

WRITE IT, CITE IT

*An MLA style sheet for students in the
Clear Creek Independent School District*

INTRODUCTION

A student should list all sources quoted and paraphrased in preparing a research paper. This documentation is required in order to give credit to the original author. This is frequently referred to as **Works Cited** and is added at the end of the research paper.

Using words or ideas in your paper, either by paraphrasing or copying word for word without documentation is considered a form of stealing called **plagiarism**. Examples of Works Cited entries recognized by the Modern Language Association (MLA) are included in this publication.

Tips to Avoid Plagiarism

- **Do not cut and paste from the Internet.**
- **Paraphrase and put information into your own words, and cite it!**
- **Put direct quotes within quotation marks, and cite it!**
- **Keep careful notes that distinguish between your own thoughts and the material that you have gathered from other sources.**

General Rules

1. At the end of a research paper, create a **Works Cited** by listing all sources quoted or paraphrased in preparing the paper.
2. Generally, each citation includes the **author** (if given), the **title**, the **place of publication**, the **publisher**, the **year of publication**, and additional information if needed.
3. List all sources for Works Cited in **alphabetical** order according to the **author's last name** or by **title** (if there is no author).
4. **Double space** every line of Works Cited.
5. The first line of the citation is **not indented**, but every other line under it is indented ½". This is called a **hanging indentation**.
6. Pay close attention to **spacing** and **punctuation** for each entry.
7. **Single space** after each punctuation mark.
8. Use the most recent year for publication.
9. **Abbreviations** may be used in the list; always use accepted forms when abbreviating.
10. Place the entire title in **italics** not including the period that follows the title.
11. Use **URLs** "as supplementary information only when the reader cannot locate the source or instructor requires it" (*MLA* 182). Shorten the URL by giving the address of the main website only.
12. When source does not indicate information, use the following abbreviations (179):
 - n.p. no place of publication given
 - n.p. no publisher given
 - n.d. no date given
 - n. pag. no pagination given

Books

- **General Form**

Author's last name, First name. *Title*. Place of publication: Publisher,
Year of publication. Print.

- **Book with One Author**

Treaster, Joseph B. *Hurricane Force*. Boston: Kingfisher, 2007. Print.

- **Book with Two or Three Authors**

Byatt, Andrew, Alastair Fothergill, and Martha Holmes. *The Blue Planet: Seas of Life*. New York: DK Publishing, 2001. Print.

- **Book with more than Three Authors**

Chisholm, Jane, et al. *Timelines of World History*. London: Usborne, 2000. Print.

- **Book with an Editor and No Author**

Human, Katy, ed. *Critical Perspectives on World Climate*. New York: Rosen,
2007. Print.

- **Book with an Editor and an Author**

Howell, Laura. *Introduction to Weather & Climate Change*. Ed. Kirsteen Rogers.
London: Usborne, 2004. Print.

- **Work in an Anthology**

Dylan, Bob. "Blowin' in the Wind." *A Patriot's Handbook*. Ed. Caroline Kennedy.
New York: Hyperion, 2003. 458. Print.

Reference Books

- **General Form (except for general encyclopedias)**

Author's last name, First name. "Title of Article." *Title of Volume*. Editor. Edition. Vol(s).

Place of publication: Publisher, Year of publication. Pages. Print.

- **General Encyclopedia (article with an author)**

Barnes, Gary. "Hurricane." *The World Book Encyclopedia*. 2006 ed. Print.

- **General Encyclopedia (article without an author)**

"The Hydrosphere." *The New Encyclopaedia Britannica*. 2003 ed. Print.

- **Reference Books**

"Destructive Weather." *Texas Almanac 2008-2009*. 2008. Print.

Ritchie, David and Alexander E. Gates. *Encyclopedia of Earthquakes and Volcanoes*. New York: Facts on File, 2001. Print.

- **A Book in a Series**

Abbey, Cherie D., ed. "Kelsie Buckley." *Biography Today*. Vol. 15.

Detroit, MI: Omnigraphics, 2006. Print.

- **Reprinted Information**

Kahn, Coppelia. "Caliban at the Stadium: Shakespeare and the Making of Americans." *Massachusetts Review* 41.2 (2000): 256-84. Rpt. in "The Tempest." *Shakespeare Criticism*. Ed. Michelle Lee. Vol. 104. New York: Gale, 2007. 261-354. Print.

