

## ***A Quick Guide to Documentation (MLA Style)***

### **General rules for when to cite within a document:**

**Direct quotes:** information taken word for word (needs to be in quotation marks, make sure the information is either stated by someone interesting or stated in an interesting way)

**Statistics:** numbers, percentages, info only a stat freak would know!

### **Works Cited**

(Your sources are listed **in alphabetical order** regardless of what type of source it is. Double-spaced.)

### **Periodical (magazine, newspaper)**

Author. "Title of article." Magazine/Newspaper Month Year: page numbers.

Barkley, Russell A. "Attention-Deficit Hyperactivity Disorder." Scientific American Sept. 1998: 1-8.

Bragg, Mary Rae. "Educators appreciate Vilsack's budget plan." Telegraph Herald [Dubuque] 2 Feb. 2003: 15A.

### **Internet source**

Author. "Title." Date posted. Organization. Date you accessed the info

<URL/address>.

Welch, Marcy. "A Teacher's Best Friend." 15 April 2006. State Department of Education. 19 March 2007 < <http://www.iade.gov/public/music>>.

"What the World Needs Now." PETA. 20 March 2007 < <http://www.peta.org>>.

*Note: Often a website will not list the author nor will it list when it was posted. Include the info you can.*

### **Encyclopedia**

Author. "Topic." Name of encyclopedia. Edition. Year published.

Trenary, Nick. "William Shakespeare." World Book. Third ed. 2005.

### **Book**

Author. Title. Publishing city: Publisher, year.

Kremer, Kris. A Working Girl's Guide to Survival. Chicago: Kell-Bolkens, 2007.

## Works Cited

Barkley, Russell A. "Attention-Deficit Hyperactivity Disorder." Scientific American Sept. 1998:

1-8.

Bragg, Mary Rae. "Educators appreciate Vilsack's budget plan." Telegraph Herald [Dubuque] 2

Feb. 2003: 15A.

Kremer, Kris. A Working Girl's Guide to Survival. Chicago: Kell-Bolkens, 2007.

Trenary, Nick. "William Shakespeare." World Book. Third ed. 2005.

Welch, Marcy. "A Teacher's Best Friend." 15 April 2006. State Department of Education. 19

March 2007 < <http://www.iade.gov/public/music>>.

"What the World Needs Now." PETA. 20 March 2007 < <http://www.peta.org>>.