

### **Guidelines for MLA citations:**

**With updates from the *MLA Handbook for Writers of Research Papers, Seventh Edition***

**(Guidelines and examples taken from the *MLA Handbook for Writers of Research Papers, Seventh Edition*, Lester's *Writing Research Papers*, Lunsford's *Easy Writer, Third 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. In this case, the parenthetical reference goes *outside* the final period. For more information, see the *Using Quotes in MLA* handout.

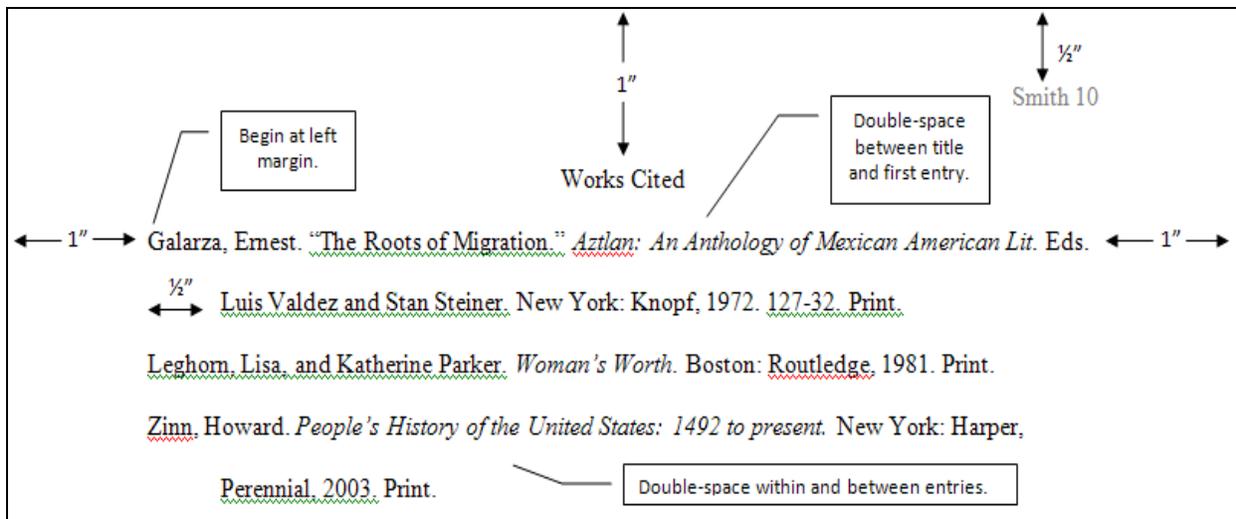
### Formatting documents in MLA style

1. The top, bottom, left, and right margins should be set at 1". The header and footer should be set at 0.5". The gutter should be set to 0.
2. MLA formatting requires that every page include a page number, be prefaced with the author's last name, and aligned to the right of the page.
3. According to MLA formatting, a research paper does not need a title page. Instead, flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines. Center your title on the page, but do not italicize, underline, or boldface the title. Also, do not place it in quotation marks or type in all caps. Do not use a period after your title.
4. Double-space all text, including quotations, notes, and the list of Works Cited. **Leave one space after each period or other concluding punctuation mark.**

	Last Name 1
Name	
Professor's Name	
Course	
Date	
	Title
	This is the beginning of the research paper. This is the beginning of the research paper.
	This is the beginning of the research paper. This is the beginning of the research paper.

### 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. You need not supply citations to sources that you consulted during your research but from which you do not borrow information unless you are required to submit a separate works consulted page.
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.



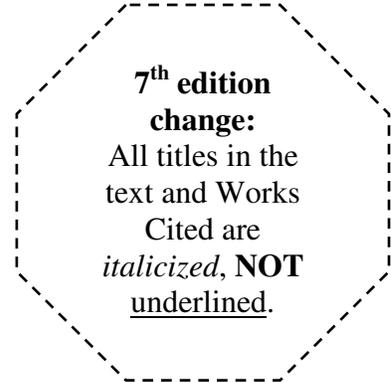
#### 7<sup>th</sup> edition change:

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 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)



### A. Book with one author

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

### B. Book with two 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.

#### **E. Section from an anthology (a work by many authors or different works by the same author)**

If all the works in the collection have the same translator or if the book has an editor or compiler, write Trans., Ed., or Comp. after the book title and provide that person's name. If someone served in more than one role, state the roles in the order in which they appear on the title page (Ed. and trans.). If more than one person served in different roles, provide the names in the order in which they appear on the title page. Note that when the role precedes the name, it is capitalized, but lowercased when it follows the name.

