

MLA Style Documentation

Documenting your sources involves two components – in-text citations and a works cited page.

The best advice I can give you is to create your works cited entry first; as soon as you know you are going to use a source, write out the works cited entry for it. Once you have your works cited entry written out, creating your in-text citations will be a lot easier and you will be able to do them right the first time.

A few basic rules and reminders:

- ☆ What appears in the in-text citation is what begins your works cited entry.
- ☆ Every in-text citation should include both an author (or title, if there is no author) and a page/paragraph number.
- ☆ In-text citations should always have either a page number or paragraph number (par.) Be sure to record all page/paragraph numbers when doing your research and note-taking.
- ☆ For sources with no authors, you begin the works cited entry with the title. [NOTE: You may abbreviate long titles in in-text citations by using an ellipse (...). For example, if the title of your source is “How to Make Lots and Lots of Easy Money on Your College Campus,” you can abbreviate the title in your in-text citation to something like, “How to Make...” However, you must provide the full title on your works cited page.
- ☆ For websites, it is important to record titles of the website and titles of the article/page you are viewing and using as a source: “The Flying Car is Here!” *Comcast*. You also need to know who publishes or sponsors the website.
- ☆ Online source citations must always include two dates: the date the information was published or last updated and the date that you accessed (viewed) it.
- ☆ The format for dates is always the same: day month year -- such as 14 January 2008, 25 July 1999, 2 October 1971, etc.
- ☆ For books and articles in online publications, you generally follow the rules for periodicals (journals & magazines) and books, but also add the URL and an access date.
- ☆ URLs (web addresses) are always enclosed in triangular brackets, like this: < >. The period goes outside the closing bracket. Also, remember to take off the hyperlink formatting (underlining and blue print).

MLA PRACTICE WORKSHEET

Use your handout on “Quoting and In-Text Citation Using MLA Guidelines” and your handbook to complete the following by

- 1) filling in the in-text citation in the sentence
- 2) identifying the type of quote used in the sentence
- 3) writing out the complete works cited entry

Book with One Author

According to Eric Schlosser, “fast food chains are now gaining access to the last advertising-free outposts of American life”: public schools ().

Taken from *Fast Food Nation* by Eric Schlosser, page 51, published in New York by Perennial in 2002.

Works Cited Entry:

A Chapter from a Book with Two or More Authors

The authors state, "Evidence used to support ideas in an academic essay is usually paraphrased" ().

Taken from *Sourcework* by Nancy E. Dollahite and Julie Haun, which was published in 2006 in Boston by Thomson Heinle. The quote is taken from page 77, in chapter 4 titled "Building a Paper," which spans pages 72-97.

Works Cited Entry:

Book with Four Authors

The authors assert that "Most multicultural readers approach diversity in one of two ways" ().

Taken from *Rereading Culture* by Gary Columbo, Robert Cullen, Linda Laslow, and Bonnie Lisle, page 5. The book was published in 2007 by Bedford/St. Martins in Boston.

Works Cited Entry:

Article in a Scholarly Journal (paginated by issue)

The author states that suicide is a theme in Toni Morrison's novels ().

This idea was taken from the article "Revolutionary Suicide in Toni Morrison's Fiction," which was published in the *African American Review* in 2000 in volume 29, issue 34. The article was on pages 389-412. This idea was found on page 401. The author of the article is Nancy Snyder.

Works Cited Entry:

Article from a Popular Magazine

According to the researchers, hippos like to stay in the water as much as possible on hot days ().

This fact was taken from *National Geographic*. The article was titled "Land of the Surfing Hippos." It was published in August 2004 on page 100. The author is Bill Pomo. *National Geographic* is a monthly magazine paginated by issue.

Works Cited Entry:

Personal Interview

The doctor told me that cancer of the pancreas is one of the most deadly types of the disease ().

This information came from a personal interview with Dr. Trisha Hay, with was conducted on October 14, 2007.

Works Cited Entry:

Email Communication

Mr. Smith says, "The only reason for bungee jumping accidents is carelessness" ().

Bob Smith wrote this to me (the author) in an email on February 28th, 2007. The subject of the email was "re: safe jumping."

Works Cited Entry:

Article from a Website

Flintoff writes, "The religious board that supervises elections has disqualified thousands of independent and reform candidates" ().

This article was taken from [npr.org](http://www.npr.org) -- the website for *National Public Radio*. It is written by Corey Flintoff and is titled "Iranian Elections Provide View into Power Dynamics" in the World section of the website. This quote was taken from paragraph 2 of 10 paragraphs total. The article was published on March 12, 2008. I accessed it on March 13, 2008. The URL is <http://www.npr.org/templates/story/story.php?storyId=88163375>.

Works Cited Entry:

Article from a Newspaper

The author writes about one family that is trying to reduce its toxic footprint; in other words, they are trying to live more "green." "The Goode family has not purchased deodorant for a year," the writer says, "and they have not bought toothpaste or shampoo either" ().

This quote came from the *Toronto Star*. The reporter who wrote the story is Catherine Porter. Her article was titled "How a Family Reduced Its Toxic Footprint." The article appeared on page E4 on March 16th in 2009.

Works Cited Entry:
