MLA Style Guide

Following the guidelines of the
MLA Handbook, Eighth Edition
by the Modern Language Association of America, 2016

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Section I: What is MLA?

The Modern Language Association (MLA) is a group of librarians, researchers, and instructors in the fields of “language and literature.” As a group, they have agreed upon a set of rules for:

- formatting research writing
- providing “in-text” citations within your writing
- providing a list of works you’ve cited

When an instructor asks a student to “use MLA style,” he or she may be referring to the format of a paper, the method of citation (telling where you found your information), or both. Please check with your instructor if you are unsure about what he or she means.

Who Should Use MLA?

While MLA style is generally used in the Humanities and Liberal Arts fields, it is specifically used in most:

- English classes
- other language and humanities classes

Why is MLA Important?

- Reading papers is easier for everybody when the format is the same: when your document is set up exactly as all the others in your class, everyone knows what to expect when they read.
- Your citations allow those who read your paper to:
  1. Trust that your statements are based on reliable information.
  2. Locate the original source of your information, so they can read more or use it in their own work.
- Whenever you use the ideas or words of another person, you need to ensure that others know the work is not your own; this is easily accomplished by following the MLA citation guidelines. If your work is not clearly and correctly cited, you run the risk of committing plagiarism, which can have a very negative impact on your college experience.

Section II: What is Plagiarism?

According to The Successful Writer’s Handbook, Second Edition, by Kathleen T. McWhorter and Jane E. Aaron, plagiarism, which comes from the Latin word for kidnapper, is using another person’s ideas or words in a way that makes them seem as if they were yours. McWhorter and Aaron note that it is a “serious offense” whether you plagiarize on purpose or without realizing you’ve done so (452).

An additional form of plagiarism is creating paraphrases (putting the author’s ideas into your own words) that are too similar to the original writing. Examples of this are on the following page.
McWhorter and Aaron suggest that the best way to avoid plagiarism is simple: “Every time you borrow the words, facts or ideas of others, you must document the source—that is, supply a reference . . . telling readers that you borrowed the material and where you borrowed it from” (457).

Below are various examples of plagiarism and ways to avoid plagiarizing.

Original source of the examples below:
Experts generally agree that the Internet and other modern technologies have made plagiarism easier (Hansen).

1. Direct quotation:
   Plagiarism: Those who have studied it say that the Internet and other modern technologies have made plagiarism easier (Hansen). This is plagiarism because the direct quotation is not documented with quotation marks.

   Fair use: Those who have studied it say, “that the Internet and other modern technologies have made plagiarism easier” (Hansen). Direct quotation is correctly documented with quotation marks.

2. Quoting key words:
   Plagiarism: Care ought to be taken with certain modern technologies that encourage academic dishonesty (Hansen). This is plagiarism because key words are not documented with quotation marks.

   Fair use: Care ought to be taken with certain “modern technologies” that encourage academic dishonesty (Hansen). Key words are correctly documented with quotation marks.

3. Paraphrasing:
   Plagiarism: Experts mostly think that the Internet and other new technologies make it easier for people to plagiarize (Hansen). This is plagiarism because the paraphrase is constructed out of synonyms but retains the source’s word order.

   Fair use: Committing acts of academic dishonesty have become nearly effortless with the rise of new, fast ways to procure information, such as the Internet, say most experts (Hansen). The paraphrase contains the same information as the source but is shaped and phrased differently.

Plagiarism is a serious offense:
Under Corning Community College’s Academic Dishonesty Policy, acts of plagiarism are considered unethical and may result in severe punishment—sometimes in the form of expulsion from a course. For more information on what constitutes a violation and penalties, see Corning Community College Student Handbook, Academic Dishonesty Section.
**Bottom Line:** If the information you are using comes from *anyone* other than you, you need to cite it. **When in doubt, cite.** If your citation isn’t needed, your instructor will let you know.

For more information on avoiding plagiarism, check out the Purdue University’s Online Writing Lab (OWL) (http://owl.english.purdue.edu), the Learning Commons, your handbook, and your textbook. The OWL has an article entitled “Is It Plagiarism Yet?” that you may find especially helpful.

