

# GUIDELINES FOR MLA CITATIONS

With updates from the *MLA Handbook for Writers of Research Papers, 7th Edition*  
(Copy available for use in Maag Reference Room at call number LB2369 .G53 2009 – ask at Reference Desk)

This handout is a condensed version of one created by **The YSU Writing Center** <http://www.ysu.edu/writingcenter/>.  
Guidelines and examples taken from the *MLA Handbook for Writers of Research Papers, 7th Edition*, *Lester's Writing Research Papers*, *Lunsford's Easy Writer, 3rd Edition*, and *Troyka's Simon and Schuster's Handbook for Writers*.

## GENERAL GUIDELINES FOR MLA IN-TEXT CITATIONS

You must provide parenthetical references for all quotes, paraphrases, and summaries in your paper. A parenthetical reference will take the reader to the Works Cited page at the end of the paper where you supply complete bibliographic information. According to MLA guidelines, you must provide the author's name and the page number(s) where the information is located. If you introduce the borrowed material with the author's name, then you need only put the page number in parentheses at the end of the borrowed material. Here is an example:

According to Fisher, Bell, and Baum, personal space "moves with us, expanding and contracting according to the situation in which we find ourselves" (149).

However, if you do not include the author's name to introduce the material, then you provide the author's name and the page number in the parenthetical reference at the end of the borrowed material. Follow this model:

Personal space "moves with us, expanding and contracting according to the situation in which we find ourselves" (Fisher, Bell, and Baum 149).

Instead of numbering each page, some electronic sources number the paragraph or section. When citing passages from these sources, use the paragraph or section number(s) and make sure to distinguish them from page numbers. For example, after the author's name, put a comma, a space, and par. (one paragraph), pars. (more than one paragraph), sec. (one section), or secs. (more than one section).

Twins reared apart report similar feelings (Palfrey, pars. 6-7).

If you cite a specific passage from a work with no page, paragraph, or other reference numbers, such as a Web source, try to work the author's name into the text or place it in a parenthetical citation.

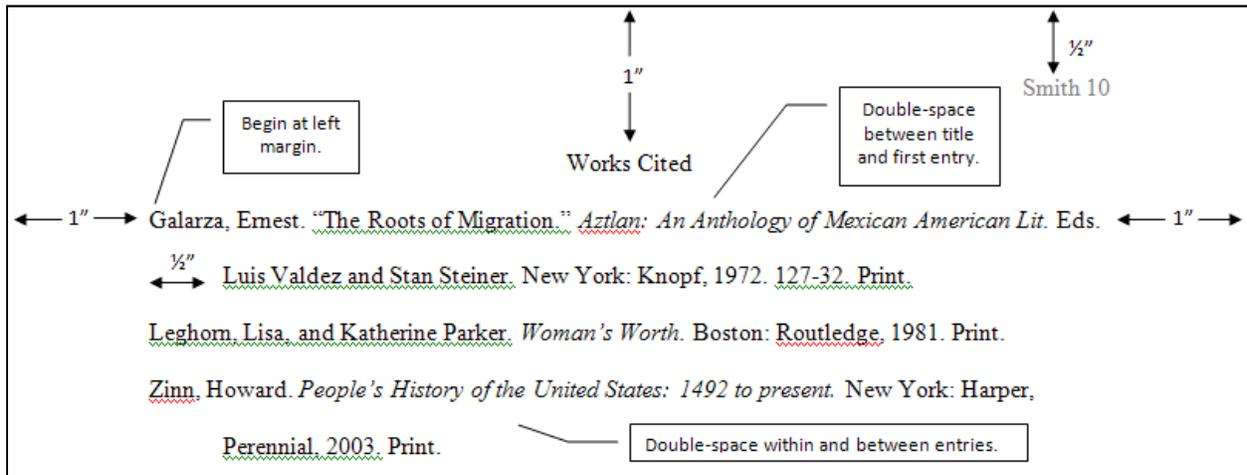
Almost 20 percent of commercial banks have been audited for the practice (Friis).

