

Guide to MLA Punctuation and Documentation for Critical Writing

What is MLA, and why do I have to use it?

MLA stands for Modern Language Association. Its purpose in creating all of these rules that one must follow in order to get a paper “correct” is simply standardization. Imagine if everyone trying to write or publish a paper in the languages discipline used his or her own system of documentation, punctuation, and formatting. Chaos would ensue. Therefore, what seems so difficult actually makes things much easier in the long run.

How do I punctuate according to MLA guidelines?

** Please note that all entries are single spaced here to conserve paper. In your paper, double space everything.*

Quotation Mark Punctuation

1. Periods and commas usually go *inside* the quotation marks.
 - * After Marcus took me to a monster truck rally for our date last night, I suggested that maybe we should just be “friends.”
 - * “I did not commit murder,” the defendant answered.
2. Question marks and exclamation marks may go inside or outside, depending on how they are used.
 - * “What does that mean?” she asked.
 - * Why did that woman say, “I’ll see you on Saturday”?
 - * “Golly!” said Ollie; “I’ve never seen a two headed snake before!”
3. Use only one space after periods, colons, and other punctuation marks.

Although many people learned in their grade school typing classes to put two spaces after each period, MLA requires only one.

Punctuation with Documentation

1. When quoting four lines of typed text or fewer (1-4 lines),
 - a. Incorporate the quote naturally into your writing using correct grammar and quotation marks. Use a lead-in, which is a short phrase or a sentence that comes before you begin quoting. Be sure to use only the last name of the author, and no titles (Mr., Mrs., Dr., Rev., etc.).
 - * One author states that “Faulkner is the father of neologisms” (Bailey 56).
 - b. Place the sentence’s period *after* the parenthetical documentation.
 - * Cat’s Cradle opens with memorable lines: “Call me Jonah. My parents did, or nearly did. They called me John” (Vonnegut 11).
2. When quoting a prose (not poetry) passage of more than four lines of typed text (5+lines),
 - a. Begin quoting the text on a new line after the lead-in.
 - b. Make sure your text is double spaced.
 - c. Do NOT use quotation marks around the quote.
 - d. Indent the left margin two tabs (10 spaces or 1 inch), but leave the right margin alone.
 - e. Punctuate *before* the parenthetical citation.
 - * The narrator of Pride and Prejudice influences the reader’s thinking:

Mary had neither genius nor taste; and though vanity had given her application, it had given her likewise a pedantic air and conceited manner, which would have injured a higher degree of excellence than she had reached. Elizabeth, easy and unaffected, had been listened to with much more pleasure, though not playing half so well. (Austen 23)

Punctuating with Ellipsis Points

1. Ellipsis points are used to indicate omission. For omitting words in a sentence, use three periods enclosed in brackets with space before the second and third periods (none before the first and after the last) and with a space on the outside of the brackets.

*Martin writes, "According to medical research, [. . .] second-hand smoke has been shown to aggravate many individuals" (68).

2. For indicating that a sentence continues beyond the quote, or that one or more sentences were removed, use three ellipsis points in brackets after the period. In a parenthetical reference, the period falls after the citation.
 - *Rivers notes, "The campaign for the highest office has become more than a political race. [. . .] The outcome will determine the future of the world" (57).
 - * Taylor concedes, "I lost the match fair and square [. . .]" (121).

Punctuating with Brackets

1. Use brackets to set off insertions.
 - *Kaplan says, "If he [John Markham] wants to develop the theory, the research supports the arguments" (268). *In this case, the "he" needed to be named for the reader to understand the quote.*
2. Use brackets to alter any quoted material.
 - * Walker notes that "[t]he world is ready for another war" (3). *In this case, the "t" needed to be lower case because the word "the" was tied grammatically to the sentence by the subordinating conjunction "that."*
 - * According to Smith, "[The committee] found in favor of the new proposal" (96). *In this case, the original sentence had a vague "it" that the reader would have no reference for.*
3. Use brackets to clarify.
 - * Smith notes, "Percy Jones is the most meanest [sic] person in the world" (50). *In this case, there was a grammatical error in the quote, and the writer wanted to clarify that he/she did not make the error, but that the error was in the original text. "Sic" is Latin for "in this manner," and is used when an error appears in a quotation. It indicates that you did not make the error, but are just quoting faithfully.*

