MLA FORMAT
A Guide to Preparing Note Cards and Bibliography Cards

Mrs. Christianson
Language Arts

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Facts about the Acropolis of Athens   (4)

- Means "high city"
- Built around 6th century BC originally as a temple to Athena
- It is actually a complex of several buildings
- Entrance is called the Propylaea

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HOW TO WRITE A BIB CARD FOR A BOOK
with one author

```
Last Name, First Name.  Title of Book.  City of
     publication:  Name of publisher, year of
     publication.
```

Christianson, Lori. The Joy of Research Papers. New York: Simon and Schuster, 2008.

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HOW TO WRITE A BIB CARD FOR A BOOK
with three or more authors

```
Last name, First Name et al.  Title of Book.
     City of publication:  Name of publisher,
     year of publication.
```

Christianson, Lori et.al. Ten Short Stories about Middle School. New York: Penguin Books, 2008.

FYI: et.al. is a Latin abbreviation for "others".

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THE BASICS OF NOTE-TAKING FOR RESEARCH PAPERS

1. Use a separate note card or sheet of paper for each new note. This is so later on, you can easily arrange the cards in the order that you plan to use them.

2. At the top of each note card, write a heading that tells you what the information is about.

3. At the top of each note card, write the number of the source, so you will always be able to tell exactly where you found the information. When you prepare your bib cards, you will give each one a number, and this will serve as your "code" for telling what source the notes came from.

4. Summarize the information.

5. End by writing down the page in the source that the information came from.

WHEN TAKING NOTES …

Remember the difference between ***paraphrasing*** and **plagiarism.**

Paraphrasing means to put something into your own words. It means to completely restate an author's thought. Just replacing a few words isn't enough – you need to completely make it your own.

Plagiarism is when you copy another's words and use them as your own. It is the same thing as stealing another's work. Copying from Web pages is definitely considered plagiarism.

For a more detailed explanation, please visit the Resources page at www.mrschristianson.com

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HOW TO WRITE A BIB CARD FOR A BOOK
with an editor

```
Last name, First Name, ed.   Title of Book.
     City of publication:  Name of publisher,
     year of publication.
```

Christianson, Lori, ed. There's No Such Thing as Too Much
     Homework. Philadelphia: Doubleday, 2008.

FYI: ed. is the abbreviation for "editor."

HOW TO WRITE A BIB CARD FOR A BOOK
with two authors

```
Last Name, First Name and First Name Last Name.
     Title of Book.  City of  publication:
     Name of publisher, year of publication.
```

Note: the authors' names should be listed alphabetically according to last name.

Christianson, Lori and Ray Road. The Secret Lives of
     Sixth-Grade Students. Boston: Houghton Mifflin Co.,
     2008.

HOW TO WRITE A BIB CARD FOR A BOOK
with two editors

It's just like writing a bib card for a book with two authors, except you use the abbreviation for editor after the names.

```
Christianson, Lori and Ray Road, eds.
```

Note how an 's' is added to make the abbreviation plural.

HOW TO WRITE A BIB CARD FOR A BOOK
with more than two editors

```
Christianson, Lori et.al., eds.
```

HOW TO WRITE DATES IN MLA FORMAT

Dates are always written in military style, which means the date of the month goes first, then the month, and then the year.

27 Feb. 2007

Months are always abbreviated to three letters:

Jan.	May	Sept.
Feb.	Jun.	Oct.
Mar.	Jul.	Nov.
Apr.	Aug.	Dec.

The only month that does **no**t have a period at the end is May, because it does not need to be abbreviated.

Years always use all four digits: 1999, 2005, 1762.

HOW TO WRITE A BIB CARD FOR AN ARTICLE FROM AN ENCYCLOPEDIA
when you don't know the author

```
"Title of Article." Name of Encyclopedia.
    Edition.  Year of publication.
```

```
"Adjectives." World Book Encyclopedia. 22nd ed. 2007.
```

Note: use ordinal numbers and the abbreviation for "edition" (ed.) when writing the edition.

HOW TO WRITE A BIB CARD FOR A MAGAZINE ARTICLE

```
Last Name, First Name.  "Title of Article."
    Name of Magazine.  Date:  Page Number(s).
```

Christianson, Lori. "How to Write Great Essays." English Teacher Weekly. 20 Nov. 2003: 70-71.

Christianson, Lori. "Improving Your Vocabulary in Three Easy Steps." Newsweek. Oct. 2006: 143.

.
Note the colon (:) that comes after the date and before the page number. You do not need to write the abbreviation for page (p.) or pages (pp.) before the page numbers.

HOW TO WRITE URLS

When you list a website on a bib card, make sure to write it inside of angle brackets < >. In math, these are known as the greater-than and less-than signs. They are located above the period and comma on the keyboard.

```
<http://www.mrschristianson.com>
```

Sometimes those URLs are so long that there is no way they can fit on one line. It is okay to break up an URL onto two lines. Simply divide it after a backslash:

```
<http://www. giftedlanguageartsclasses.com/
    article5693.htm>
```

HOW TO WRITE A BIB CARD FOR AN ARTICLE FROM A CD-ROM

```
Last Name, First Name.  "Title of Article."
    Name of CD-Rom.  CD-ROM.  Date of
    Publication.
```

Christianson, Lori. "There's No Success in Life without
    Writing." Grolier 2004 Multimedia Encyclopedia.
    CD-ROM. 2004.