Galarza, Ernest. "The Roots of Migration." *Aztlan: An Anthology of Mexican American Literature*. Eds. Luis Valdez and Stan Steiner. New York: Knopf, 1972. 127-32.  
Print.

If you will be citing two or more works from the same anthology, then you may list the anthology on its own (as in D) and include abbreviated entries for the works from the anthology.

Galarza, Ernest. "The Roots of Migration." Valdez 127-32.

#### **F. Edition**

Unless informed otherwise, readers assume that bibliographic entries refer to first editions. Note that when citing a later edition of a work, identify the edition by number (2nd ed., 3rd ed.), by name (Rev. ed., for Revised edition; Abr. Ed., for Abridged edition), or by year (2003 ed.). Use whichever the title page indicates.

Mandell, Maurice I. *Advertising*. 4th ed. Englewood Cliffs: Prentice, 1984. Print.

## General guidelines for citing periodicals

Journals and magazines differ in the way their pages are numbered. Journals, which are usually published for 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:

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 Psychology* 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.

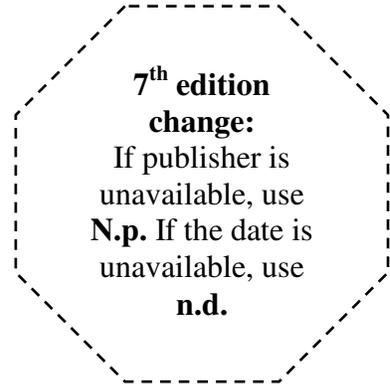
#### D. Newspaper

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

## General guidelines for citing 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:** URLs are no longer necessary in citations. If you decide to include a helpful URL, place the entire URL in angle brackets: <http://www.jstor.com/search/>. If the URL must be divided between two lines, break it only after the double slashes or single slash.

### A. Work from a Web site

“Spanish Civil War.” *Encyclopaedia 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 the guidelines for a specific work from the Web, but begin with the name of the 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.

Untitled works may be identified by a genre label (Home page, Introduction, Online posting), neither italicized nor enclosed in quotation marks, in the place where the title goes.

For a personal Web site, include the name of the person who created the site, the title (italicized), or, if there is no title, a description such as Home page (not italicized), the publisher or sponsor of the site (if none, use N.p.), the date of the last update, the medium of publication (Web), and the date of access.

Smith, Fred W. Home page. Youngstown State University, 15 Feb. 2009. Web. 22 July 2009.

For a course site, include the name of the instructor, the title of the course in quotation marks, a description (such as Course home page), the dates of the course, the department name, the institution, the medium consulted (Web), and the access information.

Jones, Casey. "Foreign Film." Course home page. Fall 2008. Dept. of Foreign Languages and Literatures. Youngstown State University. Web. 22 Sept. 2008.

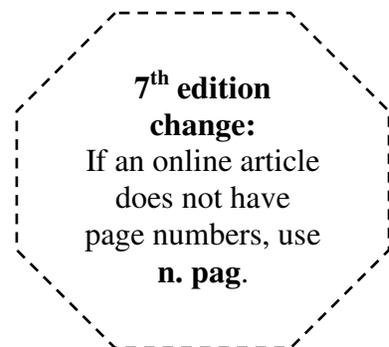
For a department Web site, provide the department name, a description (such as Home page), the institution, the date of the last update, the medium (Web), and the access information.

Dept. of English. Home page. Youngstown State University, n.d. Web. 22 July 2009.

### 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)



#### 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, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture in Rousseau's *La nouvelle Héloïse*." *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 other sources**

### **A. Interview**

For documentation purposes, there are two kinds of interviews: those conducted by the researcher and those published or broadcast. Begin with the name of the person interviewed. If the interview is part of a publication, recording, or program, enclose the title of the interview, if any, in quotation marks. However, if the interview was published independently, italicize the title.

