MLA STYLE GUIDE
Format and Documentation

MLA FORMAT:

❖ **Margins** - **All** margins should be one inch. Go to the toolbar at the top of the screen. Click the *Layout* tab. Click the *Margins* icon. Click *Normal* with *top, bottom, left,* and *right* all saying 1".

❖ **Line Spacing** - **All** text should be double-spaced. Do not put extra spaces below the title or between paragraphs. Go to the toolbar at the top of the screen. Click the *Home* tab. In the *Paragraph* section, click the icon with the *Up and Down Arrows*. A menu will drop down. Click *2.0*. Make sure to **remove spacing before and after paragraph** from this menu.

❖ **Justification** - Justification refers to the alignment of the text. All text should be aligned left, except the title should be centered and the page number should be aligned right. The alignment buttons are located in the *Paragraph* section of the *Home* tab.

❖ **Pagination** - Put your last name and the page number in the upper-right corner of *every* page. At the top of the screen, click the *Insert tab*. Then, click the *Page Number* icon. Select *Top of Page*, third option, *Plain Number 3*.
  • The number 1 should be displayed in the header.
  Type in your **last name**, making sure you capitalize the first letter, and press the *spacebar once*. Format the font style and size to fit your paper. Click the *Close Header and Footer* icon on the right side of the *Design* tab in the toolbar.

❖ **Name and Title** - Unless otherwise required, you do not need a cover page. On the first line of the page, type your *first and last name*. Press enter and type *your professor's name*; on the third line, type the *course name and number*, and on the fourth line, list the *date*. Below the date, **type** and *center* the title of your paper. Below the title, begin your paragraph. Remember to *indent* the first line of *every* paragraph one-half inch by pressing the *Tab* button (above the *Caps Lock* button) one time.

Reminders

1) Make sure to **save your work often** on a portable hard drive or virtual file such as Google Docs or OneDrive. You can **email your document** to yourself by attaching it to an email.
2) The Writing Center computers support **Windows and Mac operating systems.**
3) **Spacing** in the **examples** of this handout do **not** always follow MLA guideline for sake of formatting and saving space.
4) The workers in the Writing Center are always eager to help.

TABLE OF CONTENTS

Front Page Example

↕ ½"

Nelson 1

↑
1"
↓

Tonja Nelson

Professor Webb

English 1113

23 May 2016

Heroes: An Analytical Approach

← **1"** →   Dominion, power, and the hope of nations remain steadfast in the hearts of all humanity.   ← **1"** →

Heroes, as a resolution to attain such things, are needed in former as well as present and future

times. As a result, these formidable giants have not had to succumb to the boundaries of time and

space; therefore, within each parallel realm reside the tales of their great deeds. Societies, in the

past, have always relied on strong powers to come save the day and so continue to reign supreme.

↑
1"
↓

CREATING IN-TEXT CITATIONS

Documentation is a method of giving credit to the creator of that source. To correspond with a Works Cited page, you must also make shortened **in-text** citations (also called **parenthetical citations**) within the body of your paper. This mark will directly refer the reader to the documentation information on the Works Cited page. **Every piece of information that is not your own idea or is not considered common knowledge should be cited**.

- ❖ Cite everything that is *quoted* or *paraphrased*. Paraphrasing is when you take ideas from a source and put them into your own words.
- ❖ If you are *summarizing*, introduce the details of the source such as author, title of work, and if necessary where the piece was published in the first sentence. Then, use summarization tactics through the course of your paragraph.
- ❖ The *first* word of the in-text citation should match the *first* word of the works cited entry to which it corresponds. For example, if the works cited entry *begins* with the author's last name, then use the author's last name for your in-text citation. If the works cited entry begins with the *title* of a work, then use the same title for your in-text citation. If the title of the work is long, use the *first* meaningful words of the title (usually the first three words of the title).
- ❖ If you give credit to the author *within* the sentence, do **not** include their name in the in-text citation. However, do add any page numbers that are explicitly given.

One Author—Basic in-text format: (*last name of the author and the page number*).
Correct*:* According to John Green, "The conclusion seemed inescapable" (152).
Correct*:* The book states, "The conclusion seemed inescapable" (Green 152).
Incorrect*:* According to John Green, "The conclusion seemed inescapable" (Green 152).
- ❖ Websites do not have page numbers

Two Authors
- ❖ Should include both last names connected by *and*
- ❖ List the names in the order they appear

Diversity within a group setting has several advantages that contribute to its overall success; however, "A serious obstacle to effective collaboration is the tendency of participants to establish homogeneous groups" (Gong and Dragga 69).

Works Cited
Gong, Gwendolyn, and Sam Dragga. *A Writer's Repertoire*. Addison Wesley Longman, 1995.

