

MLA DOCUMENTATION

WHY SHOULD YOU DOCUMENT YOUR SOURCES?

1. To allow readers to locate your sources if they wish to read them for themselves,
2. To provide support for the position you take on a controversial issue,
3. To add credibility to your work,
4. To establish links with the experts in your field of study, and
5. To acknowledge the work done by others.

WHAT IS A STYLE GUIDE?

A Style Guide explains how to document (or cite) your sources. For example, it will tell you...

- What to include in a list of works cited or in a bibliography,
- How to document a work with multiple authors,
- When to use italics,
- How to use quotation marks and
- When to spell numbers and when to use numerals

There are many types of Style Guides, including the following:

- American Psychological Association (APA)
- Modern Language Association (MLA)
- Turabian

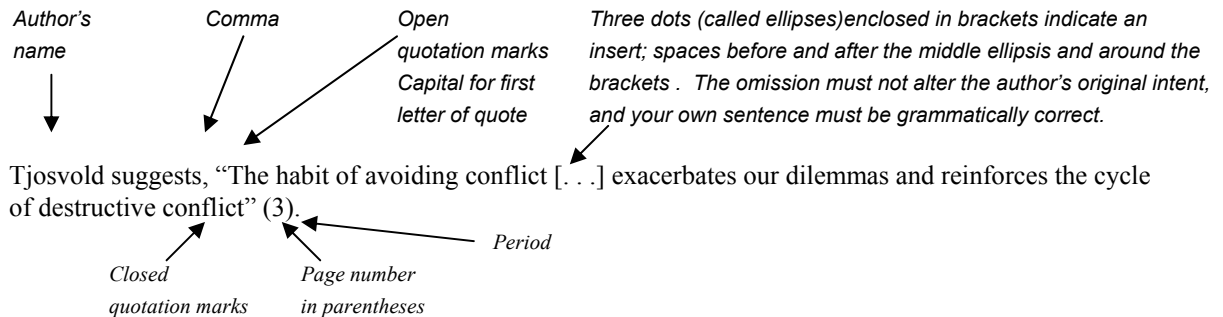
WHERE DO YOU PROVIDE DOCUMENTATION FOR A SOURCE?

You document a source in two places:

- (1) Within your paper when you introduce a quotation, paraphrase information or summarize a passage; and
- (2) At the end of your paper, providing information that allows your readers to locate the source if they so wish.

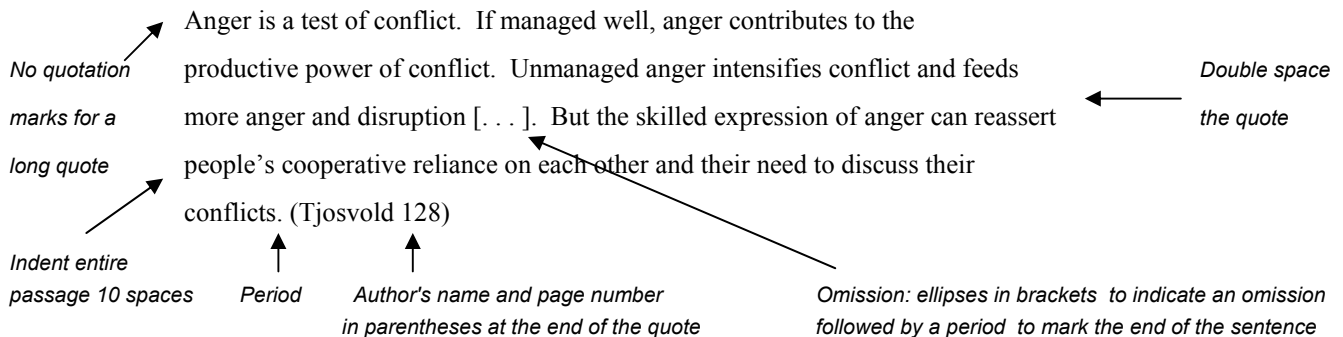
I. IN-TEXT DOCUMENTATION

HOW DO YOU DOCUMENT A SOURCE WITHIN YOUR TEXT?



HOW DO YOU DOCUMENT A LONG QUOTATION (MORE THAN 4 LINES)?

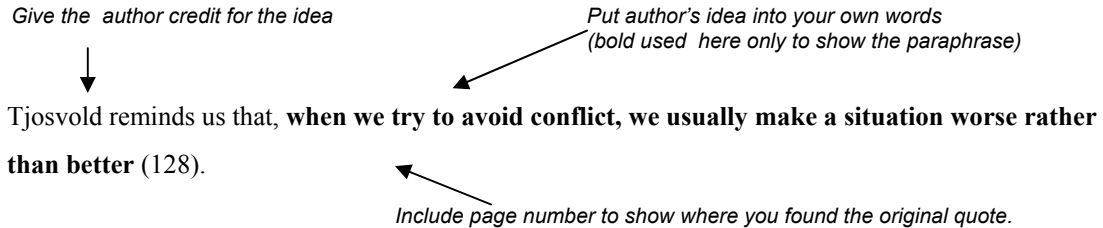
We usually think of anger as a negative force that creates rather than resolves a conflict and, thus, try to hide or suppress it in order to maintain peace. However, as the following passage suggests, it is possible to use anger in positive ways:



HOW DO YOU PARAPHRASE ANOTHER WRITER'S WORDS?

- Read the passage,
- Close the book and ask yourself *What is this all about* or *What point is the author trying to make?*
- In your own words, jot down what you think the author is saying.
- Check the original passage to make sure you captured the author's meaning.
- Note the documentation details so you won't have to look them up again.

HOW DO YOU DOCUMENT A PARAPHRASE?



II. END OF TEXT DOCUMENTATION

HOW DO YOU ARRANGE INFORMATION IN AN MLA REFERENCE LIST?

