the name/page number header on the first page.)
- Print your paper on standard, white 8.5 x 11 inch paper.

How do I format my paper in Microsoft Word 2013/2016?

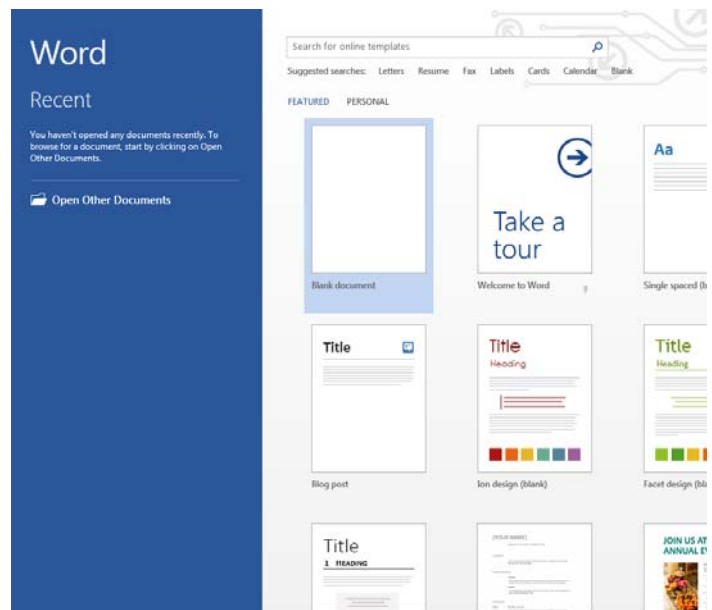
Open a new Microsoft Word document

A new document automatically appears when Word is opened.

Create a new blank document

1. Open Word 2016.
2. Single-click the **Blank document** option.

Shortcut Option: Press <Ctrl> + <N> in Microsoft Word to open a new blank document.



Formatting Your Paper Microsoft Word

Set your margins to 1 inch

A margin is the empty space between a document's contents and the edges of the page. Word's default margins are 1 inch on each side of the page which is also the required margin for MLA. However, if the default is not 1 inch, you can easily adjust the margins.

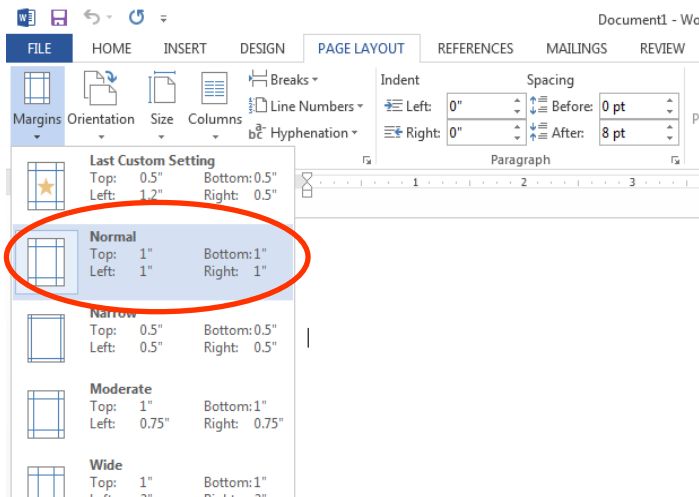
1. Click the **Page Layout** tab on the Ribbon and click the **Margins** button in the Page Setup group.

A list of common page margins appears.

2. For 1 inch margins, select the **Normal** margin setting.

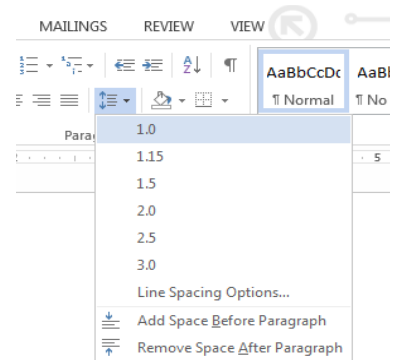
The margin setting is applied to the document.

Note: This is the normal default for margin spacing in Word 2016.



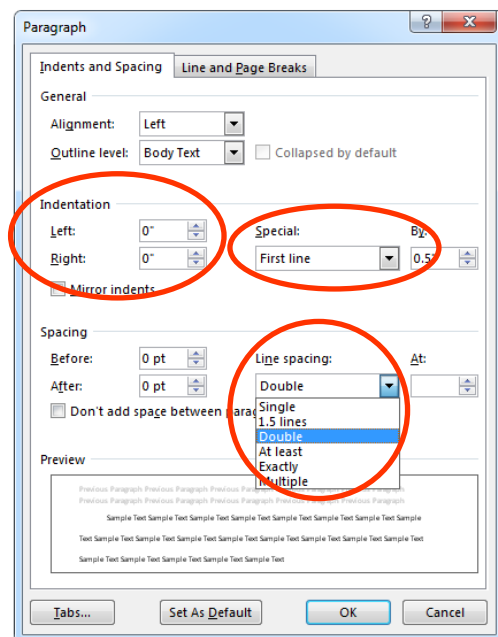
Set your line spacing and indentation

The default settings for Word 2013 do not match the MLA style requirements for line spacing and indentation, so you will need to make the following adjustments.



1. Click the **Home** tab on the Ribbon and click the **Line Spacing** button in the Paragraph group.

- A. Under Special select "First Line" and make sure it is set to .5"
- B. Under Spacing, set "After" to 0 pt.
- C. Under Line Spacing, select "Double".

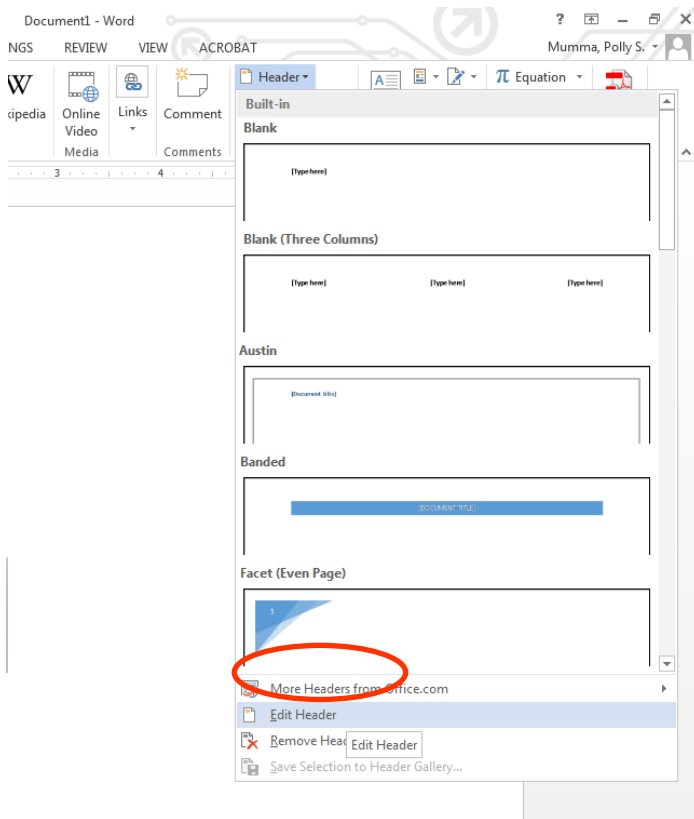


Formatting Your Paper Microsoft Word

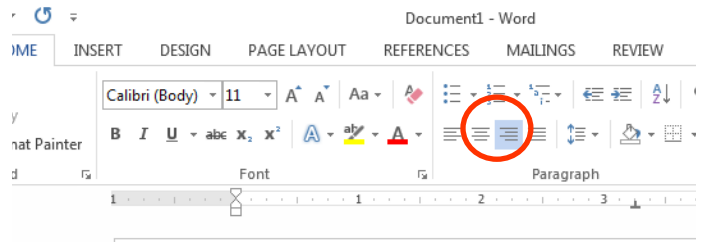
Create your header

In MLA style, the name of the author followed by the page number should appear at the right top margin in the header.

1. Click the **Insert** tab on the Ribbon and select **Header** from the Header & Footer group. Scroll down to the bottom of the list and select **Edit Header**.

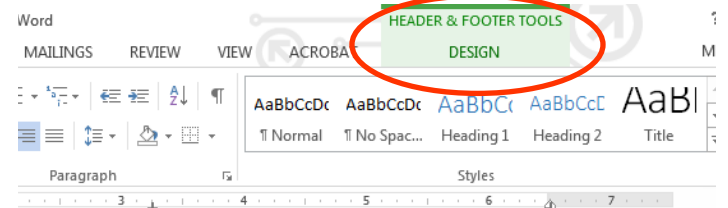


2. Click on **Home** in the Ribbon and click on the **Right Align** tab.
3. Click on the green **Header & Footer Tool**



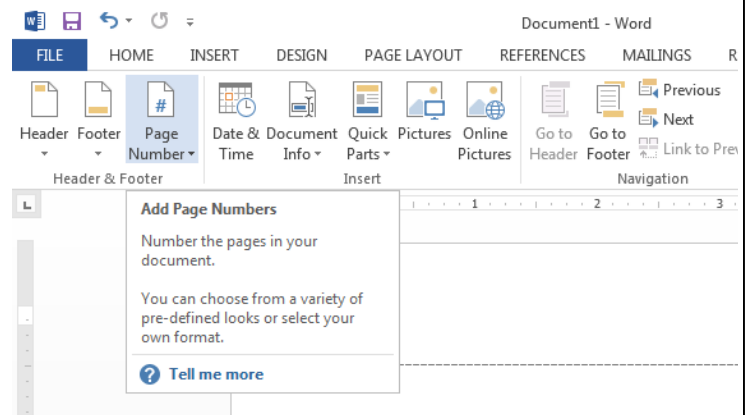
Design box at the top of the screen.

4. Type your last name and press the space bar one



time.