Three or More Authors
- ❖ List only the *last name* of the first author, followed by *et al.* and the page number

"We recognize that culture plays a role, but it is—and, indeed, cannot be—the sole factor explaining economic success" (Baumol et al. 8).

Works Cited
Baumol, William, J., et al. *Good Capitalism, Bad Capitalism, and the Economics of Growth and Prosperity*. Yale UP, 2007.

Corporate Authors—authors are not only individuals but also can *be **organizations, institutes, associations, government agencies,** etc.*

❖ When an organization is both ***author*** and ***publisher***, begin the entry on the Works Cited page with its ***title***, skipping the author element; then, list the ***organization*** as the publisher.
❖ Otherwise, if they are different, cite the organization as the author. *The ***in-text citations*** will correspond with this as well. Below is an example of the first bullet.

According to United Nations, they have "one central mission: the maintenance of international peace and security" ("Maintain").

Works Cited

"Maintain International Peace and Security." *United Nations*, 2018, www.un.org/en/sections/
    what-we-do/maintain-international-peace-and-security/index.html.
Oklahoma Medical Marijuana Authority. "Adult Patient Application Information." State of
    Oklahoma, 2018, omma.ok.gov/adult-patient-application-information2.

Multiple Works in One Citation

❖ When borrowing material from more than one work in the same sentence, use semicolons to separate each source. Remember to cite each of them individually on the Works Cited page.

Dr. King claims that "we had no alternative except to prepare for [non-violent] direct action," but protests against injustice in Baltimore were violent, resulting in 15 buildings and 144 cars being set on fire (213; "Riots").

Works Cited

King, Martin L. "Letter from Birmingham Jail." *Reading Literature and Writing Argument,*
    edited by Missy James and Alan P. Merickel, custom edition for Oklahoma City
    Community College, Pearson Education \ Prentice Hall, 2008, p. 223.
"Riots in Baltimore: Five Fast Fact You Need to Know." *Heavy*, 28 Apr. 2015, heavy.com/news/
    2015/04/freddie-gray-funeral-baltimore-police-protests-riots/.

Repeated Citations from the Same Source

❖ In **a *paragraph***, you may want to use a source multiple times.
❖ As long as ***no other source*** interferes within the paragraph, you can give a single in-text citation immediately after you have finished borrowing the information.
❖ Make sure you list ***all*** of the pages that are borrowed in the parenthetical citation.

The book *I Know Why The Caged Bird Sings* shows the value of community through a "summer picnic fish fry…the biggest outdoor event of the year." Everyone attends; "All churches were represented" and the "recipe, guarded in the family like a scandalous affair" (Angelou 137-39).

Works Cited

Angelou, Maya. *I Know Why the Caged Bird Sings*. Bantam Books, 1993.

More Than One Work with the Same Author

❖ Include a shortened title to the in-text citation so that the reader is directed to the correct source on the Works Cited page.

Personal experience is effectively used to connect with the audience: "And the whole building rocked with prayer and song. Still I kept waiting to _see_ Jesus" (Hughes, "Salvation" 549). However, in _Not Without Laughter_, the character Sandy Rogers is used to convey Hughes message as he recalls his experience as a youth. Hughes states, "But Sandy had never had to sit outdoors in the darkness waiting for her before" (_Not_ 12).

Works Cited

Hughes, Langston. _Not Without Laughter_. Alfred A. Knopf, Inc., 1971.

---. "Salvation." _McGraw-Hill Reader: Issues across the Disciplines_, authored by Gilbert H. Muller, edited by Nancy Huebner, customized 12th edition for Oklahoma City Community College, McGraw-Hill Education, 2014, pp. 548-550.

NOTE: When documenting **_multiple works_** from the same author on the Works Cited page, first cite the author's name as usual; then, instead of repeating the author's name, replace it with three hyphens, followed by a period. Also, **_alphabetize the order_** according to its title.

No Author: If the work does not have an author, do not use "Anonymous" as the author. Instead, cite according to its title, providing any page number if given.

❖ If the **_title_** is in **_italics_** in the Works Cited entry, use italics in the in-text citation also.
❖ If the **_title_** has **_"quotation marks"_** around it, put quotation marks around it in the in-text citation as well.

According to _WebMd_, "You should only use one pharmacy to fill prescriptions" ("Pharmacy").

Works Cited

"Pharmacy and Medication Tips." _WebMd,_ reviewed by Carol DerSarkissian, 29 Oct. 2017, www.webmd.com/drug-medication/what-to-do-at-the-pharmacy.

No Page Number

❖ If the borrowed source lists **_explicit_** paragraph, chapter, section, etc., numbers instead of page numbers, cite according to that number.
❖ Do not manually count page, paragraph, or line numbers.

