

# Documenting Sources in MLA Style: 2009 Update

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A Hacker Handbooks Supplement

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# Contents

<b>A NOTE TO INSTRUCTORS</b>	<b>1</b>
<b>Documenting sources in MLA style</b>	<b>2</b>
<b>MLA in-text citations</b>	<b>2</b>
Directory to MLA in-text citation models	3
Basic rules for print and electronic sources	3
Variations on the basic rules	6
Literary works and sacred texts	11
<b>MLA list of works cited</b>	<b>12</b>
Directory to MLA works cited models	13
General guidelines for listing authors	14
Books	16
Articles in periodicals	21
Online sources	25
Multimedia sources (including online versions)	33
Other sources (including online versions)	38
<b>MLA information notes (optional)</b>	<b>42</b>
<b>MLA manuscript format</b>	<b>42</b>
Formatting the paper	42
Preparing the list of works cited	44
<b>Sample MLA research paper</b>	<b>45</b>
	<b>iii</b>



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## A Note to Instructors

This booklet, *Documenting Sources in MLA Style: 2009 Update*, is published as a supplement to accompany handbooks by Diana Hacker.

The models in this booklet follow the guidelines set forth in the *MLA Handbook for Writers of Research Papers*, 7th edition (New York: MLA, 2009). Your students will find models for both in-text citations and works cited entries beginning on page 3 and a model research essay on pages 46–55. Bedford/St. Martin's is providing this booklet free of charge.

Bedford/St. Martin's has reprinted all Hacker handbooks and updated all handbook-related Web sites to include the guidelines outlined in the *MLA Handbook*, 7th edition. This booklet is intended as a supplement for older handbooks and other Bedford/St. Martin's books.

The contents of this booklet can be downloaded for free at [dianahacker.com](http://dianahacker.com) and at the companion Web site for each Hacker handbook.

## 2 Documenting sources in MLA style

### Documenting sources in MLA style

In English and in some humanities classes, you will be asked to use the MLA (Modern Language Association) system for documenting sources. The guidelines in this booklet follow those set forth in the *MLA Handbook for Writers of Research Papers*, 7th edition (New York: MLA, 2009).

MLA recommends in-text citations that refer readers to a list of works cited. An in-text citation names the author of the source, often in a signal phrase, and gives the page number in parentheses. At the end of the paper, a list of works cited provides publication information about the source; the list is alphabetized by authors' last names (or by titles for works without authors).

#### IN-TEXT CITATION

Jay Kesan notes that even though many companies now routinely monitor employees through electronic means, "there may exist less intrusive safeguards for employers" (293).

#### ENTRY IN THE LIST OF WORKS CITED

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

For a list of works cited that includes this entry, see page 54.

### MLA in-text citations

MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase introduces information taken from a source (a quotation, summary, paraphrase, or fact); usually the signal phrase includes the author's name. The parenthetical reference, which comes after the cited material, normally includes at least a page number.

### Directory to MLA in-text citation models

#### BASIC RULES FOR PRINT AND ELECTRONIC SOURCES

1. Author named in a signal phrase, 4
2. Author named in parentheses, 4
3. Author unknown, 5
4. Page number unknown, 5
5. One-page source, 6

#### VARIATIONS ON THE BASIC RULES

6. Two or more works by the same author, 6
7. Two or three authors, 7
8. Four or more authors, 7
9. Corporate author, 8
10. Authors with the same last name, 8

11. Indirect source (source quoted in another source), 8
12. Encyclopedia or dictionary, 9
13. Multivolume work, 9
14. Two or more works, 9
15. An entire work, 10
16. Work in an anthology, 10
17. Historical and legal documents, 10

#### LITERARY WORKS AND SACRED TEXTS

18. Literary works without parts or line numbers, 11
19. Verse plays and poems, 11
20. Novels with numbered divisions, 12
21. Sacred texts, 12

#### IN-TEXT CITATION

Kwon points out that the Fourth Amendment does not give employees any protections from employers' "unreasonable searches and seizures" (6).

Readers can look up the author's last name in the alphabetized list of works cited, where they will learn the work's title and other publication information. If readers decide to consult the source, the page number will take them straight to the passage that has been cited.

#### ***Basic rules for print and electronic sources***

The MLA system of in-text citations, which depends heavily on authors' names and page numbers, was created in the early

#### 4 MLA in-text citations

1980s with print sources in mind. Because some of today's electronic sources have unclear authorship and lack page numbers, they present a special challenge. Nevertheless, the basic rules are the same for both print and electronic sources.

The models in this section (items 1–5) show how the MLA system usually works and explain what to do if your source has no author or page numbers.

■ **1. AUTHOR NAMED IN A SIGNAL PHRASE** Ordinarily, introduce the material being cited with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

Frederick Lane reports that employers do not necessarily have to use software to monitor how their employees use the Web: employers can “use a hidden video camera pointed at an employee's monitor” and even position a camera “so that a number of monitors [can] be viewed at the same time” (147).

The signal phrase — *Frederick Lane reports that* — names the author; the parenthetical citation gives the page number of the book in which the quoted words may be found.

Notice that the period follows the parenthetical citation. When a quotation ends with a question mark or an exclamation point, leave the end punctuation inside the quotation mark and add a period after the parentheses: “. . . ?” (8).

■ **2. AUTHOR NAMED IN PARENTHESES** If a signal phrase does not name the author, put the author's last name in parentheses along with the page number.

Companies can monitor employees' every keystroke without legal penalty, but they may have to combat low morale as a result (Lane 129).

Use no punctuation between the name and the page number.

■ **3. AUTHOR UNKNOWN** Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are italicized; titles of articles are put in quotation marks.

A popular keystroke logging program operates invisibly on workers' computers yet provides supervisors with details of the workers' online activities ("Automatically").

**TIP:** Before assuming that a Web source has no author, do some detective work. Often the author's name is available but is not easy to find. For example, it may appear at the end of the source, in tiny print. Or it may appear on another page of the site, such as the home page.

**NOTE:** If a source has no author and is sponsored by a corporate entity, such as an organization or a government agency, name the corporate entity as the author (see item 9 on p. 8).

■ **4. PAGE NUMBER UNKNOWN** You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don't always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated in the in-text citation. (When the pages of a Web source are stable, as in PDF files, supply a page number in your in-text citation.)

As a 2005 study by *Salary.com* and *America Online* indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).

If a source has numbered paragraphs, sections, or screens, use "par." (or "pars."), "sec." (or "secs."), or "screen" (or "screens") in the parentheses: (Smith, par. 4). Note that a comma follows the author's name.

## 6 MLA in-text citations

■ **5. ONE-PAGE SOURCE** If the source is one page long, MLA allows (but does not require) you to omit the page number. Many instructors will want you to supply the page number because without it readers may not know where your citation ends or, worse, may not realize that you have provided a citation at all.

### *No page number in citation*

Anush Yegyzarian reports that in 2000 the National Labor Relations Board's Office of the General Counsel helped win restitution for two workers who had been dismissed because their employers were displeased by the employees' e-mails about work-related issues. The case points to the ongoing struggle to define what constitutes protected speech in the workplace.

### *Page number in citation*

Anush Yegyzarian reports that in 2000 the National Labor Relations Board's Office of the General Counsel helped win restitution for two workers who had been dismissed because their employers were displeased by the employees' e-mails about work-related issues (62). The case points to the ongoing struggle to define what constitutes protected speech in the workplace.

## ***Variations on the basic rules***

This section describes the MLA guidelines for handling a variety of situations not covered by the basic rules just given. These rules on in-text citations are the same for both print sources and electronic sources.

■ **6. TWO OR MORE WORKS BY THE SAME AUTHOR** If your list of works cited includes two or more works by the same author, mention the title of the work in the signal phrase or include a short version of the title in the parentheses.

The American Management Association and ePolicy Institute have tracked employers' practices in monitoring employees' e-mail use. The groups' 2003 survey found that one-third of companies had a policy of keeping and reviewing employees' e-mail messages ("2003 E-mail" 2); in 2005, more than 55% of companies engaged in e-mail monitoring ("2005 Electronic" 1).

Titles of articles and other short works are placed in quotation marks, as in the example just given. Titles of books are italicized.

In the rare case when both the author's name and a short title must be given in parentheses, separate them with a comma.

A 2004 survey found that 20% of employers responding had employees' e-mail "subpoenaed in the course of a lawsuit or regulatory investigation," up 7% from the previous year (Amer. Management Assn. and ePolicy Inst., "2004 Workplace" 1).

■ **7. TWO OR THREE AUTHORS** Name the authors in a signal phrase, as in the following example, or include their last names in the parenthetical reference: (Kizza and Ssanyu 2).

Kizza and Ssanyu note that "employee monitoring is a dependable, capable, and very affordable process of electronically or otherwise recording all employee activities at work and also increasingly outside the workplace" (2).

When three authors are named in the parentheses, separate the names with commas: (Alton, Davies, and Rice 56).

■ **8. FOUR OR MORE AUTHORS** Name all of the authors or include only the first author's name followed by "et al." (Latin for "and others"). The format you use should match the format you use in the works cited entry (see item 2 on p. 14).

## 8 MLA in-text citations

The study was extended for two years, and only after results were reviewed by an independent panel did the researchers publish their findings (Blaine et al. 35).

■ **9. CORPORATE AUTHOR** When the author is a corporation, an organization, or a government agency, name the corporate author either in the signal phrase or in the parentheses.

According to a 2001 survey of human resources managers by the American Management Association, more than three-quarters of the responding companies reported disciplining employees for “misuse or personal use of office telecommunications equipment” (2).

In the list of works cited, the American Management Association is treated as the author and alphabetized under *A*.

When a government agency is treated as the author, it will be alphabetized in the list of works cited under the name of the government, such as United States (see item 3 on p. 15). For this reason, you must name the government in your in-text citation.

