MLA STYLE - 8TH EDITION *QUICK GUIDE*

WHAT IS MLA? WHY USE A CITATION GUIDE?

The MLA (Modern Language Association) is an organization that provides guides for formatting papers and citing research sources within the liberal arts and humanities. Citations give credit to the original authors/sources used to write a research paper. They also protect the researcher from being accused of "plagiarism," and provide readers with the information necessary to locate the sources used for the paper. **Citing with MLA is a two-step process. It requires that every source be 1) included as both an in-text citation and 2) listed in the Works Cited page.** This quick guide will show you how to:

- Use In-Text Citations (pg. 1)
- Create a Works Cited Page (pg. 2) and Sample Works Cited Page (pg. 8)
- Cite Sources: books (pg. 3), articles from library databases (pg. 4-5), Internet (pg. 5-6), film (pg. 6)
- Format your paper (pg. 9)

STEP 1: USING IN-TEXT CITATIONS

In-Text citations immediately follow any quote, paraphrase, or idea **in the text of a paper** and give brief source information (author & page number) that points readers to the full citation listed alphabetically on the "Works Cited" page at the end of the paper. Guidelines for creating in-text citations:

- For all of the in-text citations, be sure to include a full citation in your Works Cited list.
- Place the last name of author and page # in parentheses, with a space between them, at the end of the sentence just before the final period.
- Here are some examples of in-text citations from a book with the author Heins:
  - Quote: "Only once did a liberal TV network film a story favorable to Los Siete" (Heins 12).
  - Paraphrase: Los Siete was only depicted favorably in one network TV film (Heins 12).
- If the source is an online article, replace the page number with the paragraph number (Smith par. 5).
- If page numbers are not known, no number is given (Smith).
- If you include the author's name in a sentence, you need only put the page # in parentheses.
- If the author of a book is anonymous, use a shortened version of the title and *italicize* it.
- If the author of an article is anonymous, use a shortened version of the article title with quotations around it. For example, ("Why is the Sky Blue" 33)
- If you are using a Block Quote, a quote longer than 4 lines, you will need to format it by making it a new paragraph with each line indented ½ inch and NO quotation marks.

For further examples go to: *University of Wisconsin MLA In-Text Citation Examples*[1]

The following are general guidelines for creating a Works Cited page. The following pages give many examples of works cited entries for a variety of source types. These examples show both the elements needed and provide full examples for the type of work being cited. Please carefully review the examples, as different types of sources require different information.

Which sources need to be cited?

For any information that you gained from another source, you must have both an in-text citation and Works Cited page citation. You do not need to cite information that is considered common knowledge (information that is not disputed and commonly known) or your own personal ideas, opinions, observations, thoughts and conclusions.

Where does the Works Cited page go?

The Works Cited is added to the end of your paper on a separate "Works Cited" page.

What does the Works Cited page include?

- **Title:** Center the title "Works Cited" 1-inch from the top of the page.

- **Page Number:** Pagination from the body of the paper is continued. Include your last name.

- **Citations:** The Works Cited page must include an entry for each source used in researching your paper. For each in-text citation there should be a corresponding citation on the "Works Cited" page.

How is a Works Cited page Formatted? (see pg. 8 for a sample works cited page)

- **Indenting**: If the citation runs onto a second line, indent that 2nd line 5 spaces or ½ inch from the left margin. This is called a "**hanging indent**.[2]" Hanging indentations are a formatting option within most word processing software.

- **Order**: Alphabetize entries in the list of works cited by the author's last name. If the author is anonymous, alphabetize by the title, ignoring any initial articles (A, An, or The).

- **Author Names**: List last name, then first name and middle initial, if given. (Smith, John A.). If two authors, second author is listed with First name Middle Initial Last name. Three or more authors, first author listed with last name, first name, middle initial followed with a comma and "et al." If book has an editor(s) instead of an author(s) follow same format as for listing author(s); then follow name(s) with a comma and type "editor(s)" (see detail examples below).