No author and no page number

According to _Governing_, only four states have legalized recreational Marijuana ("State").

In Peter Kreeft's book _Socratic Logic_, "Venn Diagrams are quite efficient in distinguishing valid and invalid syllogisms…" (ch.11, sec. 4).

Works Cited

Kreeft, Peter. _Socratic Logic_. Edited by Trent Dougherty, St. Augustine's Press, 2010.

"State Marijuana Laws Maps." _Governing_, 25 May 2016, www.governing.com/gov-data/safety-justice/state-marijuana-laws-map-medical-recreational.html.

Time Based Media

❖ For audio and video recordings, cite the numbers of hours, minutes, and seconds.

Transformative Leadership Theory includes "building a shared vision" (Shields 00:01:06).

Works Cited

Shields, Carolyn. "Transformative Leadership for Social Justice." *YouTube*, 01 Oct. 2015,
    www.youtube.com/watch?v=7YEsZNbfg-c.

Poetry and Line Numbers

❖ In an *edition*, when the line numbers are *displayed* and the poem *exceeds* one page, use line numbers instead of page numbers since the page number will appear on the Works Cited page.
❖ Also, *only* use *lines* the first time you cite; then, just the number(s) every time after that.
❖ Do *not* count the lines by hand. If the line numbers are not explicit, use the page number.
❖ Also, if you want to use *more than one* line of poetry, use a forward slash (/) with a space before and after it to show the break.
❖ Preserve *all* punctuation and capitalization of the original lines as they appear in the source.

Theodore Roethke, in his poem "Meditation at Oyster River," claims that "The wind slackens, light as a moth fanning a stone: / A twilight wing, light as a child's breath / Turning not a leaf, not a ripple" (lines 17-19).

Works Cited

Roethke, Theodore. "Meditaiton at Oyster River." *Reading Literature and Writing Argument,*
    edited by Missy James and Alan P. Merickel, custom edition for Oklahoma City
    Community College, Pearson Education \ Prentice Hall, 2008, pp. 329-331.

Scripture: (Bible or Qur'an)

❖ The first time you use the work, state in your paper (whether in the sentence or in an in-text citation) the element that will begin the Works Cited page (usually the version). Then, every time after that only state the name of the book, followed by a period and the number of the verse.
❖ If you mention the version in the sentence, only put the name of the book, followed by a period and the number of the verse in the parenthetical citation.
❖ Bible or Koran is not italicized; however, the names of specific editions are italicized.

The power of love is exemplified when Jesus states, "For God so loved the world that He gave his one and only Son that whoever believes in Him will not perish but have eternal life" (*New International Version*, John 3.16) Later on, Jesus commands his disciples to "love one another" in the same way that he loves them (John 13.34).

Works Cited

New International Version. Edited by Kenneth L. Barker, Zondervan, 2002.

Block Quotes:
- ❖ For more than three lines of poetry or four lines of prose, press ***Enter*** and begin the quote on a new line. Press ***Tab*** twice to set the quote off 1inch from the left margin of the paper. ***Double space your entry***. Block quotes ***do not*** need quotation marks. However, they do need to include a ***parenthetical citation*** at the end unless credit has already been given to the author in the sentence, and there is no page number. End punctuation for a block quote needs to go at the end of the sentence, not after the parenthesis. See the example of a quote from the short story "A Modest Proposal" below:

> The number of souls in this kingdom being usually reckoned one million and a
>
> hair, of these I calculate there may be about two hundred thousand couples whose
>
> wives are breeders; from which number I subtract thirty thousand couples who are
>
> able to maintain their own children, although I apprehend there cannot be so
>
> many. (Swift 239)

Works Cited

Swift, Jonathon. "A Modest Proposal." *Reading Literature and Writing Argument*, edited by
      Missy James and Alan P. Merickel, custom edition for Oklahoma City Community
      College, Pearson Education / Prentice Hall, 2008, pp. 238-244.

Indirect Source:
- ❖ Borrowing from the original source is most ***credible***; however, sometimes when you are reading a work, you will see the author of that source quote or paraphrase someone else. Using this information would mean that you are using an indirect source.
- ❖ If you incorporate an ***indirect source*** into your paper, use the abbreviation **qtd. in** (quoted in) before the indirect source.
- ❖ ***Briefly*** clarify the relationship between the two sources by explaining the situation in your paper.

According to the *New York Times*, "The way to close the dark pages of your own history is not by defaming the histories of other countries with irresponsible and baseless decisions," Turkey's foreign minister, Mevlut Cavusoglu, wrote on Twitter (qtd. in Smale and Eddy).

