

# MLA DOCUMENTATION

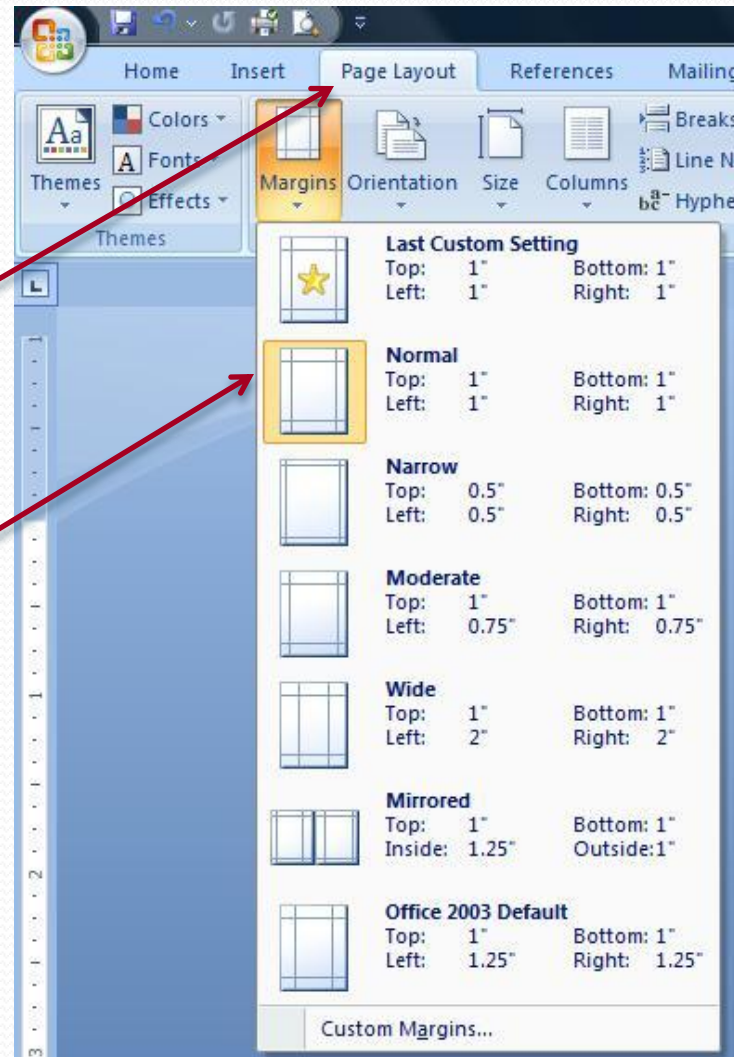


Presented by: Mrs. DeLord, MLIS  
BACS Librarian

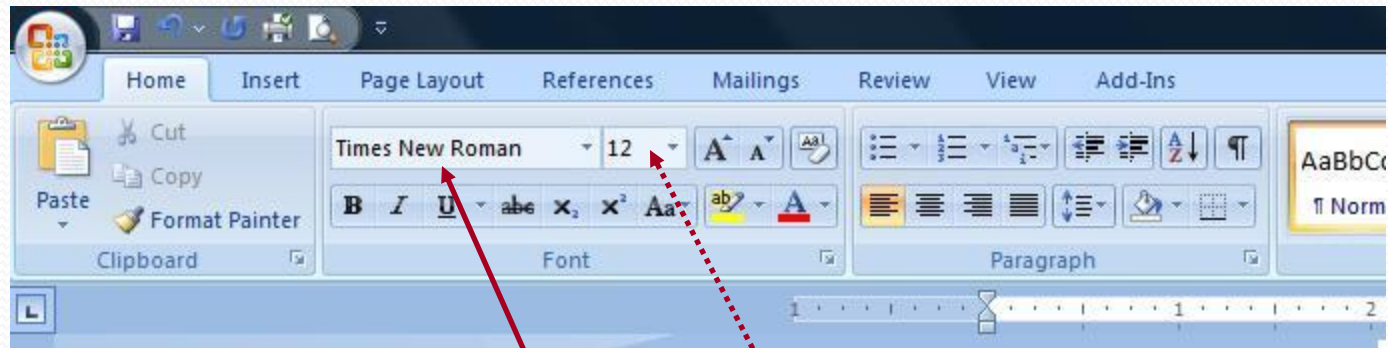
# Setting Up Your Page

Go to the page layout tab  
select normal

margins are 1”  
for the whole  
paper



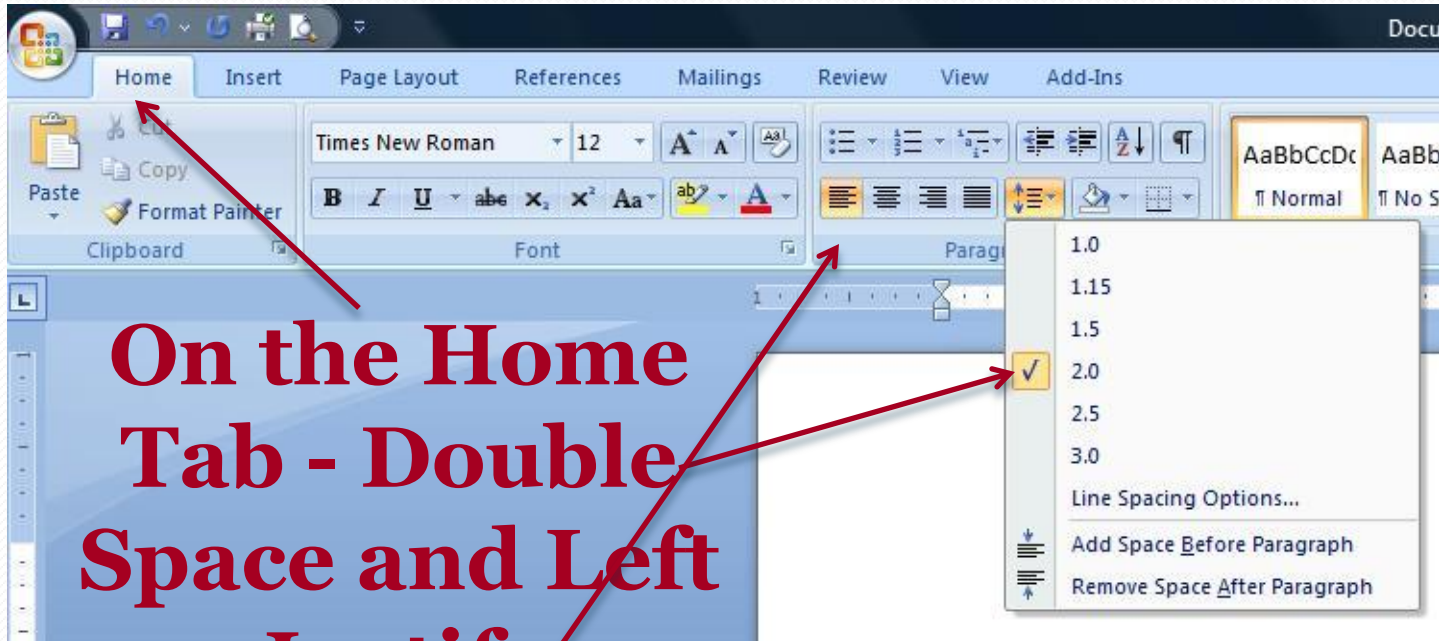
# Font Type and Size



**Font – Times New Roman**

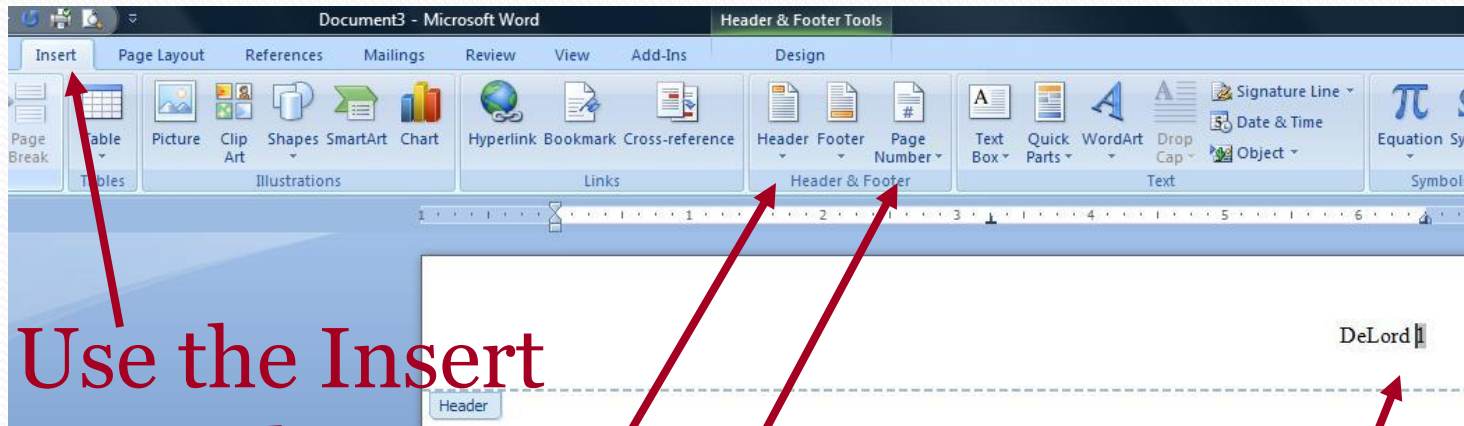
**Size – 12 points**

# Double Space and Left Justify



**On the Home  
Tab - Double  
Space and Left  
Justify**

# Setting up Headers



Use the Insert  
Tab –

Click on the  
Header and  
then click the  
Page #

Right Hand Side  
of all Pages in your  
paper – Your last  
name and the page  
#

# Page 1 - Heading

- **Your Name**
- **Your Teacher's Name**
- **Your Class**
- **Date (day, month, year) your paper is due**

# Title – Center This

- Type the rest of your paper
- Remember:
  - Double Space
  - Left Justify
  - **SAVE YOUR WORK!!!!**

# Example of First Page

DeLord 1

Patti DeLord

Your Teacher's Name

Your Class Name

Date Paper Due

Title of Paper

XXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXX.