- **Multivolume Work**

Franceschetti, Donald R., ed. "Lightning and Thunder." *Exploring Earth and Space Science*. Vol. 6. New York: Marshall Cavendish, 2002. 408-409. Print.

Periodicals

- **General Form for a Scholarly Journal Article**

Author's last name, First name. "Title of article." *Title of periodical* Vol. Issue (Year):
page numbers. Print.

- **General Form for a Periodical Article**

Author's last name, First name. "Title of article." *Title of Magazine* Day Month Year: page
numbers. Print.

- **Periodical Article With an Author**

Bourne, Joel K. "New Orleans: A Perilous Future." *National Geographic* Aug. 2007:
32-67. Print.

- **Periodical Article Without an Author**

"Where's the Water?" *Discover* June 2008: 24. Print.

- **Newspaper Article With an Author**

Lezon, Dale and Dane Schiller. "Ike Slams Cuba, Aims for Texas." *Houston Chronicle*
9 Sept. 2008: A1. Print.

Miscellaneous/Multimedia

- **Interview** [Examples differ. See p. 201.]

Last name, First name of person interviewed. "Title of Interview (if any)." *Title of Interview*

If Published. Interview by First name Last name of interviewer if important. Publication information. Medium.

Frank, Neil. "Hurricane Lili." Interview by Dan Rather. CBS. New York. 18 Apr. 2002.

Television.

- **Photograph, Painting, Sculpture**

Last name, First name of creator. *Title of Work*. Date created. Medium. Institution/Owner, City.

(If published, give publication information as seen below.)

Van Gogh, Vincent. *Seascape*. 1888. Oil on canvas. Pushkin Museum, Moscow.

Essential Van Gogh. By Josephine Cutts and James Smith. Bath, UK: Parragon, 2002. Print.

- **Music, Songs, or Lyrics**

Last name, First name (composer or conductor). "Song Title." *CD Title*. Performer who recorded music (if different from creator). Record Label, Production Date. Medium.

Vedder, Eddie. "Evacuation." *Binaural*. Pearl Jam. Sony Music, 2000. CD.

- **Map or Chart**

Texas Official Travel Map. Map. Austin: Texas Department of Transportation, 2008. Print.

Internet Sources

“Scholars need to record the date of access as well as the publication date when citing sources on the web (181). You should include a URL as supplementary information only when the reader cannot locate the source without it or when your instructor requires it” (182).

- **Website**

Author. *Website Title*. Editor. Sponsoring Association or Organization, publication date if available. Web. Date of Access.

Wicker, Crystal, ed. *Weather Wiz Kids*. Indy Channel. Web. 8 Sept. 2008.

- **Periodical Article From a Website**

Author’s last name, First name. “Document Title.” *Periodical Title*. *Website Title*. Sponsoring Association or Organization, publication date. Web. Date of Access. <URL>.

Walsh, Bryan. “Is Global Warming Worsening Hurricanes?” *Time.com*. TIME in Partnership with CNN, 2008. Web. 9 Sept 2008.

- **Scholarly Journal Article From a Website**

Author’s last name, First name. “Document Title.” *Periodical Title*. Vol. Issue (Date of publication): page numbers. *Website Title*. Web. Date of Access.

Sapsis, Themistoklis, and George Haller. “Inertial Particle Dynamics in a Hurricane.” *Journal of the Atmospheric Sciences* 66.8 (Aug. 2009): 2481-2492. *Academic Search Complete*. Web. 24 Aug. 2009.

- **Article From an Online Government Publication**

United States. Federal Emergency Management Agency. *After Disaster Strikes: How to Recover Financially from a Natural Disaster*, 2007. Web. 9 Sept. 2008.
<<http://www.fema.gov/library/>>.

- **Film or Video Clip Online**

“Hurricane Katrina.” *Stormgasm*. N.p., Aug. 2005. Web. 10 Sept. 2009 <<http://stormgasm.com>>.

- **Music, Songs, or Lyrics Online**

Composer/Conductor. Performer who recorded music (if different from creator). “Song Title.”

Album or CD Title. Record Label, Production Date. *Name of Website*. Editor of Website.

Web. Date of Access. <URL>.

Cassidy, Eva. “Blue Eyes Crying in the Rain.” *Somewhere*. Blix Street, 2008.

Song Lyrics.com. Web. 10 Sept. 2008.

- **Clip art/Digital File Online**

Back to school with Microsoft Office Clipart and Media. 10 Sept. 2008. JPEG file.