5. Click the **Page Number** tab.

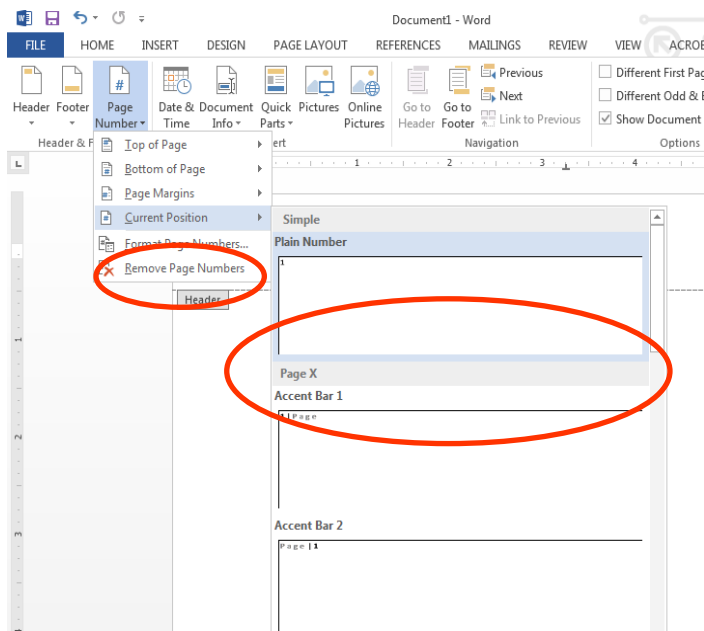


- 6.
7. Slide your cursor down to **Current Position**

Formatting Your Paper Microsoft Word

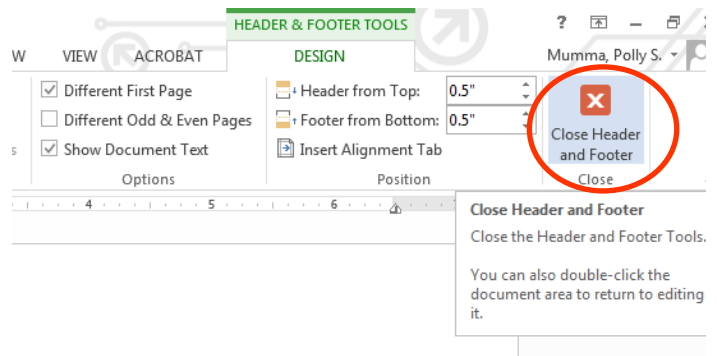
and then over to **Plain Number**.

8. (OPTIONAL) If your instructor requested that



you do not include the page number on the first page, check the box next to **Different First Page**. This will remove the page number from your first page.

8. Press the **Close Header and Footer** button in the ribbon and return to your paper.



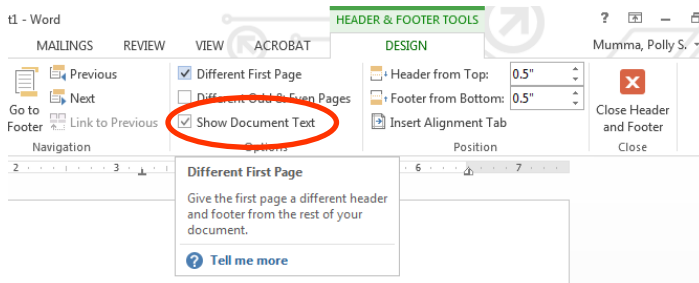
Enter name and course information

MLA style does not require a separate title page for research papers. Instead, place your name and course information in a double-spaced block below the header, along the top left-hand margin. This is called a report heading and it should only appear **on the first page of the document**.

1. Type your name on the first line below the header and press Enter.
2. Type the name of the instructor on the second line and press Enter.
3. Type the course name on the third line and press Enter.
4. Type the date on the fourth line and press Enter. MLA style requires the day-month-year (24 September 2014) format.

Enter the Document Title

The title of your research paper should appear a double space below the name and course information, and should be centered between the page margins.



Formatting Your Paper Microsoft Office 365

What should my final paper look like? (<https://style.mla.org/>)

The MLA Style Center recommends that research papers adhere to certain formatting guidelines.

These include:

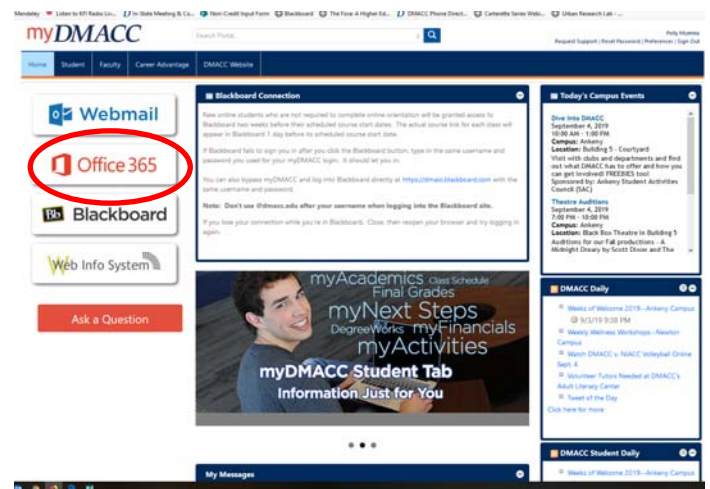
- Use 1 inch margins around the text of your paper (top, bottom, left, and right).
- Double-space the entire paper, including quotations and the works cited page.
- Indent the first line of all body paragraphs by 1/2 inch.
- Use a basic, readable font such as Times New Roman in a standard size (i.e., 12pt).
- Use only one space after concluding punctuation (such as a period).
- Do not include a title page. Instead, type your name, your instructor's name, the course number, and the date at the top of your first page, flush with the left margin and double-spaced.
- Type the title of your paper above the body of the text. Center the title. Do not underline, italicize, boldface, type in all capital letters, or place in quotation marks. Capitalize all important words.
- Create a header with your last name and page number to appear on all pages. (Note: Your instructor may ask that you omit the name/page number header on the first page.)
- Print your paper on standard, white 8.5 x 11 inch paper.

How do I format my paper in Office365?

Go to <http://my.dmacc.edu>. Login using your DMACC username/password.

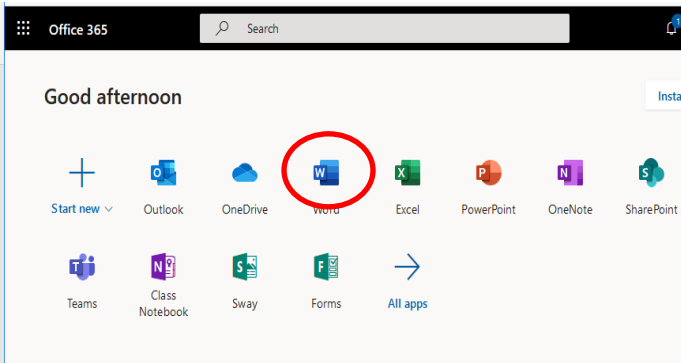


Select Office365.

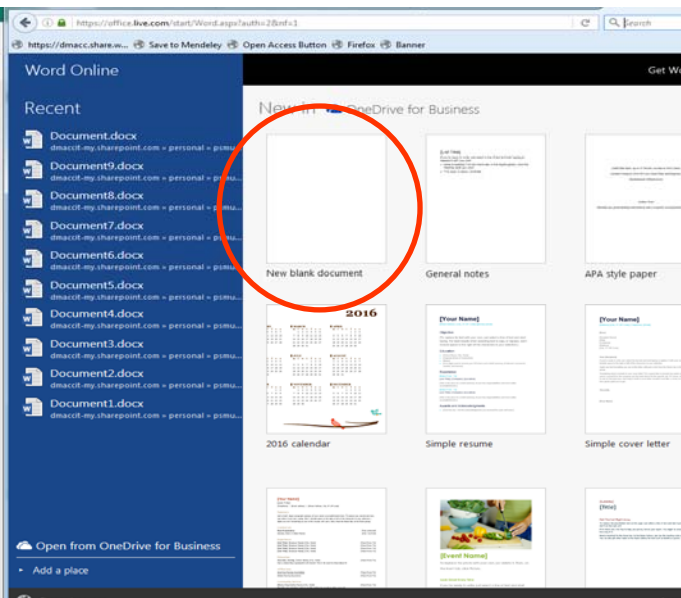


Formatting Your Paper Microsoft Office 365

Select Word from the list of available programs.



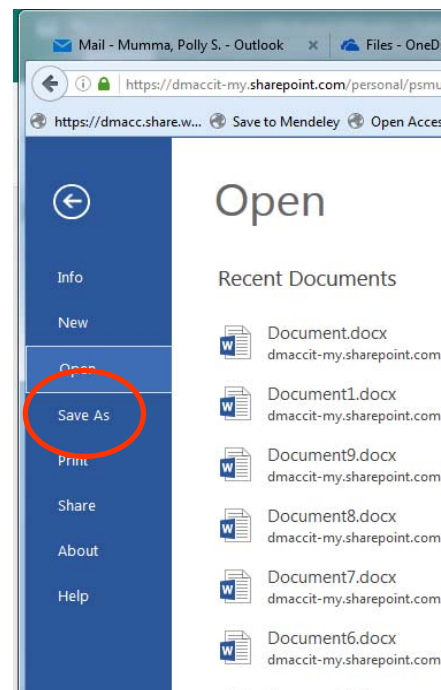
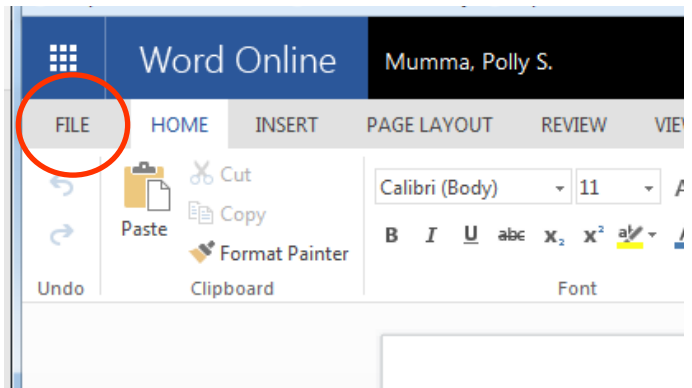
Single click the New Blank Document tile