➤ Note: The first line of the ¶ is indented.

# PLAGIARISM

- Defined –
  - To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize (Gibaldi, vol. 7: 52).
- Document everything you research and use for your topic!

# What is MLA Documentation

- “In MLA documentation style, you acknowledge your sources by keying brief parenthetical citation in your text to an alphabetical list of works that appears at the end of the paper” (Gibaldi, vol. 7: 126).

# MLA Online

“With the purchase of a new copy of the seventh edition of the *MLA Handbook*, you receive an activation code that enables you to set up a personal account for the accompanying Web site:

[www.mlahandbook.org](http://www.mlahandbook.org)

# What needs to be documented?

- Direct Quotes
- Paraphrased Material
- Borrowed Material
- Anything and Everything you did not previously know

# How Do You Document Inside the Paper? (Parenthetical Reference)

- (Author's last name Page number) Period
- Example –

Now is the time (DeLord 3).

Make sure to use ( )

Make sure . is after the ( )



# Parenthetical Reference for a Book

- End of a Quote:  
“xxxxx” (DeLord 14).
- Paraphrased Information:  
xxxxxxxxx (DeLord 45).





# Parenthetical Reference for Internet Sources

- Author's Last Name par. #
- Example: (Hallin par. 41)

# Parenthetical Reference for The Bible?

Parenthetical Reference Example:

“with the faces of a man, lion, an ox, and an eagle” (New Jerusalem Bible. Ezek. 1.5-10).

Note: There **is not** a colon after the chapter reference; there is a period.



# Parenthetical Reference for Magazine Article?

- Author's last name and page #
- Example: (McEvoy 26).

# Parenthetical Reference for an Educational Database

- Author Last Name pars. #
- Example: (Craner par. 5)

# Parenthetical Reference for an E-Reader [Kindle]

- Author Last Name pars. # [if available]
- Example: (Smith par. 10)

# What is a Works Cited Page?

- Alphabetized listing of all sources used in your paper.
- If you use the source in your paper - it **must** be on the Works Cited Page.
- If the source is on your Works Cited Page – it **must** be in your paper.

# Works Cited for a Book

- Author's last name, first name. "article title." Book title. Publication city: Publisher, Copyright date. Page #s. Print.
- **THIS IS YOUR CHEAT CODE! 😊**

# Works Cited for an Internet Source

- Author's last name, first name. Title of Work. *Title of the Web site*. Publisher or sponsor- if not available use N.p. Date of Publication. Web. Date of Access. [day, month, year]
  - **THIS IS YOUR CHEAT CODE!** 😊

# Works Cited for The Bible

The New Jerusalem Bible. Henry Wansbrough, gen. ed. New York: Doubleday, 1985. Print.

# Works Cited for a Magazine Article

- Author's last name. "Article Title."  
Magazine Title date of publication: page #.  
Print.
- Example:  
McEvoy, Dermot. "Little Books, Big  
Success." Publishers Weekly 30 Oct. 2006:  
26 – 28. Print

# Works Cited for Electronic Database

- Author Last Name, Author First Name.  
“Article Title.” Periodical Name. Date of Publication. Title of database. Web. Date of Access (day, month, and year).
- **THIS IS YOUR CHEAT CODE! 😊**
- **MLA 7<sup>th</sup> edition does not require paragraph numbers or the URL [unless the teacher requires it].**

# Works Cited for an Electronic Book – a Kindle

- Author Last Name, Author First Name.  
Book Title. Place of Publication:  
Publisher, Publication Year, Digital  
medium. [what type of digital file is it?  
- i.e. Kindle]
  - THIS IS YOUR CHEAT CODE! 😊

# Works Cited for a Video or a Movie?

- Title of the Video. Director. Perf.[for the performers]. Who distributed the film, and the year the film was released.

# Review Works Cited Page

- Author's Names Must be Listed in Alphabetical Order
- If you do not have an author go to the next item (an article title or the book title).
- Parenthetical Reference must match the first word you have on the Work Cited Page

# Review Works Cited Page

- Title of the book, article, etc.
- Publisher Information - Publishing City:  
Publisher's Name,
- Copyright Date
- Page Number

# Works Cited Page – putting it all together

- EXAMPLE:

Author's last name, first name. "Article Title."  
Book Title. Publication City: Publisher, Date  
of Publication. Page #. Print.

- Pay close attention to the punctuation.

# Review Works Cited Page for Internet Sources

DeLord, Patti. “*THE WONDERFUL  
WORLD OF WEBQUESTS*”: 18 pars.  
6 January 2006 [http://library.  
springbranchisd.com/sbisd\\_library/  
2%20Class%20project%20Webques  
t.htm](http://library.springbranchisd.com/sbisd_library/2%20Class%20project%20Webquest.htm).

# Works Cited

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 7<sup>th</sup> ed. NY: The Modern Language Association of America, 2009. Print.

MLA Modern Language Association.  
<http://www.mla.org>.