Punctuating Titles

1. Titles of most "short" works are put in quotation marks. This includes the titles of poems, short stories, articles, editorials, reviews, etc.
 - *"The Raven" by Edgar Allan Poe (a poem)
 - * "A Rose for Emily" by William Faulkner (a short story)
 - * "The Language of Feminism" by Susan Milton (an article)
2. Titles of most "long" works are either underlined or italicized. This includes the titles of books, magazines, journals, newspapers, plays, etc.
 - * *The Sound and the Fury* or The Sound and the Fury by William Faulkner
 - * *The Journal of Continuing Education* or The Journal of Continuing Education
 - * *Chicago Sun Times* or Chicago Sun Times
 - **The Glass Menagerie* or The Glass Menagerie by Tennessee Williams
2. Remember to capitalize all of the important words in a title. Do not capitalize articles (a, an, the), prepositions of fewer than five letters, or subordinating or coordinating conjunctions of fewer than five letters. However, when these words are the first or last word in a title or when they come directly after a colon or semicolon, you must capitalize them.
 - **The Death of a Salesman*
 - * *Star Wars: The Empire Strikes Back*
 - * *The Catcher in the Rye*

How do I summarize, paraphrase, and quote sources according to MLA guidelines?

What is a parenthetical citation?

Every time you incorporate information from a source into your paper, you must cite it parenthetically. Citing means providing information about the source, which is usually the author's last name and page number. This rule applies with quotes, summaries, or paraphrases. Doing this acknowledges your source and prevents you from plagiarizing (provided that you do it correctly). "Parenthetical" sounds like a complicated word, but it just means "in parentheses," so a parenthetical citation is a citation in parentheses. In all cases except for blocked quotes, the citation falls before the sentence's period. Note that if the author is mentioned in your lead-in, you do not need to repeat the author's name in your citation. Likewise,

if the author's name is not in your lead-in, it must appear in your citation. Note also where commas are used and not used. You will find instructions for poetry and drama citations under "Poetry" and "Plays."

Formulas for Citations:

N=author's last name # = page number T=title par. # = paragraph number

1. A work by **one author** without his or her name in the lead-in – (N #).
2. A work by **one author** with his or her name in the lead-in – (#).
3. A work by **two authors** without their names in the lead-in – (N and N #).
4. A work by **three authors** without their names in the lead-in – (N, N, and N #).
5. A work by **two or three authors** with their names in the lead-in – (#).
6. A work by **more than three authors** without their names in the lead-in – (N et al. #).
7. A work by a **corporate author** without its name in the lead-in – (Corporate N #).
8. A work **without an author** – (T #).
9. More than one work by the **same author** – (N, T #).
10. An **indirect source** – (qtd. in N #). See explanation below.
11. An **internet source** with no page numbers – (N, par. #).

An **indirect quote** is a quote that the author of your article did not say or write, but that the author either borrowed or quoted from someone else. When you use an indirect quote, always lead in with the original speaker's name, and always use the "qtd. in" construction for your parenthetical citation.

Summarizing a Source

You should summarize a source when you need to express the overall idea that the source conveys, but you don't need to include every little detail. A summary is just a condensed version of the main idea of the original source. It is always shorter than the original.

The following excerpt is from an article entitled "Backgammon" by Anna Graham Hunter from the Sept. 1998 issue of *Martha Stewart Living*. It appears on pages 138-142; this portion is found on page 140.