Works Cited

Smale, Alison, and Melissa Eddy. "German Parliament Declares, Armenian Deaths a Genocide,
      Angering Turkey." *New York Times*, 02 June 2016, www.nytimes.com/2016/03/03/
      world/europe/Armenian-genocide-germany-turkey.html.

CREATING THE WORKS CITED PAGE

Through the course of your paper, you have been *researching* different sources, *borrowing* information to use in your paper, and *creating* an in-text citation as a reference to the Works Cited page. Now it's time to take each one of those sources that you have used and appropriately *document* them on a separate, back page. If teachers, for example, ask "Have you documented all of your sources?" They are wanting to know this very thing: if when you borrowed the information and put it in your paper, did you *make an effort to cite* it in the text and then gather the needed information to document the material on the Works Cited page. If the answer is yes, you have avoided *plagiarism*. However, before you begin, here are some things to remember:

Documentation Guidelines

- ❖ Gathering the information may include doing extra research on the source or looking at the *About Us* section on a website.

- ❖ The Works Cited page is the *last* page of the document with your last name and a page number in the right hand corner. The source is called an *entry*.

- ❖ The page has the title Works Cited centered on the first line with no special formatting, and if there is only one entry, it is called Work Cited.

- ❖ List the entries in *alphabetical* order. Begin with the author's name, and if no author is given, proceed with the *title of the work* either in quotation marks or italics. Alphabetize the entry using the *first* meaningful word of the title (not A, An, The, etc.). For example, "Last Samurai, The."

- ❖ *Double-space* your entries, but do not put extra spaces between each new source. **For the purpose of formatting, the spacing in the following examples is not MLA format.**

- ❖ Remember to *punctuate* your entry *exactly* like the examples, ignoring any special use *capital* letters after *periods* and *lower* case letters after *commas* except for proper nouns.

- ❖ The *first* line of your entry stays aligned to the *left* while every line after that one entry is one tab. **Note**: when you try to tab your line inward, it will move the entire entry, so use a *Ctrl Tab* to indent every line after the first line.

- ❖ Check to see if your page number *limit* includes this page or not.

- ❖ An example of a *Works Cited* page is provided on page 18 of this handout.

Documentation Details

In the previous examples, you have seen the Works Cited page in action, correlated with its in-text citation. Now, let's take a closer look into the details within developing the MLA style of documentation. In the past, how a source was documented on the Works Cited page depended upon what type of source it was. Now, in order to make things more unified and easier to build upon, MLA uses a template that all sources are to follow. Below is an example of that template:

1. Author.	
2. Title of Source.	
3. Title of Container,	
4. Other Contributors,	
5. Version,	
6. Number,	
7. Publisher,	
8. Publication Date,	
9. Location.	

- ❖ The *author* can be a person(s), an organization, institute, agency, or a website.
- ❖ *Title of Source* is the name that describes the **work**, not the name of the author.
- ❖ *Title of Container* refers to the name of where the work is stored.
- ❖ If the work is an independent piece, meaning it is not a part of a collection, a published article, or a website, *Title of Source* and *Title of Container* are the same, but you only need to list one, *Title of Source*.
- ❖ Independent pieces of work are *italicized*, and works that are a part of a larger collection are in "quotation marks."
- ❖ *Title of Container* is normally **italicized** but will not be in quotation marks.
- ❖ *Other Contributors* are important to the *development* of the work and needed for *identification* purposes. Therefore, *name* any narrator, editor, translator, director, etc. in your Works Cited page that fits the "development" and "identification" conditions by using phrases such as *edited by*, *narrated by*, *directed by, presented by, uploaded by,* etc.
- ❖ *Versions* in print sources are usually called *editions*. However, they can also be named something different, for example, unabridged version or expanded version.
- ❖ A *Publisher* is an important element to the identification of the work. For a print source, the publisher is typically found on the back side of its title page. A website will have the copyright information at the bottom of the site, so use this for publishing information.
- ❖ Use the most *recent* Publishing/Copyright/last updated/revision date.
- ❖ *Location* denotes *page* numbers, website *urls*, database *doi* numbers, the location of *an event, etc.* However, *only* use page numbers when referring to works such as an anthology or periodical. Use page numbers when they are *clearly marked* in the source; do not manually count them. This goes for paragraph, line, and section numbers as well as comic strip panels.

1. The **book** called *Good Capitalism, Bad Capitalism, and the Economics of Growth and Prosperity* has **three** authors, William J. Baumol, Robert E. Litan, and Carl J. Schramm and was **published** by Yale University Press. Its copyright *year* is 2007. No additional **contributors** such as an editor have been acknowledged in the book.

