Citation Guide: MLA 8th Edition

This is a brief overview of the Modern Language Association (MLA) citation style, 8th edition. In academic writing, when you borrow the words, facts, or ideas of others, you must "cite," or give credit to, those outside sources.

You cite your sources every time you are:

quoting (enclosing someone's exact words in quotation marks);

paraphrasing (putting the words/ideas of others into your own words and sentence structure);

or **summarizing** (using your own words to write a concise overview of an outside source's main points).

Cite Your Sources in Two Places:

1. In the **Works Cited list**, where you give complete citations. This is on a separate page, after your essay.
2. In the **body of your paper**, where you place brief **in-text citations** (see pp. 3-4 of this guide).

Nine Core Elements of a Works Cited Citation:

Aim to locate all nine "core elements" provided for a source. If an element is not provided, omit it. Use the correct punctuation marks after each element, as shown below, and list the elements in the following order:

See details about each element

```
Author. Title of Source. Title of Container, Other Contributors,
      Version, Number, Publisher, Publication Date, Location.
```

Citation Example: A Print Article in a Scholarly Journal

Author(s)
Small, Dana M., and Alexandra G. DiFeliceantonio.

Title of Source (article title)
"Processed Foods and Food Reward."

Title of Container | Number | Pub. Date | Location
Science, | vol. 363, no. 6425, | 25 Jan. 2019, | pp. 346-47.

"Core Elements" Information:

1.	**Author**	Last name, First name, Middle Initial. For multiple authors or no author, see p. 2.
2.	**Title of Source**	**Italicize stand-alone sources** (books, websites, magazines, journals, etc.). **Use quotation marks for sources held within other works** (essays, articles, chapters, etc.).
3.	**Title of Container**	When a source is held in a larger whole, the larger whole is the "container" for it. A source may have two containers: an article may be housed in a journal (container 1) that is housed in a database (container 2). Other container examples: a magazine, a website, or an anthology. A print book does not have a container—it is its own work.
4.	**Other Contributors**	Editors, illustrators, translators, etc. Precede name with "by", example: "edited by".
5.	**Version**	Version [unabridged, abridged, etc.]; Edition [expanded, 4th ed., etc.]; revised (rev.).
6.	**Number**	Volume, issue number -- abbreviate as vol. 1, no. 4.
7.	**Publisher**	For university publishers, abbreviate University as U and Press as P. Omit corp. and co. and other business abbreviations. Publisher is not needed for journals, magazines and newspapers. Omit publisher's name when it is essentially the same as a website's title.

8. Publication Date	Spell out May, June, & July; abbreviate September as Sept.; abbreviate all other months to three letters. Example: 2 Feb. 2019. **Date of Access is optional, but include it as last element if no publication date is given. Check with your professor.**
9. Location	Use p. for page; pp. for pages. Use DOI if given. Give URL **without** http:// or https://.

Works Cited list Citation Examples

See sample Works Cited list on p. 6. Citations should be double-spaced, with a ½" hanging indent on all lines after the first line of each entry. Examples below are not double-spaced.

Core Elements:

1 Author.
2 Title of source.
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

Image: style.mla.org

⊙ **Print Book, Single Author**

Westover, Tara. *Educated: A Memoir*. Random House, 2018.

For multiple authors or no author (any source)	**For Two Authors:** Kitchell, Susan, and Charles S. Mayer **For Three or More Authors:** Burdick, Anne, et al. (List first author, then add "et al.", which means "and others." **For No Author:** Use Title of Source as first element. Example: *Beowulf*.

⊙ **A Print Work in an Edited Collection or Anthology (e.g., an essay, chapter, poem or short story)**

Copeland, Edward. "Money." *The Cambridge Companion to Jane Austen*, edited by Copeland and Juliet McMaster, Cambridge UP, 1997, pp. 131-48.

Note: If citing an edited book of essays as a whole book, begin with editor's name (as author). Ex.: Nunberg, Geoffrey, editor.

⊙ **An Entry or Article in a Print Encyclopedia, Reference Book, or Dictionary**

"Content." *Merriam-Webster's Collegiate Dictionary*, 11th ed., Merriam-Webster, 2003, p. 269.

⊙ **E-Book Retrieved from an MCC Library Database**

Gans, Joshua. *The Disruption Dilemma*. *EBSCOHost eBook Collection,* MIT P, 2016, ezproxy.mcckc.edu:2350/ehost/detail/detail?vid=4&sid=cfd49e5e-cc42-4beb-a6ec-85226f36e8dd%40sessionmgr104&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=nlebk&AN=1203028.

⊙ **Journal Article Retrieved from an MCC Library Database, with DOI number (digital object identifier)**

Fleetwood, Janet. "Public Health, Ethics, and Autonomous Vehicles." *American Journal of Public Health*, vol. 107, no. 4, Apr. 2017, pp. 532-37. *ProQuest Research Library*, doi:10.2105/AJPH.2016.303628.

⊙ **Article or Page on a Website, Corporate Author (Government agency)**

United States, Environmental Protection Agency. "Snow and Ice." *United States Environmental Protection Agency*, 6 Nov. 2018, www.epa.gov/natural-disasters/snow-and-ice.