The United States Department of Transportation provides nationwide statistics on traffic fatalities.

■ **10. AUTHORS WITH THE SAME LAST NAME** If your list of works cited includes works by two or more authors with the same last name, include the author’s first name in the signal phrase or first initial in the parentheses.

Estimates of the frequency with which employers monitor employees’ use of the Internet each day vary widely (A. Jones 15).

■ **11. INDIRECT SOURCE (SOURCE QUOTED IN ANOTHER SOURCE)** When a writer’s or a speaker’s quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation “qtd. in.”

Researchers Botan and McCreadie point out that “workers are objects of information collection without participating in the process of exchanging the information . . .” (qtd. in Kizza and Ssanyu 14).

- **12. ENCYCLOPEDIA OR DICTIONARY** Unless an encyclopedia or a dictionary has an author, it will be alphabetized in the list of works cited under the word or entry that you consulted—not under the title of the reference work itself (see item 13 on p. 19). Either in your text or in your parenthetical reference, mention the word or the entry. No page number is required, since readers can easily look up the word or entry.

The word *crocodile* has a surprisingly complex etymology (“Crocodile”).

- **13. MULTIVOLUME WORK** If your paper cites more than one volume of a multivolume work, indicate in the parentheses the volume you are referring to, followed by a colon and the page number.

In his studies of gifted children, Terman describes a pattern of accelerated language acquisition (2: 279).

If your paper cites only one volume of a multivolume work, you will include the volume number in the list of works cited and will not need to include it in the parentheses. (See the second example in item 12 on p. 19.)

- **14. TWO OR MORE WORKS** To cite more than one source in the parentheses, give the citations in alphabetical order and separate them with a semicolon.

The effects of sleep deprivation have been well documented (Cahill 42; Leduc 114; Vasquez 73).

Multiple citations can be distracting, however, so you should not overuse the technique. If you want to alert readers to several

## 10 MLA in-text citations

sources that discuss a particular topic, consider using an information note instead (see p. 42).

■ **15. AN ENTIRE WORK** Use the author's name in a signal phrase or a parenthetical reference. There is of course no need to use a page number.

Lane explores the evolution of surveillance in the workplace.

■ **16. WORK IN AN ANTHOLOGY** Put the name of the author of the work (not the editor of the anthology) in the signal phrase or the parentheses.

In "A Jury of Her Peers," Mrs. Hale describes both a style of quilting and a murder weapon when she utters the last words of the story: "We call it—knot it, Mr. Henderson" (Glaspell 210).

In the list of works cited, the work is alphabetized under Glaspell, not under the name of the editor of the anthology.

Glaspell, Susan. "A Jury of Her Peers." *Literature and Its Writers*:

*A Compact Introduction to Fiction, Poetry, and Drama*. Ed. Ann Charters and Samuel Charters. 3rd ed. Boston: Bedford, 2004. 194-210. Print.

■ **17. HISTORICAL AND LEGAL DOCUMENTS** For well-known historical documents, such as the United States Constitution, provide a parenthetical citation using common abbreviations: (US Const., art. 1, sec. 2). For other historical documents, cite as you would any other work, by the first element in the works cited entry.

For legislative acts and court cases, your in-text citation should name the act or case either in a signal phrase or in parentheses. In the text of a paper, names of cases are italicized, but names of acts are not. (See item 55 on p. 38.)

The Jones Act of 1917 granted US citizenship to Puerto Ricans.

In 1857, Chief Justice Roger B. Taney declared in the case of *Dred Scott v. Sandford* that blacks, whether enslaved or free, could not be citizens of the United States.

### ***Literary works and sacred texts***

Literary works and sacred texts are usually available in a variety of editions. Your list of works cited will specify which edition you are using, and your in-text citation will usually consist of a page number from the edition you consulted (see item 18).

When possible, you should give enough information — such as book parts, play divisions, or line numbers — so that readers can locate the cited passage in any edition of the work (see items 19–21).

■ **18. LITERARY WORKS WITHOUT PARTS OR LINE NUMBERS** Many literary works, such as most short stories and many novels and plays, do not have parts or line numbers that you can refer to. In such cases, simply cite the page number.

At the end of Kate Chopin’s “The Story of an Hour,” Mrs. Mallard drops dead upon learning that her husband is alive. In the final irony of the story, doctors report that she has died of a “joy that kills” (25).

■ **19. VERSE PLAYS AND POEMS** For verse plays, MLA recommends giving act, scene, and line numbers that can be located in any edition of the work. Use arabic numerals, and separate the numbers with periods.

In Shakespeare’s *King Lear*, Gloucester, blinded for suspected treason, learns a profound lesson from his tragic experience: “A man may see how this world goes / with no eyes” (4.2.148-49).

For a poem, cite the part, stanza, and line numbers, if it has them, separated by periods.

## 12 MLA list of works cited

The Green Knight claims to approach King Arthur's court "because the praise of you, prince, is puffed so high, / And your manor and your men are considered so magnificent" (1.12.258-59).

For poems that are not divided into numbered parts or stanzas, use line numbers. For a first reference, use the word "lines": (lines 5-8). Thereafter use just the numbers: (12-13).

■ **20. NOVELS WITH NUMBERED DIVISIONS** Give the page number, followed by a semicolon and the book, part, or chapter in which the passage may be found. Use abbreviations such as "pt." and "ch."

One of Kingsolver's narrators, teenager Rachel, pushes her vocabulary beyond its limits. For example, Rachel complains that being forced to live in the Congo with her missionary family is "a sheer tapestry of justice" because her chances of finding a boyfriend are "dull and void" (117; bk. 2, ch. 10).

■ **21. SACRED TEXTS** When citing a sacred text such as the Bible or the Qur'an, name the edition in your works cited entry (see item 14 on p. 20). In your parenthetical citation, give the book, chapter, and verse (or their equivalent), separated by periods. Common abbreviations for books of the Bible are acceptable.

Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is thirsty, give him water to drink" (*Oxford Annotated Bible*, Prov. 25.21).

## MLA list of works cited

An alphabetized list of works cited, which appears at the end of your research paper, gives publication information for each of the sources you have cited in the paper. (For information about preparing the list, see pp. 44-45; for a sample list of works cited, see pp. 54-55.)

**Directory to MLA works cited models**

**GENERAL GUIDELINES FOR LISTING AUTHORS**

1. Single author, 14
2. Multiple authors, 14
3. Corporate author, 15
4. Unknown author, 15
5. Two or more works by the same author, 16

**BOOKS**

6. Basic format for a book, 16
7. Author with an editor, 16
8. Author with a translator, 18
9. Editor, 18
10. Work in an anthology, 18
11. Edition other than the first, 19
12. Multivolume work, 19
13. Encyclopedia or dictionary entry, 19
14. Sacred text, 20
15. Foreword, introduction, preface, or afterword, 20
16. Book with a title in its title, 20
17. Book in a series, 21
18. Republished book, 21
19. Publisher's imprint, 21

**ARTICLES IN PERIODICALS**

20. Article in a magazine, 23
21. Article in a journal paginated by volume, 23
22. Article in a journal paginated by issue, 23
23. Article in a daily newspaper, 23
24. Editorial in a newspaper, 24
25. Letter to the editor, 24
26. Book or film review, 24

**ONLINE SOURCES**

27. Entire Web site, 25
28. Short work from a Web site, 26
29. Online book, 26

30. Part of an online book, 27
31. Work from a database, 27
32. Article in an online journal, 31
33. Article in an online magazine or newspaper, 31
34. Entire Weblog (blog), 32
35. Entry in a Weblog (blog), 32
36. CD-ROM, 32
37. E-mail, 33
38. Posting to an online discussion list, 33

**MULTIMEDIA SOURCES (INCLUDING ONLINE VERSIONS)**

39. Work of art, 33
40. Cartoon, 34
41. Advertisement, 34
42. Map or chart, 34
43. Musical score, 35
44. Sound recording, 35
45. Film or video, 35
46. Special feature on a DVD, 36
47. Radio or television program, 36
48. Radio or television interview, 36
49. Podcast, 36
50. Online video clip, 37
51. Live performance, 37
52. Lecture or public address, 37
53. Personal interview, 38

**OTHER SOURCES (INCLUDING ONLINE VERSIONS)**

54. Government publication, 38
55. Historical and legal sources, 38
56. Pamphlet, 39
57. Dissertation, 39
58. Abstract of a dissertation, 40
59. Published proceedings of a conference, 40
60. Published interview, 40
61. Personal letter, 41
62. Published letter, 41
63. Entry in a wiki, 41

## 14 MLA list of works cited

Unless your instructor asks for them, omit sources not actually cited in the paper, even if you read them.

**NOTE:** MLA requires the medium of publication in all works cited entries, usually at the end of the entry (neither italicized nor in quotation marks): “Print,” “Web,” “Television,” “Film,” “Lecture,” and so on. (See specific items throughout this section.)

### ***General guidelines for listing authors***

Alphabetize entries in the list of works cited by authors’ last names (or by title if a work has no author). The author’s name is important because citations in the text refer to it and readers will look for it at the beginning of an entry in the list.

#### **NAME CITED IN TEXT**

According to Nancy Flynn, . . .

#### **BEGINNING OF WORKS CITED ENTRY**

Flynn, Nancy.

Items 1–5 show how to begin an entry for a work with a single author, multiple authors, a corporate author, an unknown author, and multiple works by the same author. What comes after this first element of your citation will depend on the kind of source you are citing. (See items 6–63.)

**NOTE:** For a book, an entry in the works cited list will sometimes begin with an editor (see item 9 on p. 18).

■ **1. SINGLE AUTHOR** For a work with one author, begin with the author’s last name, followed by a comma; then give the author’s first name, followed by a period.

Tannen, Deborah.