1. Author.	Baumol, William J., et al.
2. Title of Source.	*Good Capitalism, Bad Capitalism, and the Economics of Growth and Prosperity.*
3. Title of Container,	
4. Other Contributors,	
5. Version,	
6. Number,	
7. Publisher,	Yale UP,
8. Publication Date,	2007.
9. Location.	

It is an independent piece of work, whole unto itself.

The last element of the entry always ends with a period.

Works Cited

Baumol, William, J., et al. *Good Capitalism, Bad Capitalism, and the Economics of Growth and Prosperity.* Yale UP, 2007.

❖ *Use abbreviations for publishing information: UP for University Press.*
❖ *Omit initials like Inc., Ltd., Corp., or Co. from the publishing company's name.*

2. When citing an essay, short story, poem, or other work in an ***anthology or compilation*** (such as a textbook), follow the example below.

1. Author(s). 2. "Title of Work." 3. *Title of Compilation,* 4. Name of Editor or Translator, 5. Version/Edition, 7. Publisher Name, 8. Publication Date, 9. Page Number(s).

Works Cited

Rodriguez, Richard. "The Lonely, Good Company of Books." *The McGraw-Hill Reader: Issues across the Disciplines,* authored by Gilbert H. Muller, edited by Nancy Huebner, 12th ed., customized for Oklahoma City Community College, McGraw-Hill Education, 2014, pp. 189-193.

3. A ***pamphlet*** is credible information to use in an essay. Often, a pamphlet uses a ***corporate*** author; therefore, use the instructions stated in the "In-Text Citation" section on corporate authors.

1. Author (if listed). 2. *Title of Pamphlet.* 7. Publisher Name, 8. Publication Date.

Works Cited

US Army. *Army Reserves.* US Government Printing Office, 2015.
School of Meteorology. U of Oklahoma, June 2015.

4. In government class, one may have to review a part of ***a bill, congressional report, or resolution from US Congress*** and write about it.

> 1. Name of Country, Branch of Government, Specific Division. 2. *Title of Document.* 7. Publisher, 8. Publication Date. 9. Specific Location (may be Congress number, session number, and/or report number).

Works Cited
United States, Congress, House, Permanent Select Committee on Intelligence. *Al-Qaeda: The Many Faces of an Islamist Extremist Threat.* Government Printing Offices, 2006. 109th Congress, 2nd session, House Report 615.

5. A ***dictionary*** and an ***encyclopedia*** are excellent sources for defining words or offering background information on the paper's topic.

> 1. Author. 2. "Name of Term." 3. *Title of Container,* 4. Other Contributors (usually an editor), 5. Version/Edition, 7. Publisher, 8. Publication Date. 9. Page Nnumbers if multiple pages.

Works Cited
"Ambition." *Merriam-Webster Dictionary*, edited by Fredrick C. Mish, 11th ed., 2004.
"Counting Crow." *The Guinness Encyclopedia of Popular Music*, edited by Colin Larkin, vol. 2, Stockton P \ Guinness Publishing, 1995, p. 954.

> ❖ ***Only*** **use the name of the** ***publisher*** **if it is** ***different*** **than the name of the dictionary.**
> ❖ ***For two publishers, in the order they come, use a forward slash with a space on each side.***

6. The ***Bible*** and ***Qur'an***

> 1. Author, Editor, Translator. 2. *Title of Version.* 4. Other Contributors (editor and/or translator), 5. Edition Number (if any), 7. Publisher Name, 8. Publisher Date.

Works Cited
New International Version Study Bible. Edited by Kenneth L. Barker, Zondervan, 1984.
Stern, David H., translator. *Complete Jewish Bible*, Jewish New Testament Publication, 1998.

7. ***Court Cases*** are regularly used as sources and are found in books or websites.

> 1. Plaintiff v. Responder. 2. Court Title. 4. Other Contributors, 6. Court Citation Number, 8. Decision Date.

Works Cited
Brendlin v. California. Supreme Court of the US. 06-8120, 18 June 2007. *American Civil Liberties Union*, www.aclu.org/legal-document/supreme-court-decision-brendlin-v-california. Accessed 28 Mar. 2016.

> ❖ ***Sometimes an access date is more relevant that a copyright date.***

8. From a *website***,** a person can find a multitude of information to use as a source.

   1. Author. 2. "Title of Source." 3. *Title of Website,* 4. Other Contributors, 7. Publisher Name,
   8. Publication or Copyright Date, 9. Web Link.

Works Cited

Medendorp, Liz. "2 Broke Girls Is on the Way to Comedy Bankruptcy." *Popmatters,* 12 Aug.
   2015, www.popmatters.com/review/196304-2-broke-girls-the-complete-fourth-season.

