MLA Documentation

INTRODUCTION

In MLA style, you acknowledge your outside sources in two ways:

1. Parenthetical citations. When you use a direct quote, summarize another author’s idea, or provide a fact that is not considered common knowledge, show where you got the information by providing the last name of the author and the page number (if available) on which the information was found:

   Until the beginning of the nineteenth century, America’s colleges remained quite small; in 1710, Harvard enrolled just 123 students (Lucas 109).

2. List of Works Cited. At the end of your paper, provide an alphabetized list of every source you referred to, or “cited.” Each entry must include certain key pieces of information, such as the author, title, and publisher, so that your readers can find your sources:


FORMATTING PAPER’S TEXT, HEADING, AND TITLE

- TEXT: Double space your entire paper, including the heading and list of works cited. Use 1 inch margins.
- HEADING: Beginning in the top left, type on separate lines:
  - your name
  - your instructor’s name
  - the course number
  - the date.
  In the top right, ½ inch from top, insert your last name and the page number (in MS Word, this is done in the Insert tab using Header).
- TITLE: Do not use a title page. Center the title between the heading and the text; do not underline or italicize the title; do not add extra spaces between the heading and the title or the title and the text.

FORMATTING THE LIST OF WORKS CITED

At the end of your paper and at the top of a new page, center the title Works Cited. Leave a space between the title and first entry. Double-space the entire list.

- The Works Cited page is the last page of your essay.
- It has student’s name and sequential page number in the upper right corner, and it is attached to the essay.
- It has 1 inch margins.
- List entries **alphabetically** by authors’ last names. If author is unknown, begin the entry with the title and use the title to determine alphabetical placement.

- Start each new entry at the left margin. After the first line, **indent each subsequent line** by a ½ inch.

  - To create the hanging indent (all but the first line of each entry is indented) use the Ruler function.

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**Works Cited**


Sept. 2010.

Brooks, Robert G. “Physicians’ Use of Email With Patients: Factors Influencing Electronic Communication and Adherence to Best Practices.” *Journal of Medical Internet Research*

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- Every entry must list a “medium of publication.” Examples:

  o Print
  o Lecture
  o Radio
  o Web
  o Film
  o Television
  o DVD
  o Interview

**Titles—What the item is determines the format for the title.** Titles are consistent (whether *Italics* or “Quotes”) on both the in-text parenthetical citations and the Works Cited page.

<table>
<thead>
<tr>
<th><strong>Italics</strong></th>
<th><strong>“Quotes”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (including <em>Collection of poems or short stories</em>)</td>
<td>“Articles” (mag, newspaper)</td>
</tr>
<tr>
<td>Magazines</td>
<td>“Essays”</td>
</tr>
<tr>
<td>Newspapers</td>
<td>“Poems”</td>
</tr>
<tr>
<td>Movies</td>
<td>“Short Story”</td>
</tr>
<tr>
<td>CDs</td>
<td>“Songs”</td>
</tr>
<tr>
<td>Play</td>
<td>“Chapter of a book”</td>
</tr>
<tr>
<td>Journal</td>
<td>“essay in a book”</td>
</tr>
<tr>
<td>WebSite</td>
<td>“page in a Web Site”</td>
</tr>
<tr>
<td>Online Database</td>
<td>“Encyclopedia Article”</td>
</tr>
<tr>
<td>TV show</td>
<td>“Episode of a TV show”</td>
</tr>
<tr>
<td>Painting Sculpture</td>
<td></td>
</tr>
</tbody>
</table>
FORMATTING CITATIONS

I. BOOKS

Basic Format for a Print Book
Author(s). Title of Book. Place of publication: Publisher, publish date. Medium of publication.


Book by Two or Three Authors


Book by Four or More Authors

Book with an Editor

E-book
Author(s). Title. Place of publication: Publisher, publish date. E-book vendor. Web. Date of Access (Day Month Year).

Two or More Books by the Same Author


Notice when you have the exact same author or authors, after the first entry each subsequent entry replace the name of author(s) with 3 hyphens.

When you have multiple works by the same author(s), they are placed on the Works Cited page alphabetically by author, but the multiple works by the same author are alphabetically ordered by title (in this case *Cannery Row* precedes *The Grapes of Wrath*).