- **Titles**: Titles follow authors (or editors, if no author is named). Put titles of articles and chapters or other parts of larger works in double quotation marks. *Italicize titles of books and periodicals*. In a title, capitalize the first word, the last word, and all principal words.

- **Database Names**: Capitalize and italicize the names of databases in citations.

- **Publication information**: First check the title page for publisher, and year of publication.

PRINT BOOKS *EXAMPLES*

The elements below should be listed in the following order in each book citation. Remember, if an element is not available from your source, skip it, and go to the next element. Be sure to pay close attention to the precise punctuation and formatting (use of italics and punctuation) of each element.

1. Author's Last Name, First Name.
2. *Title of Book: Subtitle. (All major words in the title and subtitle should be capitalized)*
3. Other contributors, (example: adapted by, directed by, edited by, illustrated by, introduction by, narrated by, performance by, translated by)
4. Version,
5. Number,
6. Publisher,
7. Publication date,

SINGLE AUTHOR

Last name, First name of Author. *Title: Subtitle*. Publisher, Date.

Abeele, Robert. *Democracy Gone: A Chronicle of the Last Chapters of the Great American Democratic Experiment*. Lanham, 2009.

JOINT AUTHORS

Last name, First name of 1st Author and First name Last name of 2nd author. *Title*. Publisher, Date.

Lathrop, Ann and Kathleen Foss. *Student Cheating and Plagiarism in the Internet Era: A Wake-up Call*. Libraries Unlimited, 2000.

MORE THAN THREE AUTHORS

Last name, First name of 1st Author, et al. *Title*. Version, Publisher, Date.

Ellis, David B., et al. *Becoming a Master Student*. 11th ed., Houghton Mifflin, 2006.

NO AUTHOR INDICATED

***Title*. Publisher, Date.**

College Board of Majors. College Board, 2009.

AN EDITED BOOK

Last name, First name of Editor. *Title*. Publisher, Date.

Moss, Glenda, editor. *Critical Reading in the Content Areas.* McGraw/Dushkin, 2005.

ONLINE DATABASES & E-BOOKS *EXAMPLES*

The library's Online Databases have citation tools students may use. **ALERT: Database generated citations are not always perfect. Be sure to <u>carefully check</u> that the citation is properly formatted** (use of italics and punctuation) **and punctuated using the guides that follow!** When citing a digital resource provide the following elements as available:

1. Author's last name, First name.
2. "Title of Article."
3. *Title of Container* (This is the name of Magazine, Journal or Newspaper Source from which the article came. It may be labelled **Source** or **From** depending on the database),
4. Other contributor, (adapted by, directed by, etc.)
5. Volume, Issue number, Publication Date (day month year), page number(s) [indicated by p. or pp.]. (If no volume or issue is given then only include the date and page numbers. If source is a newspaper, include the edition and section after the date.)
6. *Name of the Database used*, **(note, this is the name that you clicked on from the Library database webpage, many of the databases are from EBSCOHost but that is not the database name!)**
7. Location. In general, MLA prefers the following:
   - First, use the DOI (Digital Object Identifier) instead of a URL for location.
   - But, if there is no DOI, include the permanent URL or permalink.
   - Finally, if there is no permanent URL given, use whatever URL is present.
   - Note: Whichever you use, remove the http:// or https://
8. Date accessed (day month year).

ONLINE ARTICLE FROM *GALE ACADEMIC ONEFILE SELECT* DATABASE

Last Name, First Name of Author(s). "Article Title." *Title of Container*, Volume, Issue no., Date, Page(s) p. or pp. *Name of Database*, Location (DOI or URL). Date Accessed (day month year).

Gaither, Milton. "Home Schooling Goes Mainstream." *Education Next*, vol. 9, no. 1, 2009, pp. 10-18. *Gale Academic OneFile Select*, link.gale.com/apps/doc/A190430718/EAIM?u =collamedal&sid= EAIM&xid=d7e1f45c. Accessed 23 Aug. 2019.