The origins of backgammon are sketchy at best. An early form of the game may have been played at the beginning of recorded history, some five thousand years ago, by the people of Mesopotamia, in what is now Iraq; during the twenties, the British archaeologist Sir Leonard Woolley excavated from the region five gaming boards bearing some resemblance to modern backgammon. King Tut and his entourage also enjoyed the game a few millennia later; boards were found in the boy king's tomb. Various versions have been played in ancient Greece and Rome, medieval and renaissance Europe, as well as in the Middle East and Aztec Mexico.

*A summary of the passage might look like this:

Determining how and where the game of backgammon began is difficult because versions of the game can be traced back to many different eras and regions of the world (Hunter 140).

Paraphrasing a Source

There are several advantages to paraphrasing a source instead of quoting it directly. First of all, paraphrasing requires you to read the source multiple times until you fully understand it. Then, it requires you to assimilate the information into your own vocabulary. Competent, correct paraphrasing is critical for all research projects. Without it, writers may have a difficult time avoiding plagiarism. When you take the time to do this, you have a better grasp of the material and a better idea of how the material could be used to your advantage in your paper.

1. The Oldest Method, the Thesaurus Method

* Some instructors encourage students to paraphrase by paragraph. Many students mistakenly only rewrite each sentence and substitute a few words from the original source. They do not create their own sentence or paragraph structure. A quote from a source that says, "The paradigm is obfuscated by vapid rhetoric," becomes "The example is confused by meaningless words." This is a bad paraphrase because it changes the major words, but copies the sentence structure. Teachers do not want students to copy writers' ideas, and replicating an author's sentence structure is a

form of plagiarism. The better method is to read whole paragraphs or groups of paragraphs, push the text away, and paraphrase without the author's words and organization as temptation.

2. Division of the Author's Organization

*The method that most instructors now prefer is the divide-and-conquer approach to a printed source. This method involves dividing any source into sections based on the point, sub point, main idea, or supporting idea of a specific portion of the text. This is never just an arbitrary choice. Exact divisions of the text require close reading of the original material. The text is analyzed based on where the author begins and ends his/her organizational pattern. All good authors have organization; our job (as the analysts of their work) is to disassemble and paraphrase those sections without copying ideas or organization.

Once the organization is determined, the reader again pushes the original text aside and writes a paraphrase of that section. Plagiarizing sentence structure and original ideas – not to mention copying words (accidentally or otherwise) – becomes less of a problem. Once this information is transferred to note cards, students can be assured that they have avoided the possibility of plagiarism.

Note that paraphrased passages are cited parenthetically (at the end of the paraphrase) even though they are not direct quotes!! Note also that the sentence's period falls after the parenthetical citation.

Quoting From a Source

1. Always connect quotes to your own words in the form of either a lead-in or a complete sentence. Fading out with your own words at the end is a little awkward and generally seen as a weak way to connect a quote. Simply inserting a quote into your essay without connecting it to anything is called "dumping" a quote. Dumped quotes are usually considered errors.

* A dumped quote would look like this:

Harriet Jacobs shows the harshness of a child being alone in Incidents in the Life of a Slave Girl. In the first chapter, the reader sees the story of the child being separated from her mother and learning that she is a slave. "When I was six years old, my mother died; and then, for the first time, I learned, by the talk around me, that I was a slave" (343).

You have two basic options for fixing the problem. First, you could simply connect the quote to the previous sentence with a colon.

In the first chapter, the reader sees the story of the child being separated from her mother and learning that she is a slave: "When I was six years old, my mother died; and then, for the first time, I learned, by the talk around me, that I was a slave" (343).

Your other option is to add a lead-in before the quote.

In the first chapter, the reader sees the story of a child being separated from her mother and learning that she is a slave. Jacobs remembers, "When I was six years old, my mother died; and then, for the first time, I learned, by the talk around me, that I was a slave" (343).

2. Use the appropriate punctuation. If the lead-in is not a complete sentence, use either a comma or no punctuation. Be careful with "that" and "because." These are two common subordinating conjunctions that don't require commas after them. Sentences must remain grammatical even when they contain quotes, so just ask yourself what you would do if those quotation marks weren't there. If the lead-in is a complete sentence, use a colon.