■ **2. MULTIPLE AUTHORS** For works with two or three authors, name the authors in the order in which they are listed in the source. Reverse the name of only the first author.

Walker, Janice R., and Todd Taylor.

Wilmut, Ian, Keith Campbell, and Colin Tudge.

For a work with four or more authors, either name all of the authors or name the first author followed by “et al.” (Latin for “and others”).

Sloan, Frank A., Emily M. Stout, Kathryn Whetten-Goldstein, and Lan Liang.

Sloan, Frank A., et al.

■ **3. CORPORATE AUTHOR** When the author of a print document or a Web site is a corporation, a government agency, or some other organization, begin your entry with the name of the group.  
First Union.

United States. Bureau of the Census.

American Management Association.

**NOTE:** Your in-text citation should also treat the organization as the author (see item 9 on p. 8).

■ **4. UNKNOWN AUTHOR** When the author of a work is unknown, begin with the work’s title. Titles of articles and other short works, such as brief documents from Web sites, are put in quotation marks. Titles of books and other long works, such as entire Web sites, are italicized.

*Article or other short work*

“Media Giants.”

*Book, entire Web site, or other long work*

*Atlas of the World.*

Before concluding that the author of a Web source is unknown, check carefully (see the tip on p. 5). Also remember that an organization may be the author (see item 3 above).

## 16 MLA list of works cited

■ **5. TWO OR MORE WORKS BY THE SAME AUTHOR** If your list of works cited includes two or more works by the same author, first alphabetize the works by title (ignoring the article *A*, *An*, or *The* at the beginning of a title). Use the author's name for the first entry only; for subsequent entries, use three hyphens followed by a period. The three hyphens must stand for exactly the same name or names as in the first entry.

Knopp, Lisa. *Field of Vision*. Iowa City: U of Iowa P, 1996. Print.

---. *The Nature of Home: A Lexicon and Essays*. Lincoln: U of Nebraska P, 2002. Print.

### **Books**

Items 6–19 apply to print books. For online books, see item 29. For an annotated example, see page 17.

■ **6. BASIC FORMAT FOR A BOOK** For most print books, arrange the information into four units, each followed by a period and one space: the author's name; the title and subtitle, italicized; the place of publication, the publisher, and the date; and the medium of publication ("Print").

Tan, Amy. *Saving Fish from Drowning*. New York: Putnam, 2005. Print.

Take the information about the book from its title page and copyright page. Use a short form of the publisher's name; omit terms such as *Press, Inc.*, and *Co.* except when naming university presses (Harvard UP, for example). If the copyright page lists more than one date, use the most recent one.

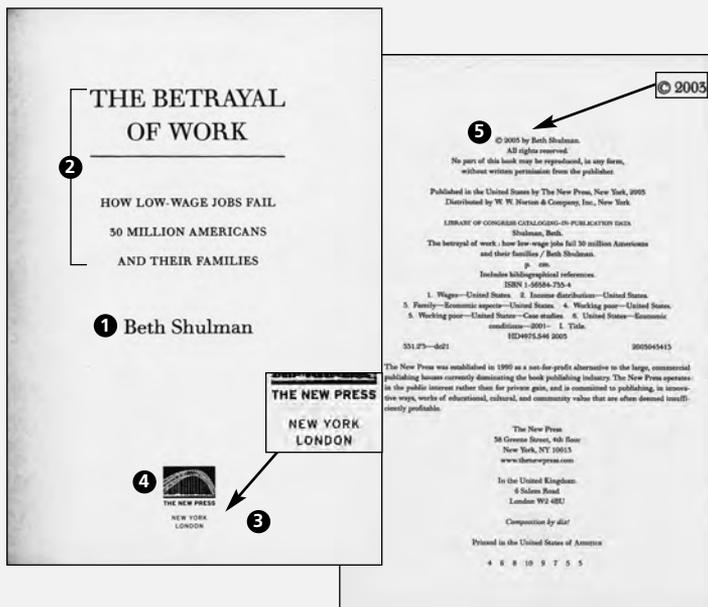
■ **7. AUTHOR WITH AN EDITOR** Begin with the author and title, followed by the name of the editor. In this case the abbreviation "Ed." means "Edited by," so it is the same for one or multiple editors.

Plath, Sylvia. *The Unabridged Journals of Sylvia Plath*. Ed. Karen V. Kukil. New York: Anchor-Doubleday, 2000. Print.

## Citation at a glance: Book (MLA)

To cite a print book in MLA style, include the following elements:

- 1 Author
- 2 Title and subtitle
- 3 City of publication
- 4 Publisher
- 5 Date of publication
- 6 Medium



### WORKS CITED ENTRY FOR A BOOK

1 \_\_\_\_\_ 2 \_\_\_\_\_  
Shulman, Beth. *The Betrayal of Work: How Low-Wage Jobs Fail 30 Million*  
\_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_  
*Americans and Their Families*. New York: New, 2003. Print.

## 18 MLA list of works cited

■ **8. AUTHOR WITH A TRANSLATOR** Begin with the name of the author. After the title, write “Trans.” (for “Translated by”) and the name of the translator.

Allende, Isabel. *Zorro*. Trans. Margaret Sayers Peden. London: Fourth Estate, 2005. Print.

■ **9. EDITOR** An entry for a work with an editor is similar to that for a work with an author except that the name is followed by a comma and the abbreviation “ed.” for “editor” (or “eds.” for “editors”).

Craig, Patricia, ed. *The Oxford Book of Travel Stories*. Oxford: Oxford UP, 1996. Print.

■ **10. WORK IN AN ANTHOLOGY** Begin with the name of the author of the selection, not with the name of the editor of the anthology. Then give the title of the selection; the title of the anthology; the name of the editor (preceded by “Ed.” for “Edited by”); publication information; the pages on which the selection appears; and the medium of publication.

Desai, Anita. “Scholar and Gypsy.” *The Oxford Book of Travel Stories*. Ed. Patricia Craig. Oxford: Oxford UP, 1996. 251-73. Print.

If you use two or more selections from the same anthology, provide an entry for the entire anthology (see item 9) and give a shortened entry for each selection. Begin with the author and title of the selection; follow with the editor(s) of the anthology and the page number(s) on which the selection appears. Use the medium of publication only in the entry for the complete anthology. Alphabetize the entries in the list of works cited by authors’ last names.

Desai, Anita. “Scholar and Gypsy.” Craig 251-73.

Malouf, David. “The Kyogle Line.” Craig 390-96.

■ **11. EDITION OTHER THAN THE FIRST** Include the number of the edition after the title (or after the names of any translators or editors that appear after the title): 2nd ed., 3rd ed., and so on.

Auletta, Ken. *The Underclass*. 2nd ed. Woodstock: Overlook, 2000. Print.

■ **12. MULTIVOLUME WORK** Include the total number of volumes before the city and publisher, using the abbreviation “vols.” If the volumes were published over several years, give the inclusive dates of publication. The abbreviation “Ed.” means “Edited by,” so it is the same for one or more editors.

Stark, Freya. *Letters*. Ed. Lucy Moorehead. 8 vols. Salisbury: Compton, 1974–82. Print.

If your paper cites only one of the volumes, include the volume number before the city and publisher and give the date of publication for that volume. After the date, give the medium of publication followed by the total number of volumes.

Stark, Freya. *Letters*. Ed. Lucy Moorehead. Vol. 5. Salisbury: Compton, 1978. Print. 8 vols.

■ **13. ENCYCLOPEDIA OR DICTIONARY ENTRY** When an encyclopedia or a dictionary is well known, simply list the author of the entry (if there is one), the title of the entry, the title of the reference work, the edition number (if any), the date of the edition, and the medium.

Posner, Rebecca. “Romance Languages.” *The Encyclopaedia Britannica: Macropaedia*. 15th ed. 1987. Print.

“Sonata.” *The American Heritage Dictionary of the English Language*. 4th ed. 2000. Print.

Volume and page numbers are not necessary because the entries in the source are arranged alphabetically and therefore are easy to locate.

## 20 MLA list of works cited

If a reference work is not well known, provide full publication information as well.

■ **14. SACRED TEXT** Give the title of the edition of the sacred text (taken from the title page), italicized; the editor's or translator's name (if any); publication information; and the medium. Add the name of the version, if there is one.

*The Oxford Annotated Bible with the Apocrypha*. Ed. Herbert G. May and Bruce M. Metzger. New York: Oxford UP, 1965. Print. Rev. Standard Vers.

*The Qur'an: Translation*. Trans. Abdullah Yusuf Ali. Elmhurst: Tahrike, 2000. Print.

■ **15. FOREWORD, INTRODUCTION, PREFACE, OR AFTERWORD** Begin with the author of the book part and the name of the part. Then give the book title; the author of the book, preceded by the word "By"; the editor of the book, if any; publication information; page numbers for the book part; and the medium.

Morris, Jan. Introduction. *Letters from the Field, 1925-1975*. By Margaret Mead. New York: Perennial-Harper, 2001. xix-xxiii. Print.

If the book part being cited has a title, include it in quotation marks immediately after the author's name.

Ozick, Cynthia. "Portrait of the Essay as a Warm Body." Introduction. *The Best American Essays 1998*. Ed. Ozick. Boston: Houghton, 1998. xv-xxi. Print.

■ **16. BOOK WITH A TITLE IN ITS TITLE** If the book title contains a title normally italicized, neither italicize the internal title nor place it in quotation marks.

Woodson, Jon. *A Study of Joseph Heller's Catch-22: Going Around Twice*. New York: Lang, 2001. Print.

If the title within the title is normally put in quotation marks, retain the quotation marks and italicize the entire title.

Hawkins, Hunt, and Brian W. Shaffer, eds. *Approaches to Teaching Conrad's Heart of Darkness and "The Secret Sharer."* New York: MLA, 2002. Print.

