

# M.L.A. Format- 2009 Ed.

## In-Text Citations and the Works Cited Page

Updated 5/11

This handout answers some of the most common questions DeVry and CCN Addison students have about using the 7<sup>th</sup> edition of MLA format. If you have questions that are not answered here, please consult the following resources:

- The ASC (Room 221)
- Online at [http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)

### I. Overview

MLA documentation is a method for correctly acknowledging sources you include in your writing either as direct quotations, summaries, or paraphrases. It also enables you to contribute to scholarship in the field by allowing readers to know where to get further information from the paper and sources. It is not the only correct method for documentation; however, *it is the acceptable format for documenting sources when writing in the humanities or in English classes. It is essential that you acknowledge your sources correctly using MLA (or another appropriate format) to avoid plagiarism.*

MLA documentation consists of two parts:

- **in-text parenthetical citations** that follow quoted, paraphrased, or summarized text from sources and identify the source by stating the author's name and the page of the quoted, etc. material. **If you are using an electronic source, the url should not appear in the text of your paper. The only place it should appear, if at all, is on the Works Cited page.**
- **a Works Cited page** that contains bibliographic information about each source cited in the paper. The Works Cited page is double spaced, and the entries are arranged in alphabetical order. The first line of each entry is justified with the left margin and the second and following lines are indented 5 spaces.

This handout gives you some brief advice about the format of each part of the documentation process.

## II. In-Text Citations

In-text citations give the reader brief information about the source. They appear in parentheses in your paper itself. They serve several purposes:

- 1) they make it clear to your readers which material is from sources and which is your own ideas and experience;
- 2) they identify which source the material came from;
- 3) they give enough information for the reader to go back to the Works Cited (bibliography) page to find the complete publication and/or access information on the source; and
- 4) they give the reader a clue about whether you quoted (used the author's exact words) or paraphrased/ summarized (expressed the author's ideas in your own words and sentence structure) the material.

### If You Are Quoting a Source Directly

If you are using the source's exact words, you need to signal that in three ways:

- 1) An acknowledgement phrase (ex., According to ..., In the words of ... , In an article by ... ) in the sentence itself to identify who is speaking;
- 2) Quotation marks at the beginning and end of the author's exact words to indicate these are someone else's words, or if the quotation is 4 lines or longer, block indent the quotation 10 spaces (with no quotation marks); and
- 3) Parentheses with the author's name and the page (if it's a printed source) where you found the quote. These usually come at the end of the quote/end of the sentence. If no author is named, then use the title of the source. If you use the author's name in your sentence itself, then include only the page in parentheses.

**EXAMPLE 1** Mark Snider, the editor of *Microwave News*, an independent journal dedicated to electromagnetic fields and radiation, confirms my findings about cellular phone use. "The driving issue gets a lot more attention than the health issue," said Snider.

*Note: Since the author is named in the sentence and there is no page number, parentheses are not necessary in this example.*

**EXAMPLE 2** One article indicates that we may not know the immediate effects of radiation:

It has been estimated that compared to sixty years ago there are between 50 and 170 new "substances" in our blood...these are mostly... from oil compounds and plastics. What may not be so easily measurable, however, is the effect of a toxin that is increasing faster than any other—namely, radiation. (Hammer and Rosen 32)

## If You Are Paraphrasing or Summarizing

If you are using the source's ideas, but explaining them in your own words and sentence structure, then you need to signal that by using

- 1) Parentheses with the author's name. If you can identify a specific page (if it's a printed source) where you found the information, provide that as well. If no author is named, then use the title of the source. If you use the author's name in your sentence itself, then include only the page/paragraph number in parentheses.

Acknowledgement phrases (According to ... ) in the sentence itself are optional.

**EXAMPLE** Mark Snider, the editor of *Microwave News*, an independent journal dedicated to electromagnetic fields and radiation, confirms my findings about cellular phone use. He says that the public pays more attention to safety concerns surrounding cellular phones than they do health concerns (Snider).

*What about paraphrasing?* Effective paraphrasing is more than simply changing a few words of the original source material. You must paraphrase appropriately to avoid plagiarism. You should always do the following when conducting your research:

- Choose your sources carefully. Make sure they are scholarly and that they will support your paper or project.
- Print and read your source material thoroughly. Take notes in the margins, highlight material you will likely cite, and cross out passages that do not apply to your paper or project. Be sure that you understand the material.
- When you are ready to paraphrase, turn over the source material and write what you understood from memory. In doing this, you are truly putting the source material into your own words and sentence structure—you are paraphrasing.
  - If you are unable to complete the previous step, you may not have understood the source material. Reread the source and try the paraphrasing strategy again. If you are still unable to complete this step, it may be because the source is not appropriate for your paper or project.
- Cite the source material appropriately in the text of your paper and on the Works Cited page. Use this packet as a guide, and seek help at the ASC if you need it.

## III. The Works Cited (Bibliography) Page


The Works Cited (bibliography) page gives your readers the complete publication or access information to the sources you cited in your paper. Works Cited entries are arranged in alphabetical order according to the author's name, or if no author is named, by the title of the document.