**Section III: How to Format Your Paper**

**Heading and Title**

One inch from the top on the left-hand side, type your heading: on separate lines, type your name, your instructor’s name, the course number, and the date (Ex: 17 June 2016), double-spacing between the lines (see below for an example).

Capitalize the first letter of all keywords in your title, including the first and last word. Do not capitalize prepositions, conjunctions, and articles (“of,” “and,” “the,” etc.) unless one is at the beginning or end of the title. Do not format the title in any other way (no underlining, bolding, italicizing, quotation marks, or all-caps) unless your title contains the title of another work. Then only quote or italicize that portion.

If your instructor requires a title page, follow the directions he or she gives you.
Page Numbering
Insert the page number in the top right-hand corner. Type your last name to the left of the page number. Do not include the abbreviation p., a period, or any other symbols with the page number.

Font
Choose a font that is easy to read, and in which the difference between regular and italic style is clear, such as Times New Roman. Set the font size to 12 points.

Margins
The margins should be set at 1 inch for the sides, top, and bottom of your pages.

Line Spacing
Keep your text set to double line spacing for the whole paper, from your heading through your Works Cited page.

Note: In order to conserve space, this style packet often single-spaces its text and examples. Make sure that all parts of your paper are double-spaced. Do not hit “Enter” to double-space your lines. Instead, use the line spacing settings in your word processing program.

Titles: Quotes or Italics for my Sources?
The rule of thumb is that “little stuff” gets quotation marks and “big stuff” gets italicized. For example, the titles of poems, short stories, chapters, individual articles, and specific webpages usually have quotation marks, while the titles of whole novels, other books, and entire newspapers, magazines, journals, and websites get italicized. Another way of looking at it is that the small, individual works get quoted while their containers (the larger publications that contain several works) get italicized. However, there are exceptions. For example, plays, even when contained in an anthology, and government publications, even when viewed by way of a larger website, also get italicized. If you have a question regarding this formatting issue, do not hesitate to ask.

Section IV: How to Quote a Source
When you include someone else’s writing in your own work, you need to give the author(s) credit in two ways: place quotation marks before and after the text you are using, and include an in-text citation (see Section III). This section will help you learn how to format your quotations.

It is very important for you to copy the words you are quoting exactly as they appear in the original text. If you want to include extra words, you need to put square brackets ([ ]) around those words. If you want to omit words, you need to put an ellipsis ( . . . ) in the space where the words were removed. (Note the spaces between and around the periods.) Additionally, if the original text makes use of double quotation marks (“ ”), you must change them to single quotation marks (‘ ’). See the example below for the application of all three rules:

Original text by Barbara Ehrenreich: The top 20 percent routinely exercises other, far more consequential forms of power in the world. This stratum, which contains what I have
termed in an earlier book the “professional-managerial class,” is the home of our decision makers, opinion shapers, culture creators—our professors, lawyers, executives, entertainers, politicians, judges, writers, producers, and editors.13 When they speak, they are listened to.

**Quotation:** Ehrenreich addresses the relationships of income, class, and power: “The top 20 percent [of income earners] routinely exercises other, far more consequential forms of power in the world. This stratum, which contains . . . the ‘professional-managerial class,’ is the home of our decision makers, opinion shapers, culture creators . . . When they speak, they are listened to” (215).

**Double Quotes vs. Single quotes**

**Double vs. Single Quotation Marks**

Although you will usually use double quotation marks (" "), there are times when you’ll need to use single quotation marks (‘ ’). When quoting part of a work of literature, you’ll use double quotation marks before and after the text that the author wrote. However, if the quotation itself already includes double quotation marks, you’ll need to turn those into single quotes. Sometimes, they might be placed directly next to each other. Here’s an example:

**Original text:**
George Washington offered a series of warnings, what he called a “solemn contemplation.”

**Quotation:**
Regarding the tradition of the presidential farewell address, Tamara Keith recounts that “George Washington offered a series of warnings, what he called a ‘solemn contemplation.’”

**Block Quotes**

If the part you are quoting ends up longer than four lines when you put it in your essay, you need to format it differently: this is called a **block quote**. Here’s what to do: lead into your quote with an introductory statement ending in a full colon. Start on a new line, type the quote without quotation marks, indent the entire quote one inch from the left margin, maintain your double spacing, and end the quote with a period. The in-text citation goes in parentheses *after* the period, next to the end of the quote.
Quoting Poetry

When quoting special text like this, the overall goal is to maintain clarity about the special formatting of the original text. You can put one to three lines of poetry within your text, in quotation marks with a slash (/) between each line. Put a space before and after the slash, as shown in the example below. Use two slashes (//) to indicate a stanza break.

