MLA REMINDERS
to be applied to the WORKS CONSULTED

ALPHABETICAL ORDER:
- by the first letter of the author's last name
- OR by the first "real" word of the "Article Title"
  - **do not alphabetize by A, An, The**
  - "The Causes of Teen Smoking" is listed under the "Cs" & *not* the "Ts"

REVERSE INDENTATION:
- do not indent line 1
- indent lines 2+

BASIC Web Article FORMAT:
Last, First. "Article Title." Site Name. Publisher, Date of Post. Medium. Date of Access. <Full URL>.
- under Site Names & follow the same capitalization rules as for article titles
- **N.p.,** *if* no publisher
- **n.d.** *if* no date of publication/post/revision
- If the whole citation moves when you hit "tab" to indent the second line, place your cursor at the start of the second line, hit "enter," and then tab over.

AUTHORS:
- reverse only the 1st author's name (Last, First)
- authors 2,3,4 will be First Last
  - Smith, Jayne, and John Doe.
- if more than 4 authors
  - Last, First, **et al**.
- do not include the author's professional title
  - no Dr. or PhD or MD
  - (mention them in the essay for ETHOS)

PERIODS:
- place punctuation **within** quotation marks (article titles)
- place periods after abbreviations (months)
- place **NO** period but a comma after the Publisher
- **ALWAYS** place a period at the very end – *like a sentence* (after the <URL>.)

DATABASES:
- consult the handout
- original publishing information **AND** database information ("Frankensteined")

DATES:
- military style
  - day month year
  - 1 Dec. 2009
- if no date of post, use **n.d.** for "no date"

MLA REMINDERS
to be applied to the IN-TEXT CITATIONS

WHAT'S INSIDE:
- **what is 1ST on the WC page = 1ST in the Parenthetical Citation**
  - so, if the **author's name** is 1st on the WC page, then it will be 1st in the PC
    - (Smith 89).
  - If, however, there's no author for your source, then the 1st item on the WC page will be the "**Article Title**" & it will become the 1st item in the PC
    - ("Causes of Obesity" par.6).
    - keep the " " around articles
- **Always include a Page Referent**
  - **page number**
    - if & only if they're visible onscreen (can't go by the printer's numbers)
    - **numerals only**, no abbreviations
    - (Smith 89). *not* (Smith p.89).
  - **subheading**
    - capitalize as a title
    - use **'single quotes'** instead of (article's) "double quotes"
    - (Smith 'Lung Cancer').
  - **paragraph number**
    - for short, 1-page sources
    - use the abbreviation **par.**
      - don't forget the period (it's an abbreviation!)
      - this is how we'll distinguish *page numbers* from *paragraph numbers*
    - (Smith par.6).
- **NO dates**
  - dates are used in the APA style, but not in the MLA format
- **NO URLs**
  - do NOT include Web addresses in PC

(Smith 567).
(Smith 'Causes of Cancer').
(Smith par.5).
("The Causes and Effects of Cancer" 567).
("The Causes and Effects of Cancer" 'Causes of Cancer').
("The Causes and Effects of Cancer" par.5).

WHEN:
- after **EACH** sentence of borrowed information
  - as soon as you borrow, you cite
  - *cite immediately, not eventually*
    - in other words, don't wait until the end of the paragraph to cite
    - even if that means there are 3 cited sentences in a row
      - cite after each sentence
- even if you employ a **Lead-In Expression** that include the author's name
  - you **STILL** need a citation at the end …… the **Page Referent**

HOW MANY:
- How much research is required in a research essay?
- Honestly, I hesitate to put numbers on such things … But I will
- **1 citation per Body paragraph**
  - this will avoid the "**under-researched research essay**"
  - this will clearly distinguish between a *research* and an *opinion* paper

CITATIONS ANALAOGY
to assist with IN-TEXT CITATIONS

- **With the in-text citations, place them after each & every sentence of borrowed information – there's no such thing as too many. The sky's the limit. True, we want to hear from you, since it is your paper, but the point is that there is no set number of citations allowed in a research paper: Cite as often as necessary.**
- **One student said it's like having too many shoes (women) or baseball hats (guys); there's just no such thing as too many.**
- **Here's another analogy that seems to get my point across:**

ANALOGY:
- **Adding citations in a paper** *is like* **paying for food at a state fair.**
  - Think of the Bloomsburg Fair –
    - You leave right after English class (that's "after," not "before"), drive for 45 minutes to get there, and then you get stuck in traffic for another half-hour.
    - Finally, you're there … and now you're starving!
    - All those aromas assault your senses, and you want a little bit of everything.
    - So you get a soda at one tent, and you pay there; you get a sausage-and-peppers sandwich at another tent, and you pay there; you get some home-made ice cream at yet another tent, and you pay there ….
    - So, think of citations as fairs *more than supermarkets* (where you pay just once).
    - In the end, you had to pay each time you got something – you couldn't pay all at once at the last tent.
  - And this is what citing sources is like: You have to cite (pay) each time you borrow from a source.
    - Both **state fairs & research papers** are the *opposite* of supermarkets
      - Supermarkets: pay once at the end, at the checkout
      - Fairs & Papers: pay at each tent, each time you get/use something
      - Perhaps, then, the negative analogy related to this idea is **shoplifting & plagiarism**.

  - Perhaps another analogy concerns **music downloads**, where you pay per song.

Cite immediately, not eventually