## HINTS

1. The first time you refer to a source, it is generally considered a good idea to introduce borrowed material with the full name of the author(s). You may also include credentials to stress the source's authority.
2. Do not use p. or pp. to indicate page numbers.
3. When paraphrasing and summarizing, make certain that readers can tell where your ideas end and the borrowed material begins. You can avoid problems by introducing paraphrases or summaries with the author's name and citing page numbers at the end.
4. Do not use any punctuation to separate the author's name from the page number inside a parenthetical reference. However, for electronic sources with no reference numbers, after the author's name, insert a comma, a space, and par., pars., sec., or secs.
5. Note that the period usually follows the parenthetical reference.
6. Quotes of more than four typed lines of prose are handled differently than shorter quotes. Instead of using quotation marks, long quotes are set off from the text; the entire quote, which is still double-spaced, is indented one inch or ten spaces from the left-hand margin. The parenthetical reference goes outside the final period.

## GENERAL GUIDELINES FOR MLA WORKS CITED ENTRIES

1. You must provide complete bibliographic citations in correct MLA form for all sources from which you borrow material.
2. Your Works Cited list should be at the end of your paper. Start your Works Cited list on a new page and number it as though it were a page in your paper. Center the title, Works Cited, and double-space between the title and the first entry.
3. Arrange entries alphabetically by the author's last name. If no author is provided, alphabetize by the title of the source.
4. After the first line of an entry, indent five spaces on the second and any subsequent lines so that the first word of the entry stands out. This is called hanging indentation.
5. Double-space within and between entries. Use no more than one space between entries.



**7<sup>th</sup> EDITION CHANGE:** Print is no longer recognized as the default media type. Now, **all** sources must list an explicit type, such as Print or Web. However, be careful where you list the media type; it's the final item for a print source entry, but the second-to-last item for a web source entry, located immediately before the access date.

## GENERAL GUIDELINES FOR CITING BOOKS

Although all book entries do not contain all of the following elements, the order of information in MLA entries appears in this order (omit any unnecessary items):

1. Author(s)
2. Chapter or part of a book (in quotation marks)
3. Title of the book (italicized)
4. Editor, translator, or a compiler
5. Edition
6. Number of volumes
7. Name of the series
8. City of publication, publisher, and publication date
9. Volume number of the book
10. Page numbers
11. Medium of publication consulted (Print)

**7<sup>th</sup> EDITION  
CHANGE:**  
All titles in the  
text and Works  
Cited are  
*italicized*, **NOT**  
underlined.

**A. Book with one author:**

Welty, Eudora. *One Writer's Beginnings*. Cambridge: Harvard UP, 1984. Print.

**B. Book with two or more authors:**

When citing a book by two or three authors, provide their names in the same order as on the title page. Reverse only the names of the first author, insert a comma, and give the other name(s) in normal form. If there are more than three authors, you may name only the first and add "et al."

Leghorn, Lisa, and Katherine Parker. *Woman's Worth*. Boston: Routledge, 1981. Print.

C. **The same author(s) for two or more works:**

Give the author's name only in the first entry. For the second and any subsequent works by the same author, substitute three hyphens for the author's name followed by a period. The three hyphens stand for *exactly* the same name or names. Arrange the sources alphabetically by the first main word of the title.

Gardner, Howard. *Arts and Human Development*. New York: Wiley, 1973. Print.

---. *Five Minds for the Future*. Boston: Harvard Business School Press, 2007. Print.

D. **Anthology or compilation:**

If the persons listed on the title page are editors (ed. or eds.), translators (tran. or trans.), or compilers (comp. or comps.), place a comma after the final name and insert the appropriate abbreviation.

Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge: Harvard UP, 2002. Print.

## **GENERAL GUIDELINES FOR CITING PERIODICALS**

Scholarly journals and magazines differ in the way their pages are numbered. Journals, which are usually published by professional organizations, often have continuous pagination. Thus, a page number occurs only once in a given year. The volume, year, and page number(s) will direct readers to the article. Magazines, however, omit the volume number and are identified by month or a specific date. An exact date is required to locate a particular article. For magazine or journal articles, present bibliographic information in this order, eliminating unnecessary elements:

1. Author(s)
2. Title of the article (in quotation marks)
3. Name of periodical (italicized)
4. Series number or name (if relevant)
5. Volume number (for a scholarly journal)
6. Issue number (for a scholarly journal)
7. Date of publication (for a scholarly journal, use the year; for others, include the day, month, and year)
8. Inclusive page numbers
9. Medium of publication consulted
10. Supplementary information

**7<sup>th</sup> EDITION CHANGE:** For scholarly journals, volume and issue numbers are included regardless of how the journal is paginated.