Name your file

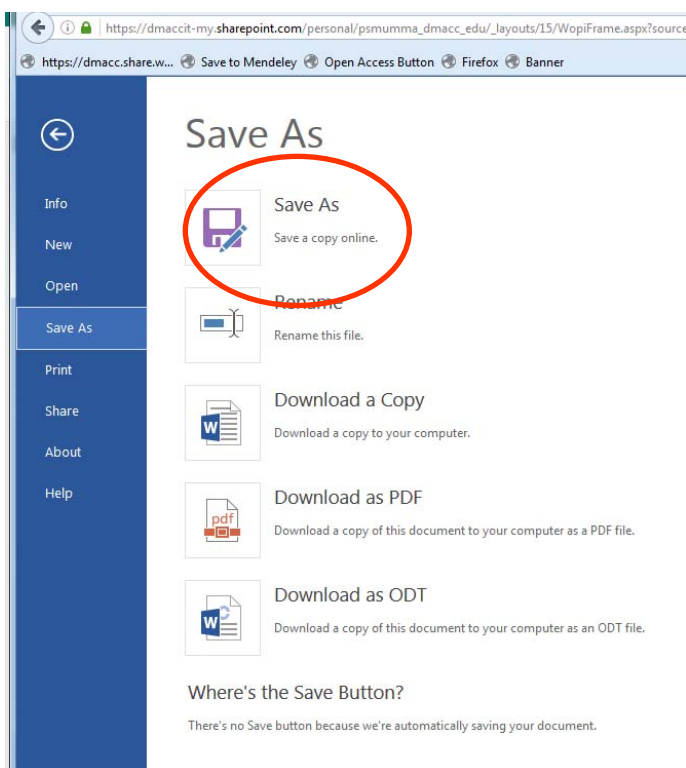
Office365 will automatically save your file to your OneDrive account. However, it will simply call it "Document", which is not very useful.

1. Single click on "File"
2. Single click on "Save As"



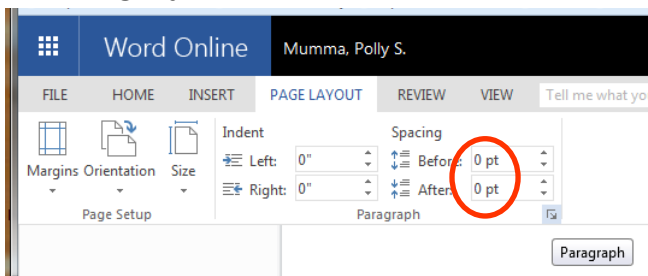
Formatting Your Paper Microsoft Office 365

3. Single click on “Save As”



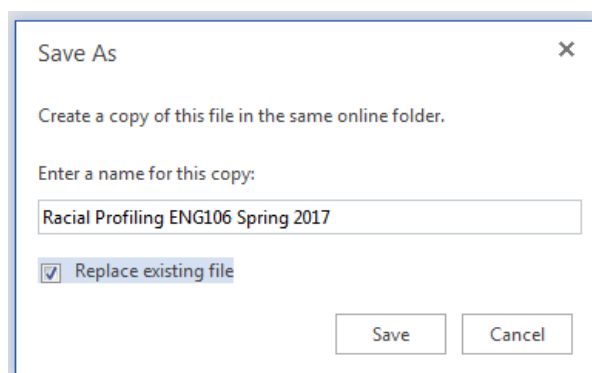
Set your line spacing and indentation

The default settings for Office365 do not match the MLA style requirements for line spacing and indentation, so you will need to make the following adjustments.



1. Your margins will default to 1”.
2. Click the “**Page Layout**” tab.
3. Click the small arrow in the **Paragraph** group.
4. Set “Spacing” both Before and After to 0.00”.
5. Change “Line Spacing” to “Double”.
6. Click “Ok”.

4. Give your file a name that makes sense.



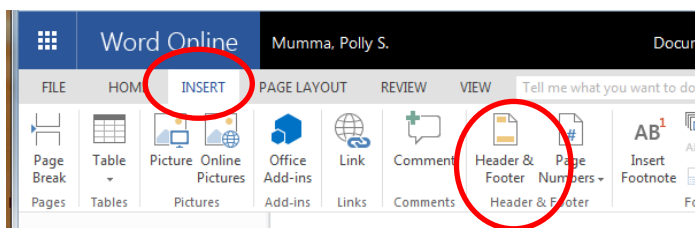
***Check “Replace existing file”
to avoid having multiple files
called “Document”***

Formatting Your Paper Microsoft Office 365

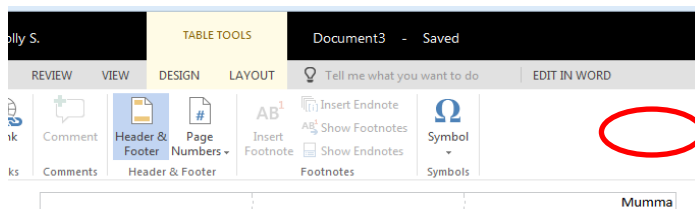
Create your header

In MLA style, the name of the author followed by the page number should appear at the right top margin in the header.

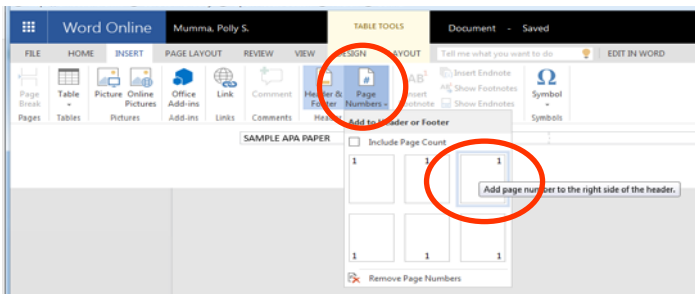
1. Click the **“Insert”** tab and click **“Header and Footer”**.



2. Click in the right field and enter your last name and a space.



3. Click the **Page Numbers** button and then select the image with the page number in the upper right-hand corner.



4. Click **“Edit in Browser”** to close the Header & Footer tools and return to your document.

Enter name and course information

MLA style does not require a separate title page for research papers. Instead, place your name and course information in a double-spaced block below the header, along the top left-hand margin. This is called a report heading and it should only appear **on the first page of the document**.

1. Type your name on the first line below the header and press Enter.
2. Type the name of the instructor on the second line and press Enter.
3. Type the name of the course on the third line and press Enter.
4. Type the date: date/month/year.

Susan Nguyen

Shannon McGregor

ENG106

23 Oct. 2019

Sample Paper

Sample Paper

Smith 1

Jane Smith

Professor Taylor

English 105

16 April 2012

Ellington's Adventures in Music and Geography

In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copeland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Griffiths, Greenberg, and Olander 104-39). They usually overlook Duke Ellington, whom Peter Gammond rightly calls "one of America's great composers" (318), probably because they are familiar only with Ellington's popular pieces, like "Sophisticated Lady," "Mood Indigo," and "Solitude." Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as *The Liberian Suite* and *The Latin American Suite*, explore his impressions of the people, places, and music of

In-Text References

What are in-text references and how do I use them?

Within the text of your paper, you must show your reader exactly what you borrowed from each source you paraphrase or quote, and exactly where in the source you found the material. These are your in-text, or parenthetical, references.

Even if you are including information that you know very well, if a reader (instructor) could ask themselves, “How do you know that?” locate and include a citation for the information.

Your in-text references point to sources in your list of works cited. You should use the primary element of the full citation from your Works Cited page. Usually, this will be the author's last name. If the work is listed by title, use the title, shortened or in full.

For a printed source, include the relevant page number or numbers. You may omit page numbers if citing an electronic source without pagination. Keep in-text references brief. They should lead interested readers to your Works Cited page for more information without interrupting their flow of reading. If you use the author's name in a sentence, you don't need to repeat it in the parenthetical page citation. Do not include first names, titles (Mr., Mrs., Dr., Professor, etc.), the title of the source or other descriptors in your text. While many students add these elements in an effort avoid being rude or to be complete, it is incorrect and will be penalized.

Incorrect: in the article, *The Intersection of Two Unlikely Worlds: Ratios and Drums*, Anthony C. Stevens, Janet M. Sharp and Eecky Nelson write....

Correct: (Stevens et al 376) or Stevens et al. (376) write...

An original passage from the book, *The Extreme Searcher's Internet Handbook* (page 20) by Randolph Hock, published in 2009 by CyberAge Books is shown on the next page, with examples of different types of in-text references.

In-Text References

Full citation:

Hock, Randolph. *Extreme Searcher's Internet Handbook*. CyberAge, 2009.

Direct quotation:

"Knowing about the Deep Web is important because it contains a lot of tremendously useful information—and it is large. Various estimates put the size of the Deep Web at from 200 to 500 times the content of the visible web" (Hock 20).

Paraphrase with the author's name in the text:

Hock (20) points out that that the Deep Web is considerably larger than the visible web.

Paraphrase with the author's name in the parenthetical reference:

The content of the Deep Web is considerably larger than that of the visible web (Hock 20).

Direct quote with the author's name in the text:

Hock (20) cites estimates of the Deep Web "at from 200 to 500 times the content of the visible web."

In-Text References

Parenthetical reference with more than three authors:

When you are citing or paraphrasing a work with more than three authors, you should list the last name of the first author, followed by “*et al.*” and the appropriate page number.

All living creatures are made of cells—small membrane– bounded compartments filled with a concentrated aqueous solution of chemicals (Alberts et al. 3).

Parenthetical reference with no author:

When a source does not include an author, it is necessary to refer to it in your text by the full title (if short), or the first few words of a longer title. Begin with the word by which the source is alphabetized in your Works Cited.

For example, to cite the entry “Plagiarism” from Wikipedia in-text, the reference would be:

“Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure, up to and including expulsion” (“Plagiarism”).

Indirect reference:

Sometimes, you need to refer to an indirect quotation, that is, something that was itself a quotation in one of your sources. In this case, put the abbreviation *qtd. in* (“quoted in”) before the reference.