The in-text citations correspond to entries in the sample Works Cited list on the next page. Remember that your page should always be double-spaced.

**EXAMPLE**  
Works Cited

Hammer, Leon, and Ross Rosen. "The Pulse, the Electronic Age and Radiation: Early Detection." *American Acupuncturist* 47 (2009): 32-39. EBSCO. Web. 19 Mar. 2010.

Snider, Mark. "Heads Turning to Cell Phone Dangers." *USA Today* 18 April 2000. Web. 15 March 2002.

 **What has changed since the 6<sup>th</sup> edition (previous) MLA Manual?** Unlike the previous version of MLA format, urls are not listed in Works Cited entries unless the work is difficult to find online or your instructor requires it. In general, titles that are part of larger works are listed in quotation marks, with the larger work italicized; independent article titles are italicized. There is also a word in each entry that describes the medium of publication (Print, Web, etc.).

The information a reader needs to find and/or access the same information you used depends on the kind of source it is. For example, you access Internet information very differently from the way you get your hands on a book. The first step in completing the bibliography is to determine what kind of source you have. Once you determine that, follow the formula for citing it. The formulas for some common kinds of sources appear in the boxes below. Each formula is followed by an example.

### Works Cited General Forms and Examples


Note: The numbers connected with each source refer to sections in the *MLA Handbook for Writers of Research Papers* 7<sup>th</sup> ed.

#### Electronic Sources

##### A Work Cited Only Online [5.6.2b]

Author's Last Name, First Name if given. "Title of a Document That is Part of a Larger Work" OR *Title of a Document That is Independent*. *Title of the Website*. Version or edition if given. Publisher or Website Sponsor if given, OR N.p., Day Month abbr. year of publication. Web. Day Month abbr. year accessed.

Arthen, Inanna. *Real Vampires*. *EarthSpirit Web*. SolsticeSun Design, 2010. Web. 22 Mar. 2010.

 **Note:** All months are abbreviated in Works Cited entries except for May, June, and July. The abbreviation "N.p." should be used if there is no Website sponsor given.

### Online Journal Article, found using Database [5.6.4]

Author's Last Name, First Name. "Title of the Article." *Title of the Journal* Volume #.issue # (year of print publication): page numbers. *Name of Database*. Web. Day Month abbr. year accessed.

Shapiro, Andrew. "Privacy for Sale: Peddling Data on the Internet." *Human Rights* 26.1 (1999): 10-12. *First Search*. Web. 8 Aug. 2000.

### Online Magazine or Newspaper Article, found using Database [5.6.4]

Author's Last Name, First Name. "Title of the Article." *Title of the Magazine/Newspaper* day Month abbr. year published: page numbers. *Name of Database*. Web. Day Month abbr. year accessed.

Koretz, Gene. "Economic Trends: Uh-Oh, Warm Water." *Business Week* 21 July 1997: 2. *Electric Library*. Web. 17 Oct. 1997.



**Note:** It is no longer necessary to name the library where you accessed the database.

### An Article from an Online Magazine or Newspaper, found without Database [5.6.2b]

Author's Last Name, First Name. "Title of the Article." *Title of the Magazine/Newspaper*. Publisher or Website Sponsor if given, day Month abbr. year of publication. Web. Day Month abbr. year accessed.

Borland, John. "Napster: Downloading Music for Free is Legal." *CNET News.com*. CNET, 3 July 2000. Web. 28 July 2000.

### An Article from an Online Journal, found without Database [5.6.3]

Author's Last Name, First Name. "Title of the Article." *Title of the Journal* volume #.issue # (year of publication): page numbers. Web. Day Month abbr. year accessed.

Dane, Gabrielle. "Reading Ophelia's Madness." *Exemplaria* 10.2 (1998): n. pag. Web. 22 June 2002.



**Note:** The abbreviation "n. pag." is used above because no page numbers are listed.

**A Government Publication Available Online** [follows format of 5.5.20]

Name of the Country/Gov't. Name of the Dept. or Agency. *Title of the Document*. By Author or Editor's Name if given. Place of Publication if Given: Publisher, date of publication if given. Web. Day Month abbr. year accessed.

United States. Dept. of Education. *Seattle's Public School Students Benefit from No Child Left Behind Act's Flexibility*. Ed. Susan Aspey. 6 Nov. 2003. Web. 10 Nov. 2003.



**Note:** It is acceptable to abbreviate the name of the government and/ or agency in your entry. If you are citing several works from the same source, substitute three hyphens for the name of the government and/or agency in subsequent entries on your Works Cited page. For example, a second entry by the same government and agency as the preceding example would begin with ---. ---.

**Web Log Post (Blog)** [follows format of 5.6.2b]

Author, Editor, or Screen Name if given. "Title of Post." *Title of the Website*. Version if given. Publisher or Website Sponsor if given, OR N.p., Day Month abbr. year of publication. Web. Day Month abbr. year accessed.

Taylor, Ginger. "Down With the Bullies in Britain." *Adventures in Autism*. N.p., 7 Jan. 2010. Web. 23 Mar. 2010.