*Holden Caulfield of The Catcher in the Rye describes "pills and medicine all over the place, and everything smelled like Vick's Nose Drops" (7). *In this example, no comma is needed before the quote because you wouldn't separate the verb from its direct object with a comma.*

*In SeinLanguage, Jerry Seinfeld writes, "I hated those little snack-pack cereals. Still do. Don't like portion control" (156). *In this example, the comma is required before the quote because the lead-in is an introductory element. You always use commas after introductory elements whether they precede quotes or not.*

* In the campus newspaper, Jamie Brown adamantly denied her involvement in the election scandal: "I did not have illegal relations with that ballot box" (qtd. in Moore 1A). *In this example, the lead-in is a complete sentence, so you must use a colon to connect it to the quote. Note also that the parenthetical citation contains "qtd. in" before the author's name. This is what you use if your quote is indirect.*

3. Always use the historical present tense when discussing a source.

* Morris, in his answer to the reporters, states, "I did not intentionally harm the guinea pig. It was only collateral damage" (qtd. in Smith 2A). *Note that the lead-in is in present tense, "states," instead of past tense, "stated."*

4. Page numbers in your parenthetical citations are done as follows:

* If your pages number into the three digits, you may abbreviate the second number: (235-36).

* If your pages are two digits or fewer, never abbreviate: (22-27).

Quoting Poetry

1. When quoting poetry, cite parenthetically by line number instead of page number. The first time you quote from the poem, use the word "line" or "lines" to indicate that you are not citing page numbers, and in every subsequent citation use only the line number(s). Use slash marks to indicate line breaks.

*The speaker of Dove's poem is performing the mundane task of dusting: "Under her hand scrolls / and crests gleam / darker still [. . .]" (lines 8-10). As she dusts, her mind wanders to the distant memory of a boy she encountered at a fair: "[. . .] What / was his name, that / silly boy at the fair?" (10-12).

2. When quoting more than three lines of poetry, indent the quote ten spaces (two tabs) on the left, and leave the right margin alone. The quote should look just like the poem, retaining line breaks and punctuation. Lead into the quote with a lead-in phrase or sentence.

*In his poem "Nothing Gold Can Stay," Robert Frost describes the transience of life:

Nature's first green is gold,
Her hardest hue to hold.
Her early leaf's a flower,
But only so an hour. (1-4)

Quoting Lines from Plays

1. If the play is written in verse, like a Shakespeare play, cite the part of the play (like the act, scene, canto, etc.) followed by the line numbers. Use periods to separate the numbers. Usually, using Arabic numbers is appropriate (1, 2, 3, etc.) instead of Roman Numerals (I, II, III, etc.). To show where lines break, use slash marks just as you would with poetry. For more than three lines, block the quote, just as with poetry, maintaining line breaks and punctuation.

* After witnessing Hamlet leave with the ghost, Marcellus observes, "Something is rotten in the state of Denmark" (1.1.90). *This quote is from act I, scene i, line 90.*

* The ghost identifies himself to Hamlet:

I am thy father's spirit,
Doom'd for a certain term to walk the night,
Till the foul crimes done in my days of nature
Are burnt and purg'd away. (1.5.10-13)

2. If the play is written in prose, the parenthetical citation requires the page number, followed by the act (and scene, if any). Follow normal rules for blocking quotes if the passage requires 5 or more lines for you to type it.

* In Arthur Miller's play, Death of a Salesman, Willy Loman's son Happy denies that he knows his father: "No, that's not my father. He's just a guy" (1744, act 2). *In this citation, 1744 is the page number.*

What is a Works Cited page, and how do I make one?

