

Print these notes and complete them as you go through the PowerPoint presentation on MLA Documentation Style.



MLA DOCUMENTATION STYLE NOTES AND EXERCISES

This is the documentation style of the Modern Language Association.

This style is typically used for papers in (list below)

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MLA DOCUMENTATION IS MADE UP OF TWO COMPONENTS (list below):

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Your IN-TEXT CITATION should include the following (list below):

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Example A:

Raymond A. Schroth, dean of Fordham College and author of *The American Journey of Eric Sevareid*, in his article “Manic Capitalist System Fueled by Advertising” argues “the rise of advertising coincided with a change in the way we viewed human nature” (62).

Let’s break all of that introduction down to its component parts (fill in the blanks):

- **Author’s name:** _____
- **Author’s expertise:** _____

- **Title of source:** _____
- **Parenthetical page number:** _____

(Complete the following sentences.) NOTICE the page number in parentheses. There is no p. or pg. In MLA documentation, nothing else



The page number in parentheses after the source material serves two purposes:

- **The page number marks the END of the source material.**
- **The page number indicates where (specifically) someone else could find the passage you used but in the original document.**

Example B:

John E. Calfee, resident scholar at the American Enterprise Institute, a conservative think tank in Washington D.C., in his article “How Advertising Informs to Our Benefit,” claims that advertising regularly gives consumers “immense amounts of information” that benefits more than just the advertiser (85).

Let’s break all of that introduction down to its component parts (fill in the blanks):

- **Author’s name: John E. Calfee**
- **Author’s expertise: _____**

- **Title of source: “How Advertising Informs to Our Benefit”**
- **Parenthetical page number: _____**

Punctuation and the Parenthetical Page Number (fill in the blanks)

Direct Quote: “. . . coincided with a change in the way we viewed human nature” (62).

- **Notice the end quotation makes _____ the parentheses and the period _____ the parentheses.**

Paraphrase: that benefits more than just the advertiser (85).

- **Notice the period _____ the parentheses**

Internet Sources and Page Numbers (write out the note about the page number for an internet source)

For internet sources,

Example: “as human beings altered their way of viewing human nature” (3 of 7).

The Author's Name should be stated fully the first time you use and introduce a source.



(Complete the following note.) In subsequent references to the same source,

Example A:

First time: Raymond A. Schroth, dean of Fordham College and author of *The American Journey of Eric Sevareid*, in his article “Manic Capitalist System Fueled by Advertising” argues . . .

Later in the argument: Schroth argues . . .

Author's Expertise needs to be stated in first introduction, and here's why (fill in the blanks):

- **Author's expertise adds _____ to your argument. _____ that to your _____.**
- **Readers _____ when they know that they are reading _____. They won't know that unless you tell them, so _____.**
- **Author's expertise tells readers that you are using experts for your supporting material, not just anybody.**

Example B:

In-text: John E. Calfee, resident scholar at the American Enterprise Institute, a conservative think tank in Washington D.C., in his article “How Advertising Informs to Our Benefit,”

Works Cited Entry:

Calfee, John E. “How Advertising Informs to Our Benefit.”

Consumers’ Research Magazine Apr. 1998: 76-90.

If you want to quote a source WITHIN another source, here’s what you do. (Fill in the parentheses):

Say that you have an article written by John Johnson. However, what you want to use is a quote by Robert Robertson. Here’s what that would look like.

Robert Robertson, head of research and development at Hewlett Packard, reports that even the economic slump of the early 21st century could not stop the growth in the computer industry ().

Works Cited Entry:

Johnson, John. Rapid Development in the Computer Industry in the Early 21st Century. New York: Houghton Mifflin, 2008.

Works Cited: General Page Information **(Complete the following notes.)**



- **Your title (Works Cited) should not be**
- **Your title should be**
- **The entire page should be**
- **The first line of your entry should come**
- **Subsequent lines of your entry**
- **Entries should be arranged by**

Works Cited

Calfee, John E. "How Advertising Informs to Our Benefit."

Consumers' Research Magazine Apr. 1998: 76-90.

Douglas, William and Beth M. Douglas. "Subversion of the

American Family? An Examination of Children and Parents in

Television Families." Communication Research, Feb. 1996:

107.

Lieberman, Joseph I. "Why Parents Hate TV" Policy Review

May/June 1996: 98.

Schroth, Raymond A. "Manic Capitalist System Fueled by

Advertising." National Catholic Reporter 7 Nov. 1997: 60-75.

There are a variety sources that you could discover. Here are some examples:

- **More than three authors**
- **Article from a database available through our library**
- **Internet sites**
- **Books**
- **Articles within a book**
- **Book with an editor (or two)**

What should you do if you don't know how to put your Works Cited entry together?

- **Get yourself a grammar and mechanics handbook. The good ones should contain all the information you need to document correctly. Find an example for the kind of source you have and follow the example.**
- **Use the References features of Microsoft Office 2007. (Be careful, though, because this software is not without its flaws. You still need to know how to make the entries correct.)**
- **Go to MLA's website at <http://www.mla.org>**
- **Ask your instructor.**