



Examples of Works Commonly Cited at Lake Forest College  
and Not Found in the *Hacker Pocket Style Manual*  
Using MLA Style – 7<sup>th</sup> Edition  
with *MS Word Formatting Tips*

Note: A *Pocket Style Manual* (the “Hacker guide”) explain that URLs are not required for MLA style unless “your instructor requires one,” which most Lake Forest College instructors do prefer. Therefore, you will see URLs included here in all examples for online sources, but not in your Hacker guide.

**Examples below:**

- **Article (newspaper) only available in a database**
- **Article reprinted in an article in a database**
- **Article reprinted in a book**
- **Ebooks** (2nd example shows authored chapter with order of editor, edition, and volume)
- **Government document — Hearing (online)**
- **Indirect source** (source cited in another source, also shows 4 or more authors)
- **Microfilm**
- **Moodle** (chapter of an unknown book)
- **Review** (in an online magazine)
- **Translation** (book that is one volume of a set)
- **Twitter**


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**Articles difficult to locate outside of a database**

- **Include only permanent URLs.**

**Newspaper article only available from the LexisNexis database:**

Illesh, A. “‘Izvestiya’ Reports Firefighting and Evacuation at Chernobyl.” *BBC Summary of World Broadcasts*, The USSR sec.: N. pag. *LexisNexis Academic*. 9 May 1986. Web. 26 Nov. 2013.  
<<http://www.lexisnexis.com/lxacui2api/api/version1/getDocCui?lni=3S8H-55J0-000F-23W2&csi=10962&hl=t&hv=t&hnsd=f&hns=t&hgn=t&oc=00240&perma=true>>.

- In LexisNexis, click the link icon  to get the URL.  
➤ Use N. pag. instead of printer-generated page numbers for web (not PDF) versions of articles.

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**Reprinted article**

Milbank, Dana. “Trump Card.” *New Republic*. 3 Jan. 2000. 5. Rpt. in *New Republic*. 1 Sept. 2016. 4. Web. 15 Dec. 2017.  
<<http://cacheproxy.lakeforest.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=117703543&site=ehost-live&scope=site>>.

**Article reprinted in a book**

Dubrofsky, R. E. "The Bachelor: Whiteness in the Harem." *Critical Studies in Media Communication* 23.1 (2006): 39-56. Rpt. in *Race, Class, and Gender: An Anthology*. Ed. Margaret L. Andersen and Patricia Hill Collins. 8th ed. Belmont, CA: Wadsworth, 2013. 369-378. Print.

➤ **See also** 2nd example under "Articles difficult to locate outside of a database."

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**Ebooks****An ebook from ebrary, HathiTrust, etc.**

Block, James E. *The Crucible of Consent: American Child Rearing and the Forging of Liberal Society*. Cambridge: Harvard UP, 2012. *ebrary*. Web. 25 Nov. 2013.  
<<http://site.ebrary.com/lib/lakeforest/Doc?id=10531199>>.

➤ *HathiTrust Digital Library* would take the place of *ebrary* if that is the ebook provider.

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**A Google book (a chapter in a volume of an edited anthology that is a second edition)**

Sinha, D. "Indigenizing Psychology." *Handbook of Cross-Cultural Psychology*. Ed. John W. Berry, Ype H. Poortinga, and Janak Pandey. 2nd ed. Vol. 1. Boston: Allyn and Bacon, 1997. 129-162. *Google Books*. Web. 25 July 2014.  
<<http://books.google.com/books?id=PB3xzjIzyOwC>>.

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**Indirect or secondary source cited in another source when the original is not available (4 authors)****In-text citation (quoting Scott)**

Even in the 1988 unpublished papers of the dean of Hunter College Elementary School, Hugh J. Scott, expressed concern about the necessity of creating a diverse student body for gifted student programs when he stated, "Equity and excellence are not only compatible, but constitute non-negotiable imperatives..." (qtd. in Subotnik et al. 95).

**Works cited entry for this quote (citing Subotnik et al.)**

Subotnik, Rena F., Lee Kassan, Ellen Summers, and Alan Wasser. *Genius Revisited: High IQ Children Grown Up*. Norwood: Ablex, 1993. Print.

**Or:**

Subotnik, Rena F., et al. *Genius Revisited: High IQ Children Grown Up*. Norwood: Ablex, 1993. Print.

- An in-text citation must always refer to the source in the list of works cited so the source can be found.
- It is always best (and easier) to locate the original source and cite it whenever possible.

**Government document – Congressional hearing (online)**

United States. Cong. House of Representatives. Subcommittee on Education Reform of the Committee on Education and the Workforce. *The Dawn of Learning: What's Working in Early Childhood Education*. 107 Cong., 1st sess. Washington: GPO, 31 Jul. 2001. Web. 10 Apr. 2013. <<http://www.gpo.gov/fdsys/pkg/CHRG-107hhr80037/pdf/CHRG-107hhr80037.pdf>>.