ONLINE ARTICLE FROM *ACADEMIC SEARCH COMPLETE* DATABASE:

Last Name, First Name of Author(s). "Article Title." *Title of Container*, Volume, Issue no., Date, Page(s) p. or pp. *Name of Database*, Location (DOI or URL). Date Accessed (day month year).

Ashburn, Elyse, and Sara Hebel. "Poll: Students Less Engaged Than Thought." *Chronicle of Higher Education*, vol. 55, no. 10, 31 Oct. 2008, p. 1. *Academic Search Complete*, 0-search.ebscohost.com.webpac. peralta.edu/login.aspx? direct=true&db= aph&AN=35383004&site=ehost-live&scope=site. Accessed 15 Oct. 2017.

ONLINE NEWSPAPER ARTICLE FROM *SIRS ISSUE RESEARCHER* DATABASE:

Last Name, First Name of Author(s). "Article Title." *Title of Container*, Volume, Issue no., Date, Page(s) p. or pp. *Name of Database*, Location (DOI or URL). Date Accessed (day month year).

Heffner, Alexander, and Alan C. Miller. "Fight Fake News and Help Save Democracy." *USA TODAY*, 14 Sep 2020. *SIRS Issues Researcher*, webpac.peralta.edu/wamvalidate?url=https://explore.proquest.com/ sirsissuesresearcher/document/2449321777?accountid=39827. Accessed 5 March 2021.

ONLINE ARTICLE FROM *OPPOSING VIEWPOINTS* DATABASE

Last Name, First Name of Author(s). "Article Title." *Title of Container*, Volume, Issue no., Date, Page(s) p. or pp. *Name of Database*, Location (DOI or URL). Date Accessed (day month year).

Rogers, John, and Charles Tribbett. "If corporations want to stop racism, here's where they can start." *The Washington Post*, 3 Aug. 2020. *Opposing Viewpoints*, link.gale.com/apps/doc/A631454759/OVIC?u= Collalamedal&sid=OVIC&xid=c769c16b. Accessed 19 Feb. 2021.

ONLINE E-BOOKS FROM *EBSCO E-BOOK COLLECTION* DATABASE

Last Name, First Name of Author(s). *Title of book: subtitle of book*. Publisher, Publication Date. *Name of Database*, Location (DOI or URL). Date accessed (day month year).

Carney, Thomas E. *Barack Obama: The Fulfillment of an American Dream*. Nova Science Publishers, Inc, 2013. *EBSCO eBook Collection*, search.ebscohost.com/login.aspx?direct=true&db =nlebk&AN=621677&site=ehost- live&scope=site. Accessed 19 Feb. 2021.

INTERNET SOURCES *EXAMPLES*

When citing sources found on the general internet provide the following elements as available. If an element is unavailable, skip to the next relevant element. For sources found using Library Databases – see "Online Databases and e-Books" above. Be sure to pay close attention to the precise punctuation and formatting (use of italics and punctuation) of each element.

1. Last Name, first name of author.
2. "Title of Section." (Generally, the title of the article or the specific page cited on a website)
3. *Name of Website*.
4. Publisher or sponsor of the site (if different than title of website),
5. Date (day month year) of publication (or date last updated if provided).
6. Location (URL; Leave off http://).
7. Date accessed (day month year).

WEBSITES

Last Name, First Name of Author(s). "Title of Section." *Name of Website*, Website Publisher, Date of Publication (or last updated), URL. Date Accessed (day month year).

Wikipedia contributors. "Gun Violence in the United States." *Wikipedia, The Free Encyclopedia*, 23 Mar. 2018, en.wikipedia.org/wiki/ Gun_violence _in_the United_States. Accessed 23 Mar. 2018.

BLOGS

Last Name, First Name of Author(s). "Title of Blog Post." *Title of Website/Blog***, Publisher, Date, URL.**

Reich, Robert. "15 Warning Signs of Impending Tyranny." *Robert Reich,* 2 Jan. 2017, robertreich.org.
    robertreich.org/post/15519264160.

