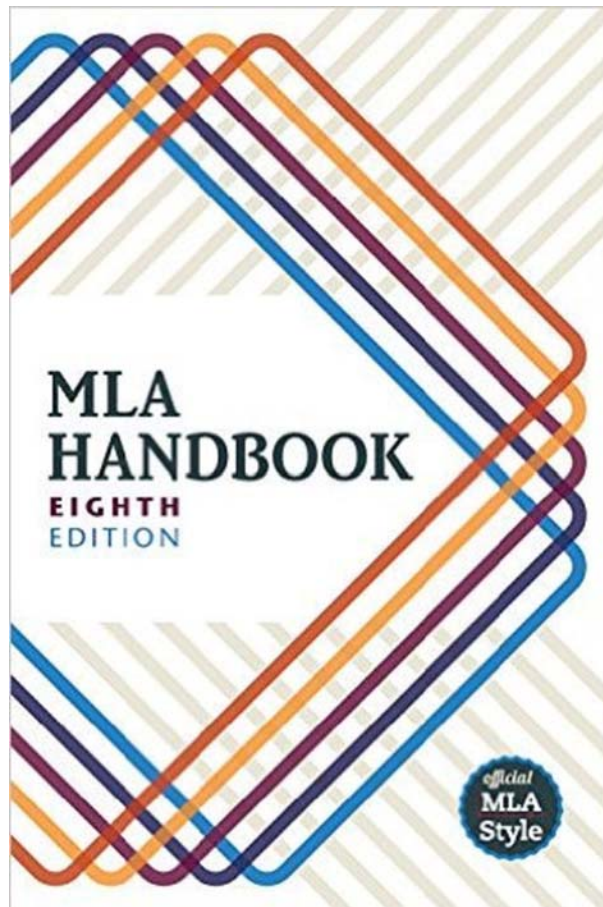


# MLA Style Quick Guide

The following examples have been extracted from the *MLA Handbook online*, 8<sup>th</sup> Edition.  
<https://www.mla.org/MLA-Style/What-s-New-in-the-Eighth-Edition>

This quick guide is only a small selection from what is covered in the *MLA Handbook*. It is recommended that the full style manual be consulted for further explanation of this citation style.



# MLA style formatting

## ESSAY PAGE

### TITLE PAGE

Orlov 1

Anna Orlov

Ms. Jones

ENG 1D1

7 November 2016

Online Monitoring in the 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 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

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legitimate concerns that lead them to monitor employees' Internet usage, the benefits of electronic surveillance are outweighed by its cost 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 employers have been permitted to intrude on employees' privacy for decades. The difference, Lane argues, between the old methods and electronic surveillance involves quantity:

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)

Internet monitoring at workplaces pit the employer against employee as the fine line between personal interests and privacy when content is accessed using employer's resources (Burks). Employers benefit from increased efficiency in providing online access to employees but they face the risk of abuse of resources as well as possible theft of proprietary information (Casilly 22). The decisions needed to be made in setting workplace policies has become a more standard practice and a common ethical dilemma in trying to balance workplace productivity and privacy rights. Corporate lawyers and Human Resources Managers must work cooperatively to create policies that protect both parties while

### CITATION PAGE

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#### Works Cited

- Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002.
- Casilly, Lisa H. et al. *Privacy in the Workplace: a guide for attorneys and HR professionals*. Pike & Fischer Inc., 2002.
- Lane, Frederick S., III. *The Naked Employee: How Technology is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003.
- New technology helps to cut emissions. (2011, March). Road and Transport Research. Retrieved from [http://findarticles.com/articles/mi\\_qa3927/is\\_19903/ai](http://findarticles.com/articles/mi_qa3927/is_19903/ai)

- Margins set at 1" all around
- Insert a header with your last name and pagination (1/2" from top, right justification)
- All work should be double-spaced
- Titles of cited work italicized
- Citation page entries alphabetized