Joan London wrote of her father, Jack, “His longing for his daughters was deep and true, his need for them was desperate. But did anyone ever bungle more badly in trying to realize that desire? (qtd. in Labor 336).

This could also be written with both sources listed in the text.

Labor (336) cites Joan London as saying of her father, Jack, that “his longing for his daughters was deep and true, his need for them was desperate”

You should only include the book, article or Web site that you actually have in your Works Cited. In this example, Joan London would ***not*** be included in the Works Cited.

Labor, Earle. *Jack London: An American Life*. Farrar, Straus & Giroux, 2013.

Works Cited Page

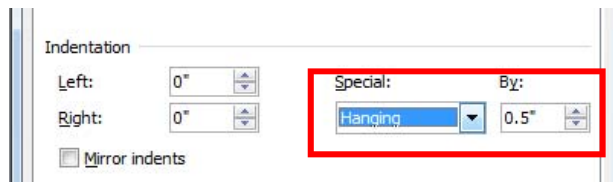
How do I format my Works Cited page?

The Works Cited page includes an **alphabetical** list of the sources you cited in your paper. You can see the *Using Citation Tools* section of this guide for instructions on how to build a Works Cited page in NoodleTools or Microsoft Word.

The page layout of your Works Cited page uses the same 1 inch margins, double-spacing, and header as the body of the paper. However, the page should be titled *Works Cited*, and the individual citations will use a hanging indent.

How to create a hanging-indent :

1. Place your cursor on the first line of a new page, or highlight your citations if they are already typed.
2. Click the **Home** tab on the Ribbon and click the **Line Spacing** button in the Paragraph group.
3. Click **Line Spacing Options**.
4. In the **Indentation** area, select **Hanging** by **.5"** under **Special**. Be sure Left is also set to 0"
5. **Press OK.**



Core Elements

What are Core Elements?

With the 8th edition, the *MLA Handbook* moved from a format-based focus to a focus on “core elements”. Core elements are those pieces of a citation that should be included, regardless of the format of the item you located. These include: Author, Title of the Source, Title of the Container, Other Contributors, Version, Number, Publisher, Publication Date, Location, Additional Container Information. Elements should be listed in this order. An element should be omitted if it is not relevant to the format of your work. For example, “Version” would not apply to a Web site and would be omitted. If your source does not provide you the information for a particular element, do not include that element in your citation. For example, a Web site may not include an author. In that instance, you would not include the author element, but would begin your citation with the title of the source.

Author

The author is the person or group who produced the work. This element should end with a **period**. If there is **one** author, list the last name first with a comma, then the first name. Example: Williams, Tamara L. If there are **two** authors, list the first author in the manner described, followed by a comma the word “and,” then the second author in the more traditional first name last name style. Example: Williams, Tamara L., and Susan Nguyen. If there are **three or more** authors, list the first author as previously described, followed by et al. Example: Williams, Tamara L. et al.

Editors gather and curate information. As a result, they are given descriptive labels. Example: Williams, Tamara L., editor. Or , Williams, Tamara L., and Susan Nguyen, editors.

For works written in languages other than English and translated, treat the translator as an author and include the label, “translator”. Example: Williams, Tamara L., and Susan Nguyen, translators.

Pseudonyms

The most common example of a pseudonym is an online username, such as those found on YouTube. Do **not** list the author as “Anonymous”, but rather list the username as you would a traditional name. Example: DMACCUrbanLibrary or ALAACRL.

Core Elements

Title of the Source

The title of the source is the title of the article, chapter, Web page, etc.

If the title of the source is part of a larger work, it should be placed inside of quotation marks. An example, would be an article that was published in a magazine or journal, an article from a Web site, or a chapter from a book.

If the source is a single entity, such as a book or an entire Web site, it should be *italicized*.

In all cases, all of the words of the title, except for conjunctions and prepositions, should be capitalized. Capitalization and punctuation should be adjusted as necessary from the original.

The alphabetization of an entry is based on a title when there is no author listed for the source.

Containers

MLA employs the concept of “containers”, which refers to a larger entity that holds an individual work. For example, an article may be contained within an academic journal, which may be contained within a database. A single item may have multiple containers attached to it.

The title of the container should be *italicized*. All of the words in the title of the container should be capitalized, except for conjunctions and prepositions. Capitalization and punctuation should be adjusted as necessary from the original. All of the applicable containers should be described.

Publication Date

If multiple dates are provided, use the date that is most meaningful or relevant to your use of the source. This is usually the most recent date provided. If a Web source includes a time as well as a date, include that in your citation as well.

Core Elements

Publisher

List the name of the publisher. Omit “The” if it is the first word in the Publisher’s name. Omit Co, Comp, Corp, Inc, LLC, and Ltd. Abbreviate “Press” with “P” and “University” with “U”. For example: The Chicago University Press would be listed as Chicago UP.

If the publisher is a division, or subgroup, of a larger publisher, list the division or subgroup. An example lists Metropolitan Books and on the next line says Henry Holt and Company. Beneath that it says that Metropolitan is a registered trademark of Henry Holt. This indicates that Metropolitan is a part of Henry Holt. Use Metropolitan in the citation.

When documenting a film or television program, use the name of the company that had primary responsibility for the item’s creation.

The publisher of a Web site can usually be found at the bottom of the page, next to the copyright declaration.

The publisher may be omitted in the following circumstances: the source is a journal, magazine, or newspaper; the author and the publisher are the same; a Web site with both the same name and publisher (Example: CNN); a Web site host that is not involved in producing the item (Example: YouTube).

Version

Some sources will have a version. Example may include Revised, Expanded, Updated, 3rd, or director’s cut. The words “Revised” and “Edition” are always abbreviated. “ed.” is always listed in lower case. Numbered versions should be listed with Arabic numbers, such as 2nd ed. or 5th ed. Capitalize the first letter of descriptive terms. Examples include: Rev. ed. or Updated ed. Proper names should be capitalized like titles and should not be abbreviated. An example would be: New American ed.

Core Elements

Location

Describing a source's location depends upon the format of the source.

Print. For a print source, provide the page numbers using either *p.* for a single page or *pp.* for multiple pages.

Web. For Web-based sources, provide the URL where the source was found. If a permalink is provided, use that in place of the URL in the browser address bar. Avoid using shortened URLs, such as those from bit.ly or tinyurl.

Databases. For articles found in the library subscription databases, if a DOI is provided, it should be used in place of a URL. If no DOI is available, use the permalink provided by the database. For more information on DOIs, see the next page. When citing a doi, use doi: followed by the actual code and a period. For example:

doi:10.1371/journal.pone.0161005.

A Work of Art or Live Performance Provide the name of the place where the item is located and its city, unless the city is included in the name of the place. Example: Des Moines Art Center. (Includes the name of the city, don't repeat "Des Moines".) Or, Science Center of Iowa, Des Moines. (Provide the city name after the name of the place.) Or, Wells Fargo Area, Des Moines. A lecture or live address, may include the descriptor Address. or Lecture. at the end of entry.

Optional Elements

There are several optional elements that may be added to your entry either upon your instructor's request or to add clarity to your entry.

Date of Original Publication. If your source is a republication of an earlier work, add the original date of publication immediately following the source's title which is followed by a period. (This is different from a work with multiple copyright dates. This refers to a work that went out of print and then was republished at a later time.)

City of Publication. Unless you are using a copy of a book published before 1900, or a copy obtained in a country other than a United States, this element should not be included unless specifically requested by your instructor.

Multivolume Work. If your source is part of a multivolume work, such as part of a multibook set, you should include the volume number and the total number of volumes.

Series. If your source is part of a series, you may include the name of the series at the end of the entry. It should be neither italicized nor in quotation marks.

Date of Access. Since online sources often change or can be removed, it is sometimes helpful to include a date of access at the end of the entry. This is especially true if the source does not include a publication date. It should be written in a European style with the date month year, with no italics or quotation marks. Example: 14 February 2017.

What is a DOI?

DOI stands for Digital Object Identifier. It is a string of numbers and letters that serve as a permanent “address” to digital objects such as journal articles. URLs (web addresses) are constantly changing, and are, therefore, not a particularly effective way to relocate digital information. Since DOIs never change, they should always lead users back to the original document. Using a DOI instead of a URL in a reference list prevents users from encountering broken links and dead ends when recovering sources from a Works Cited page.

DOI is administered by the International DOI Foundation. Individual documents (articles and sometimes books) are assigned DOIs by the publisher at the time of publication. Once assigned, they will never change. A DOI will link readers directly to the object in question (or information about how to access the object) no matter where the object currently resides or how many times it has been moved. DOIs are also independent of database vendors, meaning that if an individual article or journal is indexed in multiple databases, it can be retrieved in all of them using the same DOI.

CrossRef.org is a website that helps researchers and students check existing and locate missing DOIs. Use their website (www.crossref.org) to look up a DOI for an article, to verify an article’s DOI, or to find an article using its DOI.

DOI takes the place of changeable resource information (such as URLs or database information). It also eliminates the need for retrieval dates. Use DOI information whenever available, both for electronic resources and print resources.

If you have questions about DOIs, or what to do if your source does not include this information, you may contact a DMACC librarian for assistance.

Sample Works Cited List

Smith 6

Works Cited

- "African American Women & Suffrage." *Rights for Women: The Suffrage Movement & Its Leaders*, National Women's History Museum, 2007. Accessed 10 Aug. 2012.
- Berry, Mary Frances. *My Face Is Black Is True: Callie House and the Struggle for Ex-Slave Reparations*. New York, Knopf, 2005.
- Giddings, Paula J. *Ida: A Sword Among Lions*. New York, Amistad, 2008.
- Hock, Randolph. *Extreme Searcher's Internet Handbook*. CyberAge, 2009.
- Hopkins, Heather M. "Carpethaggers and Scalawags." *Footsteps*, vol. 6, no. 4, 2004, pp. 26-28. *Masterfile*. Accessed 10 Aug. 2012.
- Jones, Hari. "African American Women & the Civil War." *American History TV*, C-SPAN, 4 Aug. 2012. Accessed 10 Aug. 2012.
- Labor, Earle. *Jack London: An American Life*. Farrar, Straus & Giroux, 2013.
- Malaspina, Ann. "After the Fugitive Slave Act." *Harriet Tubman, Chelsea House, 2009. Leaders of the Civil War Era. History Research Center, online.infobase.com/Auth/Index?aid=0&itemid=&articleId=1007895*. Accessed 18 Oct. 2016.

