

Modern Language Association (MLA) Citation Guide



MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the MLA Handbook (8th ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.

Adapted from the MLA Handbook, 8th ed.,
published by the Modern Language Association &
the Purdue OWL. Purdue U Writing Lab, 2016.
<https://owl.english.purdue.edu/owl/section/2/11/>
MLA Made Easy: Citation Basics for Beginners
by Marilyn Heath.

**Please read this guide first. If you have any questions
about MLA, please contact at Reference Section of
EWU Library.**

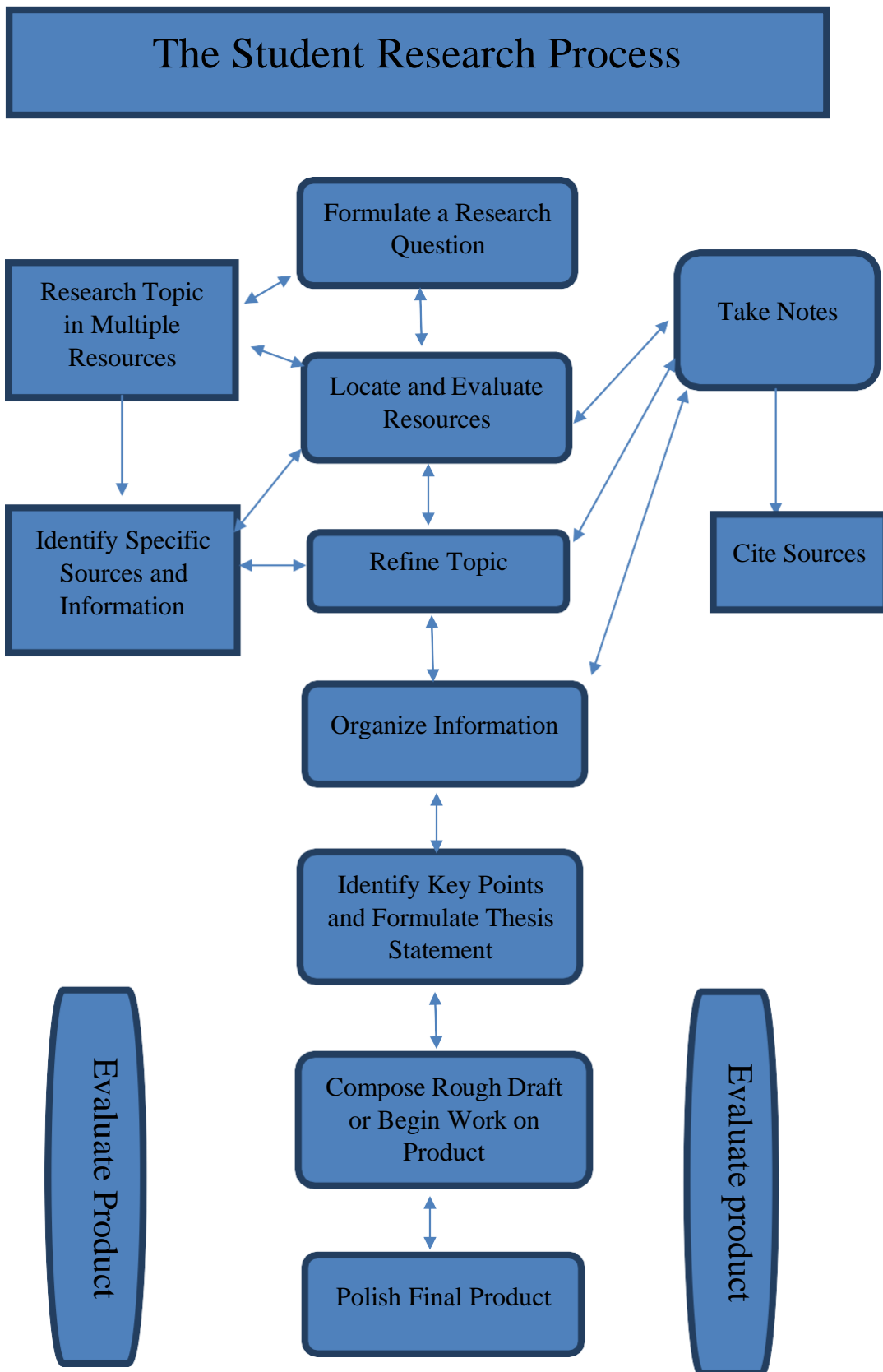
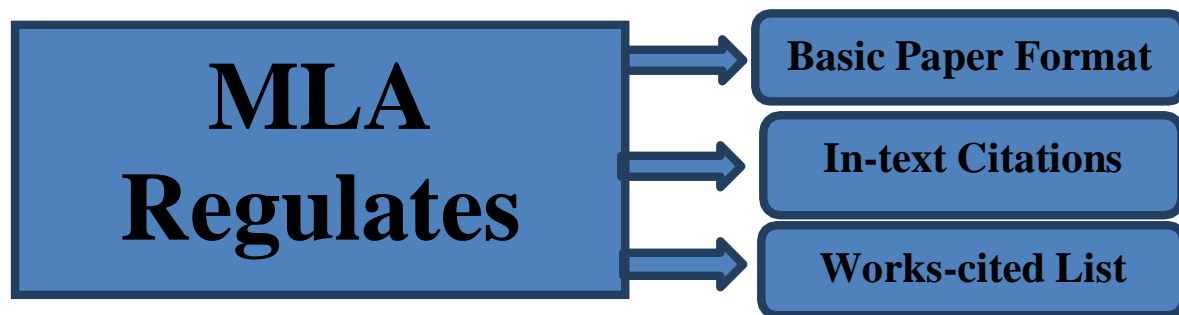