■ **17. BOOK IN A SERIES** After the publication information, put the medium of publication and then the series name as it appears on the title page, followed by the series number, if any.

Malena, Anne. *The Dynamics of Identity in Francophone Caribbean Narrative*. New York: Lang, 1999. Print. *Francophone Cultures and Lits*. 24.

■ **18. REPUBLISHED BOOK** After the title of the book, cite the original publication date, followed by the current publication information. If the republished book contains new material, such as an introduction or afterword, include information about the new material after the original date.

Hughes, Langston. *Black Misery*. 1969. Afterword Robert O'Meally. New York: Oxford UP, 2000. Print.

■ **19. PUBLISHER'S IMPRINT** If a book was published by an imprint (a division) of a publishing company, link the name of the imprint and the name of the publisher with a hyphen, putting the imprint first.

Truan, Barry. *Acoustic Communication*. Westport: Ablex-Greenwood, 2000. Print.

### ***Articles in periodicals***

This section shows how to prepare works cited entries for articles in magazines, scholarly journals, and newspapers. (See p. 22 for an annotated example.) In addition to consulting the models in this section, you will at times need to turn to other models as well:

- More than one author: item 2
- Corporate author: item 3

# Citation at a glance: Article in a periodical (MLA)

To cite an article in a print periodical in MLA style, include the following elements:

- |  |                               |
|--|-------------------------------|
| 1 Author   | 5 Date or year of publication |
| 2 Title and subtitle of article                      | 6 Page numbers                |
| 3 Name of periodical                                 | 7 Medium                      |
| 4 Volume and issue number<br>(for scholarly journal) |                               |



**2** **A loss of foreign talent**

**1** **BY ANNE MCGRATH**

**F**or years, high-achieving foreign students have been a significant and growing presence at U.S. universities, filling half the spots in many graduate science and engineering programs. But Richard Witt, dean of the University of Illinois-Chicago's Center for a Study of International Graduate Applicants, says that 25 percent have left since 2001. At the University of Maryland, graduate applications from overseas students have risen 30 percent in the last five years, but the number of those students who have accepted offers has fallen 15 percent. At the University of Michigan, the number of international students who have accepted offers has fallen 10 percent in the last five years.

**3** **76** **U.S. NEWS & WORLD REPORT, NOVEMBER 22, 2004**

**5** **U.S. NEWS & WORLD REPORT, NOVEMBER 22, 2004**

**6** **76** **U.S. NEWS & WORLD REPORT, NOVEMBER 22, 2004**

**7** **Print**

## WORKS CITED ENTRY FOR AN ARTICLE IN A PRINT PERIODICAL

1 ————— 2 ————— 3  
 McGrath, Anne. "A Loss of Foreign Talent." *US News and World Report*

5 — 6 | 7 —  
 22 Nov. 2004: 76. Print.

- Unknown author: item 4
- Online article: items 32 and 33
- Article from a database: item 31

Put titles of articles in quotation marks; italicize the titles of magazines, journals, and newspapers. For dates requiring a month, abbreviate all months except May, June, and July. Add the medium at the end of the entry.

For articles appearing on consecutive pages, provide the range of pages (see items 21 and 22). When an article does not appear on consecutive pages, give the number of the first page followed by a plus sign: 32+.

■ **20. ARTICLE IN A MAGAZINE** If the magazine is issued monthly, give just the month and year.

Fay, J. Michael. "Land of the Surfing Hippos." *National Geographic* Aug. 2004: 100+. Print.

If the magazine is issued weekly, give the exact date.

Lord, Lewis. "There's Something about Mary Todd." *US News and World Report* 19 Feb. 2001: 53. Print.

■ **21. ARTICLE IN A JOURNAL PAGINATED BY VOLUME** Give both volume and issue numbers for all journals, even those with pagination that continues through all issues of the volume. Separate the volume and issue numbers with a period.

Ryan, Katy. "Revolutionary Suicide in Toni Morrison's Fiction." *African American Review* 34.3 (2000): 389-412. Print.

■ **22. ARTICLE IN A JOURNAL PAGINATED BY ISSUE** Give both volume and issue numbers, separated with a period.

Wood, Michael. "Broken Dates: Fiction and the Century." *Kenyon Review* 22.3 (2000): 50-64. Print.

■ **23. ARTICLE IN A DAILY NEWSPAPER** Include the section letter if it is part of the page number in the newspaper.

## 24 MLA list of works cited

Brummitt, Chris. "Indonesia's Food Needs Expected to Soar." *Boston Globe* 1 Feb. 2005: A7. Print.

If the section is marked with a number rather than a letter, handle the entry as follows:

Wilford, John Noble. "In a Golden Age of Discovery, Faraway Worlds Beckon." *New York Times* 9 Feb. 1997, late ed., sec. 1: 1+. Print.

When an edition of the newspaper is specified on the masthead, name the edition (eastern ed., late ed., natl. ed., and so on), as in the example just given.

If the city of publication is not obvious, include it in brackets after the name of the newspaper: *Courier-Journal* [Louisville].

■ **24. EDITORIAL IN A NEWSPAPER** Cite an editorial as you would an article with an unknown author, adding the word "Editorial" after the title.

"All Wet." Editorial. *Boston Globe* 12 Feb. 2001: A14. Print.

■ **25. LETTER TO THE EDITOR** Name the writer, followed by the word "Letter" and the publication information for the periodical in which the letter appears.

Shrewsbury, Toni. Letter. *Atlanta Journal-Constitution* 17 Feb. 2001: A13. Print.

■ **26. BOOK OR FILM REVIEW** Name the reviewer and the title of the review, if any, followed by the words "Rev. of" and the title and author or director of the work reviewed. Add the publication information for the periodical in which the review appears.

Gleick, Elizabeth. "The Burdens of Genius." Rev. of *The Last Samurai*, by Helen DeWitt. *Time* 4 Dec. 2000: 171. Print.

Lane, Anthony. "Dream On." Rev. of *The Science of Sleep and Renaissance*, dir. Michel Gondry. *New Yorker* 25 Sept. 2006: 155-57. Print.

### Online sources

This section shows how to prepare works cited entries for a variety of online sources, including Web sites, online books, articles in online databases and periodicals, blogs, e-mail, and Web postings.

MLA guidelines assume that users can locate most online sources by entering the author, title, or other identifying information in a search engine or a database. Consequently, MLA does not require a Web address (URL) in citations for online sources. Some instructors may require a URL; for an example, see the note at the end of item 27.

MLA style calls for a sponsor or publisher for most online sources. If a source has no sponsor or publisher, use the abbreviation “N.p.” (for “No publisher”) in the sponsor position. If there is no date of publication or update, use “n.d.” (for “no date”) after the sponsor. For an article in an online scholarly journal or an article from a database, give page numbers if they are available; if they are not, use the abbreviation “n. pag.” (See item 32.)

■ **27. ENTIRE WEB SITE** Begin with the name of the author, editor, or corporate author and the title of the site, italicized. Then give the sponsor or publisher of the site; the date of publication or last update; the medium (“Web”); and the date you accessed the source. If the Web site has no title, substitute a description, such as “Home page,” for the title, neither italicized nor in quotation marks.

#### *With author or editor*

Peterson, Susan Lynn. *The Life of Martin Luther*. Susan Lynn Peterson, 2005. Web. 24 Jan. 2009.

Halsall, Paul, ed. *Internet Modern History Sourcebook*. Fordham U, 22 Sept. 2001. Web. 19 Jan. 2009.

#### *With corporate (group) author*

United States. Environmental Protection Agency. *Drinking Water Standards*. EPA, 28 Nov. 2006. Web. 24 Jan. 2009.

## 26 MLA list of works cited

### *Author unknown*

*Margaret Sanger Papers Project*. History Dept., New York U, 18 Oct. 2000. Web. 6 Jan. 2009.

### *With no title*

Yoon, Mina. Home page. Oak Ridge Natl. Laboratory, 28 Dec. 2006. Web. 12 Jan. 2009.

**NOTE:** If your instructor requires a URL for Web sources, include the URL, enclosed in angle brackets, at the end of the entry. When a URL in a works cited entry must be divided at the end of a line, break it after a slash. Do not insert a hyphen.

Peterson, Susan Lynn. *The Life of Martin Luther*. Susan Lynn Peterson, 2002. Web. 24 Jan. 2006. <[http://www.susanlynnpeterson.com/index\\_files/luther.htm](http://www.susanlynnpeterson.com/index_files/luther.htm)>.

■ **28. SHORT WORK FROM A WEB SITE** Short works include articles, poems, and other documents that are not book length or that appear as internal pages on a Web site. Include the following elements: author's name (if there is one); title of the short work, in quotation marks; title of the site, italicized; sponsor of the site; date of publication or last update; medium; and your date of access. For an annotated example, see pages 28–29.

### *With author*

Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. NativeWeb, n.d. Web. 22 Jan. 2009.

### *Author unknown*

"Living Old." *Frontline*. PBS Online, 21 Nov. 2006. Web. 19 Jan. 2009.

■ **29. ONLINE BOOK** Cite a book or a book-length work, such as a play or a long poem, as you would a short work from a Web site (see item 28), but italicize the title of the work.

Milton, John. *Paradise Lost: Book I*. *Poetryfoundation.org*. Poetry Foundation, 2008. Web. 14 Dec. 2008.

Give the print publication information for the work, if available (see items 6–19), followed by the title of the Web site, the medium, and your date of access.

Jacobs, Harriet A. *Incidents in the Life of a Slave Girl: Written by Herself*. Ed. L. Maria Child. Boston, 1861. *Documenting the American South*. Web. 3 Feb. 2009.