- **Painting, Sculpture, or Photograph Online**

House. Sept. 1900. Rosenberg Library. *1900 Storm Galveston, Texas*. Web. 10 Sept. 2008.

<<http://www.1900storm.com/storm/index.lasso>>.

- **E-Mail**

E-mail author’s last name, First name. “Title of message (if any).” *Publication Title (if*

published). Publication information if published. Message to recipient. Date of E-mail.

Medium.

Smith, Jane. “School Visit.” Message to Marian Hale. 2 Oct. 2008. Email.

- **Online Book**

Agrawala, Shardul. *Economic Aspects of Adaptation to Climate Change*. OECD Publishing,

2008. *Google Book Search*. Web. 23 April 2009.

CCISD Subscription Databases

- **General Form for a Periodical Article from a Database**

Author's last name, First name. "Article Title." *Periodical title* Date of publication:
page number(s). *Database Title*. Web. Date of Access.

- **General Form for a Scholarly Journal Article from a Database**

Author's last name, First name. "Document Title." *Periodical Title*. Vol. Issue (Date of
publication): page number(s). *Database Title*. Web. Date of Access.

- **Gale (Scholarly Journal Article)**

Vail, Kathleen. "Rebuilding New Orleans Schools After Katrina." *Education Digest* 71.9
(May 2006): 36. *Gale Professional Collection*. Web. 24 Aug. 2009.

- **Gale Virtual Reference Library (Electronic Books)**

McPeak, William J. "Dynamic Meteorology and Its Dissemination." *Science and Its
Times*. Eds. Josh Lauer and Neil Schlager. Vol. 6: 1900 To 1949. Detroit:
Gale, 2000. *Gale Virtual Reference Library*. Web. 15 Oct. 2008.

- **Facts On File (Article from a Reference Book)**

Longshore, David. "Galveston flood." *Encyclopedia of Hurricanes, Typhoons, and Cyclones*.
New Edition. New York: Facts On File, 2008. *American History Online*.
Web. 27 Sept. 2008.

Sample First Page Research Paper

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1"
↓

↑ 1/2" Smith 1

Jane Smith

Mr. Brown

English IV-6

11 Nov. 2008

A History of Hurricanes on the Gulf Coast

→1/2" The Gulf Coast of the United States has always had a history of devastating storms. On the Texas coast, 32 hurricanes have been recorded since 1766. Twenty-five of those storms occurred since the 1900 storm ("Destructive" 135). Is there an increase of storms in

←1"→

the last one hundred years? As Bob Dylan sings, "the answer, my friend, is blowin' in the wind" (458). In other words, one must look at how hurricanes are formed, the history of Gulf Coast storms in particular, and the possibility of global warming as a culprit in the increase in number of hurricane occurrences.

←1"→

Hurricanes are born from "the dry, hot winds of the Sahara desert" which blow into the Atlantic Ocean forming tropical waves (Treaster 17). Certain conditions must also be in place for these waves to then

↑
1"
↓

Sample First Page Works Cited
(Sources are alphabetized.)

↑
1"
↓

↑1/2"
Smith 15

Works Cited

Dylan, Bob. "Blowin' in the Wind." *A Patriot's Handbook*. Ed. Caroline Kennedy.
New York: Hyperion, 2003. 458. Print.

Frank, Neil. "Hurricane Lili." Interview by Dan Rather. CBS, New York. 18 Apr. 2002. Television.

←1"→ Howell, Laura. *Introduction to Weather & Climate Change*. Ed. Kirsteen Rogers.
½"→ London: Usborne, 2004. Print.

Lezon, Dale and Dane Schiller. "Ike Slams Cuba, Aims for Texas." *Houston Chronicle* 9 Sept. 2008: A1. Print.

McPeak, William J. "Dynamic Meteorology and Its Dissemination." *Science and Its Times*. Eds. Josh Lauer and Neil Schlager. Vol. 6: 1900 To 1949. Detroit: Gale, 2000. *Gale Virtual Reference Library*. Web. 15 Oct. 2008.

Walsh, Bryan. "Is Global Warming Worsening Hurricanes?" *Time.com*.
TIME in Partnership With CNN, 2008. Web. 9 Sept. 2008.

Wicker, Crystal, ed. *Weather Wiz Kids*. Indy Channel. Web. 8 Sept. 2008.

Zapola, Jane. "School Visit." Message to Marian Hale. 2 Oct. 2008. Email.

↑
1" (at least)
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