Fig. The Student Research process.

Citing and Referencing

Ethics is a very important topic in research. Every researcher should know about the ethical violations in research. "Research misconduct-fabrication, falsification, and plagiarism-is an insidious problem in the scientific community today with the capacity to harm science, scientists, and the public." Kornfeld, Donald S. "Research Misconduct: The Search for a Remedy." *Academic Medicine*, vol. 87, no. 7, 2012, pp. 877-882.

To understand what is plagiarism and how to avoid this serious problem using this link <https://wts.indiana.edu/writing-guides/plagiarism.html>

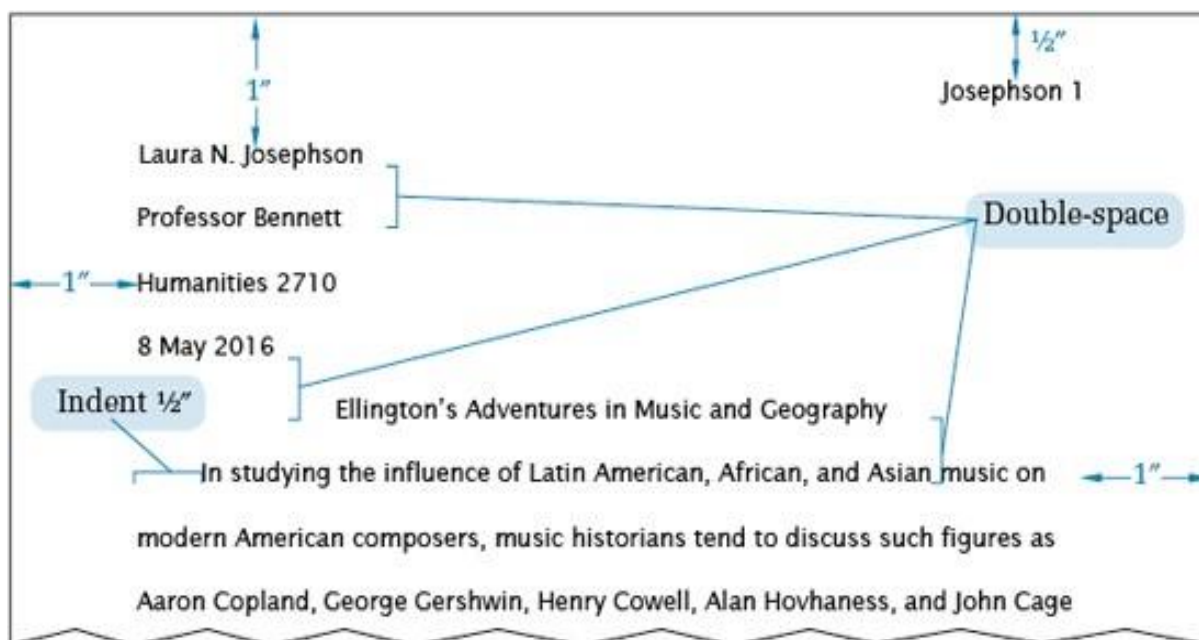


Basic Paper Format

When you have been asked to submit a paper in MLA style, you need to format the page and present the content in a specific way. The following steps will show you how to format a research paper in MLA style. However, it should be mentioned here that before formatting any style, ask your instructor's guideline first

General Paper/Manuscript Format

- The margins of document should be 1 inch on all sides
- Printout on paper larger than 8½ by 11 inches [*do not print the text in an area greater than 6½ by 9 inches*]
- ▮ Double space the text of paper.
- Use 12 pt. front size and a readable front type such as Times New Roman
- Beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing the lines. On a new, double-spaced line, center the title. Do not italicize or underline your title, put it in quotation marks or boldface, or type it in all capital letters.
- Do not use a period after your title or after any heading in the paper (e.g., *Works Cited*). Begin your text on a new, double-spaced line after the title, indenting the first line of the paragraph half an inch from the left margin



- Number all pages consecutively throughout the research paper in the upper right-hand corner, half an inch from the top and flush with the right margin. Type your last name, followed by a space, before the page number. *Do not use the abbreviation p. before the page number or add a period, a hyphen, or any other mark or symbol.*

