

How to Use MLA Documentation Format
Peace College, Finch Library

In-text citations-

- a. If the **author is named** or introduced in the direct quotation or paraphrase, indicate the page number of the source in parentheses at the end of the cited material.

Michael Smith claims that “the steel wall will eventually break down, causing water from the river to envelop the city” (33).

- b. If the **author is not named** or introduced, place the author’s name and page number in the parentheses at the end of the cited material.

Scientists believe that such weather patterns are harmful, and are an “indication of the long term damage to the ozone” (Degual 55).

- c. If there are **multiple authors (2-3)**, include the last names of all the authors, and connect the last two names with ‘and.’ If you have **4 or more authors**, you may provide the names of all the authors, or simply state the first author followed by *et al.* (meaning “and others”).

Raising a Nation deals with the “tasks set before communities wishing to break free of impoverished lifestyles” (Gramm, Rashad, and Susten 5).

- d. For **print sources with no known author**, use a shortened title of the work instead of the author’s name. Place this title in quotation marks for shorter works (articles), or italicize for longer works (plays, TV shows, entire websites, books).

- e. If your source is from the **internet**, include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name). Unless you must list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like *CNN.com* or *Forbes.com* as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

- f. When citing an **indirect source** (a source that is cited in another source), use “qtd. in” to indicate the source you actually consulted.

Wittenberg argues that schools are pressured to act as “social service centers, and they don’t do that well” (qtd. in Weisman 59).

**Works Cited Page-
Book:**

Author' Name. *Book Title*. Place of Publication: Publishing Company, Year of Publication. Medium of Publication.

Herold, Susanna. *White Hands*. Boston: New Age, 1978. Print.

2+ authors- reverse the name of the first author only (keep in order of how they are listed on the title page), then state the second author's first and last names. Separate the two authors with a comma. If there are three or more authors, you may write out all the names, or use only the first followed with *et al*.

Britton, Jackson, Timothy Burgs, Mary Martin, Alex McLean, and Harold Page.

Book with an Editor:

Start with the editor(s), followed by a comma and the abbreviation *ed.* or *eds.*

Asfeldt, Jack, and Larry McBride, eds.

Selection or Chapter from an Edited Work:

Begin with the author's name, then the title of the selection or chapter. *Italicize* the selection if it is a book, magazine, or play; use "quotation marks" if it is a poem, short story, chapter, or essay. Then state the editor(s), followed by the publication information, year, and page numbers.

Spivey, Ida. "Seeing Two Faces." *Issues For Teens*. Ed. Tom Bridges. New York: Norton, 1991. 45-56. Print.

Book with Author and Editor:

L'Enfant, Madeleine. *O Serena*. Ed. Lucy Brothers. Wheaton: Shaw, 1985. Print.

Article in a Reference Book:

O'Henry, Robert. "Bees." *Encyclopedia Britannica*. 1997 ed. Print.

Second or Subsequent Edition of a Book:

Wiley, Beth. *Teaching Successful Writing*. 2nd ed. San Diego: Jossey-Bass, 1996. Print.

Pamphlet or Newsletter: same as a book

Journal article:

Gorzola, Sierra. "Classroom Neglect." *College English* 34.5 (2001): 301-15. Print.

Magazine Article:

"Name of Article." *Magazine Title* day Month. Year: page numbers.

"Going Places." *New Yorker* 10 June. 2001:31-35. Print.

Newspaper Article:

Dodson, Brent F. "Prosecutors Seek Answers in Eastside Murder." *Boston Globe* 15 Nov. 1993: B1+. Print.

*do not use articles in the title of the newspaper; if there is no author stated, start with the title of the piece and proceed.

Internet documentation:

MLA no longer requires the use of URL's in citations. Please consult your instructor on their preference in the use of URL's for your specific assignment. If desired, the URL should be placed at the end of the citation using <> around the address.

Internet article-

Author(s). "Article Title." *Title of Journal* Volume. Issue (Year). Medium of Publication. Date of access.

Smith, Harry. "Make the Grade." *Learning* 40.3 (1999). Web. 15 Mar. 2002.

Non-periodical internet article-

Author(s). "Title of Web site." Day month year published. Title or description of site. Access day month year. Medium of Publication.

Allan, Gregg. "My Life." 31 Dec. 1999. Home Page. 18 Feb. 2003. Web.

Article in an Online Scholarly Journal via a Journal Database-

Author(s). "Article Title." *Journal Title*. Volume. Issue (Year). Journal Database. Access day month year. Medium of Publication.

Richards, Julie. "American Soldiers." *Seventeenth Century Life* 13.4 (1998). *Project Muse*. 25 Sept. Web.

Document or Full-text article via Library Subscription Service (Lexis-Nexis, ProQuest, EBSCOhost):

Follow the citation for the source itself, followed by the name of the service italicized, and the date of access. 2009 MLA Format does not require the name and location of the service.

Kittle, Mary. "Decreasing Wealth in America's Youth." *Boston Globe* 5 June 2000: C3. Academic Universe. *EBSCOhost*. 23 Aug. 2005. Web.

Works Cited Page – Keys to Remember:

- Your works cited page should appear at the end of your paper.
- Center the heading Works Cited at the top of the page; do not use quotation marks or underlining.
- Double-space the entries (examples are single spaced on this page for space☺)
- Alphabetize your list using the author's last names; use the last name, first name, and initials just as they are seen on your source.
- If no author is given for a piece, alphabetize by the title of the piece.
- Capitalize each word of the title and subtitle of articles and books (except articles, prepositions, and conjunctions that are not the first words of the title).
- Use quotation marks around poems, short stories, songs, essays, newspaper articles, journal articles, and anthologies. Use italics for larger works (books, journals, magazines).
- All lines after the first line of each entry should be indented ½ inch (or 5 spaces) from the left margin.
- For every entry, you must specify the Medium of Publication. In most cases, this will either be Print or Web, but can also be Film, CD-ROM, or DVD.
- Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date. When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation *n. pag.*

Materials compiled from-

Hult, Christine A., Thomas N. Huckin. *The New Century Handbook*. 3rd ed. New York: Pearson, 2005. Print.

Russell, Tony, Allen Brizee, and Elizabeth Angeli. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 16 Nov. 2010. Web. 26 April 2011.