MLA STYLE FOR RESEARCH PAPER FORMAT AND CITATION

The following guide has been prepared for both HPU students and faculty as a quick reference to the organizational format and style of citation recommended by the University's English faculty for research papers in all English and writing courses. MLA numbers refer to page numbers and sections in *MLA Handbook for Writers of Research Papers 5th ed.*

RESEARCH PAPER FORMAT

ORGANIZATION:

OUTLINE AND/OR ABSTRACT (OPTIONAL)
- Numbered with Roman numerals (lower case i's) in upper right corner of the page (one-half inch from top of the paper) beginning with i.
- Use standard format.

TEXT
- First page at left-hand margin.
  - Student's Full Name (one inch from top edge of paper) on separate line.
  - Course Title on separate line, two lines below Student's Name.
  - Instructor's Name on separate line, two lines below Course Title (optional).
  - Date on separate line, two lines below Course Title.
  - Original Title of paper (centered on separate line), two lines below Date.
  - Begin text of the paper two lines below the paper's title.
  - Double space entire text including quotations. *Integrate quotations shorter than four lines into text. If quotation is longer than four lines, indent ten spaces from left margin and continue double spacing. This block method does not use quotation marks.*
  - Number all pages (including first page) in the upper right corner (one-half inch from top of the paper) and include last name of student; e.g., Smith 1.

- Second and succeeding pages.
  - One-inch margins on all sides.
  - Parenthetical documentation of sources is used throughout the text (see below).
  - Endnotes may be used to add content but not used for documentation.

CONTENT ENDNOTES (OPTIONAL)

APPENDICES
- Used for charts, tables, graphs, illustrations, etc. These should appear as appendices at the end of the paper, *not within the text of the paper.*

WORKS CITED PAGE

RESEARCH PAPER CITATION STYLE

The use of parenthetical documentation of sources within the paper's text is the style recommended. 

*Example:* Philip Ziegler writes, "The Navy, as the senior, was the obvious choice" (18).
"The Navy, as the senior, was the obvious choice" (Ziegler 18).

Documentation is required for all quotations, paraphrases, and summaries of borrowed material. This also includes statistics, facts, and unusual wording, even if only one or two words.
WORKS CITED PAGE

• Continue pagination in upper right-hand margin.  
• Alphabetize all entries in the Works Cited page by author's last (family) name or the first significant word of the title if the author is not listed.
• Begin the first line of each entry at the left margin and indent succeeding lines five spaces.
• Double space throughout (do not double space twice between entries). (Illustrations here are not double spaced)

ENTRY EXAMPLES

BOOKS

Format: Author's last (family) name, first (given) name and initials. Title of book. Place of publication: publisher, date of publication.


REFERENCE BOOKS

Encyclopedia Article (if articles arranged alphabetically)


Encyclopedia Yearbook


Specialized Encyclopedias, Handbooks, Dictionaries


Editorials on File

Citing an editorial:


Citing an introductory article:

Format: "Title." Editorials on File. Place of publication: publisher, year: page number.


Facts on File


PRINT PERIODICALS

Magazine
Format: Author's last name, first name and initials. "Article title." Magazine title day month year: page numbers of the article.

Journal
Format: Author's last name, first name and initials. "Article title." Journal title volume number.issue number (year): page numbers of the article.

Article from a newspaper

CQ Researcher
Format: Author's last name, first name and initials. "Report title." CQ Researcher day month year: page number.

CD-ROM SOURCES – FULL TEXT

Encyclopedia
Format: Author's last name, first name and initials. "Article title." CD-ROM Title. CD-ROM. City: publisher, date.

CD-ROM Database

Citing Abstracts from a CD-ROM Database
It is always preferable to obtain the original text of the article. However, if you take information from the abstract alone without reading the article, you must cite the source of the abstract, not the source of the article.


MICROFICHE SERVICES

NewsBank and Business NewsBank
Format: Author's last name, first name. "Article title." Newspaper title day month year: page number (if given). Index title: index category volume number (year): fiche number, grid number(s).
INTERNET SOURCES

Article in an Online Periodical
Format: Author’s last name, first name and initials. "Document title." Title of publication volume number (if available).issue number (year): number of pages/paragraphs. Date of access* <electronic address or URL>.

*Can't find the date of an electronic publication? In Netscape, click on View and select Page Info.


Article in a Scholarly Journal

Article in a Magazine

Article from an Online Periodical Database

Scholarly, Professional or Personal Sites
Format: "Document title." Author’s last name, first name and initials. Title of site. Name of editor (if given). Version number (if relevant & not part of the title). Date of publication or latest update. Sponsoring organization. Date of access* <electronic address or URL>.


Document within a Scholarly Site

Professional or Personal Site
Example: E-Mail Communication
Example: Austin, Gary. E-mail to the author. 18 Oct. 1998.

Online Posting

Students should consult the MLA Handbook for Writers of Research Papers (latest edition) for examples of other types of entries. This book, a required text for all students taking Writing 1200, is available for purchase in the HPU Bookstore. Copies of the MLA Handbook for Writers of Research Papers are available at the Reference Services Desks at Meader and Atherton libraries and are found in both libraries' Reference Collections -- call number: REF LB2369 .G53.

Revised by Janet Moelzer
Social Sciences Librarian
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