TWEETS

Author Twitter Handle. "Full Text of Message." Twitter, Day Month Year, Time, URL of tweet.

@Blklivesmatter. "Revolution is the Struggle to Make Freedom Possible" – the incredible @BarbaraRansby
    closing out #BlackFuturesMonth." Twitter, 28 February 2017, 8:03 a.m., twitter.com/ Blklivesmatter/
    status/836607644823666689.

PODCASTS

"Title of Podcast*." Title of Website***, Publisher, Date, URL of Podcast.**

"'Get Out' Sprang from an Effort to Master Fear, Says Director Jordan Peele." *NPR: Podcast Directory,* National
    Public Radio*,* 15 Sept. 2017, *National Public Radio,* www.npr.org/podcasts/381444908/fresh-air.

OTHER SOURCES *EXAMPLES*

The following works cited examples cover many of the less common resources that you might use. Please review each example carefully as they are all specific to their source type. Pay close attention to the precise punctuation and formatting (use of italics and punctuation) of each element. If there is a source type that you cannot find on this list, you can visit **the Purdue OWL (Online Writing Lab)**[3] or **EasyBib**[4] for additional examples. If you are still having trouble, feel free to **reach out to a COA Librarian via chat**[5]**.**

FILMS OR MOVIES (PHYSICAL COPY)

*Title of Film***. Director, Distributor or Production Company, Year of Release.**

It's a Wonderful Life. Directed by Frank Capra, RKO, 1946.

ONLINE FILM FROM *FILMS ON DEMAND* DATABASE

*Title of Film***. Director, Distributor or Production Company, Year of Release.** *Name of Database***, URL. Date Accessed.**

Moyers & Company: The Sandy Hook Promise. Moyers and Company, 2013. *Films on Demand*,
    fod.infobase.com/PortalPlaylists.aspx?wID =105671&xtid=53558. Accessed 23 Mar. 2018.

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[3]
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

[4] https://www.easybib.com/guides/citation-guides/mla-format/

[5] https://alameda.peralta.edu/library/distance-education-resources/

ONLINE FILM FROM *KANOPY* DATABASE

Title of Film. Director, Distributor or Production Company, Year of Release. *Name of Database*, URL. Date Accessed.

I Am Not Your Negro. Dir. Raoul Peck. Kino Lorber, 2016. *Kanopy,* alameda.kanopy.com/video/i-am-not-your-negro. Accessed 3 Mar. 2021.

INTERVIEWS

Last Name, First Name of Person Interviewed. Personal Interview. Date of Interview.

Reed, Ishmael. Personal interview. 15 Oct. 2009.

PRINT ANTHOLOGIES WITH A DIFFERENT AUTHOR FOR EACH CHAPTER

Last Name, First Name of Author of Chapter. "Title of Chapter." *Title of Book*. Edited by Name of Editor, Publisher, Publication Year, Page(s) p. or pp.

Fey, Harold E. "Social Security Is Unfair." *The Elderly: Opposing Viewpoints*. Edited by Karin Swisher. Greenhaven, 1990, pp. 30-135.

PRINT ANTHOLOGY WITH ESSAYS, POEMS AND/OR SHORT STORIES

Last Name, First Name of Author of Poem. "Title of Poem." *Title of Book*. Edited by Name of Editor, Publisher, Publication Year, Page(s) p. or pp.

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, p. 26.

PRINT ENCYCLOPEDIAS AND REFERENCE BOOKS

Last Name, First Name of Author of Article. "Title of Article." *Title of Encyclopedia*, Edition, Publication Year.

Kuehl, Warren F., Jr. "Peace." *Encyclopedia Americana*, International ed., 2005.

PRINT MAGAZINE ARTICLES

Last Name, First Name of Author(s). "Title of Article." *Title of Magazine*, Date, Page(s) p. or pp.