Example:



Fig. 2. The running head of a research paper.

- Place tables and illustrations as close as possible to the parts of the text to which they relate. A table is usually labeled *Table*, given an arabic numeral, and titled. Type both label and title flush left on separate lines above the table, and capitalize them as titles (do not use all capital letters). Give the source of the table and any notes immediately below the table in a caption. To avoid confusion between notes to the text and notes to the table, designate notes to the table with lowercase letters rather than with numerals. Double-space throughout; use dividing lines as needed.

Example:

Table 1
Degrees in Modern Foreign Languages and Literatures Conferred by
Degree-Granting Institutions of Higher Education in the United States^a

| Year | Bachelor's Degrees | Master's Degrees | Doctor's Degrees |
|-----------|-----------------------|---------------------|---------------------|
| 1996-97 | 13,053 | 2,470 | 793 |
| 1997-98 | 13,618 | 2,367 | 819 |
| 1998-99 | 14,163 | 2,267 | 757 |
| 1999-2000 | 14,186 | 2,228 | 804 |
| 2000-01 | 14,292 | 2,244 | 818 |
| 2001-02 | 14,236 | 2,284 | 780 |
| 2002-03 | 14,854 | 2,256 | 749 |
| 2003-04 | 15,408 | 2,307 | 743 |
| 2004-05 | 16,008 | 2,517 | 762 |
| 2005-06 | 16,762 | 2,637 | 777 |

Source: table 297 in *Digest of Education Statistics*, 2007 ed., United States Dept. of Education, Institute of Education Sciences, National Center for Education Statistics, June 2007, nces.ed.gov/programs/digest/d07/tables/dt07_297.asp.

a. These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle and Near Eastern biblical and Semitic languages, ancient and classical Greek, Sanskrit and classical Indian languages, and sign language and sign language interpretation.

Fig. 4. A table in a research paper.

¶ If you have any endnotes, include them on a separate page before your Works Cited page.

The first page of an MLA Style paper will:

- ☐ Have no title page
- ☐ Double space everything
- ☐ List your name, your instructor's name, the course and date in the upper left-hand corner
- ☐ The paper title should be Center (use standard caps but no underlining, italics, quote marks or bold typeface)
- ☐ Create a header in the upper right corner at half inch from the top and one inch from the right of the page (list your last name and page number here)

Example:



Lucas | 1

Charlotte Lucas

Dr. J. Austen

ENGL 106

12 October 2008

Building a Dream: Reasons to Expand Ross-Ade Stadium

During the 2000 football season, the Purdue Boilermakers won the Big Ten Conference Title, earned their first trip to the Rose Bowl in thirty-four years, and played every game in front of a sold-out crowd. Looking ahead...

In-Text Citations

Syntax

→ In general, the in-text citation will be the author's last name with a page number, enclosed in parentheses.

Example:

(Chambers 12)

Corresponding Works Cited Entry: Chambers, Angela. "Questions In English And French Research Articles In Linguistics: A Corpus-Based Contrastive Analysis." *Corpus Pragmatics*, 2017, pp. 12-50.

Syntax

→ If you are citing from the works of two different authors with the same last name, include the author's first initial in your reference

Example:

(R. Miller 12)

(A. Miller 46)

Syntax

→ If there is no author or the author is unknown, use the title. Shorter titles can be included in full in the in-text citation.

→ Longer titles can be shortened for the in-text citation but the first word (not counting articles like a, an, the, etc.) must remain so the title can be found in the alphabetized bibliography at the end of the paper. Titles of entire works (e.g. book titles) are italicized.

Example:

(*Encyclopedia of Virginia* 212)

Syntax

→ If the entry in the works-cited list begins with the names of two authors, include both last names in the in-text citation, connected by *and*.

→ If the source has three or more authors, the entry in the works-cited list should begin with the first author's name followed by *et al*. The in-text citation should follow suit.

Example:

(Booth, Colomb, and Williams 190)

(Barclay *et al.* 144-145)

Syntax

→ If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.

Example:

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Syntax

→ If the author's name is not mentioned in the sentence, format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers

Example: Visual studies, because it is such a new discipline, may be “too easy” (Elkins, “Visual Studies” 63).

Syntax

→ If you cite from different volumes of a multivolume work, always include the volume number followed by a colon. Put a space after the colon, then provide the page number(s). (If you only cite from one volume, provide only the page number in parentheses.)

Example:
... as Quintilian wrote in *Institutio Oratoria*(1: 14-17).

Syntax

→ In your first parenthetical citation, you want to make clear which Bible you're using (italicize the title), as each version varies in its translation, followed by book (do not italicize), chapter and verse. Do not include page numbers. However, for references, employ the same edition of the Bible you are using, list only the book, chapter, and verse in the parenthetical citation.

Example:
Ezekiel saw “what seemed to be four living creatures,” each with the faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1:5-10).

Syntax

→ For such indirect quotations, use "qtd. in" to indicate the source you actually consulted. This is illustrated in the first example on this slide.

Example:
(qtd. in Weisman 259).

Syntax

→ For works in time-based media, such as audio and video recordings, cite the relevant time or range of times. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons.

Example:
("Buffy" 00:03:16-17).

Syntax

→ When a source has no page numbers or any other kind of part number, no number should be given in a parenthetical citation. Do not count unnumbered paragraphs, pauses, or other parts.

Example:
(Kotler)

Syntax

→ If you quote part or all of a line of verse that does not require special emphasis, put it in quotation marks within your text and mention the used line.

Example:

Properzia Rossi tells the statue that it will be a container for her feelings: "The bright work grows / Beneath my hand, unfolding, as a rose" (lines 31-32).

Syntax

→ If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Example:

- Kotler and Armstrong, in book on principles of marketing, states: "Marketing is the social process by which individuals and organizations obtain what they need and want through creating and exchanging value [both individuals and organizations]with others"

Works-cited List

Books

Syntax

- Author. *Title of book*. Publisher, Year of publication. Medium
- There are four main parts to a book citation: the author's name, the title of the book (italicized), the publisher information and the medium type (print, web, etc.)
 - The author's name should be written: Last Name, First Name.
 - The title and any subtitles should be italicized.
 - If more than one place of publication is given, only provide the first one listed.
 - Publishers' names should be listed abbreviated as much as possible e.g. omit articles (a, an, the), business abbreviations (Co., Corp, Inc., Ltd.) and descriptive words (Books, House, Press, Publishers).