■ **30. PART OF AN ONLINE BOOK** Place the title of the book part before the book's title. If the part is a chapter or a short work such as a poem or an essay, put its title in quotation marks. If the part is an introduction or another division of the book, do not use quotation marks. (See also item 15 on p. 20.) Following the publication information, give the page numbers for the part (or use "N. pag." if the work is not paginated). End with the Web site on which you found the work, the medium, and your date of access.

Adams, Henry. "Diplomacy." *The Education of Henry Adams*. By Adams. Boston: Houghton, 1918. N. pag. *Bartleby.com: Great Books Online*. Web. 8 Jan. 2009.

■ **31. WORK FROM A DATABASE** For sources retrieved from a library's subscription database, first list the publication information for the source (see items 20–26). Then give the name of the database, italicized; the medium; and your date of access. An annotated example appears on page 30.

The models on page 31 are for articles retrieved through three databases. The first source is a scholarly article in a journal (see item 22); the second is an article in a bimonthly magazine (see item 20); and the third is an article in a newspaper (see item 23).

Johnson, Kirk. "The Mountain Lions of Michigan." *Endangered Species Update* 19.2 (2002): 27-31. *Expanded Academic Index*. Web. 26 Nov. 2008.

## Citation at a glance: Short work from a Web site (MLA)

To cite a short work from a Web site in MLA style, include the following elements:

- 1 Author
- 2 Title of short work
- 3 Title of Web site
- 4 Sponsor of site
- 5 Update date ("n.d." if there is no date)
- 6 Medium
- 7 Date of access

### ON-SCREEN VIEW OF SHORT WORK

The top screenshot shows a web browser window with the address bar containing `http://web.mit.edu/comm-forum/papers/bearings.html`. The page features a navigation menu on the left with links for home, calendar, forums, conferences, papers, and search. The main content area includes the MIT Communications Forum logo, a mailing list link, and the MIT logo. Numbered callouts 1 through 4 point to the author name, title, website title, and sponsor, respectively.

The bottom screenshot shows the same browser window displaying the article page for "Bearings" by Henry Jenkins. The article title and author name are highlighted with callouts 1 and 2. The article text begins with "Representative democracy er... slow flow of information betwe... Elected representatives were the public, in part because the information. The earliest Amer... reproduce "intelligence" gathe... through their harbours, inform... occurred months earlier at so... remarkable, given the geogra... thirteen original colonies, that... themselves as having collecti... Anderson's terms, an "imagin...". A "papers" section below the article lists other works, including one by Andrew Jakubowicz. The article's update date is highlighted with callout 5.

**LINKS PAGE ON WEB SITE FOR SHORT WORK**

**BROWSER PRINTOUT OF SHORT WORK**



**WORKS CITED ENTRY FOR A SHORT WORK FROM A WEB SITE**

1 — 2 — 3 — 4 — 5 —  
 Jenkins, Henry. "Bearings." *MIT Communications Forum*. MIT, 19 Feb. 2002.  
 6 — 7 —  
 Web. 16 June 2005.

## Citation at a glance: Article from a database (MLA)

To cite an article from a database in MLA style, include the following elements:

- 1 Author
- 2 Title of article
- 3 Name of periodical, volume and issue numbers
- 4 Date of publication
- 5 Inclusive pages
- 6 Name of database
- 7 Medium of database
- 8 Date of access

The screenshot shows the EBSCOhost search results page for an article. The article title is "IT'S THE INFORMATION AGE, SO WHERE'S THE INFORMATION?". The author is Jason J. D. The source is "College Teaching, Summer 2004, Vol. 52 Issue 3, p107-6p". The document type is "Article". The subject terms include "COLLEGE teachers", "COMPUTER literacy", "DATABASES", "LIBRARIES", "RESEARCH", "STUDENTS", and "INTERNET in education". The author-supplied keywords are "technology", "Internet", "information literacy", and "electronic research". The NAICS/industry codes are "51.112 Libraries and Archives" and "54.17 Scientific Research and Development Services". The abstract discusses the problems that students encounter when conducting research using the Internet, fewer recognize why their students lack success when using the electronic databases and indexes to which the institution's library subscribes. In this article, I point to teachers' assumptions about their students' "computer literacy," as well as to the students' lack of hands-on experience in an actual library, as potential sources of the problem. I provide practical, detailed suggestions, which are useful across disciplines, for overcoming these obstacles. [ABSTRACT FROM AUTHOR]. The author affiliation is "Assistant Professor, Department of Composition, University of Minnesota Duluth". The ISSN is 8756-7555. The accession number is 13477508. The persistent link to this record is http://search.ebnet.com/login.aspx?direct=true&db=aph&an=13477508. The database is Academic Search Premier. The view links are Citation and PDF Full Text (67K).

EBSCOhost Research Databases

New Search | View Folder | Preferences | Help

Sign In to My EBSCOhost

4 of 4 | Result List | Refine Search | Print | Email | Save | Add to folder | Folder is empty.

Formats: Citation PDF Full Text (67K) Cited References (0)

**Title:** IT'S THE INFORMATION AGE, SO WHERE'S THE INFORMATION? 2

**Authors:** Jason J. D. 1

**Source:** College Teaching, Summer 2004, Vol. 52 Issue 3, p107-6p

**Document Type:** Article 3 4 3 5

**Subject Terms:**

- \* COLLEGE teachers
- \* COMPUTER literacy
- \* DATABASES
- \* LIBRARIES
- \* RESEARCH
- \* STUDENTS
- \* INTERNET in education

**Author-Supplied Keywords:**

- technology
- Internet
- information literacy
- electronic research

**NAICS/Industry Codes:**

- 51.112 Libraries and Archives
- 54.17 Scientific Research and Development Services

**Abstract:** Although most college faculty are aware of the problems that students encounter when conducting research using the Internet, fewer recognize why their students lack success when using the electronic databases and indexes to which the institution's library subscribes. In this article, I point to teachers' assumptions about their students' "computer literacy," as well as to the students' lack of hands-on experience in an actual library, as potential sources of the problem. I provide practical, detailed suggestions, which are useful across disciplines, for overcoming these obstacles. [ABSTRACT FROM AUTHOR]

**Author Affiliations:** Assistant Professor, Department of Composition, University of Minnesota Duluth

**ISSN:** 8756-7555

**Accession Number:** 13477508

**Persistent link to this record:** http://search.ebnet.com/login.aspx?direct=true&db=aph&an=13477508

**Database:** Academic Search Premier 6

**View Links:** Citation PDF Full Text (67K)

Formats: Citation PDF Full Text (67K)

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## WORKS CITED ENTRY FOR AN ARTICLE FROM A DATABASE

1  
Jenson, Jill D. "It's the Information Age, so Where's the Information?"  
2  
3  
4  
5  
6  
7  
*College Teaching* 52.3 (2004): 107-12. *Academic Search Premier*. Web.  
8  
2 Feb. 2009.

Barrera, Rebeca María. "A Case for Bilingual Education." *Scholastic Parent and Child* Nov.-Dec. 2004: 72-73. *Academic Search Premier*. Web. 1 Feb. 2009.

Kolata, Gina. "Scientists Debating Future of Hormone Replacement." *New York Times* 23 Oct. 2002, late ed.: A20. *LexisNexis Academic*. Web. 26 Nov. 2008.

When you access a work through a personal subscription service, such as *America Online*, give the same information as for a library subscription database.

■ **32. ARTICLE IN AN ONLINE JOURNAL** When citing an article in an online journal, give publication information as for a print journal (see items 21 and 22), using "n. pag." if the source does not have page numbers. Then give the medium and your date of access.

Belau, Linda. "Trauma and the Material Signifier." *Postmodern Culture* 11.2 (2001): n. pag. Web. 20 Feb. 2009.

■ **33. ARTICLE IN AN ONLINE MAGAZINE OR NEWSPAPER** Give the author; the title of the article, in quotation marks; the title of the magazine or newspaper, italicized; the sponsor or publisher of the site (use "N.p." if there is none); the date of publication; the medium; and your date of access.

## 32 MLA list of works cited

### *Online magazine*

Paulson, Steve. "Buddha on the Brain." *Salon.com*. Salon Media Group, 27 Nov. 2006. Web. 18 Jan. 2009.

### *Online newspaper*

Rubin, Joel. "Report Faults Charter School." *Los Angeles Times*. Los Angeles Times, 22 Jan. 2005. Web. 24 Jan. 2009.

■ **34. ENTIRE WEBLOG (BLOG)** Cite a blog as you would an entire Web site (see item 27). Give the author's name; the title of the blog, italicized; the sponsor or publisher of the blog (use "N.p." if there is none); and the date of the most recent update. Then give the medium and your date of access.

Mayer, Caroline. *The Checkout*. Washington Post, 27 Apr. 2006. Web. 19 Jan. 2007.

■ **35. ENTRY IN A WEBLOG (BLOG)** Cite an entry or a comment (a response to an entry) in a Weblog as you would a short work from a Web site (see item 28). If the entry does not have a title, use the label "Weblog entry" or "Weblog comment." Follow with the title of the blog, italicized, and the remaining information as for an entire blog in item 34.

Mayer, Caroline. "Some Surprising Findings about Identity Theft." *The Checkout*. Washington Post, 28 Feb. 2006. Web. 19 Jan. 2007.

Burdick, Dennis. Weblog comment. *The Checkout*. Washington Post, 28 Feb. 2006. Web. 19 Jan. 2007.

■ **36. CD-ROM** Treat a CD-ROM as you would any other source, but add the medium ("CD-ROM"). For a book on CD-ROM, add the medium after the publication information.

"Pimpernel." *The American Heritage Dictionary of the English Language*. 4th ed. Boston: Houghton, 2000. CD-ROM.

■ **37. E-MAIL** To cite an e-mail message, begin with the writer's name and the subject line. Then write "Message to" followed by the name of the recipient. End with the date of the message and the medium ("E-mail").

Lowe, Walter. "Review questions." Message to the author. 15 Mar. 2007. E-mail.