Examples: Books

A book with one author or editor

Weimer, Maryellen. *Learner-Centered Teaching: Five Key Changes to Practice*. Jossey-Bass, 2002.

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

A book with two authors or editors

Devine, Jane, and Francine Egger-Sider. *Going Beyond Google Again: Strategies for Using and Teaching the Invisible Web*. Neal-Schuman, 2014.

A book with three or more authors or editors

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

Note: "et al." means "and others"

A book with a corporate author

American Association of Community Colleges. *State-by-State Profile of Community Colleges*. Community College, 2003.

A multivolume work

English, Fenwick W., editor. *Encyclopedia of Educational Leadership and Administration*. Sage, 2006. 2 vols.

De Vos, Gail. "Casper the Friendly Ghost." *Comics Through Time: A History of Icons, Idols and Ideas*, edited by M. Keith Booker, vol. 1, 1800-1960, Greenwood, 2014, pp. 61-63.

Examples: Books

An edition or version a book

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

A chapter or section of a book

Carter, Elizabeth, and Renee N. Jefferson.
"Collaborating on Information Literacy."
Revisiting Outcomes Assessment in Higher Education, edited by Peter Hernon et al., Libraries Unlimited, 2006, pp. 302-26.

A book found through Google Books

Roueche, John E., et al. *The Creative Community College: Leading Change Through Innovation*. American Association of Community Colleges, 2010. *Google Books*, books.google.com/books?id=Yn2GoAEACAAJ&dq=creative+community+college&hl=en&sa=X&ved=0ahUKEwi1nZffxJDSAhWljFQKHbfAD7gQ6AEIHDAA. Accessed 26 Feb. 2017.

Examples: Books

Cross-References

If you are citing two or more entries/chapters from a single source, such as a book where each chapter has a different author (anthology), create an entry for the entire work. In the example above, this is the entry that begins with Roueche. Then, create "cross-reference" entries for individual works within that larger source. The "cross-reference" entry should begin with the name of the author of the individual piece, the title of the individual work in quotation marks, a reference to the author (s)/editor(s) of the larger work, and the inclusive page numbers. In the example above, the entries for both Nielsen and Valek are cross-reference entries.

More than one chapter or section of a book

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, pp. 81-92.

Roueche, John E., and Barbara R. Jones, editors.
The Entrepreneurial Community College.
Community College, 2005.

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

Examples: Reference Sources

An encyclopedia entry

Stump, David. "Paradigm." *New Dictionary of the History of the Ideas*, edited by Maryanne Cline Horowitz, vol. 4, Thomson Gale, 2005, pp. 1714-18.

An online dictionary or encyclopedia

Chirka, E. M. "Bochner-Martinelli Representation Formula." *Encyclopedia of Mathematics*, Springer/European Mathematical Society, 12 Mar. 2012, www.encyclopediaofmath.org/index.php/Bochner-Martinelli_representation_formula. Accessed 27 Feb. 2017.

"Jack London." *Holocaust Encyclopedia*. United States Holocaust Memorial Museum, www.ushmm.org/wlc/en/article.php?ModuleId=10008068. Accessed 28 Feb. 2017.

An encyclopedia entry

Stump, David. "Paradigm." *New Dictionary of the History of the Ideas*, edited by Maryanne Cline Horowitz, vol. 4, Thomson Gale, 2005, pp. 1714-18.

Credo Reference database

"Quilting." *The Columbia Encyclopedia*, Credo Reference, 2016, search.credoreference.com/content/topic/quilting. Accessed 4 Mar. 2017.

Wikipedia

"Community College." *Wikipedia*, 22 Jan. 2017, en.wikipedia.org/wiki/Community_college. Accessed 4 Mar. 2017.

Examples: Articles

What is a periodical?

A periodical is any publication that appears on a regular 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 excellent resources for student research projects.

Scholarly versus popular: What's the difference?

Traditional popular materials include newspapers and magazines, such as *The New York Times* or *Newsweek* magazine. While these publications serve a very important purpose, instructors will often require students to use **scholarly** resources for their research projects. Journals are the most common place to find scholarly information. They include articles written by experts that are often reviewed and critiqued by other experts before they can be published. Because of this review by other experts in the field, it is common to hear the term “peer reviewed” in regards to scholarly publications.

Is it a magazine, a journal, or a reference book?

The DMACC databases provide information from a variety of sources, including magazines, journals and reference books. It's important to distinguish which type of resource you are using.

Books will often include words like *Encyclopedia*, *Dictionary* or *Survey* in the title. A publisher is almost always provided. Many times you may see an “ISBN”, which is a code for the book. You may see phrases like, “In *The Encyclopedia of...*”

Magazines and journal articles will not list a publisher. They will list a “source”, which is the name of the magazine/journal. It will include a date of publication, which is usually listed as a month and year (April 2017). Generally, you will also see a volume and issue, which may be identified, or may look like a decimal number (132.7). Many articles also include a DOI. See page 21 of this handout for more information on DOIs and how they are used in MLA.

Examples: Articles

An article from a magazine (print)

Pontzer, Herman. "The Exercise Paradox."
Scientific American, vol. 36, no. 2, Feb. 2017, pp. 26-31.

An article from a magazine (web)

Lukianoff, Greg, and Jonathan Haidt. "The Coddling of the American Mind." *Atlantic*, Sept. 2015, www.theatlantic.com/magazine/archive/2015/09/the-coddling-of-the-american-mind/399356/. Accessed 3 Mar. 2017.

An article in a scholarly research journal? (print)

Roberts, Brent W., et al. "A Systematic Review of Personality Trait Change through Intervention." *Psychological Bulletin*, vol. 143, no. 2, Feb. 2017, pp. 117-41.

A newspaper article (Print)

Pfannenstiel, Brianne. "Lawmakers Given an Earful: Statehouse Packed for Public Hearing on Collective Bargaining Laws." *Des Moines Register*, Metro ed., 14 Feb. 2017, sec. 1, p. 1+.

Note: Omit beginning articles for newspaper titles. (Example: The Des Moines Register becomes Des Moines Register)

An article from online journal

Catalano, Amy Jo, and Sharon Rose Phillips. "Information Literacy and Retention: A Case Study of the Value of the Library." *Evidence Based Library and Information Practice*, vol. 11, no. 4, 2016, doi:/10.184381B82K7W. Accessed 27 Feb. 2017.

Cowell, Amanda E. "Social Media at the College of New Jersey Library." *In the Library with the Lead Pipe*, Feb. 2017, www.inthelibrarywiththeleadpipe.org/2017/social-media-tcnj/. Accessed 27 Feb. 2017.

Examples: Articles

An article from a database

Padgett, Lauree. "Filtering Out Fake News: It All Starts With Media Literacy." *Information Today*, vol. 34, no. 1, Jan.-Feb. 2017, p. 6. *Health Source: Nursing/Academic Edition*, dmacc.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hch&AN=120764037&site=ehost-live&scope=site. Accessed 25 Feb. 2017.

Riehle, Catherine Fraser, and Merinda Kaye Hensley. "What Do Undergraduate Students Know about Scholarly Communication?: A Mixed Methods Study." *Libraries and the Academy*, vol. 17, no. 1, Jan. 2017, pp. 145-78. *Project MUSE*, doi:10.13531.pla.2017.0009. Accessed 26 Feb. 2017.

One article, three formats*

Print.

Miller, Zeke J. "Winter White House." *Time*, vol. 189, nos. 7-8, 27 Feb. 2017, pp. 50-53.

Database.

Miller, Zeke J.. "Winter White House." *Time*, vol. 189, no. 7/8, 27 Feb. 2017, pp. 50-53. *Academic Search Premier*, http://dmacc.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=121318861&site=ehost-live&scope=site. Accessed 4 Mar. 2017.

Web Site.

Miller, Zeke J. "At Mar-a-Lago, Donald Trump Blends Pleasure, Profit and Politics." *Time*, 16 Feb. 2017, time.com/4672984/donald-trump-mar-a-lago/. Accessed 5 Mar. 2017.

One article, three formats*

Please note that the title of the article was different on the Web site than in the print magazine or database. The articles themselves are identical. Also, note that the publication date was different. There is a note on the Web page that the article was published in the Feb. 27, 2017 issue of *Time*. MLA advises to use the most **relevant** publication date. In this case, Feb. 16, 2017.

Examples: Web Sites

A general website

"Overview of Learning Styles." *Learning Styles Online*, Advanogy.com, 2017, learning-styles-online.com/overview/. Accessed 4 Mar. 2017.

"Patricia Bath." *Black Inventor Online Museum*, Adscape International, 26 Nov. 2012, blackinventor.com/patricia-bath/. Accessed 5 Mar. 2017.

"South African Government." *Republic of South Africa*, 2017, www.gov.za/. Accessed 4 Mar. 2017.

"Types of Learning Disabilities." *Learning Disabilities Association of America*, 2017, ldaamerica.org/types-of-learning-disabilities/. Accessed 3 Mar. 2017.

A blog

Maloney, Wendi. "Women's History Month: A New Look for a Rich Resource." *Library of Congress Blog*, 1 Mar. 2017, blogs.loc.gov/loc/. Accessed 5 Mar. 2017.

A government web site

McKenzie, Brian. *Transit Access and Population Change: The Demographic Profiles of Rail-Accessible Neighborhoods in the Washington, DC Area*. Research report no. SEHSD 2015-023, United States, Census Bureau, Dec. 2015, www.census.gov/content/dam/Census/library/working-papers/2015/demo/SEHSD-WP2015-23.pdf. Accessed 5 Mar. 2017.

CIA World Factbook

"Ecuador." *The World Factbook*, Central Intelligence Agency, 12 Jan. 2017, www.cia.gov/library/publications/the-world-factbook/geos/ec.html. Accessed 4 Mar. 2017.