"When Bad Movies Happen to Good People: 13 Flops We've Kindly Forgotten." *Cinema Blend,*
   www.cinemablend.com/new/Bad-Movies-Happen-Good-People-13-Flops-We-Kindly-
   Forgotten-32633.html. Accessed 27 July 2016.

   ❖ *Often, a website offers no date information; you may use the date you originally accessed the*
      website. Write the term **Accessed***, followed by the date after the URL.*
   ❖ *Do not use http:// within the web address on the Works Cited page.*
   ❖ *If copyright name and name of website share the same name, do not duplicate.*

9. From a *DVD* set, a student can use an *episode* to discuss great acting skills from one of the
main characters, the *storyline, evaluate* . For films and TV shows not the following:

   1. Individual's Name, description. 2. "Title of Episode." 3. *Title of Show,* 4. Name of Creator
      6. Season Number, Episode Number, 7. Producer, 8. Year DVD was released,
      9. Disc Number.

Works Cited

Dennings, Kat, performer. "And the Pity Party Bus." *2 Broke Girls*, created by Michael Patrick
   King, season 5, episode 16, Warner Brothers, 2016, disc 4.

   ❖ *If you are just focusing on the episode as a whole and not a specific character's performance,*
      you only need to identify the creator of the series.
   ❖ *If the focus is on the film or TV show as a whole, begin with just its title and add any other*
      significant information such as director or creator as Other Contributors.

10. Jannetta visited an *art gallery* to view a *piece of art* and needs to document her *firsthand*
experience since she uses it as support in her paper.

   1. Author. 2. *Title of Source.* 8. Creation Date 9. Name of Location, City.
   1. Author. 2. "Title of Work." 3. *Title of Collection*, 8. Creation Date, 9. Location, City.

Works Cited

McKinney, Victoria. *Butterfly***.** 1988**,** Red Earth Art Gallery**,** Oklahoma City**.**
Matisse, Henry. "L'Algerienne." *Matisse in His Time: Masterworks of Modernism from the*
   Centre Pompidou, Paris. 1919, *Oklahoma City Museum of Art.*

   ❖ *Sometimes a piece of work is a part of a larger collection like the second example.*

11. If the source is from a ***Twitter*** feed, in place of the title, you will use the *entire **tweet*** without making any changes to the text. The tweet should be enclosed in ***quotation*** marks as well.

1. Author. 2. "Complete Tweet." 3. *Title of Website*, 8. Tweet Date, Time. 9. Web Link.

Works Cited

@okcthunder. "Happy birthday today to Steven Adams" *Twitter*, 20 July 2016, 9:00 am.,
      twitter.com/okcthunder.

❖ ***Remember to omit htttps:// from the web links on the Works Cited page.***

12. A ***periodical*** (articles in scholarly ***journals, newspapers***, and ***magazines***) is a great source to get credible and diverse information.

1. Author. 2. "Title of Periodical." 3. *Name of Newspaper (or article/journal).* 4. Other Contributors such as editor or photographer, 7. Publisher (if different from periodical name) 8. Publication date, 9. Page number.

Works Cited

Bell, Trey, editor. "OCCC Gamers Level up at Convention." *Pioneer* [Oklahoma City], 03 June
      2016, p. 1.

Vardeman, Brady. "Buddy Hield Headed to New Orleans as the No. 6 Pick in NBA Draft." *Tulsa
      World*, 24 June 2016, p. 1B+.

❖ ***If the city of publication does not appear in the name of the periodical, put the publishing city
      in brackets after the name of the newspaper, journal, or magazine.***
❖ ***However, do not add the city to the name of nationally published newspapers ie. Wall Street
      Journal, USA Today, The Chronicle of Higher Education.***
❖ ***If the article appears on more than one page, add a + sign after the page number.***

13. An ***organization*** such as a ***government agency, an association, or institute*** can be used as a good source of credible information as well serve ***as an author***. Sometimes, an organization will publish their own document, and other times, they will have someone else publish their work.

❖ ***If the publisher and organization are the same:***
2. *Title of Work*. 7. Publisher Name, 8. Publication Date.
❖ ***If they are different, use the organization as the author as shown below:***
1. Name of Organization. 2. *Title of Work*. 7. Publisher Name, 8. Publisher Date.

Works Cited

Managing High Blood Pressure. National Heart Foundation of Australia, 2013.

Oklahoma Medical Marijuana Authority. "Adult Patient Application Information." State of

      Oklahoma, 2018, omma.ok.gov/adult-patient-application-information2.

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13. Jaxon has to include two *interviews* in his paper, one personal and one had to be a published or broadcasted interview.