■ **38. POSTING TO AN ONLINE DISCUSSION LIST** When possible, cite archived versions of postings. If you cannot locate an archived version, keep a copy of the posting for your records. Begin with the author's name, followed by the title or subject line, in quotation marks (use the label "Online posting" if the posting has no title); the title of the Web site on which the discussion list is found, italicized; the sponsor or publisher of the site (use "N.p." if there is none); the date of publication; the medium; and your date of access.

Fainton, Peter. "Re: Backlash against New Labour." *Media Lens Message Board*. Media Lens, 7 May 2008. Web. 2 June 2008.

### ***Multimedia sources (including online versions)***

Multimedia sources include visuals (such as works of art), audio works (such as sound recordings), audiovisuals (such as films), podcasts, and live events. Give the medium for all multimedia sources, usually at the end of the citation and not italicized or in quotation marks (for instance, "Print," "Web," "Radio," "Television," "CD," "Audiocassette," "Film," "Videocassette," "DVD," "Performance," "Lecture," "PDF file," "*Microsoft Word* file," "JPEG file").

■ **39. WORK OF ART** Cite the artist's name; the title of the artwork, italicized; the date of composition; the medium of composition (for instance, "Lithograph on paper," "Photograph," "Charcoal on paper"); and the institution and the city in which

### 34 MLA list of works cited

the artwork is located. For artworks found online, omit the medium of composition and include the title of the Web site, the medium, and your date of access.

Constable, John. *Dedham Vale*. 1802. Oil on canvas. Victoria and Albert Museum, London.

van Gogh, Vincent. *The Starry Night*. 1889. Museum of Mod. Art, New York. *MoMA: The Museum of Modern Art*. Web. 14 Jan. 2007.

■ **40. CARTOON** Give the cartoonist's name; the title of the cartoon if it has one, in quotation marks; the label "Cartoon" or "Comic strip"; publication information; and medium. To cite an online cartoon, instead of publication information give the title of the Web site; the sponsor or publisher; the medium; and your date of access.

Sutton, Ward. "Why Wait 'til November?" Cartoon. *Village Voice* 7-13 July 2004: 6. Print.

■ **41. ADVERTISEMENT** Name the product or company being advertised, followed by the word "Advertisement." Give publication information for the source in which the advertisement appears.

Truth by Calvin Klein. Advertisement. *Vogue* Dec. 2000: 95-98. Print.

Arbella Insurance. Advertisement. *Boston.com*. NY Times, n.d. Web. 3 June 2008.

■ **42. MAP OR CHART** Cite a map or a chart as you would a book or a short work within a longer work. Use the word "Map" or "Chart" following the title. Add the medium and, for an online source, the sponsor or publisher and the date of access.

Joseph, Lori, and Bob Laird. "Driving While Phoning Is Dangerous." Chart. *USA Today* 16 Feb. 2001: 1A. Print.

"Serbia." Map. *Syrena Maps*. Syrena, 2 Feb. 2001. Web. 17 Mar. 2008.

■ **43. MUSICAL SCORE** For both print and online versions, begin with the composer's name; the title of the work, italicized; and the date of composition. For a print source, give the place of publication; the name of the publisher and date of publication; and the medium. For an online source, give the title of the Web site; the publisher or sponsor of the site; the date of Web publication; the medium; and your date of access.

Handel, G. F. *Messiah: An Oratorio*. N.d. *CCARH Publications: Scores and Parts*. Center for Computer Assisted Research in the Humanities, 2003. Web. 5 Apr. 2008.

■ **44. SOUND RECORDING** Begin with the name of the person you want to emphasize: the composer, conductor ("Cond."), or performer ("Perf."). For a long work, give the title, italicized; the names of pertinent artists (such as performers, readers, or musicians); and the orchestra and conductor (if relevant). End with the manufacturer, the date, and the medium ("CD," "Audiocassette").

Bizet, Georges. *Carmen*. Perf. Jennifer Laramore, Thomas Moser, Angela Gheorghiu, and Samuel Ramey. Bavarian State Orch. and Chorus. Cond. Giuseppe Sinopoli. Warner, 1996. CD.

For a song, put the title in quotation marks. If you include the name of the album or CD, italicize it.

Blige, Mary J. "Be without You." *The Breakthrough*. Geffen, 2005. CD.

■ **45. FILM OR VIDEO** Begin with the title, italicized. Cite the director ("Dir.") and the lead actors ("Perf.") or narrator ("Narr."); the distributor; the year of the film's release; and the medium ("Film," "DVD," "Videocassette").

*Finding Neverland*. Dir. Marc Forster. Perf. Johnny Depp, Kate Winslet, Julie Christie, Radha Mitchell, and Dustin Hoffman. Miramax, 2004. DVD.

*The Hours*. Dir. Stephen Daldry. Perf. Meryl Streep, Julianne Moore, and Nicole Kidman. Paramount, 2002. Film.

### 36 MLA list of works cited

■ **46. SPECIAL FEATURE ON A DVD** Begin with the title of the feature, in quotation marks, and the names of any important contributors. Add the title of the DVD and other relevant information about the DVD, as in item 45. End with the number of the disc on which the feature appears.

"Sweeney's London." Prod. Eric Young. *Sweeney Todd: The Demon Barber of Fleet Street*. Dir. Tim Burton. DreamWorks, 2007. DVD. Disc 2.

■ **47. RADIO OR TELEVISION PROGRAM** Begin with the title of the radio segment or television episode (if there is one), in quotation marks; then give the title of the program or series, italicized; relevant information about the program, such as the writer ("By"), director ("Dir."), performers ("Perf."), or host ("Host"); the network; the local station (if any) and location; the date of broadcast; and the medium ("Television," "Radio"). For a program you accessed online, after the information about the program give the network, the date, the title of the Web site, the medium ("Web"), and your date of access.

"New Orleans." *American Experience*. Narr. Jeffrey Wright. PBS. WGBH, Boston, 12 Feb. 2007. Television.

"Elif Shafak: Writing under a Watchful Eye." *Fresh Air*. Host Terry Gross. Natl. Public Radio, 6 Feb. 2007. *NPR.org*. Web. 22 Feb. 2007.

■ **48. RADIO OR TELEVISION INTERVIEW** Begin with the name of the person who was interviewed, followed by the word "Interview" and the interviewer's name, if relevant. End with information about the program as in item 47.

McGovern, George. Interview by Charlie Rose. *Charlie Rose*. PBS. WNET, New York, 1 Feb. 2001. Television.

■ **49. PODCAST** A podcast can refer to digital audio content—downloadable lectures, interviews, or essays—or to the method of delivery. Treat a podcast as you would a short work from a Web site (see item 28), giving the medium of delivery (such

as “Web,” “MP3 file,” “MPEG-4 video file”) before your date of access.

Patterson, Chris. “Will School Consolidation Improve Education?” Host Michael Quinn Sullivan. *Texas PolicyCast*. Texas Public Policy Foundation, 13 Apr. 2006. MP3 file. 10 Jan. 2007.

■ **50. ONLINE VIDEO CLIP** Cite a video clip as you would a short work from a Web site (see item 28).

Murphy, Beth. “Tips for a Good Profile Piece.” *Project: Report*. YouTube, 7 Sept. 2008. Web. 19 Sept. 2008.

■ **51. LIVE PERFORMANCE** For a live performance of a play, a ballet, an opera, or a concert, begin with the title of the work performed. Then give the author or composer of the work (“By”); relevant information such as the director (“Dir.”), the choreographer (“Chor.”), the conductor (“Cond.”), or the major performers (“Perf.”); the theater, ballet, or opera company, if any; the theater and location; the date of the performance; and the label “Performance.”

*Art*. By Yasmina Reza. Dir. Matthew Warchus. Perf. Philip Franks, Leigh Lawson, and Simon Shephard. Whitehall Theatre, London. 3 Dec. 2001. Performance.

Cello Concerto no. 2. By Eric Tanguy. Cond. Seiji Ozawa. Perf. Mstislav Rostropovich. Boston Symphony Orch. Symphony Hall, Boston. 5 Apr. 2002. Performance.

■ **52. LECTURE OR PUBLIC ADDRESS** Cite the speaker’s name, followed by the title of the lecture (if any), in quotation marks; the organization sponsoring the lecture; the location; the date; and a label such as “Lecture” or “Address.”

Wellbery, David E. “On a Sentence of Franz Kafka.” Franke Inst. for the Humanities. Gleacher Center, Chicago. 1 Feb. 2006. Lecture.

### 38 MLA list of works cited

■ **53. PERSONAL INTERVIEW** To cite an interview that you conducted, begin with the name of the person interviewed. Then write “Personal interview” or “Telephone interview” followed by the date of the interview.

Akufo, Dautey. Personal interview. 11 Aug. 2007.

#### ***Other sources (including online versions)***

This section includes a variety of sources not covered elsewhere. For sources obtained on the Web, consult the appropriate model in this section and give information required for an online source (see items 27–38); then end the citation with the medium and your date of access.

■ **54. GOVERNMENT PUBLICATION** Treat the government agency as the author, giving the name of the government followed by the name of the department and the agency. For print sources, add the medium at the end of the entry. For online sources, follow the model for an entire Web site (item 27) or a short work from a Web site (item 28).

United States. Dept. of Labor. *America’s Dynamic Workforce*.

Washington: US Dept. of Labor, 2004. Print.

United States. Dept. of Transportation. Natl. Highway Traffic Safety

Administration. *An Investigation of the Safety Implications of Wireless Communications in Vehicles*. Natl. Highway Traffic Safety Administration, Nov. 1999. Web. 20 May 2008.

■ **55. HISTORICAL AND LEGAL SOURCES** For a well-known historical document, such as the United States Constitution, provide the document title, neither italicized nor in quotation marks, the document date, and publication information. For less familiar documents, begin with the author, if the work has one, and continue with the title, date, and publication information.