Occupational Outlook Handbook

"Registered Nurses." *Occupational Outlook Handbook*, United States, Bureau of Labor Statistics, 17 Dec. 2017, www.bls.gov/ooh/healthcare/registered-nurses.htm. Accessed 4 Mar. 2017.

Examples: Art

Visual art on the web

Iris Calderhead, Daughter of Former

*Representative Calderhead and Wife of John
Brisben Walker, of Colorado. Miss*

*Calderhead Is a Graduate of the University of
Kansas, and Vermont. Gave Up Teaching*

*Literature in Wichita (Kansas) High School to
Organize for the National Woman's Party,*

and Was One of the Group Arrested for

Picketing the White House with Suffrage

*Banners. [ca. 1913-1917 Feb. 24]. Library of
Congress, www.loc.gov/item/mnwp000110.*

Accessed 3 Mar. 2017.

Odutola, Toyin Ojih. *The Raven*. 2016. MoMA,

Museum of Modern Art, www.moma.org/

collection/works/215367?locale=en. Accessed

5 Mar. 2017.

A painting, sculpture or photograph viewed in a museum

Kokoschka, Oskar. *Portrait of Mr. and Mrs. John
Cowles*. 1949, Des Moines Art Center.

Rondinone, Ugo. *Moonrise*. 2005, Pappajohn
Sculpture Park.

Visual art pictured in a book

Klee, Paul. *Anchorage*. 1928, Des Moines Art

Center. *An Uncommon Vision: The Des*

Moines Art Center. Neal Benezra et al., Des

Moines Art Center, p. 156-157.

Examples: Media

A published or broadcast interview

Obama, Barack. Interview. By David Axelrod. *Full Transcript: David Axelrod Interviews President Barack Obama for the Axe Files*, Cable News Network, 26 Dec. 2016, www.cnn.com/2016/12/26/politics/axe-files-obama-transcript/. Accessed 1 Mar. 2017.

A YouTube video

"UDL at a Glance." *YouTube*, uploaded by CAST, 17 Mar. 2010, www.youtube.com/watch?v=pGLTJw0GSxk. Accessed 3 Mar. 2017.

A podcast

"Chicago Leaders Use Cognitive Behavioral Therapy To Combat Violent Crime." *Hidden Brain*, NPR, 28 Feb. 2017, www.npr.org/2017/02/28/517779745/chicago-leaders-use-cognitive-behavioral-therapy-to-combat-violent-crime. Accessed 2 Mar. 2017.

"One Trump Speech Is Not the Economy." *Marketplace*, Minnesota Public Radio, 1 Mar. 2017, www.apple.com/itunes/download/?id=201853034. Accessed 6 Mar. 2017.

A television or radio program

Galecki, Johnnie, et al., performers. "The Friendship Contraction." Produced by Maria Ferrari. *The Big Bang Theory*, created by Chuck Lorre, season 5, episode 15, 2 Feb. 2012.

Examples: Media

Netflix, Hulu, etc.

Manchester By the Sea. Directed by Kenneth Lonergan, performances by Casey Affleck, Michelle Williams and Kyle Chandler. Amazon Studios, 2016. Amazon, https://www.amazon.com/dp/B01M2BZ6U4/ref=atv_me_ori_c_h_2_tg18GG1?_encoding=UTF8&pf_rd_i=originals1&pf_rd_m=ATVPDKIKX0DER&pf_rd_p=2799660822&pf_rd_r=VG1R7GTB4KSYKNFDSW24&pf_rd_s=center-3&pf_rd_t=39901

Google and the World Brain. Directed by Ben Lewis. Polar Star Films, 2013. Kanopy, <http://dmacc.kanopystreaming.com/video/google-and-world-brain-0>

Examples: Personal Communication

A personal interview

Grassley, Charles. Personal Interview. 2 Mar. 2017.

Obama, Michelle. Email Interview. 7 Feb. 2017.

McGregor, Shannon. Telephone Interview. 17 Feb. 2017.

A personal letter or email

Alberhasky, Matthew. "Using Citations in Your Research." Received by the author, 6 Mar. 2017.

A tweet

@AmericanU. "“Today is another step in a lifelong journey of discovery. The most important skills. are how to learn and persevere” Dr. Hayden.’ *Twitter*. 21 Dec. 2016, 10:54 a.m. twitter.com/AmericanU/status/811645981209071616

A live lecture or presentation

Thompson, Sara Q., et al. "A Post-Apocalyptic Guide to Information Literacy: Survival Skills for Information Seeking after Graduation." ACRL 2017, 23 Mar. 2017, Convention Center, Baltimore, MD. Lecture.

Levy, Simon, adapter. *F. Scott Fitzgerald's the Great Gatsby*. Written by F. Scott Fitzgerald, 9 Feb. 2017, Des Moines Playhouse. Performance.

A blog

Maloney, Wendi. "Women's History Month: A New Look for a Rich Resource." *Library of Congress Blog*, 1 Mar. 2017, blogs.loc.gov/loc/. Accessed 5 Mar. 2017.

Citation Tools

What is a Citation Tool?

Citation tools are software programs designed to perform part or all of the tasks involved in creating academic citations. Most tools are capable of at least creating your References page at the end of your paper. Some can also assist you with your in-text references. A few can even help you manage and organize your resources.

Should I Use a Citation Tool?

This is a complicated question. While citation tools certainly make the process easier, most individuals acknowledge that there is value in learning not only the pieces of a written citation, but also how it is constructed.

Many DMACC instructors want their students to have the opportunity to learn how to construct a written citation. These instructors do not allow the use of citation tools, and require that students create their own citations.

Other instructors, particularly in more advanced classes, believe that their students have already gained this foundational knowledge of how to construct a citation. These instructors typically see the use of citation tools as somewhat equivalent to using a calculator in a higher level math class. These instructors are typically “ok” with the use of a citation tool, as long as the student’s References list is correctly formatted.

Can My Instructor Tell If I Used a Citation Tool?

This depends a bit upon how the class is formatted. If you are simply submitting a final draft of a paper, all your instructor will see is whether or not your citations are correctly formatted. However, not all citation tools are particularly accurate, and instructors can always do an in-class test of your citation knowledge and creation skills.

How Accurate Are Citation Tools?

This is also a complicated question. Some of the citation tools are capable of producing highly accurate, detailed citations, provided that the information you enter is also accurate. Some citation tools are limited in the types and/or complexity of the citations they can produce. Many citation tools are poorly programmed and are incapable of producing accurate citations.

Ultimately, each student is responsible for the work he/she turns in. You should always double check your citations for accuracy and completeness.

Citation Tools

Which Citation Tool Should I Use?

There are literally hundreds, maybe thousands, of citation tools available. Many are free; some require purchase or an on-going fee. Some tools have less powerful (and sometimes less accurate) free versions, as well as “upgraded” fee-based versions. Some instructors will tell you to use their favorite citation tool. In the end, you should use the tool that best meets your needs. In addition to helping you create citations the “old fashioned” way, the Library is able to assist you with Noodle Tools. For assistance with other citation tools, you will need to consult with your instructor or contact the service directly.

Microsoft Word Citation Manager

Some DMACC users prefer the ease of an integrated citation tool, like the Microsoft Citation Manager. The data form for recording sources can be clunky, and Microsoft doesn't always follow the rules. This means that citations need to be corrected before submitting them for a grade. Many students find this process confusing and stressful.

Noodle Tools

Noodle Tools is the preferred citation tool of most DMACC researchers. As long as the information entered into the Noodle Tools form is accurate, the software will produce an accurate citation. Noodle Tools asks the user to complete a form for each resource. These forms are then converted into a properly formatted Works Cited list. While the Noodle Tools knowledge base has extensive advice and information on how to properly construct in-text references, the software itself is only capable of producing the Works Cited list, which is placed at the end of a paper.

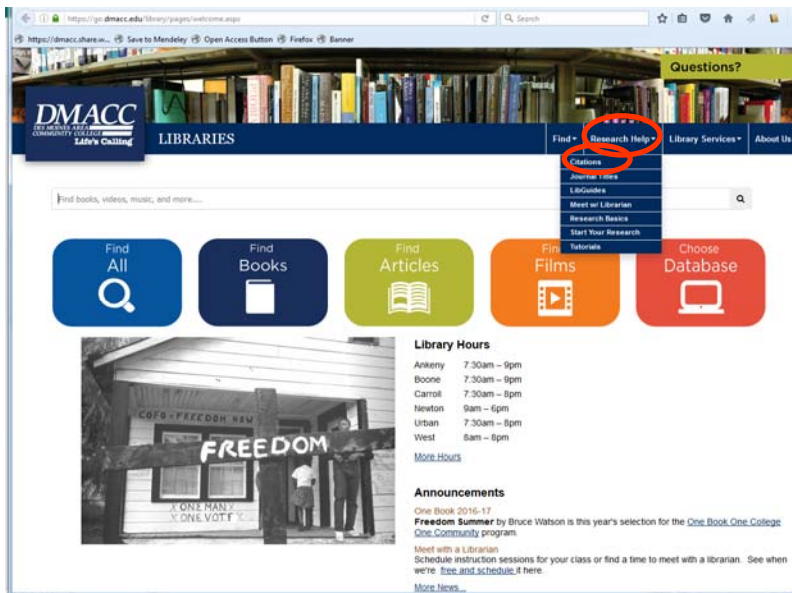
Mendeley

Mendeley is more of a source manager than a citation tool. It offers the most robust citation tool currently available. As a result, it is probably best suited for advanced users, who are collecting, storing and organizing large numbers of documents. In addition to producing highly accurate, detailed citations, Mendeley offers a Microsoft Word plug-in which fully integrates into Word 2016. This plug in corrects nearly all the errors produced by the Microsoft Word Citation Manager. This eliminates the need for corrections. Mendeley can also save most citation data directly from library databases, Web sites, etc. Mendeley can be accessed at <http://www.mendeley.com> and does require the installation of a desktop application. Up to 2Gb of information can be stored for free. Additional storage is available for purchase.

