



Examples of Works Commonly Cited at Lake Forest College
and Not Found in the *Hacker Pocket Style Manual 7th Edition with 2016 Update*
Using MLA Style – 8th Edition with *MS Word Formatting Tips*

Some changes with the 2016 MLA Update:

- URLs are now recommended and formatted differently (see below).
- Access dates are only used if no date is available, if the source is likely to change content or online location, or if access to the content may change (e.g., a Moodle document).
- It is no longer necessary to include “Web” or “Print” or other types.
- Most periods are replaced with commas (use lower case after a comma).
- Place of publication for books is not usually necessary.
- Page numbers are preceded by “p.” or “pp.”
- Journal articles use “vol.” and “no.” (see below and in the *Hacker Pocket Style Manual*).

Examples below:

- **Ebooks** (2nd example shows authored chapter with order of editor, edition, and volume)
- **Government document** (**Congressional hearing**)
- **Indirect source** (cited in another source)
- **Microfilm**
- **Moodle** (chapter of an unknown book)
- **Newspaper article only available in a database**
- **Reprinted article**
- **Reprinted article in a book**
- **Review** (in an online magazine)
- **Translation** (book that is one volume of a set)
- **Twitter**

Ebooks

An ebook from ebrary, HathiTrust, etc.

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

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

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*, edited by John W. Berry, Ype H. Poortinga, and Janak Pandey, 2nd ed., vol. 1, Allyn and Bacon, 1997, pp. 129-162. *Google Books*, books.google.com/books?id=PB3xzjIzyOwC.

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., 31 Jul. 2001, www.gpo.gov/fdsys/pkg/CHRG-107hhr80037/pdf/CHRG-107hhr80037.pdf.

Indirect or secondary source cited in another source when the original is not available (with 3 or more 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Even in the 1988 unpublished papers of the dean of Hunter College Elementary School, Hugh J. Scott, expressed concern about the necessity of creating a diverse student body for gifted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., p. 95).

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

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

- An in-text citation must always refer to the source in the list of works cited so the source can be found.

Microfilm (an article indexed in a 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, p. 13.

Microfilm.

- The type of medium (microfilm) is only included if it is an unexpected type (so the source can be found).

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

Griffin, Susan. *Red Shoes*. Course materials, GSWS228, Spring 2015,

moodle2.lakeforest.edu/mod/resource/view.php?id=54877. Accessed 19 Dec. 2017.

Articles

Newspaper article only available from a database, such as Nexis Uni or the Google News archive:

Pavia, Will. "University 'bribery' scandal fuels White House feud with Hollywood." *Times* [London],

14 Mar. 2019, *Nexis Uni*, advance.lexis.com/api/permalink/e5bb2be0-0ea0-469b-9f2e-

147ec68cf99f/?context=1516831.

- In the Nexis Uni database (formerly LexisNexis), click the title of the article, then click the blue **Actions** menu link to get the permanent "Link to this page."



- Do not use printer-generated page numbers for web (not PDF) versions of articles.

Reprinted article

Milbank, Dana. "Trump Card." *New Republic*, 1 Sept. 2016, p. 4. EBSCOhost, cacheproxy.lakeforest.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=117703543&site=ehost-live&scope=site. Originally published in the *New Republic*, 3 Jan. 2000, p. 25.

Reprint (article reprinted in a book)

Dubrofsky, R. E. "The Bachelor: Whiteness in the Harem." *Race, Class, and Gender: An Anthology*, edited by Margaret L. Andersen and Patricia Hill Collins, 8th ed., Wadsworth, 2013. 369-378. Originally published in *Critical Studies in Media Communication*, vol. 23, no. 1, 2006, pp. 39-56.

Review (online book review)

O'Rourke, Meghan. "The Accidental Feminist." Review of *On Becoming Fearless ... In Love, Work, and Life*, by Arianna Huffington, *Slate*, 22 Sept. 2006, www.slate.com/articles/news_and_politics/the_highbrow/2006/09/the_accidental_feminist.html.

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

Bazin, André. *What Is Cinema?* Translated by Hugh Gray, vol. 2, University of California Press, 1967.

Twitter

@htgamal (Heba Gamal). "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." *Twitter*, 11 Feb 2011, 6:44 a.m., 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

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

Create hanging indents on other platforms; place your cursor anywhere in the reference, or select all of them, and then click

- in Word Online:
→ Page Layout > Paragraph  > Indentation > Special > Hanging
- in Google Docs:
→ Format > Align & Indent > Indentation options > Special > Hanging > Apply