“He walked slowly home. All of New York was spread out around him. New York at its most seductive—a late-afternoon street serenade with a musician on every corner, all the trees in bloom, and everyone apparently in a good mood. Jake saw all this, but he also saw behind it: saw himself cowering in the shadows of the kitchen as the man in black drank like a grimacing dog from the stable pump, saw himself sobbing with relief as he—or it—moved on without discovering him, saw himself falling deeply asleep as the sun went down and the stars began to come out like chips of ice in the harsh purple desert sky. (107)

This phenomenon, combined with Jake’s previously described prescient visions, suggests that King may have been influenced by Frank Herbert’s spice-addled seers in the 1965 classic science-fiction novel Dune. [Continue paragraph by explaining the significance of the quote and how it connects to your overall point.]

When citing four or more lines of text, you should start your citation on a new line (following the same guidelines as block quotations). Follow the formatting used by the poet: if the lines are center-justified, yours should do so as well. If the words have a different arrangement, try to imitate that arrangement as well as possible in your block quote. Here’s an example of a center-justified block quote:

“The Sidewalk Racer” seems to undulate from line to line due to the formatting and enjambment employed by the poet:

Skimming
an asphalt sea
I swerve, I curve, I sway; I speed to whirring sound an inch above the ground; I’m the sailor (Morrison lines 1-6)

Note: See p. 11 for details on citing lines of poetry.
Quoting Dialogue in Drama

When quoting dialogue between two or more characters in a play, start the quotation on a new line, following the guidelines for block quotations. Start with the first character’s name, written in all capital letters, ½ inch from the left margin. Follow the name with a period and one space, and then start the quotation. If that character’s speech goes on to a second line or further, indent those lines an additional quarter inch. Start a new line for each character’s speech, following the directions above.

The chairman’s anxiety is plain as he attempts to tell the Youngers about the committee’s offer:

LIDNER. Thank you. I would sort of like to explain this thing in my own way. I mean I want to explain to you in a certain way.
WALTER. Go ahead.
LIDNER. Yes. Well. I’m going to try to get right to the point. (Hansberry 1223; act 2)

Note: See p. 11 for details on citing parts of a play.

Section V: In-Text Citations

Documenting your sources using MLA is a two-part process. First, you make an in-text citation to identify the source from which you drew the information or ideas. Second, you give an extended amount of information about the source on the last page of your paper, under the heading “Works Cited” (see pages 9-13).

Remember! In-text citations are not just for direct quotes; they are for any information or ideas that came from your source material!

In-text citations can be accomplished in two ways: (1) parenthetical citations and (2) signal phrases.

(1) For most parenthetical citations, use an author-page number format. In parentheses, type the last name of the author, then a space, and then the number(s) of the page(s)* cited (Anderson 18). Note the space before the first parenthesis and that the period of the sentence comes immediately after the second parenthesis.

(2) A signal phrase provides the author’s last name in the wording of the sentence that quotes, paraphrases, or introduces the source material. It is optional in this case to give the author’s full name and even more information about the source. A signal phrase is preferable to a parenthetical citation when you are introducing a source for the first time.

Example: In Crucible of War, Fred Anderson called the Onondagan control of the Ohio Country “the fulcrum . . . of relations between the French and the English” (18). Since you already named the author, you only put the page number, if available, in parentheses after the quotation or paraphrased information.

TIP: You can omit the author’s name from a citation and use only the page number or other
location information (if applicable), so long as a) the material is from the same source as the previous source material, and b) it is clear that it is that source’s information or ideas, not yours. If there is any possibility for confusion, then cite the author’s name again.

**Most Importantly:**

Whether your in-text citation is a signal phrase or is parenthetical, you must provide the element that begins the source’s entry on your Works Cited page. Usually this is the author’s/authors’ last name(s), but sometimes there is no author and therefore the first element is the title of the work. However, your in-text citation must match it, or your reader will have a harder time locating your source on your alphabetized Works Cited list.