Work in an Edited Collection or Anthology

Author(s). “Title of Work.” *Title of Collection or Anthology*. Ed. Editor’s name. Place of publication: Publisher, year. Page numbers. Medium of publication.


Article in an Encyclopedia or Other Reference Book


Dictionary Definitions

Milton’s description of the moon at “her highest noon” signifies the “place of the moon at midnight” (“Noon,” def. 4b).


Opposing Viewpoints Series


Gale Literary Criticism Series

Articles in the Gale Literary Criticism series are often reprinted from earlier publications. In these cases, include complete citation information for both the original source and for the Gale volume in which it was reprinted.

**II. PRINT PERIODICAL ARTICLES**

Note: For periodical articles found using an electronic database (such as an EBSCO database), see section III.

**Scholarly Journal Article**


**Magazine Article**


**Daily Newspaper Article**


**III. ARTICLES FROM AN ELECTRONIC DATABASE**

**BASIC FORMAT FOR A DATABASE ARTICLE:**

Author(s). “Title of Article.” *Name of Periodical* Volume Number.Issue Number (Publication date): page number(s). *Name of Database*. Medium of publication. Date of access (Day Month Year).
### Screen Shot of ARC Research Database from the Library

**General**

The databases listed under the "General" category contain articles from a variety of sources on a wide range of topics and are often a good place to begin a search for articles.

<table>
<thead>
<tr>
<th>Database</th>
<th>Owner</th>
<th>View Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Search Complete</td>
<td>Ebsco</td>
<td></td>
</tr>
<tr>
<td>CQ Researcher</td>
<td>CQ Press</td>
<td></td>
</tr>
<tr>
<td>Google Scholar</td>
<td>Google</td>
<td></td>
</tr>
<tr>
<td>JSTOR</td>
<td>JSTOR</td>
<td></td>
</tr>
<tr>
<td>MasterFILE Premier</td>
<td>Ebsco</td>
<td></td>
</tr>
<tr>
<td>OneSearch</td>
<td>Ebsco</td>
<td></td>
</tr>
</tbody>
</table>

The *Name of Database* is on the left (e.g. *Academic Search Complete*). The center column is who owns the database and is not used for MLA.

### Scholarly Journal Article

Kroll, Paul W. “Reflections on Recent Anthologies of Chinese Literature in Translation.”


### CQ Researcher


### BASIC FORMAT FOR A DATABASE ARTICLE:

**Magazines and Newspapers—Basic Format for Database**

Author(s). “Title of Article.” *Name of Periodical* date: page number(s). *Name of Database*.

Medium of publication. Date of access (Day Month Year).

Notice the changes for Magazines and Newspapers from a database. The *Volume* and *Issue* numbers are omitted; no parentheses around the publication date.

For magazines published every week or every two weeks, give the full date: 10 May 2009. For magazines published every month or two months, give the month or months and year: June/July 2006.

### Magazines

Newspapers


**Opposing Viewpoints in Context**


**IV. WEB RESOURCES**

**ABBREVIATIONS FOR WEB SOURCES**

N.p. (No publisher)
n.d. (No date)
n.pag. (Not paginated—no page numbers)

**URLs**

URLs are not required unless there is a good chance the reader couldn’t find the source without one.

**MISSING INFORMATION?**

When citing Web sources, include as much of the requested information as is applicable and available.

**BASIC FORMAT FOR A WEB PAGE:**

Author (s). “Title of Page or Article.” *Title of Web Site.* Version or edition. Publisher or sponsor (if not available use N.p.), Date of Publication (if none use n.d.). Medium of publication (Web). Date of access (Day Month Year).


Entire Web site


Article in an Online Magazine


Article in an Online Scholarly Journal


V. OTHER RESOURCES

Government Document


Interview Conducted by Research Paper’s Author (In Person, Telephone, or E-mail)

Martinez, Marina. Personal interview. 25 Nov. 2002.

Lecture, Speech, Address, or Reading


Film

Title. Director. Distributor, Year of Release. Medium of publication.
MLA Style Guide—9

*Star Wars Episode V: The Empire Strikes Back.* Dir. Irvin Kershner. 20th Century Fox, 1980. Film.