      1. Interviewee(s). 2. *Type of Interview*. 8. Date of Interview.

      1. Interviewee(s). 3. *Title of Container, 4. Other Contributor* 8. Publication Date,
          9. Page(s) if published.

Works Cited

Williams, Brittany. Personal interview. 15 June 2016.

Trump, Donald. *Fox News*, interviewed by Megan Kelly, 17 May 2016.

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14. Follow the examples below on how to cite *live presentations* such as a conference, workshop, concert, lecture, address, etc.

      1. Speaker or Author's Name, descriptive name (optional). 2. "Title of Event." 3. Name of
          Meeting. 4. Other Contributors (if given). 9. Name of Event Location, City of
          location (unless already in the name of location), Date of Event.

Works Cited

Baron, Michael, director. "Dreamgirls." Presented by Lyric Theatre of Oklahoma. Thelma Parks
        Performing Arts Center. Civic Center Music Hall, Oklahoma City, 02 July 2016.

"Dreamgirls." Presented by Lyric Theater of Oklahoma, directed by Michael Baron. Thelma
        Parks Performing Arts Center. Civic Center Music Hall, Oklahoma City, 02 July 2016.

Charlotte, Gambil. "How to Lead the Next Generation." Youth America Leadership Conference.
        Civic Center Music Hall, Oklahoma City, 10 Nov. 2016.

- ❖ *If you are focusing on a specific performer ie. singer, actor, or director, list the individual with a descriptive title following the name.*
- ❖ *However, when discussing "Dreamgirls" in general, use the second example. You do not have to mention the director's name, but it is a suggestion.*

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15. *YouTube* is frequently used to view uploaded movies and videos of various types.
- ❖ If the author is the same as uploader, only state the author's name.

      1. Author or Speaker (if applicable). 2. "Title of Movie or Video." 3. *YouTube*,
          4. Uploader, 8. Published or Uploaded Date, 9. Web Address.

Works Cited

Meyers, Pamela. "How to Spot a Liar." *YouTube*, uploaded by TED Talks, 13 Oct. 2011,
        www.youtube.com/watch?v=P_6vDLq64gE.

"Karma! Bully Who Picks on Disabled Boy Gets a Good Taste of His Own Medicine."
        YouTube, uploaded by Urban Warfare Channel, 08 May 2016, www.youtube.com/
        watch?v=rENQ-di2qk8.

Nested Sources: Online Database

Often, you will find a source that is stored inside a larger host, for example, a **website that stores** a multitude of different music artist like ***iTunes,*** a digital library such as ***JSTOR*** or ***EbscoHost***, ***eBooks or digital downloads***, or even a movie or documentary on ***Netflix*** or ***Hulu***. ***Fill in as much of the template that applies to the identification and production of the source.***

1. Amir is using an ***online database*** to complete his research. He utilizes ***EbscoHost***, offered through OCCC's online library.

1. Author.	Harper, Kevin.
2. Title of Source.	"Medical Marijuana Emerges from the Shadows."
Container 1	
3. Title of Container,	*Public Management*,
4. Other Contributors,	
5. Version,	
6. Number,	vol. 97, issue 6,
7. Publisher,	
8. Publication Date,	July 2015,
9. Location.	pp. 20-23.

Container 2	
3. Title of Container,	*MasterFILE Premier*,
4. Other Contributors,	
5. Version,	
6. Number,	
7. Publisher,	
8. Publication Date,	
9. Location.	http://web.b.ebscohost.com/ehost/detail/detail?vid=24&sid=5f 6f5b06-0045-4835-bef8- 8bf75b674d65%40sessionmgr103&hid=109&bdata=JnNpdG U9ZWhvc3QtbGl2ZQ%3d%3d#AN=103352321&db=f5h

> Works Cited
> Harper, Kevin. "Medical Marijuana Emerges from the Shadows." *Public Management,* vol. 97, issue 6, July 2015, pp. 20-23. *MasterFILE Premier*, web.b.ebscohost.com/ ehost/ detail/detail?vid=24&sid=5f6f5b06-0045-4835-bef8-8bf75b674d65%40sessionmgr 103&hid=109&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=1033523.

- ❖ *Always omit the http:// from web links on the Works Cited page.*
- ❖ *Web links have a tendency to start a new line when adding them. You may have to break the URL up and piece it onto the line.*
- ❖ *Remove all hyperlink formatting, blue color and underline.*

1. When searching for sources, you will find ***websites that store*** several kinds of print, video, and audio sources. For example, if you search *Shawshank Redemption*, you will discover it is actually book one of the 1982 printed ***collection*** called *Different Seasons.* Now*,* this ***eBook*** (electronic book) is being offered for viewing through a ***download*** (s*ome offers are free and others cost).* To cite a source that is hosted by another, follow the example below:

> 1. Author. 2. "Title of Work." 3. *Title of Container 1*, 4. Other Contributors, 5. Version,
> 6. Number, 7. Publisher, 8. Publication Date, 9. Page Numbers. 3. *Title of Container 2*,
> 9. Web link.