Jefferson, Thomas. First Inaugural Address. 1801. *The American Reader*.  
Ed. Diane Ravitch. New York: Harper, 1990. 42-44. Print.

For a legislative act (law), give the name of the act, neither italicized nor in quotation marks, followed by the Public Law number, the Statutes at Large information, the date of enactment, and the medium.

Electronic Freedom of Information Act Amendments of 1996. Pub. L.  
104-231. 110 Stat. 3048. 2 Oct. 1996. Print.

For a court case, name the first plaintiff and the first defendant. Then give the law report number; the court name; the year of the decision; and information about the medium in which you found the case. In a works cited entry, the name of the case is not italicized. (The name of the case is italicized in your in-text citation; see item 17 on pp. 10–11.)

Utah v. Evans. 536 US 452. Supreme Court of the US. 2002. *Supreme Court Collection*. Legal Information Inst., Cornell U Law School, n.d. Web. 30 Apr. 2008.

■ **56. PAMPHLET** Cite a pamphlet as you would a book (see items 6–19).

Commonwealth of Massachusetts. Dept. of Jury Commissioner. *A Few Facts about Jury Duty*. Boston: Commonwealth of Massachusetts, 2004. Print.

■ **57. DISSERTATION** Begin with the author's name, followed by the dissertation title in quotation marks; the abbreviation "Diss."; the name of the institution; the year the dissertation was accepted; and the medium of the dissertation.

Jackson, Shelley. "Writing Whiteness: Contemporary Southern Literature in Black and White." Diss. U of Maryland, 2000. Print.

#### 40 MLA list of works cited

For dissertations that have been published in book form, italicize the title and add publication information and the medium after the dissertation year.

Damberg, Cheryl L. *Healthcare Reform: Distributional Consequences of an Employer Mandate for Workers in Small Firms*. Diss. Rand Graduate School, 1995. Santa Monica: Rand, 1996. Print.

■ **58. ABSTRACT OF A DISSERTATION** Cite an abstract as you would an unpublished dissertation. After the dissertation date, give the abbreviation *DA* or *DAI* (for *Dissertation Abstracts* or *Dissertation Abstracts International*), followed by the volume and issue numbers; the year of publication; inclusive page numbers or the item number; and the medium of publication.

Chen, Shu-Ling. "Mothers and Daughters in Morrison, Tan, Marshall, and Kincaid." Diss. U of Washington, 2000. *DAI* 61.6 (2000): 2289. Print.

■ **59. PUBLISHED PROCEEDINGS OF A CONFERENCE** Cite published conference proceedings as you would a book, adding information about the conference after the title.

Kartiganer, Donald M., and Ann J. Abadie, eds. *Faulkner at 100: Retrospect and Prospect*. Proc. of Faulkner and Yoknapatawpha Conf., 27 July-1 Aug. 1997, U of Mississippi. Jackson: UP of Mississippi, 2000. Print.

■ **60. PUBLISHED INTERVIEW** Name the person interviewed, followed by the title of the interview (if there is one). If the interview does not have a title, include the word "Interview" after the interviewee's name. Give publication information for the work in which the interview was published.

Armstrong, Lance. "Lance in France." *Sports Illustrated* 28 June 2004: 46+. Print.

If the name of the interviewer is relevant, include it after the name of the interviewee.

Prince. Interview by Bilge Ebiri. *Yahoo! Internet Life* 7.6 (2001): 82-85. Print.

■ **61. PERSONAL LETTER** To cite a letter that you have received, begin with the writer's name and add the phrase "Letter to the author," followed by the date. Add the medium ("MS" for "manuscript," or a handwritten letter; "TS" for "typescript," or a typed letter).

Primak, Shoshana. Letter to the author. 6 May 2007. TS.

■ **62. PUBLISHED LETTER** Begin with the writer of the letter, the words "Letter to" and the recipient, and the date of the letter (use "N.d." if the letter is undated). Then add the title of the collection and proceed as for a work in an anthology (see item 10).

Wharton, Edith. Letter to Henry James. 28 Feb. 1915. *Henry James and Edith Wharton: Letters, 1900-1915*. Ed. Lyall H. Powers. New York: Scribner's, 1990. 323-26. Print.

■ **63. ENTRY IN A WIKI** A wiki is an online reference that is openly edited by its users. Treat an entry in a wiki as you would a short work from a Web site (see item 28 on p. 26). Because wiki content is, by definition, collectively edited and can be updated frequently, do not include an author. Include the title of the entry; the name of the wiki, italicized; the sponsor or publisher of the wiki (use "N.p." if there is none); the date of the last update; the medium; and your date of access.

"Hip Hop Music." *Wikipedia*. Wikimedia Foundation, 2 Mar. 2006. Web. 18 Mar. 2009.

"Negation in Languages." *UniLang.org*. UniLang, 22 Apr. 2006. Web. 9 June 2009.

## 42 MLA information notes (optional)

### MLA information notes (optional)

Researchers who use the MLA system of parenthetical documentation may also use information notes for one of two purposes:

1. to provide additional material that might interrupt the flow of the paper yet is important enough to include
2. to refer to several sources or to provide comments on sources

Information notes may be either footnotes or endnotes. Footnotes appear at the foot of the page; endnotes appear on a separate page at the end of the paper, just before the list of works cited. For either style, the notes are numbered consecutively throughout the paper. The text of the paper contains a raised arabic numeral that corresponds to the number of the note.

#### TEXT

In the past several years, employees have filed a number of lawsuits against employers because of online monitoring practices.<sup>1</sup>

#### NOTE

1. For a discussion of federal law applicable to electronic surveillance in the workplace, see Kesan 293.

### MLA manuscript format

The following guidelines are consistent with advice given in the *MLA Handbook for Writers of Research Papers*, 7th edition (New York: MLA, 2009), and with typical requirements for student papers. For a sample MLA paper, see pages 46–55.

#### ***Formatting the paper***

Papers written in MLA style should be formatted as follows.

**MATERIALS** Use good-quality 8½" x 11" white paper. Secure the pages with a paper clip. Unless your instructor suggests otherwise, do not staple or bind the pages.

**TITLE AND IDENTIFICATION** MLA does not require a title page. On the first page of your paper, place your name, your instructor's name, the course title, and the date on separate lines against the left margin. Then center your title. (See p. 46 for a sample first page.)

If your instructor requires a title page, ask for guidelines on formatting it.

**PAGINATION** Put the page number preceded by your last name in the upper right corner of each page, one-half inch below the top edge. Use arabic numerals (1, 2, 3, and so on).

**MARGINS, LINE SPACING, AND PARAGRAPH INDENTS** Leave margins of one inch on all sides of the page. Left-align the text.

Double-space throughout the paper. Do not add extra space above or below the title of the paper or between paragraphs.

Indent the first line of each paragraph one-half inch from the left margin.

**LONG QUOTATIONS** When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch from the left margin. Double-space the indented quotation, and do not add extra space above or below it.

Quotation marks are not needed when a quotation has been set off from the text by indenting. See page 47 for an example.

**WEB ADDRESSES** When a Web address (URL) mentioned in the text of your paper must be divided at the end of a line, break it only after a slash and do not insert a hyphen (a hyphen could appear to be part of the address).

**HEADINGS** MLA neither encourages nor discourages the use of headings and currently provides no guidelines for their use. If you would like to insert headings in a long essay or research paper, check first with your instructor.

#### 44 MLA manuscript format

**VISUALS** MLA classifies visuals as tables and figures (figures include graphs, charts, maps, photographs, and drawings).

Label each table with an arabic numeral (“Table 1,” “Table 2,” and so on) and provide a clear caption that identifies the subject. Capitalize the caption as you would a title; do not italicize the label and caption or place them in quotation marks. The label and caption should appear on separate lines above the table, flush left. Below the table, give its source in a note like the following:

Source: David N. Greenfield and Richard A. Davis; “Lost in Cyberspace: The Web @ Work”; *CyberPsychology and Behavior* 5.4 (2002): 349; print.

For each figure, place a figure number (using the abbreviation “Fig.,”) and a caption below the figure, flush left. Include source information following the caption.

Visuals should be placed in the text, as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix. See page 51 for an example of a visual in the text of a paper.

#### ***Preparing the list of works cited***

Begin the list of works cited on a new page at the end of the paper. Center the title Works Cited about one inch from the top of the page. Double-space throughout. See pages 54–55 for a sample list of works cited.

**ALPHABETIZING THE LIST** Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.

If your list includes two or more works by the same author, use the author’s name for the first entry only. For subsequent entries, use three hyphens followed by a period. List the titles in alphabetical order. (See item 5 on p. 16.)

**INDENTING** Do not indent the first line of each works cited entry, but indent any additional lines one-half inch. This technique highlights the names of the authors, making it easy for readers to scan the alphabetized list.

**WEB ADDRESSES** If you need to include a Web address (URL) in a works cited entry, do not insert a hyphen when dividing it at the end of a line. Break the URL only after a slash. Insert angle brackets around the URL. (See the note following item 27 on p. 26.)

If your word processing program automatically turns Web addresses into links (by underlining them and highlighting them in color), turn off this feature.

## Sample MLA research paper

On the following pages is a research paper on the topic of electronic surveillance in the workplace, written by Anna Orlov, a student in a composition class. Orlov's paper is documented with MLA-style in-text citations and list of works cited. Annotations in the margins of the paper draw your attention to Orlov's use of MLA style and her effective writing.