**Email Message** [5.7.13]

Writer's Last Name, First Name. "Title of the Email." Message to First Name Last Name or the author. Day Month abbr. year of message. E-mail.

Vaughan, Colleen. "RE: New Test Scoring Machine." Message to the author. 16 Mar. 2010. E-mail.

### Map Retrieved Online [5.6.2b]

Author's Last Name, First Name, if given. "Title of Map." Map. *Title of the Website*. Version or edition if given. Publisher or Website Sponsor if given, OR N.p., Day Month abbr. year of publication.  
Web. Day Month abbr. year accessed.

"Wayne Township." (2010). *Wayne Township: DuPage County, Illinois*. Wayne Township, 2010. Web. 23 Mar. 2010.

## Print and Nonprint Sources

### A Book – Two Authors [5.5.4]

First Author's Last Name, First Name, and Second Author's First and Last Name. *Title of the Book*. Place of Publication: Publisher, year published. Print.

Metheny, Norma Milligan, and William D. Snively. *Nurses' Handbook of Fluid Balance*. Philadelphia: Lippincott, 1999. Print.

### An Article in a Familiar Reference Book [5.5.7]

Author's Last Name, First Name (if given). "Title of the Article." *The Title of the Reference Book*. # ed.  
The year published. Print.



**Note:** If the entries/articles are arranged alphabetically, omit volume and page numbers.

"Chaucer." *The New Encyclopaedia Britannica*. 15th ed. 2002. Print.

### An Article in a Scholarly Journal [5.4.2]

Author's Last Name, First Name. "Title of the Article." *Title of the Journal* volume #.issue #  
number (the year published): page numbers. Print.

Christie, John S. "Fathers and Virgins: Garcia Marquez's Faulknerian Chronicle of a Death Foretold." *Latin American Literary Review* 13.3 (1993): 21-29. Print.

### An Article in a Magazine – No Author [5.4.6]

“Title of the Article.” *Title of the Magazine* day Month abbr. year published: page numbers. Print.



**Note:** Do not use volume and issue numbers.

“What’s a Hoatzin?” *Newsweek* 27 Sept. 1993: 72-73. Print.

### A Newspaper Article [5.4.5]

Author’s Last Name, First Name. “Title of the Article.” *Title of the Newspaper* day Month abbr. year published, edition: section and page number. Print.

Huffstutter, P. J. “Music Rights Get Tangled on the Web.” *The Hartford Courant* 31 May 2000, eastern ed.: A1+. Print.



**Note:** There are varying requirements for page numbers in newspapers. The “A1+” in the preceding entry indicates that the article begins on page A1 but continues on a separate, nonconsecutive page.

### A Personal Interview (Conducted by the Student) [5.7.7]

Last Name, First Name of Person Interviewed. Kind of interview (Personal, Telephone, etc.).  
Day Month abbr. year.

Hagemann, Julie. Personal Interview. 23 Oct. 2003.

### Film or Video Recording [5.7.3]

*Title of the Film*. Dir. Director’s Name. Perf. Performers’ Names. Year of original release. Distributor,  
Year of Secondary Release. Medium (Film, DVD, Videocassette, etc.).

*One Flew Over the Cuckoo’s Nest*. Dir. Milos Forman. Perf. Jack Nicholson, Louise Fletcher, and William Redfield. 1975. Warner Home Video, 1997. Videocassette.



**Note:** Two dates are listed in the entry above because the film was viewed on videocassette after its original release. See section 5.7.3 for additional examples of film or video recording entries.

The next two pages give you an example of what a Works Cited page looks like.

## Works Cited

- Arthen, Inanna. *Real Vampires*. *EarthSpirit Web*. SolsticeSun Design, 2010. Web. 22 Mar. 2010.
- Borland, John. "Napster: Downloading Music for Free is Legal." *CNET News.com*. CNET, 3 July 2000. Web. 28 July 2000.
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- Christie, John S. "Fathers and Virgins: Garcia Marquez's Faulknerian Chronicle of a Death Foretold." *Latin American Literary Review* 13.3 (1993): 21-29. Print.
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Shapiro, Andrew. "Privacy for Sale: Peddling Data on the Internet." *Human Rights*

26.1 (1999): 10-12. *First Search*. Web. 8 Aug. 2000.

Taylor, Ginger. "Down With the Bullies in Britain." *Adventures in Autism*. N.p., 7 Jan.

2010. Web. 23 Mar. 2010.

United States. Dept. of Education. *Seattle's Public School Students Benefit from No*

*Child Left Behind Act's Flexibility*. Ed. Susan Aspey. 6 Nov. 2003. Web. 10 Nov.

2003.

Vaughan, Colleen. "RE: New Test Scoring Machine." Message to the author. 16 Mar.

2010. E-mail.

"Wayne Township." (2010). *Wayne Township: DuPage County, Illinois*. Wayne

Township, 2010. Web. 23 Mar. 2010.

"What's a Hoatzin?" Newsweek 27 Sept. 1993: 72-73.