Each source used in your paper must be documented not only parenthetically, but also in a Works Cited page. This is a documentation page that comes at the very end of your paper. It is numbered along with your other pages. For example, if your paper is six pages long, your Works Cited page would be page 7, and would be numbered as such (Bailey 7). Your Works Cited page includes a complete citation for each of the sources that you used in your paper, including the primary source if you are writing about literature. The purpose of a Works Cited page is quick reference. The reader of your essay can quickly glance down the list of alphabetically listed entries for a certain author cited parenthetically in your essay in order to get the full publication information for that source. The rule of thumb with MLA and any other style of documentation is that you must give your readers just enough information to find the source themselves if they so desire. Remember to give your page the title Works Cited, and to center this title on the top line of the page. On the next line, one double space down from your title, begin your entries using **hanging indentation**. "Hanging indentation" means that the first line of each entry will line up with the left margin, and each subsequent line will be indented one tab (5 spaces). Essentially, the authors' names, which **must be put in alphabetical order**, will be hanging off to the left, which makes it very easy to locate any given author on the list.

Formulas and examples of Works Cited Entries:

Print Sources

1. A book with one author:

Author's last name, First name. Title of Book. Place of publication:
Publisher, year of publication.
Clause, Santa B. The Elf Wars: An Insider's Guide. North Pole: Cookie Press,
2006.

2. A book with two or three authors:

First listed author's last name, First name, and Second listed author's first and
last name. Title of Book. Place of publication: Publisher, year of publication.

First listed author's last name, First name, Second listed author's first and last
name, and third listed author's first and last name. Title of Book. Place of publication: Publisher, year of
publication.

Black, Larry, Moe Brown, and Curley Green. The Art of Slap-Stick Comedy.
Chicago: Pantomime Press, 1942.

3. A book with more than three authors:

First listed author's last name, First name, et al. Title of book. Place of
Publication: Publisher, year of publication.

Krishna, Harry, et al. Letting the Sun Shine In. San Francisco: Mantra Press,
1969.

4. A book with an editor or editors:

First listed editor's last name, First name, and Second listed editor's first and
last name, eds. Title of book. Place of Publication: Publisher, year of
Publication.

Cook, Ima, and Sue Flay, eds. The Complete Book of Spinach. Salinas: E. Coli Press, 2006.

5. A book with an author and an editor:

Author's last name, First name. Title of book. Ed. Editor's first and last name.
Place of Publication: Publisher, year of publication.

Wheat, Brad. Sandwiches for Dummies. Ed. Tom A. Toe. New York:
Panini Press, 2004.

6. An anthology:

Editor's last name, First name, ed. Title of Anthology. Edition. Place of
Publication: Publisher, year of publication.

O'Hara, Scarlett, ed. Studies in Southern Melodrama. 6th ed. Savannah: Tara
UP, 2005.

7. A work from an anthology:

Author's last name, First name. "Title of work." Title of Anthology. Ed.
Editor's first and last name. Edition. Place of Publication: Publisher, year
of publication. Page numbers of work.

Mitchell, Margarita. "The Drapes of Wrath." Studies in Southern Melodrama.
Ed. Scarlett O'Hara. 6th ed. Savannah: Tara UP, 2005. 132-37.

8. A reprint (a work that was originally published elsewhere):

Author's last name, First name. "Title of Work." Original Publication
Information for whatever type of source it is. Rpt. in Title of Current Source. Ed. Editor's first and last name. Edition
or Vol. Place of Publication: Publisher, year of publication. Page numbers.

Smith, Eric. "Academic Honesty in a Dishonest World." Education Quarterly
32 (2001): 356-58. Rpt. in Readings for Writers: A Composition Reader. Ed. Christa Higgins and Jill Riley. 8th ed. Las
Vegas: University Press, 2003. 10-13.

9. An article from a journal with continuous pagination (*which means that the journal begins the first issue of the year at page one, and each subsequent issue's page numbers pick up where the previous one left off, often resulting in very high page numbers*).

Author's last name, First name. "Title of Article." Title of Journal Vol. #
(year): page numbers.

Snow, Whitt. "Beware of Strange Fruit." Magic Mirror Review 7 (2006): 231-
37.

10. An article from a journal that paginates separately:

Author's last name, First name. "Title of Article." Title of Journal Vol. #.
Issue # (year): page numbers.