If untitled, use the descriptive label Interview. Do not italicize this label or place it in quotation marks. The interviewer's name may be added if known. Remember to conclude the entry with appropriate bibliographic information and the medium of publication.

Begin with the name of the person interviewed. For an interview you conducted, specify the kind of interview (Personal interview, Telephone interview, E-mail interview), and then provide the interview date.

Diaz, Junot. Interview by Terry Gross. *Fresh Air*. Natl. Public Radio, WGBH,  
Boston, 18 Oct. 2007. Radio.

Paul, William. Personal interview. 6 June 2008.

## **B. Film, DVD, or video recording**

Start with the italicized title of a work unless you are citing the work of a person. In that case, begin with that person's name. Next, identify the director (Dir.), the distributor, the year of release, and the medium consulted. You may list other participants, including lead performers (Perf.), the writer (Writ.), and producer (Prod.), as you deem appropriate. Include these between the title and the distributor.

When citing a DVD, videocassette, laser disc, slide program, or film strip, do so as you would a film. Include the original release date as relevant, and conclude with the medium.

*A Beautiful Mind*. Dir. Ron Howard. Universal, 2001. Film.

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel  
Barrymore, and Thomas Mitchell. 1946. Republic, 2001. DVD.

## **C. Radio or television program**

When citing a broadcast television or radio program, put the name of the episode in quotation marks, and the name of the series or single program in italics. Include the network, followed by the station, city, and broadcast date. End with the medium and, for a Web source, the access date. If your reference is primarily to the work of a particular individual, cite that person's name before the title.

Komando, Kim. "E-mail Hacking and the Law." *CBS Radio.com*. CBS Radio Inc., 28  
Oct. 2003. Web. 11 Nov. 2003.

"Café Disco." *The Office*. NBC, 7 May 2009. Television.

To cite a recorded program, include information about the original broadcast. Also, when the title of the collection of recordings is different than the original series, list the title that would be most helpful in locating the recording.

"Café Disco." *The Office: Season Five*. Writ. Warren Lieberstein and Halsted Sullivan.  
Dir. Randall Einhorn. NBC. 7 May 2009. DVD. Universal Studios, 2009.

## General guidelines for citing legal sources

The citation of legal documents and law cases may be complicated. If your paper requires such references, consult the most recent edition of *The Bluebook: A Uniform System of Citation* (Cambridge Harvard Law Rev. Assn.), available in the Maag Ready Reference Collection.

In general, do not underline or enclose in quotation marks the titles of laws, acts, and similar documents in either the text or the list of Works Cited (Declaration of Independence, Constitution of the United States, Taft Hartley Act). Such titles are usually abbreviated and the works are cited by sections. The years are added if relevant.

Use only familiar abbreviations when writing for a more general audience. References to the United States Code, which is often abbreviated USC, begin with the title number (17 USC. Sec 304. 2000. Print.). When including more than one reference to the code, list the entries in numerical order and, within titles, by section.

When citing an act, state the name of the act, its Public Law number, its Statutes at Large volume number and inclusive page numbers, the date it was enacted, and its medium of publication. Use the abbreviations *Pub. L.* for Public Law and *Stat.* for Statutes at Large.

Names of law cases are similarly abbreviated (“Brown v. Board of Educ.,” for the case of Oliver Brown versus the Board of Education of Topeka, Kansas), but the first important word of each party’s name is always spelled out. Names of cases, unlike those of laws, are italicized in the text, but not in bibliographic entries.

When citing a case, include, in addition to the names of the first plaintiff and the first defendant, the volume, name (not italicized), and inclusive page or reference numbers of the law report cited, the name of the court that decided the case, the year of the decision, and appropriate publication information for the medium consulted.

### A. Act

Aviation and Transportation Security Act. Pub. L. 107-71. 115 Stat. 597-647. 19

Nov. 2001. Print.

### B. Law case

Brown v. Board of Educ. 347 US 483-96. Supreme Court of the US. 1954. *Supreme*

*Court Collection*. Legal Information Inst., Cornell U Law School, n.d. 3 Aug.

2007.

**Disclaimer:** This is only a sampling of the guidelines for MLA parenthetical citations. For more information, consult a handbook updated with MLA 7<sup>th</sup> edition material or reference a current MLA handbook.