HOW TO WRITE A BIB CARD FOR A NEWSPAPER ARTICLE

```
Last Name, First Name.  "Title of Article."
    Name of Newspaper.  Date:  Page(s).
```

Christianson, Lori. "Students Plead for Harder Exams."
    Arizona Republic. 16 Jan. 2008: A-9.

HOW TO WRITE A BIB CARD FOR AN ARTICLE FROM AN ENCYCLOPEDIA
when you know the author

```
Last Name, First Name.  "Title of Article."
    Name of Encyclopedia.  Edition.  Year of
    publication.
```

Christianson, Lori. "Verbs." 14th ed. World Book
    Encyclopedia. 2000.

HOW TO WRITE A BIB CARD FOR A NEWSPAPER or MAGAZINE ARTICLE
From the Internet

```
Last name, First name.  "Title of the Article."
    Name of Magazine.  Date of original
    publication:  page numbers.  Date accessed
    online.  <URL>.
```

Christianson, Lori. "How to Write Great Essays." English
    Teacher Weekly. 20 Nov. 2003: 70-71.
    16 Mar. 2007. <http://www.englishteacher.com/
    article93.htm>.

HOW TO WRITE A BIB CARD FOR AN ARTICLE FROM AN ENCYCLOPEDIA
on the Internet

```
"Title of Article."  Title of Online
    Encyclopedia.  Date Accessed.  <URL>.
```

"Ernest Hemingway." MSN Encarta. 27 Dec. 2005
    <http://encarta.msn.com>.

HOW TO WRITE A BIB CARD FOR AN INDIVIDUAL PAGE ON A WEBSITE WITH NO AUTHOR

```
"Name of Page."  Name of site.  Date of site's
    last revision.  Name of institution or
    organization affiliated with the site.
    Date you accessed the site.  <URL>.
```

"Synonyms for Said." Mrs. Christianson's Language Arts
    Page. 22 Jan. 2008. 23 Jan. 2008.
    <www.mrschristianson.com/saidsynonyms.pdf>

*You're right: it does look strange to have two dates written together.
However, this is how it is done in MLA format and people familiar with
this way of preparing entries know that the first date is the publication
one and the second date is when you accessed the site.*

HOW TO WRITE A BIB CARD FOR A WEBSITE WHEN IT BELONGS TO AN INSTITUTION OR ORGANIZATION

```
Name of institution.  "Title of site's specific
    page."  Name of full site.  Date of site's
    last revision.  Date you accessed the
    site.  <URL>.
```

United Language Arts Teachers (ULAT). "How to Write a
    Paragraph." Success in Language Arts. 23 Dec. 2005.
    10 May 2006. <http://www.englishteacher.com>.

HOW TO WRITE A BIB CARD FOR AN ARTICLE FROM AN ONLINE DATABASE
(InfoTrac, SIRS Researcher, EBSCOHost etc.)

```
Last name, First name.  "Title of article."
    Name of Magazine/Newspaper.  Date of
    original publication:  page numbers.
    Database name.  Database Service.  Name of
    sponsoring library or institution.  Date
    accessed. <URL>.
```

Christianson, Lori. "We Need More Vacation." Mental

Health Monthly. May 2002: 45 – 48. Academic

Search Premier. EBSCOhost.   University of Phoenix.

15 Apr. 2003. <http://search.epnet.com/>.

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BASIC MLA FORMAT FOR CITING WEBSITES
Use this when you can't find information on the author.
Please also ask your teacher for help!

```
Name of Site.  Date of site's last revision.
    Name of institution or organization
    affiliated with the site.  Date you
    accessed the site.  <URL>.
```

A Student's Guide to Research Papers. 12 Aug. 2004.

English Teachers of America. 18 Oct. 2007.

<http://www.eta.com/research/143.htm.>

Note: you may have to dig to find a site's date of last revision. Don't be afraid of a little work. The citation is not complete without this!

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HINTS ON FINDING INFORMATION ON WEBSITES

Sometimes you need to really search to find the date of last revision or to find the author's name. Oftentimes this information is hidden at the bottom of the first page. If you can't find it, you can also contact the webmaster and explain you need the information to properly document the source. A source that does not have this information, or which is not willing to give it out, may not be the most reliable source to cite for research purposes.

If this happens, please check with your teacher to see what s/he would like you to do. You may need to find another source.

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HOW TO WRITE A BIB CARD FOR A WEBSITE WHEN YOU KNOW THE NAME OF THE AUTHOR

```
Last name, First name.  "Title of Site's
    Specific Page."  Name of full site.  Date
    of site's last revision.  Date you
    accessed  the site.  <URL>.
```

Christianson, Lori. "How to Prepare Bib Cards in MLA Format."

Success in Language Arts. 14 Sep. 2007. 18 Jan.

2008. <http://www.englishteacher.com>.

Note: you may have to dig to find a site's date of last revision. Don't be afraid of a little work. The citation is not complete without this!

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