James, Rick W. "To Curl or Not to Curl." Journal of Contemporary Hair
Design 5.6 (1979): 23-28.

11. A monthly or bi-monthly magazine:

Author's last name, First name. "Title of Article." Title of Magazine Month
Year: page numbers.

Winfrey, Opal. "I'm Richer Than You Will Ever Be." Living Richly Dec.
2005: 35-37.

12. A weekly or bi-weekly magazine:

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

Rumsfeld, Donny. "It's Just Too Complicated." Times Weekly 28 Sept. 2006:
13-18.

13. A newspaper article:

Author's last name, First name. "Title of Article." Title of Newspaper [Name of city, if not in title] Day Month Year,
edition if given: Page numbers.

Piper, Peter. "Pepper Stock on the Upswing." Clarion Hedger [Boston] 12
Dec. 2003, financial ed.: A1.

14. An article with no author given: (*On the works cited page, you would alphabetize this source by the first major word in the title.*)

"Title of Article." Title of Source. Necessary info. for type of source.

"Don't You Wish You Knew My Name?" Rogue June 2000: 15.

15. An interview from a television or radio program:

Last name of person being interviewed, First name. Interview. Title of Program.
Network. Local Station, City, State if not obvious. Day Month Year of interview.

Ferrell, William. Interview. Fresh Air. NPR. WMPB, Jackson, MS. 24 Aug. 2006.

16. A government publication: *Begin with the government, followed by the agency that produced the document. If there is an author, insert "By" after the title of the document, followed by the author's name. GPO stands for Government Printing Office. If the document is a congressional publication, see the last example. If it is an online document, see the second example.*

Government. Government Agency. Title of Document. By Author's Name. Publication
info. for source according to what type of document it is.

United States. US Dept. of Homeland Security. Domestic Aid in Wartime. By Elaine
Williams. Washington: GPO, 2005.

Name of Government. Name of Agency. Title of Document. Publication info. for source
according to what type of document it is. Date of access <URL>.

United States. Dept. of Corrections. Federal Prison Work Release Statistics: 2005.
Jan. 2006. 25 Oct. 2006 <<http://www.msdoc.org/pdffiles/0012321.pdf>>.

Government. House. Committee. Title of Document. Number of Congress, session. Place
of Publication: Publisher, year.

United States. Cong. House. Committee on Child Protection. Mandatory Registration for
Sex Offenders. 108th Cong., 2nd sess. Washington: GPO, 2005.

Electronic Sources

1. EBSCOhost sources: *These sources follow the same guidelines as the print sources, but you must also add the EBSCO information.*
 - a. Journal Article

Author's last name, First name. "Title of Article." Title of Journal
Vol. #. Issue # (year): page numbers. Name of Database. Name of the service. Name of subscribing institution, Name of Library, City and State if not obvious. Date you accessed it <URL>.

Faney, Dixie. "Correcting the Curved Spine of Scoliosis." FDA Consumer 28.6 (1994): 26-29. Health Source Plus. EBSCOhost. Hinds Community College, McLendon Lib., Raymond, MS. 26 Jan. 2001 <<http://www.epnet.com/ehost/magnolia/login.html>>.
 - b. Magazine Article

Author's last name, First name. "Title of Article." Title of Magazine
Month Year: page numbers. Name of Database. Name of service. Name of subscribing institution, Name of Library, City and State if not obvious. Date you accessed it <URL>.

Horosko, Marian. "Straight Talk about Spinal Trouble." Dance Magazine Sept. 1999: 80-82. Academic Search Elite. EBSCOhost. Hinds Community College, McLendon Lib., Raymond, MS. 26 Jan. 2001 <<http://www.epnet.com/ehost/magnolia/login.html>>.
 - c. Newspaper Article

Author's last name, First name. "Title of Article." Title of Newspaper
Day Month Year: page numbers. Name of Database. Name of Service. Name of Subscribing Institution, Name of Library., City and State if not obvious. Date you accessed it <URL>.