# MLA Works Cited: Commonly Cited Sources

## 1. Print Resources

Format	Citation
General format	Author(s). <i>Title</i> . Publisher, Year of Publication. Format.
<b>Books</b>	
• <b>One author</b>	Eyvindson, Peter. <i>Kookum's Red Shoes</i> . Illustrated by Sheldon Dawson. Pemmican Publications, 2015.  Olsen, Sylvia. <i>No Time to Say Goodbye: Children's Stories of Kuper Island Residential School</i> . Sono Nis Press, 2001.
• <b>Two or more authors</b>	Albrecher, Hansjoerg, et al. <i>Introduction to Quantitative Methods for Financial Markets</i> . Birkhäuser, 2013.  Jenkins, Steve, & Robin Page. <i>Egg: Nature's Perfect Package</i> . Houghton Mifflin Harcourt, 2015.  ➤ Put the second author in natural order (first name surname). ➤ If there are more than three authors, name the first and add "et al." ("and others"): Burka, Jane B., et al.
• <b>Edited book</b>	Lecher, Frank J., and John Boli, editors. <i>The Globalization Reader</i> . 5th ed., Wiley-Blackwell, 2015.
• <b>Part of a book (e.g., essay, story, or poem in a collection)</b>	Anderson, Doris. "Real Women in Fiction, Where Are You?" <i>The Role of Women in Canadian Literature</i> , edited by Elizabeth McCullough, MacMillan, 1975, pp. 83–88.  Oliver, Mary. "Li Po and the Moon." <i>Evidence: Poems</i> , Beacon, 2009, p. 7.  ➤ Provide the page numbers of the entire piece you are citing.
<b>Magazine or newspaper article, with author</b>	Morrow, Lance. "The Fog of War." <i>Time</i> , 4 Feb. 1991, pp. 61–62.  Tuck, Simon. "CRTC Turns Radio on Its Head with Landmark Satellite Ruling." <i>Globe and Mail</i> , 17 June 2005, B1+.
<b>Journal article</b>	Anderson, Mark. "The Wreck Hunter." <i>Canadian Geographic</i> , vol. 133, no. 4, July Aug. 2014, pp. 26–32.  ➤ Include volume and issue numbers, if available. Omit "A," "An," or "The" in the journal title.
<b>Government publication</b>	Ontario Ministry of Education. <i>Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools</i> . 1st ed. Queen's Printer for Ontario, 2010.
<b>Pamphlet</b>	Peel Public Health, Hospital for Sick Children, and Toronto Public Health. <i>Preventing Tuberculosis (TB) Disease in Children</i> . 2015.