*Two Notes about Page Numbers:*

1. Only worry about page numbers if there are actual page numbers provided with the text, such as in a book, magazine, or in a database article that is in PDF format (visible page numbers on the screen). No **NOT** use page numbers that the printer puts on the corners of the pages, such as when printing out webpages.
2. When giving a range of pages with page numbers greater than 100, only give the last two digits for the last page if the first part of the number is the same. For instance, when citing pages 1388 through 1392, you’d write: “1388-92,” but for pages 1388 through 1403, you’d write: “1388-1403.”

| Author Named Signal Phrase | In fact, journalist Bill Walsh argues “a story without quotes is flat and lifeless. And you can quote me on that” (49).  
**NOTE:** Page numbers are given without any use of p. or other symbols. The period goes after the closing parenthesis. |
| Author Named in Parentheses | Some believe the word quote is a perfect way to describe “those nuggets of speech that journalists mine from the living to give their stories credibility” (Walsh 49-50). |
| Author Not Listed | Two methods exist: use the whole title in a signal phrase or include the first few words of the title in parentheses. In a parenthetical citation, also drop any “The,” “An,” or “A” that might begin the title.  
According to “Athlete’s Foot – Topic Overview,” this infection can be transmitted by skin contact.  
OR  
Skin contact can easily transmit the infection (“Athlete’s Foot”). |
| Two Authors | Refer to them both in a signal phrase by using either their last names or full names in a signal phrase, or use only their last names with “and” in a parenthetical citation. Maintain the same order of the last names as listed in the source.  
This research investigated ways in which family meals affected relationships between teenagers and their parents (Hall and Langellier 142). |
IN-TEXT CITATION (CONTINUED)

<table>
<thead>
<tr>
<th>Three or More Authors</th>
<th>Provide the first of the last names (according to their listed order) and then add &quot;et al.&quot; (the abbreviation for &quot;et alia,&quot; Latin for &quot;and others&quot;). Furthermore, researchers found that insurance plans that provided poor mental health care were much more likely to provide poor service in other areas of health care (Druss et al. 861).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two or More Works by the Same Author</td>
<td>Since, as a rule, you must use the first element in your in-text citation, in this case you would add the second element so that it is clear which source you are using. Judith Butler denies that the anatomy of the body has any essential value but that the sex of a body is meaningless until culture assigns meaning to it (Gender Trouble 142). What we say to one another is indeed an action: “We do things with language, produce effects with language, and we do things to language, but language is also the thing that we do.” (Butler, Excitable Speech 49).</td>
</tr>
<tr>
<td>On your Works Cited page...</td>
<td>On the Works Cited page, substitute the author’s name in the second and subsequent entries with three hyphens (---) and then follow it with the period and the rest of the source information as usual.</td>
</tr>
<tr>
<td>Page Number Unknown (includes websites/webpages/e-books)</td>
<td>If the page number is unknown or, as in a web page, unusable (because printers paginate inconsistently), do not include a page number in the in-text citation. If the page numbers are viewable on the computer screen (as in a PDF), do use those page numbers. Do not use paragraph numbers unless they have already been pre-numbered in the text AND either there are no page numbers or your instructor prefers paragraph numbers. If that is the case, you can use the abbreviation “par.” You may also use “ch.” to cite summarized material that encompasses several pages in a single book chapter, to cite material from an e-book that lacks permanent pagination, or to supplement the page number from a classic work that might appear in several different editions. Vulchiniich et al. point out that adolescents are more likely to pick a fight with their mothers than with their fathers. Heilbroner explains that “stereotypes make us mentally lazy” (par. 10). By 1864, towns across Kentucky were rife with civilian murders, espionage, and terrorism (Buhk, ch. 12). The Bishop of Digne is portrayed as a man of “divine childish goodness” (Hugo 53, ch. 13).</td>
</tr>
</tbody>
</table>
## IN-TEXT CITATION (CONTINUED)

### Poetry

The numbers should always reference line numbers. MLA no longer use *l.* or *ll.* for “line” or “lines” since these might be misread as numbers. Instead, use the poet’s last name and the whole word “line” or “lines” in a signal phrase or in the parenthetical citation the first time you cite a specific part of the poem. Subsequent citations for other parts of the poem only need the actual numbers.

