69. Pamphlet or brochure

Commonwealth of Massachusetts. Dept. of Jury Commissioner.
　　A Few Facts about Jury Duty. Boston: Commonwealth of
　　Massachusetts, 2004. Print.

70. Unpublished dissertation

Jackson, Shelley. "Writing Whiteness: Contemporary Southern
　　Literature in Black and White." Diss. U of Maryland, 2000.
　　Print.

71. Abstract of a dissertation

Chen, Shu-Ling. "Mothers and Daughters in Morrison, Tan, Marshall,
　　and Kincaid." Diss. U of Washington, 2000. *DAI* 61.6 (2000):
　　AAT 9975963. *ProQuest Dissertations and Theses*. Web.
　　22 Feb. 2009.

72. Published proceedings of a conference

Urgo, Joseph R., and Ann J. Abadie, eds. *Faulkner and Material
　　Culture*. Proc. of Faulkner and Yoknapatawpha Conf., 25-29
　　July 2004, U of Mississippi. Jackson: UP of Mississippi,
　　2007. Print.

73. Published interview

Simon, David. "Beyond the Choir: An Interview with David Simon."
　　Film Quarterly 62.2 (2008/2009): 44-49.

Florida, Richard. "The Great Reset." Interview by Conor Clarke.
　　Atlantic. Atlantic Monthly Group, Feb. 2009. Web. 28 Feb.
　　2010.

74. Personal interview

Akufo, Dautey. Personal interview. 11 Apr. 2010.

75. Personal letter For the medium, use "MS" for "manuscript," or a handwritten letter; use "TS" for "typescript," or a typed letter.

Primak, Shoshana. Letter to the author. 6 May 2010. TS.

76. Published letter

Wharton, Edith. Letter to Henry James. 28 Feb. 1915. *Henry James
　　and Edith Wharton: Letters, 1900-1915*. Ed. Lyall H. Powers.
　　New York: Scribner's, 1990. 323-26. Print.

33c MLA information notes (optional)

Researchers who use the MLA system of parenthetical documentation may also use information notes for one of two purposes:

1. to provide additional material that is important but might interrupt the flow of the paper
2. to refer to several sources that support a single point or to provide comments on sources

Information notes may be either footnotes or endnotes. Footnotes appear at the foot of the page; endnotes appear on a separate page at the end of the paper, just before the list of works cited. For either style, the notes are numbered consecutively throughout the paper. The text of the paper contains a raised arabic numeral that corresponds to the number of the note.

TEXT

In the past several years, employees have filed a number of lawsuits against employers because of online monitoring practices.[1]

NOTE

　　1. For a discussion of federal law applicable to electronic surveillance in the workplace, see Kesan 293.

MLA manuscript format; sample pages

The following guidelines are consistent with advice given in the *MLA Handbook for Writers of Research Papers*, 7th ed. (New York: MLA, 2009), and with typical requirements for student papers. For sample pages from MLA papers, see pages 159–62.

34a MLA manuscript format

Formatting the paper Papers written in MLA style should be formatted as follows.

Materials and font Use good-quality 8½" × 11" white paper. If your instructor does not require a specific font, choose

one that is standard and easy to read (such as Times New Roman).

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. (See pp. 159 and 161 for sample first pages.)

If your instructor requires a title page, ask for formatting guidelines. A format similar to the one on page 239 may be acceptable.

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 margins of one inch 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.

Capitalization and italics   In titles of works, capitalize all words except articles (*a, an, the*), prepositions (*to, from, between*, and so on), coordinating conjunctions (*and, but, or, nor, for, so, yet*), and the *to* in infinitives—unless they are the first or last word of the title or subtitle.

In the text of an MLA paper, when a complete sentence follows a colon, lowercase the first word following the colon unless the sentence is a direct quotation or a well-known expression or principle.

Italicize the titles of books, periodicals, and other long works, such as Web sites. Use quotation marks around the titles of periodical articles, short stories, poems, and other short works.

Long quotations   When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch from the left margin. Double-space the indented quotation and do not add extra space above or below it.

Do not use quotation marks when a quotation has been set off from the text by indenting. See page 159 for an example.

URLs (Web addresses)   When you need to break a URL at the end of a line in the text of your paper, break it only after a double slash or a slash and do not insert a hyphen. For MLA rules on dividing and formatting URLs in your list of works cited, see page 158.

Headings   MLA neither encourages nor discourages the use of headings and provides no guidelines for their use. If you would like to insert headings in a long essay or research paper, check first with your instructor.

Visuals   MLA classifies visuals as tables and figures (figures include graphs, charts, maps, photographs, and drawings). Label each table with an arabic numeral ("Table 1," "Table 2," and so on) and provide a clear caption that identifies the subject. The label and caption should appear on separate lines above the table, flush with the left margin.

For a table that you have borrowed or adapted, give the source below the table in a note like the following:

Source: David N. Greenfield and Richard A. Davis; "Lost in Cyberspace: The Web @ Work"; *CyberPsychology and Behavior* 5.4 (2002): 349; print.

For each figure, place the figure number (using the abbreviation "Fig.") and a caption below the figure, flush left.

Place visuals in the text, as close as possible to the sentences that relate to them, unless your instructor prefers that visuals appear in an appendix.

Preparing the list of works cited   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. See pages 160 and 162 for sample lists of works cited.

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*.

If your list includes two or more works by the same author, see item 6 on page 134.

Indenting Do not indent the first line of each works cited entry, but indent any additional lines one-half inch. See pages 160 and 162.

URLs (Web addresses) If you need to include a URL in a works cited entry and it must be divided across lines, break the URL only after a double slash or a slash. Do not insert a hyphen at the end of the line. Insert angle brackets around the URL. (See the note on p. 144.) If your word processing program automatically turns URLs into links (by underlining them and changing the color), turn off this feature.