**Internet Video (e.g. from YouTube)**

Creator or director. *Title of Video.* *Title of website from which video was retrieved.* Publisher or sponsor. Date of Publication. Medium of Publication (Web). Date of access.


**PARENTHETICAL CITATIONS**

When you use another person’s words or ideas in your paper, give that person credit by including a parenthetical reference to the original source. Every work you cite should have an entry in your list of works cited.

**Basic Parenthetical Citations**

When citing an author’s ideas, you can format your parenthetical citation in two ways:

1. Incorporate the author’s name and/or title of the work into your text; cite the page number at the end:

   Kroll notes that some scholars saw a need for new anthologies as a result of the 1991 United States District Court decision (986).

2. Cite the author’s name AND the page number at the end. (If a range of page numbers is cited, place the range (ex. 3-8) in the citation.)

   Some scholars saw a need for new anthologies as a result of the 1991 United States District Court decision (Kroll 986).

**Direct Quotations**

1. When citing a direct quotation less than four lines long, use quotation marks and place the parenthetical reference after the closing quotation mark. If the end of the quotation is also the end of the sentence, place the parenthetical reference before the closing punctuation mark:

   March 2, 1972 is an eventful day for space exploration as “the first-ever interplanetary space probe destined to explore the outer Solar System is being launched,” a fact that has amazed mankind for decades (Fischer 9).
2. If a direct quotation is more than four lines long, set it off from the rest of the text by indenting the whole quotation one inch from the left margin. Do not include quotation marks. Introduce the quotation with a colon and place the reference after the closing punctuation mark—**remember the quotes must be four lines of your text before indentation**.

Fischer emphasizes Callisto’s uniqueness: “Callisto is in fact absolutely unique among all planetary bodies covered with impact craters, because it has no ‘plain’ regions, where the craters have been covered over by more recent processes. Nor does Callisto generate a magnetic field or show any sign of having its own magnetosphere” (246).

To determine if your quote is longer than four lines, highlight the quote and count full lines—in this example the quote is just over three lines and thus too short for a block quote.

**Quote within a Quote:** When you quote something that has a quote within it, you need to show what was originally in quotes. In this example, the author placed the word “plain” in quotes. In a regular quote, it would go in single quotes. In a block quote, it has double quotes (see the next example).

Fischer emphasizes Callisto’s uniqueness:

Callisto is in fact absolutely unique among all planetary bodies covered with impact craters, because it has no “plain” regions, where the craters have been covered over by more recent processes. Nor does Callisto generate a magnetic field or show any sign of having its own magnetosphere. However, Callisto has amazed astronomers for centuries because during the winter solstice it seems to actually change color. (246)

In a block quote, you do not place quotation marks around the quote. In a block quote, the end punctuation comes before the parenthetical citation.

**Variations in the Format of Parenthetical Citations**

1. When citing **multiple works by the same author**, include the title in the citation:

   (Steinbeck *Grapes* 54-57).
2. For a work by **two or more authors**:

   (Silverstein, Silverstein, and Nunn 17).

3. For a work by **four or more authors**, provide first author’s last name followed by “et al.”:

   (Herman et al. 12).

4. For a work listed by title in the list of works cited (i.e., **works that have no author**):

   (“Regional Reports” 87).

5. When citing **one volume of a multivolume work**, include volume number and colon before page number:

   (Courthope 2: 21).

6. When **multiple works are listed in the same reference**, cite each work as usual, but separate works by a semicolon:

   (Curtin 113; Varsava 99).

7. For an **indirect source** (i.e., a source quoted in another work):

   Sontag argues against library automation (qtd. in Berkshire 52).

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**On the following pages, is a Works Cited pages and a Works Consulted page using each of the examples from this document.**

**Works Cited**

At the end of your paper and at the top of a new page, center the title Works Cited. Leave a space between the title and first entry. Double-space the entire list.

**Works Consulted**

At the end of your paper (after the Works Cited) and at the top of a new page, center the title Works Consulted. Leave a space between the title and first entry. Double-space the entire list.
Works Cited


Web. 8 Sept. 2009.


Martinez, Marina. Personal interview. 25 Nov. 2002.


Works Consulted