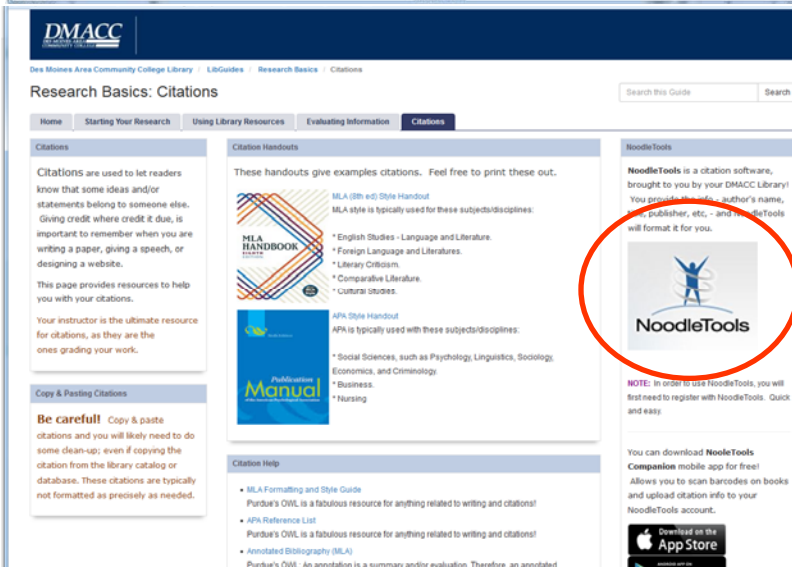
NoodleTools

What is NoodleTools?

NoodleTools is an online tool that can help you format your bibliography page and allows you to save and organize the references for books and articles used for your research assignments. It is accessible from home and campus through the DMACC library website. For further assistance, contact a DMACC librarian.



You need to access NoodleTools through the DMACC library website. Click on the link for “Research Help”. Then, select “Citations”.



A new tab will open on your screen. Click on the icon for NoodleTools.

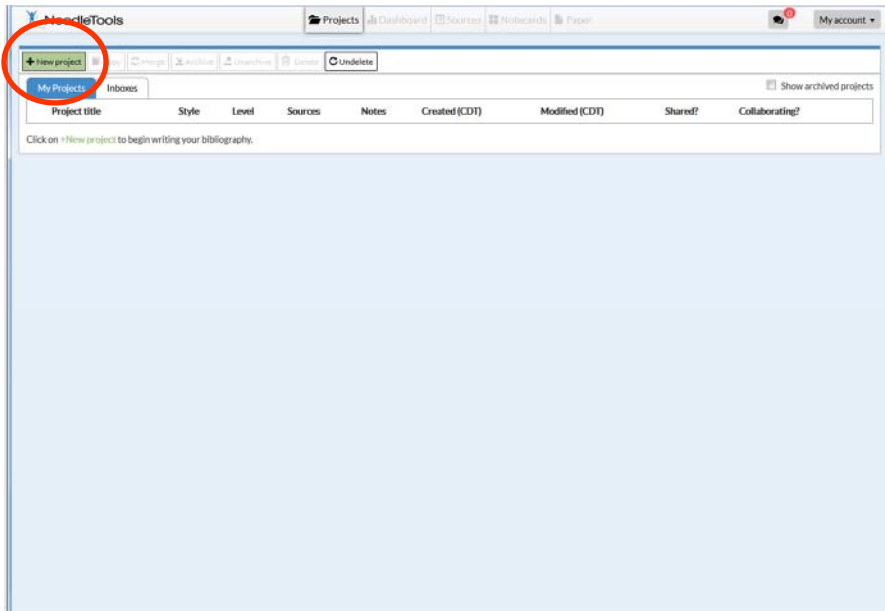
NoodleTools

If you have never used NoodleTools, you will need to “Register” to create an account.

Complete the registration form, create a Personal ID (username) and password. You may use anything you would like for your username, as long as someone else hasn't already selected it. We recommend using your DMACC username and password.

If you forget your username/ password, please see your campus librarian.

NoodleTools



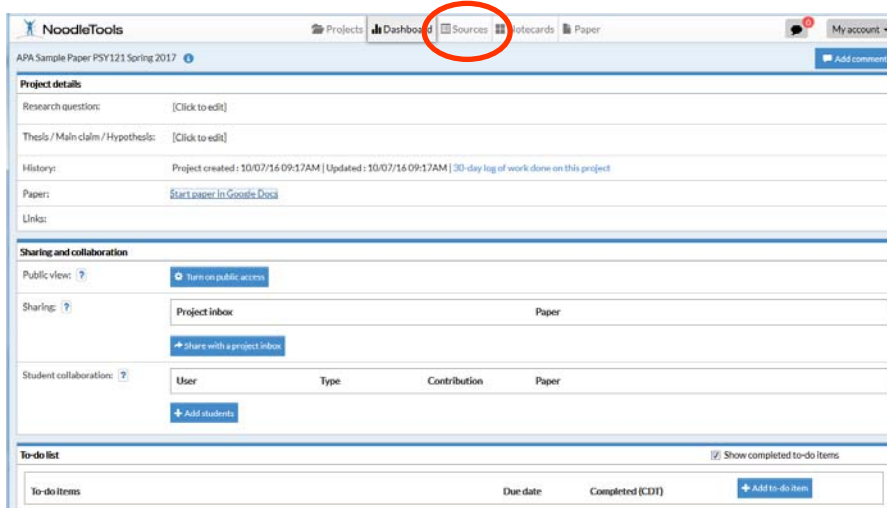
Once you have created your Personal ID, you can start entering references by creating a new project. Each research project you are working on should have its own list. Start by clicking on the “**New Project**” button at the top left-hand side of the page.

A screenshot of the 'Create a new project' form. The form has a title bar 'Create a new project' with a close button. It contains three sections: 'Project title' with a text input field containing 'Mystery Cozies in America Lit Comp II Spring 2017' and a subtext 'For example, "History 101 report on George Washington"'; 'Citation style' with three radio button options: 'MLA (MLA Handbook, 8th ed.)' (selected), 'APA (APA Publication Manual, 6th ed.)', and 'Chicago/Turabian (Chicago Manual of Style, 16th ed.)'; and 'Citation level:' with three radio button options: 'Starter: Introduction to citing sources with 6 basic forms', 'Junior: A small set of simplified citation forms', and 'Advanced: Comprehensive coverage of the style guides, 70+ forms' (selected). A blue 'Submit' button is at the bottom right.

Next, name your project. Select “**MLA**” for the “**Citation style**” and “**Advanced**” for the “**Citation level**”. Click “**Submit**” at the bottom of the box to get started.

You may name your project anything you like, but we recommend that you include the topic of your project, the course and semester. E.g. Mystery Cozies & American Lit Comp II Spring 2017.

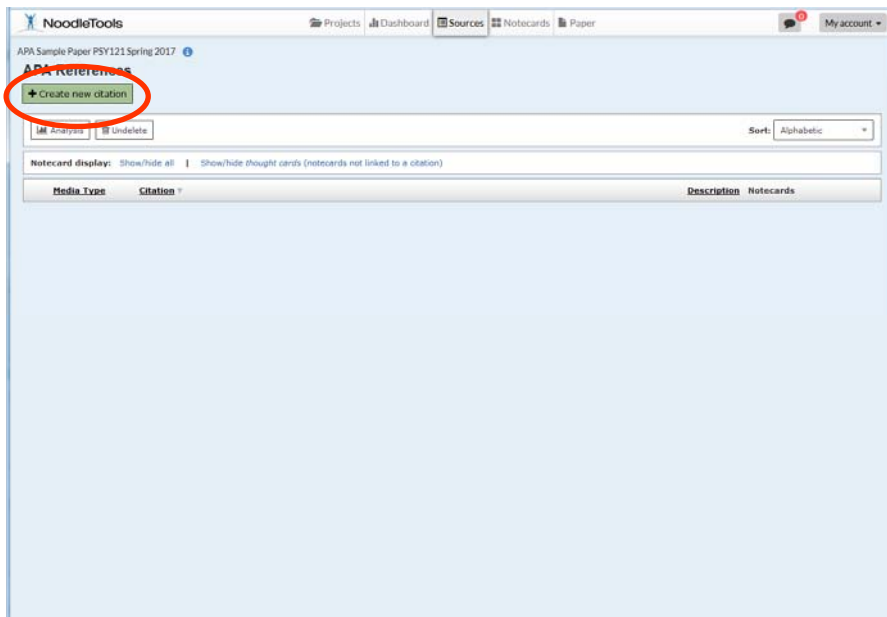
NoodleTools



The next screen is called the Dashboard. Here you can work on many aspects of your project: your thesis statement, your research question(s). You can also share your project with a teacher or librarian to receive assistance and/or feedback.

You can set up and maintain a “To Do” list of tasks you still need to complete for your project. You can use NoodleTools to create digital notecards and your outline.

You will primarily use NoodleTools to create your Reference list for your project. You may begin by clicking “Sources” at the top of the screen.



While NoodleTools provides a link to Google Docs, we recommend that you use Microsoft Word to write your paper. Word is available on all DMACC computers. Students can also access Word Online for free through their Webmail.

Once you have clicked on “Sources”, you are ready to begin entering the information for each of your sources.

Create a citation for each source by clicking “Create New Citation” in the upper left-hand corner.

NoodleTools

Create new citation ✕

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Other ▾

Click the option above that describes how you accessed this source.

Electronic/Online Nonperiodicals Unpublished
 Periodicals Audio, Video, Images Legal and Government Sources

First, select **where** you located your resource. For most DMACC students, this will usually be either “Database” or “Website”.

Create new citation ✕

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Other ▾

What is it?

