

WEB SITE CITATION STYLE

- <http://www.westwords.com/guffey/mla.html> -

WORLD WIDE WEB SITE (HOME PAGE)

Basic Form

Name of author or creator (if given). Title of Web site. (If no title is available, provide description such as: name of site plus *Home page*, neither underlined nor in quotation marks.) Name of any institution or organization associated with the site. Access date <URL>.

Examples

- Gesterland, Richard. WorldBiz.com Page. Retrieved 1 May 2001 <<http://www.worldbiz.com/>>.
- Edmunds.com. Home page. Retrieved 28 Apr. 2000 <<http://www.edmunds.com/edweb/>>.
- Business Ethics Resources on WWW. Centre for Applied Ethics. Retrieved 2 May 2001 <<http://www.ethics.ubc.ca/resources/business/>>.

WORLD WIDE WEB (SECONDARY PAGE)

Basic Form

Name of author or creator, if available. "Title of topic or article" (if given). Title of page (if named). Name of any institution or organization associated with the site. Latest update (if given). Access date <URL>.

Examples

- Anderson, Greg. "Can the Trooper and SLX Stand Up?" Edmunds.com. Retrieved 12 Mar. 2001 <<http://www.edmunds.com/edweb/anderson/rollover.html>>.
- "Privacy Protection in Other Countries." Media Awareness Network. Updated Nov. 1999. Retrieved 2 May 2001 <<http://www.media-awareness.ca/eng/issues/priv/laws/lawintl.htm>>.
- "Data Mining Makes the Difference." SPSS, Inc. Retrieved 2 Feb. 2001 <<http://www.spss.com/datamine/>>.

BOOK (ONLINE)

Basic Form

Author. "Chapter." Book Title. Publication information for printed source (if available). Date of electronic publication, of the latest update, or of posting, if given. Name of any institution or organization sponsoring or associated with the Web site. Access date <URL>.

Example

- Strunk, William, Jr. "Elementary Rules of Usage." The Elements of Style. Project Bartleby Archive, Columbia University. Retrieved 20 Aug. 2001 <<http://www.columbia.edu/acis/bartleby/strunk/strunk.html#11>>

BOOK REVIEW (ONLINE)

Basic Form

Author of review. Review of Book Title by Author. Journal or Magazine Title: Volume, Issue, or other identifying number (Year of publication in parentheses): pages (if given). Access date <URL>.

Example

- Hansen, Richard. Review of A Pragmatic Approach to Business Ethics by Alex Michalos. The Online Journal of Ethics 1.1 (1995). Retrieved 5 May 2001 <<http://condor/depaul.edu/ethics/michalos.html>>.

ENCYCLOPEDIA ARTICLE (ONLINE)

Basic Form

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Publication information for any print version of the source if available. Date of electronic publication, of the latest update, or of posting (if known). [search term if necessary for retrieval]. Access date <URL>.

Example

- "Stock Market Crash of 1929." Britannica Online. Vers. 98.2. April, 1998. Encyclopaedia Britannica. Retrieved 20 August 1999 <<http://www.eb.com:180/cgi-bin/g?DocF=micro/567/22.html>>.

ENCYCLOPEDIA ARTICLE (CD-ROM)

Basic Form

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Edition, release, or version (if relevant). CD-ROM. Name of vendor (if relevant). Electronic publication date.

Example

- "Genetic Engineering." Compton's Interactive Encyclopedia. Version 2.0. CD-ROM. Compton's NewMedia, Inc., 1994.

JOURNAL ARTICLE (ONLINE)

Basic Form

Author. "Article Title." Journal Title Volume.Issue or other identifying number (Year of publication in parentheses): paging. Access date <URL>.

Example

- Koehn, Daryl. "The Ethics of Handwriting Analysis in Pre-Employment Screening." The Online Journal of Ethics 1.1 (1995). Retrieved 2 June 2001 <<http://condor/depaul.edu/ethics/hand.html>>

MAGAZINE ARTICLE (ONLINE)

Basic Form

Author. "Article Title." Magazine Title. Date: page (for magazines published every month or two months, do not give volume and issue numbers even if they are listed). Access date <URL>.

Example

- Murphy, H. Lee. "Saturn's Orbit Still High With Consumers." Marketing News Online. 31 Aug. 1998. Retrieved 1 Sept. 2001 <<http://www.ama.org/pubs/mn/0818/n1.htm>>.

NEWSPAPER ARTICLE (ONLINE)

Basic Form

Author. "Article Title." Newspaper Title. Date, edition, section: page (if given). Database name (if applicable). Access date <URL>.

Example

- Verhovek, Sam Howe. "Some in Seattle Believe Two Microsofts Might Be Better Than One." The New York Times. 1 May 2000. Retrieved 3 June 2001

DOCUMENT WITHIN DATABASE (ONLINE)

Basic Form

Name of author (if given). "Title of material." Name of database. Name of sponsoring institution or organization (if relevant). Access date <URL>.

Example

- "Ben & Jerry's Homemade, Inc." Hoover's Online. Hoover's Company Information. Retrieved 20 Jan. 2001 <www.hoovers.com/co/capsule/3/0,2163,12763,00.html>.

POSTING (ONLINE)

Basic Form

Author (if given). "Title of document" (as given in subject line). Online posting. Date. Name of forum (if known). Access date <URL>.

Examples

- Manning, Kelly Bert. "E-Businesses and Privacy Leadership." Online posting. 7 Apr. 2001. Society Privacy Forum. Retrieved 26 Apr. 2001 <alt.comp.society.privacy>.
- Stevens, Melissa. "Take Our Daughters to Work Day." Online posting. 24 Apr. 2001. Career and Workplace Issues Forum. Retrieved 2 May 2001 <<http://forums.nytimes.com/webin/WebX?13@@@efded73>>

DISCUSSION LIST MESSAGE (ARCHIVED)

Basic Form

Author. "Subject of Message." Date. Online posting. Discussion List. Access date <URL>.

Example

- Sandwen, Janice. "GSA's Airline City-Pair Contracts." 8 May 2000. Online posting. Travel. Retrieved 11 Aug. 2001 <LISTSERV@financenet.gov/Get950809>.

PERSONAL E-MAIL MESSAGE

Basic Form

Sender (sender's e-mail address). "Subject of Message." E-mail to Recipient (recipient's e-mail address). Message date.

Example

- Omar, Bill W. (bomar@aol.com). "Excellent Web Sites for Job Seekers." E-mail to Mary Ellen Guffey (meguffey@westwords.com). 10 Apr. 2001.

*Dr. Guffey is the author of *Business Communication: Process and Product*, 4e (South-Western College Publishing, 2003); *Essentials of Business Communication*, 6e (South-Western College Publishing, 2004); *Business English*, 8e (South-Western College Publishing, 2005); and *Professional English*, 1e (South-Western College Publishing, 2005). She and Carolyn M. Seefer are co-authors of *Essentials of College English*, 3e (South-Western College Publishing, 2005).

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