⊙ **Video on YouTube**

Cain, Susan. "The Power of Introverts." *YouTube*, uploaded by TED, 2 Mar. 2012, www.youtube.com/watch?v=c0KYU2j0TM4.

⊙ **Photograph from a Website**

Nowitz, Richard. *Stonehenge*. *National Geographic*, www.nationalgeographic.com/archaeology-and-history/archaeology/stonehenge/. Photograph. Accessed 21 Feb. 2019.

In-Text Citation Examples

In-text citations are brief acknowledgments of your sources that you place within the text of your paper wherever you borrow others' words, facts or ideas. Use in-text citations when you are **quoting** (enclosing someone's exact words in quotation marks); **paraphrasing** (putting the ideas of others into your own words and recreating the sentence structure of the original source); or **summarizing** a source. MLA in-text citations usually contain the author's name and the source's page number (see exceptions underlined below).

Each short in-text citation should have the same first word as its longer corresponding citation on the Works Cited list, which is on a separate page after the last page of your essay. This system provides your readers with a link to your complete citation information. See pp. 1-2 of this guide for information about citations for the Works Cited list.

MLA In-Text Citation Basics:

- The author's name may appear in the sentence itself or, alternatively, in parentheses following the quotation, paraphrase or summary. Within the parentheses, the author's last name goes before the page number. Example: (Shakespeare 58).
- **If no author is provided**, use a shortened version of the title of the source within the parentheses **or**, alternatively, the complete title of the source within the text of your paper. The first word of the *shortened title* must be the same as the first main word (not *A*, *An*, or *The*) of the source's *complete* title in the Works Cited list. *For shortened titles*, use the first or first few words of the complete title, but omit any initial article: *A*, *An*, *The*.
- Page numbers are placed in the parentheses, not within a sentence. **If page numbers are not provided**, as often occurs with web sources, do not include them. PDF articles may have page numbers, so use them if available.

Sample In-Text Citations for the Works Cited citation example below:

> Linford, Jenny. *The Seven Culinary Wonders of the World: A History of Honey, Salt, Chile, Pork, Rice, Cacao, and Tomato*. Illustrated by Alice Pattullo, Smithsonian Books, 2018.

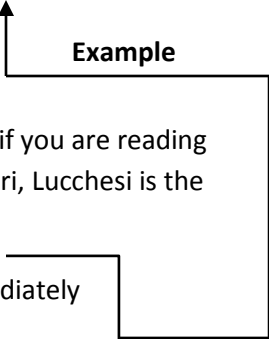Signal phrases "signal" that borrowed information is coming.

Paraphrase, Author in sentence	Food writer Jenny Linford points out that chocolate was enjoyed only in liquid form prior to the mid-19th century (174).
Paraphrase, Author in parentheses	Until the mid-19th century, chocolate was enjoyed only in liquid form (Linford 174).
Quote, Author in sentence	According to Linford, "Recent findings show that raw honey can kill more than 250 strains of bacteria, including the so-called superbug MRSA" (62). [Page number]
Paraphrase followed by quote; Author in parentheses	Salt is considered a pantry staple, yet "only 6 percent of the salt produced in the world today is used for food purposes" (Linford 79).

Note: The closing period goes **after** the parentheses.

Additional In-Text Citation Examples:

Paraphrase, No author	Fathers participating in a weekly program of reading to their children said that the activity improved their parenting skills ("Engaging Fathers" 27). ← Title of source
Paraphrase, No page number	One study found that reading to young children benefits not only their language skills, but also their psychological growth (Klass).
Paraphrase, two authors	Researchers assert that marketing campaigns for e-cigarettes and other electronic nicotine devices should not be something that youths regularly see in the world around them or online (Kamat and Van Dyke 75).
Quote, indirect	In a *nytimes.com* article about clutter and its causes, DePaul University Psychology Professor Dr. Joseph Ferrari points out that "We have taken our wants and been told that they are needs" (qtd. in Lucchesi).

Example

In-text Citation for an Indirect Source

A source that paraphrases or quotes another source is called an indirect source. For example, if you are reading an article by Lucchesi, and Lucchesi's article includes paraphrased or quoted words from Ferrari, Lucchesi is the indirect source, and Ferrari is the original, secondary source. To cite Ferrari within your paper:

1. Name the original source of the information—Ferrari—in the text of your paper immediately before you quote or paraphrase him.
2. Cite the indirect source, Lucchesi, in the parenthetical citation following Ferrari's words/ideas. The parenthetical in-text citation should look like this: (qtd. in Lucchesi).
3. You then also cite Lucchesi in the Works Cited list at the end of your paper (but not Ferrari).