Original Content in Database	Reprinted Article	Work of Visual Art
Conference Proceedings	Advertisement or Commercial	Conference Proceedings
Journal	Audio Clip (Online)	Dissertation or Thesis
Magazine	Cartoon or Comic Strip	Historical Work in an Archive
Newsletter	Chart, Table, Infographic (Born Digital)	Letter or Memo
Newspaper	Film or Video Recording	Review
Reprinted Article	Map or Chart (Born Digital)	Unpublished Paper or Data
Anthology/Collection	Map or Chart, Published or in an Archive	Government Publication
Bible	Musical Score or Libretto	State Report or Document
Book	Photo or Illustration	State Statute
Conference Proceedings	Photo or Image (Born Digital)	U.S. Bill or Resolution
Pamphlet or Brochure	Radio Program	U.S. Patent
Reference Source	Sound Recording (CD, Record, etc.)	U.S. Report or Document
Religious Work	Television Program	U.S. Rule or Regulation
Report (Technical/Research)	Video Clip (Online)	U.S. Statute

Electronic/Online Nonperiodicals Unpublished
 Periodicals Audio, Video, Images Legal and Government Sources

Then, select **what** the item is.

NoodleTools

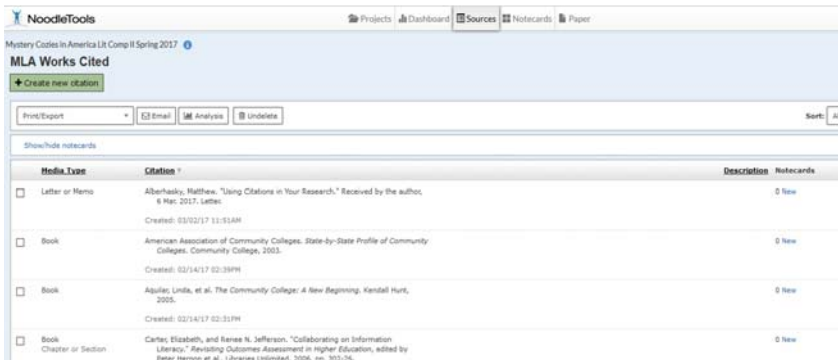
The screenshot shows the NoodleTools citation form for a Database resource. The form includes fields for DOI, URL, Name of the database, and Database accession number. Below these are fields for Article authors, including Role, First name, Middle name, Last name or group, and Suffix. There are also fields for Article title and English translation of article's title, and a checkbox for 'Citing an abstract'. The form is currently empty, with a 'Journal' dropdown menu at the bottom.

Complete the form with the available information for your resource. If you decide you have selected the incorrect resource type, you may make changes from the drop down boxes at the top of the screen.

The screenshot shows the NoodleTools citation form for a Database resource. The form is now populated with data. The DOI field contains '10.1002/dp.21947' and has a yellow warning triangle next to it. The Name of the database field contains 'Psychology and Behavioral Sciences Collector'. A yellow tooltip box is displayed over the Name of the database field, containing the text: 'Name of the database Only type a name here if you are opting to include the database name instead of a URL (see help for URL field above to decide)'. The Article authors section is populated with a list of authors, including Seth J. Schwartz, Alan S. Waterman, Adriana J. Umans-Taylor, Richard M. Lee, Su-Yeong Kim, Alexander T. Vazsonyi, Que-Lam Huynh, Susan Krauss Whitbourne, and Irene J.K. Park.

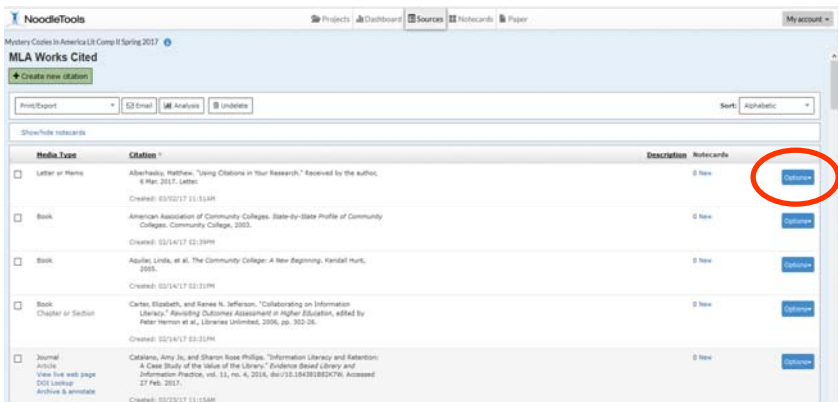
As you select each text box, NoodleTools will give you instructions for the correct entry of your data. If you make a mistake, NoodleTools will display an exclamation point inside of a yellow triangle.

NoodleTools



Once you have clicked on **“Submit”** to complete a resource, NoodleTools will return you to the main Works Cited screen. To enter another resource, simply select the resource type from the drop down and begin the process again.

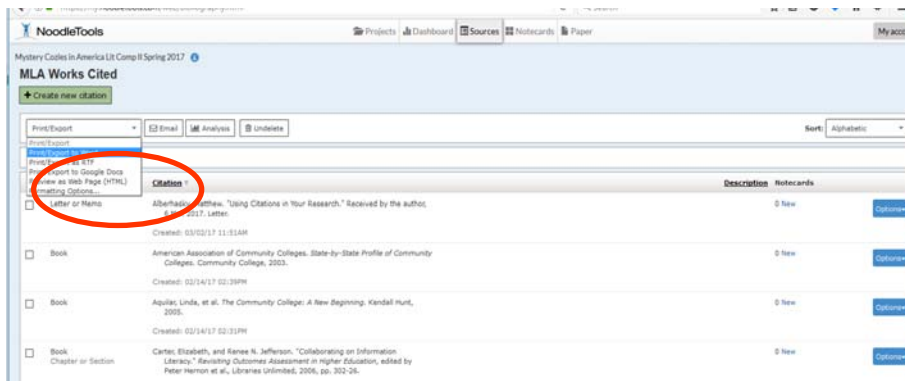
Complete the form with the available information for your resource. If you decide you have selected the incorrect resource type, you may make changes from the drop down boxes at the top of the screen.



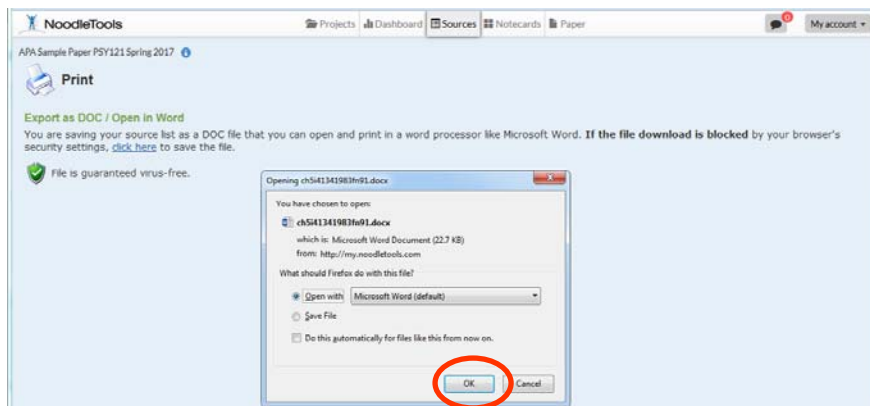
After you have entered all of your sources and completed your paper, review each of your citations on the main Works Cited page for errors. You can edit your citations by clicking the **“Options”** button on the right-hand side of the screen.

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Finished? Now print your References Page

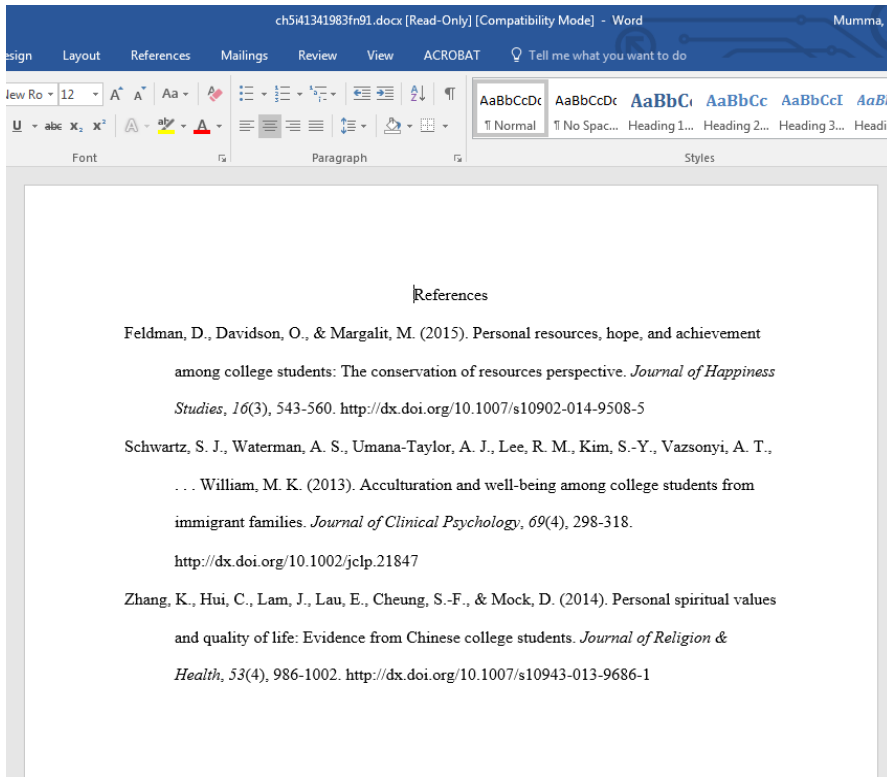


To print your References page, click the **“Print/Export”** button and then select **“Print/Export to Word”**



Once you see the pop-up for Microsoft Word, click **“Ok”**. Your References page will open in a new Microsoft Word window.

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NoodleTools will always open your References in Times New Roman, 12pt font. Double check and make sure that the font matches what's on the rest of your paper. Also, be sure to add a header with your name and the correct page number. Please see a DMACC librarian if you need help with getting the correct page number added.

Since NoodleTools saves your work to their server, and keeps track of any changes to your list, we recommend that you wait and print your Works Cited at the very end of your project. This will help eliminate confusion and mistakes between what you may have saved and what NoodleTools has saved.

Credits

This document was adapted from:

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 8th ed. Modern Language Assn., 2016.