Book by a single author

Syntax

- Begin the entry with the author's last name, followed by a comma and the rest of the name, as presented in the work.

Example:

Volti, Rudi. *Cars and Culture: The Life Story of a Technology*. Johns Hopkins UP, 2016.

Book by two authors

Syntax

→ If there are two authors, list the authors according to the order of the names on the title page. Reverse only the name of the first author, add a comma, and give the other names in normal forms.

Example:

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. HarperCollins, 1999.

Book by three or more authors

Syntax

→ When a source has three or more authors, reverse the first of the names and follow it with a comma and add et al. (“and others”).

Example:

Burdick, Anne, et al. *Digital Humanities*. MIT Press, 2012.

An Anonymous book

Syntax

→ If a book has no author’s or editor’s name on the title page, begin the entry with title. Alphabetize the entry by the title, ignoring any initial a, an or the.

Example:

Encyclopedia of Virginia. New York: Somerset, 1993.

For edited Books

Syntax

For one editor entry begin with the following rules

Example:

Nunberg, Geoffrey, editor. *The Future of the book*. University of California Press, 1996.

Syntax

If there are two or more editor following rules should be followed

Example:

McCaffrey, Paul, and Lynn M. Messina, editors. *The United States Supreme Court*. Wilson, 2015.

Example:

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts p, 2007.

Book by a corporate author or organization

Syntax

List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry.

Example:

United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Tylor and Francis, 1991.

Government document

Syntax

Give the name of the government first, then the name of the agency.

Example: Hawaii. Office of the Auditor. *Follow-up Audit of the Child Protective Services System*. State of Hawaii, 2015.

Revised edition

Syntax

If an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.).

Example: Castro, Peter, and Michael E. Huber. *Marine Biology*. 4th ed., McGraw, 2015.

Periodical

Syntax

Author(s). "Title of Article." *Title of Periodical*, vol. x, no. x, season or month, Year, pp. x-xx.

Example: Craven, Chris. "Vampires, Vampires, Vampires." *Vampire Magazine*, vol. 24, no. 1, Jan. 2003, pp. 24-34.

An Article in a Scholarly Journal

Syntax

Author(s). "Title of Article." *Title of Journal*, vol x, no x, year, pp. xx-xx.

Example: Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly*, vol. 16, no.1, 2008, pp. 134- 164.

Article in an Online Database

Syntax

Author(s). "Title of Article." *Title of Journal*, volume, issue, year, pages. *Title of the Database*, URL or DOI.

Example:

Elmborg, James. "Critical Information Literacy: Implications for Instructional Practice." *The Journal of Academic Librarianship*, vol. 32, no.2, 2006, pp. 192-199. Elsevier BV,

Syntax

Website

- Author(s). *Name of Site*. Name of sponsor or publisher, date of publication, URL.
- When citing a website, do not include http://
 - If you cannot find some of the information, cite what is available.
 - If the author is unknown, put the name of the article or the name of the web site in the author position.
 - A website whose title is essentially the same as the name of its publisher may omit the publisher name.
 - If the publication date is unknown, substitute the publication date with the date the site was accessed.
 - DOIs and permalinks, when available, are preferred over URLs.
 - For in-text citations, use the first item that appears in the Works Cited entry that corresponds to the citation. Most often, this will be the author or name of the site

Example:

Clark, josh. "Does Gum Really Stay in You for Seven Years?" How Stuff Works. Discover, 18 Dec. 2007. Web. 12 Aug. 2008.

Baird, Julia. "The Savvy, Salty Political Saint." Newsweek 24 Dec. 2007: 54-55.

Baird, Julia. "The Savvy, Salty Political Saint." Newsweek Vol. 28.15

E-mail

Example:

Underwood, Jason. "X-ray." Message to the author. 5 June 2008. Email