Works Cited
King, Stephen. "Rita Hayworth and Shawshank Redemption: Hope Springs Eternal." *Different Seasons,* vol. 1, Penguin Group, pp. 17-20. *Good Reads*, www.goodreads.com/book/ show/39664.Rita_Hayworth_and_Shawshank_Redemption.

2. Keshawn decides to use an ***ebook*** that is ***not*** a part of a collection or series.

> 1. Author. 2. *Title of Book*. 4. Other Contributors, 5. Version, 6. Number, 7. Publisher Name,
> 8. Publication Date. 3. Name of Container 2, 9. Web Link.

Works Cited
Smith, Betty. *A Tree Grows in Brooklyn*. Harper Collins, 2009. *OverDrive*, www.overdrive. com/media/50841/a-tree-grows-in-brooklyn.

3. Instead of using a DVD, Maria uses ***Netflix*** to view a ***movie*** for her "Connecting through Authority" essay. She is focusing on the character played by Morgan Freeman.

> 1. Name of Performer 2. *Title of Movie*. 4. Other Contributors (Director/Narrator),
> 7. Producer, date. 3. Container 2, Name of data base, 9. Web address.

Works Cited
Freeman, Morgan, performer. *An Unfinished Life*. Directed by Lasse Hallstrom, Revolution Studios, 16 Sept. 2005. *Netflix*, www.netflix.com/watch/70011216?trackId=13755589 &tctx=0%2C0%2C18c99f99-c4b0-43dd-942f-f41d1a1ee4b6-18004521.

> ❖ ***If you are just talking about the film in general, you do not need to mention any actor's name in the first entry. Skip to the title otherwise.***

4. Sometimes, the film is an ***episode*** from a TV series on a ***database***.

> 2. "Title of Episode." 3. *Title of Series*, 4. Other Contributors, 5. Version, 6. Number,
> 7. Producer, 8. Aired Date, 3. *Name of Container 2*, 9. Web link.

Works Cited
"New Dance Coach in Da House." *East Los High,* created by Carlos Portugal and Kathleen Bedoya, season 2, episode 1, Hulu Original, 09 Aug. 2014, *Hulu*, www.hulu.com/ watch/652872.

Blank MLA Template

1. Author**.**	
2. Title of Source**.**	
Container 1	
3. Title of Container**,**	
4. Other Contributors**,**	
5. Version**,**	
6. Number**,**	
7. Publisher**,**	
8. Publication Date**,**	
9. Location**.**	

Container 2

3. Title of Container**,**	
4. Other Contributors**,**	
5. Version**,**	
6. Number**,**	
7. Publisher**,**	
8. Publication Date**,**	
9. Location**.**	

Works Cited

"Ambition." *Merriam-Webster Dictionary*, edited by Fredrick C. Mish, 11th ed., 2004.

Baumol, William J., et al. *Good Capitalism Bad Capitalism, and the Economic Growth and Prosperity*. Yale UP, 2007.

Bell, Trey, editor. "OCCC Gamers Level up at Convention." *Pioneer* [Oklahoma City], 03 June 2016, p. 1.

"Counting Crows." *The Guinness Encyclopedia of Popular Music*, edited by Colin Larkin, vol. 2, Stockton P \ Guinness Publishing, 1995, p. 954.

Harper, Kevin. "Medical Marijuana Emerges for the Shadows." *Public Management,* vol. 97, issue 6, July 2015, pp. 20-23. *MasterFILE Premier*, web.b.ebscohost.com/ ehost/ detail/detail?vid=24&sid=5f6f5b06-0045-4835-bef8-8bf75b674d65%40 sessionmgr103&hid=109&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=1033523 21&db=f5h.

Hayes, Kathleen. "Broken." M/M Romance Group, 29 June 2016, www.goodreads.com/ book/show/12158092-broken.

Managing High Blood Pressure. National Heart Foundation of Australia, 2013.

New International Version Study Bible. Edited by Kenneth L. Barker, Zondervan, 1984.

@okcthunder. "Happy birthday today to Steven Adams" *Twitter*, 20 July 2016, 9:00 am., twitter.com/okcthunder.

Stern, David H., translator. *Complete Jewish Bible*. Jewish New Testament Publication, 1998.

Trump, Donald. *Fox News*, interviewed by Megyn Kelly, 17 May 2016.

United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Taylor and Francis, 1991.