Block Quotes (for Long Quotations)

If a quote is more than four lines (or more than three lines for verse/poetry): Block the quote off from the rest of the text by indenting the entire quote ½ inch (one tab) from the left margin. The introductory phrase you place before your long quotation usually ends with a colon. <u>Do not enclose the block quote in quotation marks</u>. See example below:

Block Quote Example:

Nick describes his impression of Gatsby at their first meeting: ← Phrase introducing quote

Quote —
> He smiled understandingly—much more than understandingly. It was one of those rare smiles with a quality of eternal reassurance in it, that you may come across four or five times in life. It faced—or seemed to face—the whole external world for an instant, then concentrated on you with an irresistible prejudice in your favor. (Fitzgerald 48)

Note: For block quotes, the closing period goes **before** the parentheses (not after, as in a regular quote).
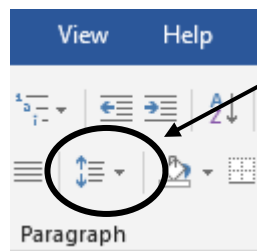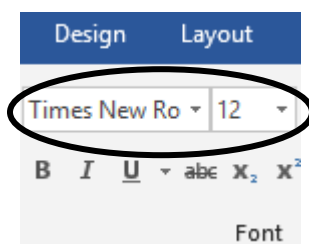
FORMATTING YOUR MLA-STYLE PAPER

Microsoft Word

Google Docs

Font = Times New Roman 12 pt.
Double Space

Click 2.0 and click "Remove space after paragraph"

Select Font

Select "Double" space

Margins = 1" all around

Microsoft Word

Word automatically sets margins at 1 inch all around. To double-check, click: *Layout > Margins >* make sure "Normal" is highlighted. If it isn't, click "Normal."

Google Docs

Google Docs automatically sets margins at 1 inch all around. To double-check, click: *File > Page Setup >* make sure margins are set at 1-inch all around.

Automatic Last Name & Page Numbering at Top Right of Each Page

Microsoft Word

1. Click *Insert > Page Number*
2. Click *Top of Page*, then select *Plain number 3*.
3. Type your last name and a space before the page number, example: Jones 1
4. Highlight last name & page number & change font to Times New Roman, size 12.
5. Double click underneath dashed line to close header.

Google Docs

1. Click *Insert > Header & Page Number > Page Number*
2. Click on first option—with a 1 at top right on page one, and a 2 at top right on page two.
3. Type your last name and a space before the page number, example: Jones 1
4. Highlight last name & page number & change font to Times New Roman, size 12.
5. Double click anywhere in white space under header.

Hanging Indents (all lines of a Works Cited citation *after the first line* have a ½" indentation)

Microsoft Word

1. Begin the Works Cited list on the first line of a new, separate page of your paper, after your essay.
2. Click Align Center icon & type Works Cited, then press *enter* once. Click Align Left icon.
3. To set hanging indents at 0.5": click tiny arrow in lower right corner of *Paragraph* section > click *Special* pull-down menu > *Hanging* > click *OK*.
4. Type citations. As you do, each citation should now automatically indent its second and subsequent lines. *If you typed in your citations before doing step 3 above*, just highlight them all & do step 3.
5. Alphabetize citations by first main word of citation.

Google Docs

1. Begin the Works Cited list on the first line of a new, separate page of your paper, after your essay.
2. Click "Center Align" icon & type Works Cited, then press *enter* once. Click "Left Align" icon.
3. To set hanging indents at 0.5": click *Format > Align & Indent > Indentation Options > .* Next, under "Special," click on *Hanging > Apply.*
4. Type citations. As you do, each citation should now automatically indent its second and subsequent lines. *If you typed in your citations before doing step 3 above*, just highlight them all & do step 3.
5. Alphabetize citations by first main word of citation.

SAMPLE MLA-STYLE PAPER

Anna Jones

Professor Williams

English 101

19 Feb. 2019

Title of Your Essay

Times New Roman 12 pt. font

Double-spaced

1-inch margins all sides

We Should Read Online Reviews with a Critical Eye

In today's digital age, consumers seeking advice about a potential purchase need only find the item online and click "Reviews." Results of a 2016 study show that 82 percent of U.S. adults do just that, with 65 percent of regular review readers saying that online reviews are "generally accurate" (Smith and Anderson). Other research details unethical practices in which third-party "marketers" pay reviewers for positive reviews (Botsman 146-47). Although online reviews are convenient and often beneficial, they may also be dishonest or biased, and that drawback should not be ignored.

In-text citation with page numbers

Close to half of Americans feel that using online star ratings and reviews helps consumers to feel good about what they buy (Smith and Anderson). When it comes to the tone of online reviews, research shows that negative reviews most strongly affect shoppers' purchasing practices (Beaton). Buyers are…

--------------------*Pretend this is the Works Cited page (a separate page after your essay)*----------------------

Alphabetize by first main word

Works Cited

Beaton, Caroline. "Why You Can't Really Trust Negative Online Reviews." *The New York Times*, 13 June 2018. www.nytimes.com/2018/06/13/smarter-living/trust-negative-product-reviews.html.

Botsman, Rachel. *Who Can You Trust?: How Technology Brought Us Together and Why It Might Drive*

½" hanging indent (see p. 5 for help)

Us Apart. Public Affairs / Hachette Book Group, 2017.

Smith, Aaron, and Monica Anderson. "Online Reviews." *Pew Research Center*, 19 Dec. 2016, www.pewinternet.org/2016//12/19/online-reviews/.