A. **Journal article:**

Cochran, D. D., W. Daniel Hale, and Christine P. Hissam. "Personal Space Requirements." *Journal of Pshchology* 117.3 (1984): 132-33. Print.

B. **Weekly or biweekly magazine:**

Toufexis, Anastasia. "Dining with Invisible Danger." *Time* 27 Mar. 1989: 28. Print.

C. **Monthly or bimonthly magazine:**

Roosevelt, Anna. "Lost Civilization of the Lower Amazon." *Natural History* Feb. 1989: 74-83. Print.

D. **Newspaper:**

Dullea, Georgia. "Literary Folk Look for Solid Comfort." *New York Times* 16 Apr. 1986: C14. Print.

## **GENERAL GUIDELINES FOR CITING ONLINE PERIODICALS**

In general, information for entries for online periodical citations appears in the following order:

1. Author's name (if given)
2. Title of the work (if given), in quotation marks
3. Name of the periodical (italicized; omit a, an, or the)

4. Print publication information (the volume number and issue number separated by a period; the date of publication, including the day, month, and year, if given; and the inclusive page numbers if possible, or the first page number and a plus sign. If unavailable, use n. pag.)
5. Name of database (italicized)
6. Medium consulted (Web)
7. Date of access (day, month, and year)

**7<sup>th</sup> EDITION CHANGE:**  
If an online article does not have page numbers, use **n. pag.**

**A. Article in scholarly journal:**

To cite a work in a scholarly journal published independently on the Web, such as an article, a review, an editorial, and a letter to the editor, begin by following the guidelines for citing works in print periodicals. However, do not give Print as the medium of publication. Additionally, use n. pag. in place of inclusive page numbers in cases where there are no page numbers or the page numbers are not continuous. Conclude with the medium of publication consulted (Web) and the date of access (day, month, and year).

Landauer, Michell. "Images of Virtue: Reading, Reformation and the Visualization of Culture in Rousseau's *La Nouvelle Heloise*." *Romanticism on the Net* 46 (2007): n. pag. Web. 8 Nov. 2007.

**B. Periodical publication in an online database or subscription service:**

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." *African American Review* 32.1 (1998): 9-16. *JSTOR*. Web. 5 June 2008.

**C. Article in an online magazine or newspaper:**

For an online magazine or newspaper article, provide the author, the title of the article in quotation marks, the name of the magazine or newspaper (italicized), the sponsor of the Web site, the date of publication, the medium consulted (Web), and the date of access.

Gwin, Harold. "YSU Gobbles Up Former Eating, Drinking Haunts near Campus." *Vindy.com*. Vindicator, 16 July 2009. Web. 22 July 2009.

## GENERAL GUIDELINES FOR CITING INTERNET SOURCES

When citing Internet sources, it is important to direct readers as closely as possible to the information being cited. In general, information for Internet sources should appear in the following order:

1. Name of author, editor, compiler, translator, director, performer, or narrator
2. Title of the work (italicize title if citing an entire site or online book; place title in quotation marks if the work is part of a larger work)
3. Title of overall project, database, periodical, or site
4. Version or edition used
5. Publisher or sponsor of the site (if unavailable, use N.p.)
6. Date of electronic publication or last update (use day, month, and year; if unavailable use n.d.)
7. Medium of publication (Web)
8. Date of access (day, month, and year)
9. URL in angle brackets (if necessary)

**7<sup>th</sup> EDITION CHANGE:**  
If publisher is unavailable, use **N.p.** If the date is unavailable, use **n.d.**

**7<sup>th</sup> EDITION CHANGE:** URLs are no longer necessary in citations. If you include a helpful URL, place entire URL in angle brackets < >. If URL must be divided between lines, break it only after the double or single slashes.

**A. Work from a Web site:**

"Spanish Civil War." *Encyclopedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 15 May 2008.

"Then & Now." *Virginia Sesquicentennial Commemoration of the American Civil War*. Commonwealth of Virginia, 2009. Web. 22 July 2009.

**B. Entire Web site:**

Follow guidelines for a specific work from the Web, but begin with name of editor(s), if any, and the title of the site.

Bernstein, Charles, Kenneth Goldsmith, Martin Spinelli, and Patrick Durgin, eds. *Electronic Poetry Corner*. SUNY Buffalo, 2003. Web. 26 Sept. 2006.

*History.com*. A&E Television Networks, 2008. Web. 22 July 2009.