



Basic Rules to Remember:

1. **Pay attention to italics, capitalization, spacing and punctuation between words and sentences.**
2. The font must be Times New Roman size 12.
3. For more information visit the following websites:
 - a. OWL Purdue (online writing lab)
<http://owl.english.purdue.edu/owl/>
 - b. Citation Fox
<http://library.albany.edu/cfox?type=mla>
 - c. Knight Cite
<http://www.calvin.edu/library/knightcite/>

Book with one Author	Author Last name, First name. <i>Title of Book</i> . City of Publication: Publisher Company Name, Year. Print.	Hanna, Judith L. <i>Dancing for Health Conquering and Preventing Stress</i> . Lanham, MD: AltaMaria P, 2006. Print.
Book with TWO Authors:	Author Last name, First name., and Author First name Last Name. <i>Title of Book</i> . City of Publication, State: Publisher Company Name, Year. Print.	Lyons, Katie, Kelly Manion, and Mary Carlsen. <i>International Perspectives on Social Work</i> . New York: Palgrave Macmillan, 2006. Print.
Book with Editor	Last name, First name, Ed. <i>Title of Book</i> . City of Publication: Publisher Company Name, Year. Print.	Merino, Noel, Ed. <i>Gateway Drugs</i> . Farmington Mills, MI: Greenhaven Press, 2008. Print.
Entry from an Encyclopedia *If there is no author, begin with the name of the entry and then type the date.	Author Last name, First name. "Title of article." <i>Title of Book</i> . Ed. Name of editor. City, State: Publisher Company Name, Year. Print.	"Irish Glass." <i>Encyclopedia of Antiques</i> . USA: Phoebus Publishing Company, 1976. Print.
Journal Article or Magazine in print	Last name, First name. "Title of Article." <i>Title of Journal</i> /Volume.issue (Year): pages. Print.	Gruber, Jay. "Social Networking: Reaching Out on College and University Campuses." <i>Campus Law Enforcement Journal</i> 31.1 (2009): 19-21. Print.
Newspaper article	Last name, First name. "Title of Article." <i>Title of Periodical</i> /Day Month. Year: pages+. Print.	Ettkin, Brian. "Slump brings boom in cheating." <i>Times Union</i> 2 Mar. 2009: A1+. Print.