Paul, Pamela. "Rethinking First Foods." *Time,* 12 June 2006, pp. 58-59.
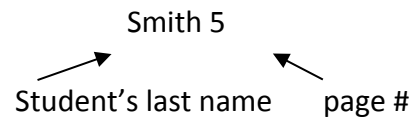
PRINT SCHOLARLY JOURNAL ARTICLES

Last Name, First Name of Author(s). "Title of Article." *Title of Journal*, Volume, Issue number, Date (day, month, year), Page(s) p. or pp.

Gaither, Milton. "Home Schooling Goes Mainstream." *Education Next*, Vol. 9, no. 1, 2009, pp. 10-11.

PRINT NEWSPAPER ARTICLES

Last Name, First Name of Author(s). "Title of Article." *Name of Newspaper*, Volume, Issue number, Date (day, month year), Page(s) p. or pp.

Yee, Vivian, and Alan Binder. "Thousands Walk Out of Class, Urging Action on Gun Control." *New York Times,* 15 Mar. 2018, p. A1.

Smith 5

Student's last name   page #

Works Cited

Fridell, Ron. *Global Warming*. Franklin Watts, 2002.

Hogan, Jenny and Carolyn Fry. "Global Warming: The New Battle." *New Scientist,* vol. 179, no.

2412, 13 Sept. 2003, pp. 6-7. *Academic Search Complete,* EBSCOhost*,* 0-

search.ebscohost.com.webpac.peralta.edu/login.aspx?Direct=true&db=aph&AN=

10892829&site=ehost-live&scope=site. Accessed 17 July 2017.

"Moyers & Company: The Sandy Hook Promise." Moyers and Company, 2013. *Films on*

Demand, fod.infobase.com/PortalPlaylists.aspx?wID =105671&xtid=53558. Accessed 23

Mar. 2018.

Yee, Vivian, and Alan Blinder. "Thousands Walk Out of Class, Urging Action on Gun Control."

New York Times, 15 Mar. 2018, p. A.1*, SIRS*, 0-explore-proquest-

com.webpac.peralta.edu/ sirsissuesresearcher/document/2263405063

?accountid=39827. Accessed 18 Apr. 2018.

Zupek, Rachel. "Work and Class Mean Better Careers." *CNN*, 23 Sept. 2009.

www.cnn.com/2009/LIVING/worklife/09/23/cb.working.returning.to.school/

Index.html. Accessed 15 Oct. 2017.

FORMAT YOUR PAPER USING MLA GUIDELINES

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Professor Bennett

English 1A

25 October 2020

Privacy Rights on the Internet

   With the growth of the Internet has come an increased infringement upon individual privacy rights. Technology exists that enables websites to track their visitors. "When the FC surveyed 1,400 websites, it found that 92 percent collected data about visitors, while only 14 percent revealed how that data is used" (Henderson 25).

First page of text: No title page is required. Instead, type your name, the instructor's name, the course number and the date on separate lines (double-spaced) 1 inch from the top of the first page and flush with the left margin. Student's last name and the page number should appear in the upper right corner.

Title: Center the title on its own line. Capitalize the first letter of each word in the title. Prepositions, articles, and conjunctions aren't capitalized (unless they're the first or last word).

Margins & Spacing: Typed, double spaced, with 1" top and side margins. Type 1 space after punctuation.

Page Numbers & Header: Header should contain your last name and page numbers and appear at the top right margin, ½" from the top. This is required on the works cited page as well.

Font: Use a standard, easily readable typeface and point size such as Times Roman, 12 pt.

Indentation: Indent the first word of a paragraph ½" (or 5 spaces) from the left margin.

Block Quotations: Quotes longer than four lines are moved to a new paragraph and each line indented ½" or 5 spaces from the left margin. No quotation marks are used. End with an in-text citation.

Dates: Begin with day, then month, then year (5 May 2016).

***Example of MLA formatted paper go to:* [Purdue OWL MLA Sample Paper][6]**.

> ***Ask for a COA Librarian for Help!*** *https://alameda.peralta.edu/library/*
> *Go to the Library's webpage to ask a COA Librarian for help via chat or stop by the Library's Reference Desk during our regular hours.*

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[6] https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html