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**Microfilm (a news article indexed in the EBSCO Academic Search Premier database, but with full text only available at the College on microfilm)**

Elliot, Alistair. "Did Shakespeare Scan?" *TLS: The Times Literary Supplement*, 2 Jan. 1998: 13. Microfilm.

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**Moodle (a chapter of an unknown book—use this if you will be citing page numbers of the chapter)**

Griffin, Susan. *Red Shoes*. N.p., n.d. *Lake Forest College Moodle: Women Writing Women (GSWS 228 01, 2014-2015 Spring)*. Web. 5 Mar 2015. <<http://moodle2.lakeforest.edu/mod/resource/view.php?id=54877>>.

➤ "N.p." stands for "no publisher" and "n.d." for "no date of publication." Moodle is a type of database.

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**Review (online book review)**

O'Rourke, Meghan. "The Accidental Feminist." Rev. of *On Becoming Fearless ... In Love, Work, and Life*, by Arianna Huffington. *Slate*. The Slate Group, 22 Sept. 2006. Web. 24 Sept. 2013. <[http://www.slate.com/articles/news\\_and\\_politics/the\\_highbrow/2006/09/the\\_accidental\\_feminist.html](http://www.slate.com/articles/news_and_politics/the_highbrow/2006/09/the_accidental_feminist.html)>.

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**Translation (a book that is one volume of a multi-volume set)**

Bazin, André. *What Is Cinema?* Trans. Hugh Gray. Vol. 2. Berkeley: University of California Press, 1967. Print.

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**Twitter**

Gamal, Heba (htgamal). "Word on the street: If Mubarak would have given yesterday's speech on Jan 25, maybe we the people would've accepted it. #jan25 #egypt." 10 Feb. 2011. Tweet. <<http://twitter.com/htgamal/status/36073121911930880>>.

➤ To get the URL for the tweet, right-click on the date next to the tweet.

**A Few MS Word Formatting Tips for a MLA Style**

	<b>PC</b>	<b>Mac</b>
Make double spaced	<ol style="list-style-type: none"> <li>1. Select any text you have already typed</li> <li>2. <b>Ctrl</b> + <b>2</b> to double space</li> </ol>	<ol style="list-style-type: none"> <li>1. Select any text you have already typed</li> <li>2. <b>Cmd</b> + <b>2</b> to double space</li> </ol>
Start Works Cited	<p>At the end of your paper's text:</p> <ol style="list-style-type: none"> <li>1. <b>Ctrl</b> + <b>Enter</b> to start a new page</li> <li>2. Type the words Works Cited</li> <li>3. <b>Ctrl</b> + <b>E</b> to center</li> <li>4. Enter 1 new paragraph</li> <li>5. <b>Ctrl</b> + <b>E</b> to align left</li> <li>6. <b>Ctrl</b> + <b>T</b> to create hanging indents</li> </ol>	<p>At the end of your paper's text:</p> <ol style="list-style-type: none"> <li>1. Click Insert &gt; Break &gt; Page break</li> <li>2. Type the words Works Cited</li> <li>3. <b>Ctrl</b> + <b>E</b> to center</li> <li>4. Enter 1 new paragraph</li> <li>5. <b>Cmd</b> + <b>L</b> to align left</li> <li>6. <b>Cmd</b> + <b>T</b> to create hanging indents</li> </ol>
Create hanging indents in a works cited that you have already created	<ol style="list-style-type: none"> <li>1. Select all of your references</li> <li>2. If necessary, <b>Ctrl</b> + <b>2</b> to double space</li> <li>3. <b>Ctrl</b> + <b>T</b> to create hanging indents</li> <li>4. If necessary, remove extra paragraphs between each reference</li> </ol>	<ol style="list-style-type: none"> <li>1. Select all of your references</li> <li>2. If necessary, <b>Cmd</b> + <b>2</b> to double space</li> <li>3. <b>Cmd</b> + <b>T</b> to create hanging indents</li> <li>4. If necessary, remove extra paragraphs between each reference</li> </ol>
Page numbers preceded by your last name	<ol style="list-style-type: none"> <li>1. Click the Insert tab</li> <li>2. Click Page Number and select Top of Page</li> <li>3. <b>Ctrl</b> + <b>R</b> to align right</li> <li>4. In front of the page number, type your last name and one space</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the Insert tab</li> <li>2. Click Page Number and select Top of Page</li> <li>3. <b>Cmd</b> + <b>R</b> to align right</li> <li>4. In front of the page number, type your last name and one space</li> </ol>

Ask a librarian: [lfc.edu/library/ask](http://lfc.edu/library/ask)

or: 847-735-5074