

MLA STYLE SHEET

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QUOTATIONS

- **Quotations** must be placed in quotes or indented as a block quote. All quotations must include a citation referring the reader to the source document. As a matter of form, quotations should flow with your text, and may be edited to do so.

"Quotations are effective in research papers when used selectively. Quote only words, phrases, lines, and passages that are particularly interesting, vivid, unusual, or apt, and keep all quotations as brief as possible. Overquotation can bore your readers and might lead them to conclude that you are neither an original thinker nor a skillful writer" (Gibaldi 80).

I. Quotations in Running Text

Shorter quotations, most quotes in research writing, are embedded directly in the text. Place quotes in running text inside quotation marks.

- When introduced the author is introduced in the text the page number follows the quotation. Smith reported that "the creature walked like a duck and quacked like a duck" (23). Do not use the abbreviation "p." or "P." for "page" (nor "pp." or "Pp." for "pages").
- Without an introductory phrase, the author and page are placed together. For example—It was reported that "the creature walked like a duck and quacked like a duck" (Smith 23). When citing a quote drawn from several pages in the source, separate page numbers in the citation with commas. For example, write (Thoreau, *Walden* 23, 129-31, 144).

II. Block Quotes

Block quotes are required with longer quotations, "*more than four lines in your paper*" (emphasis added) (Gibaldi 81). Block quotes are continuously indented from the left margin *one inch* (most styles indent only one-half inch). Double space within, before, and after a block quote, as with the rest of the text. Do not place the quote inside quotation marks.

THINKQUEST CITATIONS AND REFERENCES

PERMISSIONS

1. Image of coffee cup at http://library.thinkquest.org/TEAM_ID/coffee.html from Sid's Terrific Website <http://www.sid.com>, Sidney Flockert, sid@erwhon.net, June 1998. Email message.

REFERENCES

Electronic Sources

Text or Multimedia from Web Pages, FTP sites, Telnet

1. Lynda Weinman. The Browser-Safe Color Palette <http://www.lynda.com/hex.html>. Last visited: February, 2000.

Electronic Sources

E-Mail Messages

1. Smith, Frank. smithf@kola.net "info on chemistry" 29 Jan. 1997. Personal email. (3 Feb 1997)

Electronic Sources

Publications on CD-ROM, Diskette, or Magnetic Tapes, WWW

1. Zieger, Herman E. "Aldehyde." The Software Toolworks Multimedia Encyclopedia. Vers. 1.5. Software Toolworks. Boston: Grolier, 1992.

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1. Doe, Jane. "All about Computers." Computer Magazine, May 1997, pp.3-10.

Printed Materials

Part of a book

1. Jones, Robert. "Problems with Programming in Java" The Computer Specialist. Ed. Joe Smith. New York: Alpha Press, 1997, pp. 452-455

Printed Materials

Entire book

1. Smith, John. Business and Computers. New York: XYZ Publishers, 1996.