Orlov 1

Anna Orlov  
Professor Willis  
English 101  
17 March 2006

Online Monitoring:

A Threat to Employee Privacy in the Wired Workplace

As the Internet has become an integral tool of businesses, company policies on Internet usage have become as common as policies regarding vacation days or sexual harassment. A 2005 study by the American Management Association and ePolicy Institute found that 76% of companies monitor employees' use of the Web, and the number of companies that block employees' access to certain Web sites has increased 27% since 2001 (1). Unlike other company rules, however, Internet usage policies often include language authorizing companies to secretly monitor their employees, a practice that raises questions about rights in the workplace. Although companies often have legitimate concerns that lead them to monitor employees' Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy.

Title is centered.

Opening sentences provide background for thesis.

Thesis asserts Orlov's main point.

Orlov 2

While surveillance of employees is not a new phenomenon, electronic surveillance allows employers to monitor workers with unprecedented efficiency. In his book *The Naked Employee*, Frederick Lane describes offline ways in which employers have been permitted to intrude on employees' privacy for decades, such as drug testing, background checks, psychological exams, lie detector tests, and in-store video surveillance. The difference, Lane argues, between these old methods of data gathering and electronic surveillance involves quantity:

Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (3-4)

In an age when employers can collect data whenever employees use their computers—when they send e-mail, surf the Web, or even arrive at or depart from their workstations—the challenge for both employers and employees is to determine how much is too much.

Summary and long quotation are introduced with a signal phrase naming the author.

Long quotation is set off from the text; quotation marks are omitted.

Page number is given in parentheses after the final period.

Orlov 3

Clear topic sentences, like this one, are used throughout the paper.

Another key difference between traditional surveillance and electronic surveillance is that employers can monitor workers' computer use secretly. One popular monitoring method is keystroke logging, which is done by means of an undetectable program on employees' computers. The Web site of a vendor for Spector Pro, a popular keystroke logging program, explains that the software can be installed to operate in "Stealth" mode so that it "does not show up as an icon, does not appear in the Windows system tray, . . . [and] cannot be uninstalled without the Spector Pro password which YOU specify" ("Automatically"). As Lane explains, these programs record every key entered into the computer in hidden directories that can later be accessed or uploaded by supervisors; the programs can even scan for keywords tailored to individual companies (128-29).

Source with an unknown author is cited by a shortened title.

Some experts have argued that a range of legitimate concerns justifies employer monitoring of employee Internet usage. As *PC World* columnist Daniel Tynan explains, companies that don't monitor network traffic can be penalized for their ignorance: "Employees could accidentally (or deliberately) spill

Orlov anticipates objections and provides sources for opposing views.

Orlov 4

confidential information . . . or allow worms to spread throughout a corporate network.” The ePolicy Institute, an organization that advises companies about reducing risks from technology, reported that breaches in computer security cost institutions \$100 million in 1999 alone (Flynn). Companies also are held legally accountable for many of the transactions conducted on their networks and with their technology. Legal scholar Jay Kesan points out that the law holds employers liable for employees’ actions such as violations of copyright laws, the distribution of offensive or graphic sexual material, and illegal disclosure of confidential information (312).

These kinds of concerns should give employers, in certain instances, the right to monitor employee behavior. But employers rushing to adopt surveillance programs might not be adequately weighing the effect such programs can have on employee morale. Employers must consider the possibility that employees will perceive surveillance as a breach of trust that can make them feel like disobedient children, not responsible adults who wish to perform their jobs professionally and autonomously.

Transition helps readers move from one paragraph to the next.

Orlov treats both sides fairly; she provides a transition to her own argument.

Yet determining how much autonomy workers should be given is complicated by the ambiguous nature of productivity in the wired workplace. On the one hand, computers and Internet access give employees powerful tools to carry out their jobs; on the other hand, the same technology offers constant temptations to avoid work. As a 2005 study by *Salary.com* and *America Online* indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim). Chris Gonsalves, an editor for *eWeek.com*, argues that the technology has changed the terms between employers and employees: “While bosses can easily detect and interrupt water-cooler chatter,” he writes, “the employee who is shopping at Lands’ End or IMing with fellow fantasy baseball managers may actually appear to be working.” The gap between behaviors that are observable to managers and the employee’s actual activities when sitting behind a computer has created additional motivations for employers to invest in surveillance programs. “Dilbert,” a popular cartoon that spoofs office culture, aptly captures how rampant recreational Internet use has become in the workplace (see fig. 1).

No page number is available for this Web source.

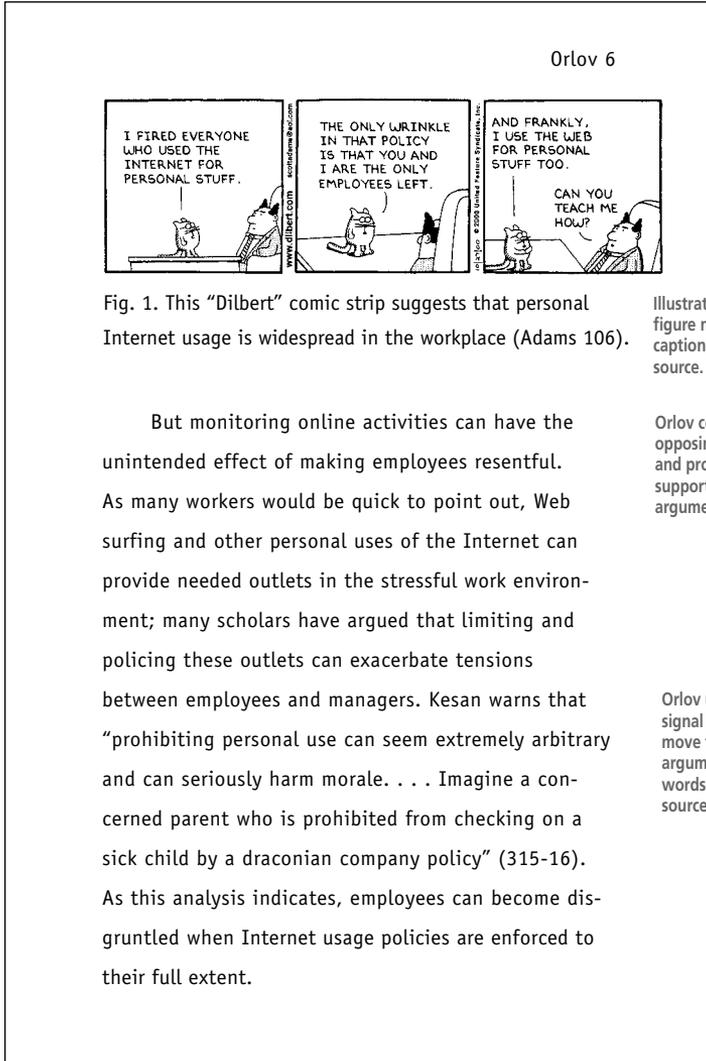


Fig. 1. This “Dilbert” comic strip suggests that personal Internet usage is widespread in the workplace (Adams 106).

Illustration has figure number, caption, and source.

But monitoring online activities can have the unintended effect of making employees resentful. As many workers would be quick to point out, Web surfing and other personal uses of the Internet can provide needed outlets in the stressful work environment; many scholars have argued that limiting and policing these outlets can exacerbate tensions between employees and managers. Kesan warns that “prohibiting personal use can seem extremely arbitrary and can seriously harm morale. . . . Imagine a concerned parent who is prohibited from checking on a sick child by a draconian company policy” (315-16). As this analysis indicates, employees can become disgruntled when Internet usage policies are enforced to their full extent.

Orlov counters opposing views and provides support for her argument.

Orlov uses a brief signal phrase to move from her argument to the words of a source.

Orlov 7

Additionally, many experts disagree with employers' assumption that online monitoring can increase productivity. Employment law attorney Joseph Schmitt argues that, particularly for employees who are paid a salary rather than by the hour, "a company shouldn't care whether employees spend one or 10 hours on the Internet as long as they are getting their jobs done—and provided that they are not accessing inappropriate sites" (qtd. in Verespej). Other experts even argue that time spent on personal Internet browsing can actually be productive for companies. According to Bill Coleman, an executive at *Salary.com*, "Personal Internet use and casual office conversations often turn into new business ideas or suggestions for gaining operating efficiencies" (qtd. in Frauenheim). Employers, in other words, may benefit from showing more faith in their employees' ability to exercise their autonomy.

Employees' right to privacy and autonomy in the workplace, however, remains a murky area of the law. Although evaluating where to draw the line between employee rights and employer powers is often a duty that falls to the judicial system, the courts have shown little willingness to intrude on employers' exercise of control over their computer networks. Federal law provides few guidelines

Orlov cites an indirect source: words quoted in another source.

Orlov 8

related to online monitoring of employees, and only Connecticut and Delaware require companies to disclose this type of surveillance to employees (Tam et al.). "It is unlikely that we will see a legally guaranteed zone of privacy in the American workplace," predicts Kesan (293). This reality leaves employees and employers to sort the potential risks and benefits of technology in contract agreements and terms of employment. With continuing advances in technology, protecting both employers and employees will require greater awareness of these programs, better disclosure to employees, and a more public discussion about what types of protections are necessary to guard individual freedoms in the wired workplace.

Orlov sums up her argument and suggests a course of action.

Heading is centered.

Works Cited

List is alphabetized by authors' last names (or by title when a work has no author).

Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002. Print.

American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2006.

"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*. Netbus.org, n.d. Web. 17 Feb. 2006.

Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2006.

Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2006.

Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2006.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

First line of each entry is at the left margin; extra lines are indented ½".

Double-spacing is used throughout.

Orlov 10

- Lane, Frederick S., III. *The Naked Employee: How Technology Is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003. Print.
- Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.
- Tynan, Daniel. "Your Boss Is Watching." *PC World*. PC World Communications, 6 Oct. 2004. Web. 17 Feb. 2006.
- Verespej, Michael A. "Inappropriate Internet Surfing." *Industry Week*. Penton Media, 7 Feb. 2000. Web. 16 Feb. 2006.

A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").