# MLA Works Cited: Commonly Cited Sources (cont'd.)

## 2. Online Resources

Format	Citation
General format	Author(s). <i>Title</i> . <i>Source of Publication</i> . Place of Publication: Publisher, Date of Publication. Format. Date of Access.
e-Book	Kroll, Jennifer. <i>Climate Change</i> . AV <sup>2</sup> by Weigle, 2014. <i>TABvue</i> , TDSB Virtual Library.
Encyclopedia	Smith, John. "Political Science." <i>Encyclopedia Britannica Online</i> . 2007. TDSB Virtual Library.
Magazine article	O'Donnell, Kevin. "What's the Secret to a Hit Song?" <i>Entertainment Weekly</i> , issue 1419, 17 June 2016, pp. 64–66. <i>Ebscohost Canadian Reference Centre</i> , TDSB Virtual Library.
Newspaper article	Groux, Gaëlle, and Steven J. Hoffman. "Why Zika Matters to Canada." <i>Toronto Star</i> , 22 Feb. 2016. <i>Ebscohost Canadian Reference Centre</i> , TDSB Virtual Library.
Journal article	Pelosi, Ray. "The Next Generation in Wind Power Technology." <i>Renewable Energy World</i> , vol. 19, issue 2, Mar./Apr. 2016, pp. 26–30. <i>Ebscohost Science Reference Centre</i> , TDSB Virtual Library.
Government publication	Ontario Ministry of Education. <i>Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools</i> . Queen's Printer for Ontario, 2010. <a href="http://www.edu.gov.on.ca">www.edu.gov.on.ca</a> .
Part of a website (e.g., essay, story, poem, song, play, song, photo, map, image)	<div>Map Atlas of Canada. <i>Aboriginal Peoples Circa 1823</i>. 6th edition, archival version, Natural Resources Canada, 2009, <a href="http://www.nrcan.gc.ca">www.nrcan.gc.ca</a>.</div> <div>Song Greenberg, David. "Togo Farewell." <i>Tunes Until Dawn: Traditional Fiddle and Piano Music of Cape Breton</i>. Marquis Records, 1982. <i>Naxos Music Library</i>, TDSB Virtual Library.</div> <div>Photo City of Toronto. "Toronto City Hall at Night: Fireworks at Nathan Phillips Square." <i>Flickr</i>, 12 July 2015, <a href="http://www.flickr.com/photos/cityoftoronto/20951127970">www.flickr.com/photos/cityoftoronto/20951127970</a>.</div> <div>Poem McCrae, John. "In Flanders Fields." <i>Poetry Foundation</i>, <a href="http://www.poetryfoundation.org/poems-and-poets/poems/detail/47380">www.poetryfoundation.org/poems-and-poets/poems/detail/47380</a>.</div>
Presentation slides, cartoon or comic strip, advertisement	<div>"The Accessibility of Ontarians with Disabilities Act, 2005 (AODA)." <i>Association of Municipalities of Ontario</i>, Dec. 2011, <a href="http://www.amo.on.ca/AMO-PDFs/About/Accessibility/AM%20AODATrainingFinalPresentation_Accessible(1).aspx">www.amo.on.ca/AMO-PDFs/About/Accessibility/AM"OAODATrainingFinalPresentation_Accessible(1).aspx</a>.</div> <div>Perry, Greg. "Summer Vacation 2016." <i>Toronto Star</i>, 31 July 2016, <a href="http://www.thestar.com/opinion/editorial_cartoon/2016/07/31/greg-perry-summer-vacation-2016.html">www.thestar.com/opinion/editorial_cartoon/2016/07/31/greg-perry-summer-vacation-2016.html</a>.</div>
Multimedia (video or film, podcast, audio file, YouTube)	<div>"Beetalker: The Secret World of Bees." <i>The Nature of Things</i>, hosted by David Suzuki, CBC Television, 2006. <i>Curio</i>, TDSB Virtual Library.</div> <div>MashupZone. "Funny Cats – A Funny Cat Videos Compilation 2016." <i>YouTube</i>. 6 Jan. 2016. <a href="http://www.youtube.com/watch?v=G8KpPw303PY">www.youtube.com/watch?v=G8KpPw303PY</a>.</div>
Blog	Johnson, Matthew. "A Parent's Guide to Pokémon Go." <i>MediaSmarts Blog</i> , 14 July 2016, <a href="http://mediasmarts.ca/blog/parents-guide-pok%C3%A9mon-go">mediasmarts.ca/blog/parents-guide-pok%C3%A9mon-go</a> .

# MLA Works Cited: Commonly Cited Sources (cont'd.)

## 3. Other

Format	Citation
<b>Audio recording</b>	Bach, Johann Sebastian. <i>Italian Concerto in F Major</i> . Performed by Angela Hewitt. Conducted by Claudio Abbado. Berlin Philharmonic. Deutsche Grammophon, 1985.
<b>Interview</b>	Wong, Jan. Personal Interview, 8 Feb. 1998.
<b>Performance (play, opera, ballet, or concert)</b>	Michael Bouchard. <i>Lilies</i> . Directed by Suzanne Smith, Theatre Passe Muraille, Toronto, 4 Feb. 2002. Mehta, Zubin. Conducted by Israel Philharmonic Orchestra. Roy Thomson Hall, Toronto, 1 May 2001.