

Formatting the Paper in MLA Style:

TITLE AND IDENTIFICATION MLA does not require a title page. On the first page of your paper, place your name, your instructor's name, the course title, and the date on separate lines against the left margin. Then center your title. If your instructor requires a title page, ask for guidelines on formatting it.

PAGINATION Put the page number preceded by your last name in the upper right corner of each page, one-half inch below the top edge. Use arabic numerals (1, 2, 3, and so on).

MARGINS, LINE SPACING, AND PARAGRAPH INDENTS

Leave one inch margins on all sides of the page. Left-align the text. Double-space throughout the paper. Do not add extra space above or below the title of the paper or between paragraphs. Indent the first line of each paragraph one-half inch from the left margin.

Orlov 1
Anna Orlov
Professor Willis
English 101
17 March 2006
Online Monitoring:
A Threat to Employee Privacy in the Wired Workplace

Documenting Sources in MLA Style:

To cite a **print book** in MLA style, include the following elements:

- 1 Author
- 2 Title and subtitle
- 3 City of publication
- 4 Publisher
- 5 Date of publication
- 6 Medium

WORKS CITED ENTRY FOR A BOOK

1 2
Shulman, Beth. *The Betrayal of Work: How Low-Wage Jobs Fail 30 Million*
3 4 5 6
Americans and Their Families. New York: New, 2003. Print.

To cite an **article in a print periodical** in MLA style, include the following elements:

- 1 Author
- 2 Title and subtitle of article
- 3 Name of periodical
- 4 Volume and issue number
(for scholarly journal)
- 5 Date or year of publication
- 6 Page numbers
- 7 Medium

WORKS CITED ENTRY FOR AN ARTICLE IN A PRINT PERIODICAL

1 2 3
McGrath, Anne. "A Loss of Foreign Talent." *US News and World Report*
4 5 6 7
22 Nov. 2004: 76. Print.

To cite a **short work from a Web site** in MLA style, include the following elements:

- 1 Author
- 2 Title of short work
- 3 Title of Web site
- 4 Sponsor of site
- 5 Update date ("n.d." if there is no date)
- 6 Medium
- 7 Date of access

WORKS CITED ENTRY FOR A SHORT WORK FROM A WEB SITE

Jenkins, Henry. "Bearings." *MIT Communications Forum*. MIT, 19 Feb. 2002.
Web. 16 June 2005.

To cite an **article from a database** in MLA style, include the following elements:

- 1 Author
- 2 Title of article
- 3 Name of periodical, volume and issue numbers
- 4 Date of publication
- 5 Inclusive pages
- 6 Name of database
- 7 Medium of database
- 8 Date of access

WORKS CITED ENTRY FOR AN ARTICLE FROM A DATABASE

Jenson, Jill D. "It's the Information Age, so Where's the Information?"
College Teaching 52.3 (2004): 107-12. *Academic Search Premier*. Web.
2 Feb. 2009.

Works Cited Page

Begin the list of works cited on a new page at the end of the paper. Center the title Works Cited about one inch from the top of the page. Double-space throughout.

ALPHABETIZING THE LIST Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.

INDENTING Do not indent the first line of each works cited entry, but indent any additional lines one-half inch. This technique highlights the names of the authors, making it easy for readers to scan the alphabetized list.

Works Cited
Adams, Scott. <i>Dilbert and the Way of the Weasel</i> . New York: Harper, 2002. Print.
American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." <i>American Management Association</i> . Amer. Management Assn., 2005. Web. 15 Feb. 2006.

MLA in-text citations

MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase introduces information taken from a source (a quotation, summary, paraphrase, or fact); usually the signal phrase includes the author's name. The parenthetical reference, which comes after the cited material, normally includes at least a page number.

AUTHOR NAMED IN A SIGNAL PHRASE Ordinarily, introduce the material being cited with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

Frederick Lane reports that employers do not necessarily have to use software to monitor how their employees use the Web: employers can "use a hidden video camera pointed at an employee's monitor" and even position a camera "so that a number of monitors [can] be viewed at the same time" (147).

AUTHOR NAMED IN PARENTHESES If a signal phrase does not name the author, put the author's last name in parentheses along with the page number.

Companies can monitor employees' every keystroke without legal penalty, but they may have to combat low morale as a result (Lane 129).

AUTHOR UNKNOWN Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are italicized; titles of articles are put in quotation marks.

A popular keystroke logging program operates invisibly on workers' computers yet provides supervisors with details of the workers' online activities ("Automatically").

PAGE NUMBER UNKNOWN You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don't always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated in the in-text citation. (When the pages of a Web source are stable, as in PDF files, supply a page number in your in-text citation.)

As a 2005 study by *Salary.com* and *America Online* indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).

More detailed information on MLA and other styles of documentation can be found at: <http://bcs.bedfordstmartins.com/resdoc5e/>

Works Cited

Research and Documentation: Online 5th Edition. Gustavus Adolphus College.
2009. Web. 01 May 2012.

East Ridge High School Databases

Links to these websites can be found on the East Ridge media center website and may be accessed within the building or at home.

Resource Name	Username	Password
Gale Group (Global Issues, U.S. History, World History, Gale Reference Library)		student
SIRS Researcher (Current Issues Databases, Newspapers)	90-90022	bigchalk
Infobase E Books (607 nonfiction books)		
ELM (Electronic Library MN)		