34b Pages from two MLA papers

Following are excerpts from two MLA papers: a research paper written for a composition course and an analysis of a short story written for a literature class.

Sample MLA page: Research paper

Orlov 1

Anna Orlov

Professor Willis

English 101

17 March 2009

Online Monitoring:

A Threat to Employee Privacy in the Wired Workplace

Company policies on Internet usage have become as common as policies regarding vacation days or sexual harassment. A 2005 study by the American Management Association and ePolicy Institute found that **[1]** 76% of companies monitor employees' use of the Web, and the number of companies that block employees' access to certain Web sites has increased 27% since 2001 (1). Unlike other company rules, however, Internet usage policies raise questions about rights in the workplace. Although companies often have legitimate concerns that lead them **[2]** to monitor employees' Internet usage, the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy.

While surveillance of employees is not new, electronic surveillance allows employers to monitor workers with unprecedented efficiency. In *The Naked Employee*, Frederick Lane describes offline ways in which **[3]** employers have been permitted to intrude on employees' privacy for decades. The difference, Lane argues, between the old methods and electronic surveillance involves quantity:

> **[4]** Technology makes it possible for employers to gather enormous amounts of data about employees. . . . And the trends that drive technology—faster, smaller, cheaper— make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (3-4) **[5]**

[1] Source provides background information. **[2]** Debatable thesis. **[3]** Signal phrase introduces quotation. **[4]** Long quotation indented 1"; quotation marks omitted. **[5]** Page numbers in parentheses after the final period.

(Annotations indicate MLA-style formatting and effective writing.)

Sample MLA list of works cited

[1] Works Cited

[2] Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002. Print.

American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2009.

[3] "Automatically Record Everything They Do Online! Spector Pro **[4]** 5.0 FAQ's." *Netbus.org*. Netbus.Org, n.d. Web. 17 Feb. 2009.

[5] Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2009.

Frauenheim, Ed. "Stop Reading This Headline and Get Back to **[6]** Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2009.

[7] Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2009.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First **[8]** Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

Lane, Frederick S., III. *The Naked Employee: How Technology Is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003. Print.

[9] Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.

[1] Heading, centered. **[2]** Authors' names inverted; works alphabetized by last names. **[3]** Work without author listed by title. **[4]** Abbreviation "n.d." for online source with no update date. **[5]** Short work from Web site. **[6]** First line of entry at left margin; extra lines indented ¼". **[7]** Article from online periodical. **[8]** Double-spacing throughout. **[9]** Four authors listed by first author's name and the abbreviation "et al."

Sample MLA page: Literature paper

Dan Larson

Professor Duncan

English 102

19 April 2010

The Transformation of Mrs. Peters: **[1]**

An Analysis of "A Jury of Her Peers"

In Susan Glaspell's 1917 short story "A Jury of Her Peers," two women accompany their husbands and a county attorney to an isolated house where a farmer named John Wright has been choked to death. The chief suspect is Wright's wife, Minnie, who is in jail awaiting trial. The sheriff's wife, Mrs. Peters, has come along to gather some items for Minnie, and Mrs. Hale has joined her. Initially, Mrs. Hale sympathizes with Minnie and objects to the male investigators "snoopin' round and criticizin' " her kitchen (191). But Mrs. Peters shows respect for the law, saying that the men are doing "no more than their duty" (191). By **[2]** the end of the story, however, Mrs. Peters has joined Mrs. Hale in lying to the men and committing a crime—hiding key evidence. What **[3]** causes this dramatic change?

One critic, Leonard Mustazza, argues that Mrs. Hale recruits Mrs. Peters "as a fellow 'juror' in the case, moving the sheriff's wife . . . towards identification with the accused wom[a]n" (494). However, Mrs. Peters also reaches insights on her own. Her observations in the **[4]** kitchen lead her to understand Minnie's plight:

> The sheriff's wife had looked from the stove to the
> **[5]** sink—to the pail of water which had been carried in from
> outside. . . . That look of seeing into things, of seeing
> through a thing to something else, was in the eyes of the
> sheriff's wife now. (194)

[1] Title, centered. **[2]** Quotation from literary work followed by page number. **[3]** Writer's research question. **[4]** Debatable thesis. **[5]** Long quotation indented 1"; page number in parentheses after final period.

(Annotations indicate MLA-style formatting and effective writing.)

Larson 7

Works Cited

[1] Ben-Zvi, Linda. " 'Murder, She Wrote': The Genesis of Susan
   Glaspell's *Trifles*." *Theatre Journal* 44.2 (1992): 141-62.
   Rpt. in *Susan Glaspell: Essays on Her Theater and Fiction*.
   Ed. Ben-Zvi. Ann Arbor: U of Michigan P, 1995. 19-48.
   Print.

Glaspell, Susan. "A Jury of Her Peers." *Literature and Its Writers:
   A Compact Introduction to Fiction, Poetry, and Drama*.
   Ed. Ann Charters and Samuel Charters. 5th ed. Boston:
   Bedford, 2010. 185-201. Print.

[2] Hedges, Elaine. "Small Things Reconsidered: 'A Jury of Her
   Peers.' " *Women's Studies* 12.1 (1986): 89-110. Rpt. in
   Susan Glaspell: Essays on Her Theater and Fiction. Ed. Linda
   Ben-Zvi. Ann Arbor: U of Michigan P, 1995. 49-69. Print.

[3] Mustazza, Leonard. "Generic Translation and Thematic Shift in
   Susan Glaspell's *Trifles* and 'A Jury of Her Peers.' " *Studies
   in Short Fiction* 26.4 (1989): 489-96. Print.

[1] List alphabetized by last names. [2] Article reprinted in
anthology. [3] Article in journal.

APA Papers