Schmitz, Brian. "Magic Limp into Season's Final Two Games." The Orlando Sentinel 17 Apr. 2005: 1A. Newspaper Source. EBSCOhost. Hinds Community College, McLendon Lib., Raymond, MS. 28 Apr. 2005 <<http://epnet.com/ehost/magnolia/login.html>>.
2. Some Other Electronic Databases Subscribed to by the Library:
 - a. SIRS Researcher

Author's last name, First name. "Title of Article." Original Source
Publication info. for original source. Page numbers of original source. Name of Database. Name of Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

Koeller, Shirley. "Multicultural Understanding through Literature." Social Education Feb. 1996: 99-103. SIRS Researcher. ProQuest. Hinds Community College, McLendon Lib., Raymond, MS. 29 Jan. 2001 <<http://sks.sirs.com>>.
 - b. ArticleFirst

Author's last name, First name. "Title of Article." Title of Original

Source. Publication info. for original source. Page numbers of original source. Name of Database. Name of Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

Yunis, Susan S. "The Narrator of Faulkner's 'Barn Burning.'" The Faulkner Journal. 6.2(1991): 23. ArticleFirst. OCLC FirstSearch. Hinds Community College, McLendon Lib., Raymond, MS. 11 Oct. 2006 <<http://newfirstsearch.oclc.org>>.

c. Newsbank

Author's last name, First name. "Title of Article." Title of Original Source. Publication info. for original source. Page numbers of original source. Name of Database or Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

"Con Artists Prey on Katrina Victims with Repair Scams."
Chicago Tribune 11 Oct. 2006: 7. Newsbank. Hinds Community College, McLendon Lib., Raymond, MS. 12 Oct. 2006 <<http://infoweb.newsbank.com>>.

d. Opposing Viewpoints

Author's last name, First name. "Title of Article." Title of Original Source. Publication info for original source. Page numbers of original source. Name of Database or Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

Gordon, Michael R. "The Strategy to Secure Iraq." The New York Times 19 Oct. 2004: A1. Opposing Viewpoints. Hinds Community College, McLendon Lib., Raymond, MS. 20 Apr. 2005 <<http://galenet.galegroup.com>>.

e. CQ Researcher and CQ Public Affairs Collection

Author's last name, First name. "Title of Article." Title of Original Source. Publication info. for original source. Page numbers for original source. Name of Database. Name of Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

Jalonick, Mary Clare. "Agriculture Appropriations: Safeguarding the Food Chain." CQ Weekly 24 Nov. 2004: 2782. CQ Public Affairs Collection. Hinds Community College, McLendon Lib., Raymond, MS. 11 Oct. 2006 <<http://library.cqpress.com>>.

f. Find Articles (MELO)

Author's last name, First name. "Title of Article." Title of Source. Publication info. for source. Page numbers. Name of Database. Name of Service. Name of Subscribing Institution, Name of Library, City and State if not obvious. Day Month Year of access <URL>.

Lim, Bo-Mi. "North Korea Says it Will Conduct Nuclear Test."
Deseret News [Salt Lake City] 3 Oct. 2006: n. p. Find Articles. LookSmart. Hinds Community College, McLendon Lib., Raymond, MS. 13 Oct. 2006 <<http://www.findarticles.com>>.

3. General Online Sites:

a. An entire site:

Title of the Site. Editor's Name if any. Date of publication or last update.

Name of Organization that Sponsors the Site. Day Month Year of access <URL>.

Poetry Resource Center. Ed. John Raney. 14 Feb. 2007. University of
Central Alabama. 13 June 2007 <<http://www.ucapoetry.edu>>.

b. An article or short section from a website:

Author's last name, First name. "Title of Article or Section." Name of
Entire Site. Ed. Site Editor if named. Date of publication or last update. Name of
Organization that Sponsors the Site, if given. Day Month Year of access <URL>.

Dickins, Emily. "The Poetics of Solitude." Poetry Resource Center. Ed.
John Raney. 14 Feb. 2007. University of Central Alabama. 13 June 2007
<<http://www.ucapoetry.edu>>.