> “The first time I walked / With a girl, I was twelve, / Cold and weighted down . . .” (Soto lines 1-3)

> “A few cars hissing past, / Fog hanging like old / Coats between the trees” (44-46).

### Drama

MLA recommends using both page numbers and act number. Remember, the author’s name is not necessary unless it is the first time using that source, or if you are switching back to that source from another source.

> Mama insists to Beneatha, “There is always something left to love. And if you ain’t learned that, you ain’t learned nothing” (Hansberry 1236, act 3).

Shakespeare and other verse-based drama can be exceptions. Ask your instructor if he or she has a preference.

> When face-to-face with the ghost, Hamlet proclaims, “There are more things in heaven and earth, Horatio, / Than are dreamt of in your philosophy” (*Ham.* 1.5.167-68).

### Reference Work

**(Dictionary, encyclopedia, etc.)**

Most encyclopedias and dictionaries are listed in the Works Cited page under the word that was looked up, so that is what goes in the parenthetical citation. No page number is required, as readers can simply look up the entry by that word.

> Another way Krager dupes the reader is his use of syllogisms. Known as “a subtle, specious, or crafty argument,” these can prove a point by setting up false premises, as he does (“syllogism”).

### Scripture

**(Bible, Quran, etc.)**

Print source: The first time you reference the work, use the item at the beginning of your entry in the Works Cited list (often the title of the Bible, minus “The”), followed by a comma, the abbreviated title of the specific book (e.g. Gen. or 1 Cor.), and the chapter and verse numbers (divided by periods) instead of page numbers. Thereafter, use just the book, chapter, and verse. Don’t hesitate to inquire if you are not sure how to abbreviate a particular book.

**First time:**

- (*NIV Study Bible*, Matt. 25.34-40)
- (*Qur’an*, 12:68-69)

**Thereafter:**

- (Matt. 25.41-46)
- (12:97-98)

However, if you are using an online reference source to find and use the sacred text, cite it as you would another online reference without a given author, such as an online encyclopedia. The scripture reference then serves as the webpage title, which you would list first in an internet source listing. Each time, it would just look like this, using the shortened form of the webpage title: (“Psalm 25”). This parenthetical citation would link to this listing on your Works Cited page:

**INDIRECT SOURCES**

(Quoting what someone else has quoted)

When you are using a quote from your source that comes from another source, you need to give attribution to both sources. Use a signal phrase to specify the actual author/speaker of the quote as you lead into it. Then, in a parenthetical citation, put the abbreviation *qtd. in* (“quoted in”) before the name of the source that contained it (e.g. Pink). Only that containing source (Pink) goes in your Works Cited list.

Working towards mastery requires a great amount of dedication, but as Carol Dweck asserts, “Effort is one of the things that gives meaning to life” (*qtd. in* Pink 123).

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**Section VI: The Works Cited Page**

**Purpose**

The MLA rules for the Works Cited portion of your paper are designed to give readers an accurate, detailed, organized, and easy-to-understand list of information about all the sources that you have cited. It is alphabetically ordered to make it easy for the reader to locate a source listing.

**Formatting**

- The last page of your paper is the works cited list.
- The entire Works Cited page should be **double-spaced**.
- Use the center function to place the title in the middle of the first line: Works Cited
- Skip a line between the title and your text and **left-justify** your text.
- Set up the body of your works cited page for **hanging indents**. To do this, click on the symbol in the bottom right-hand corner of the Paragraph section on the Home tab (Figure 1). A menu will pop up (Figure 2).
- In the Indentation section of the Paragraph pop-up menu, under Special, click on the arrow (Figure 2) and select Hanging from the drop-down menu. Then, click the OK button at the bottom of the menu.

1. Click this symbol

2. Click on this button and select *Hanging* from the drop-down menu.

- Ensure that your page has **1” margins** on all sides.
- Place your works cited entries in **alphabetical order by the first item in the entry**.
• If the word-processing program **auto-corrects** mechanical aspects such as capitalization, you may need to change it back so it conforms to the MLA guidelines.
• Word-processing programs will often change a **URL into a hyperlink** (blue and underlined). If this happens, right click and select "Remove hyperlink." Also, never use `http://` or `https://`. Instead, type or copy the URL beginning to the right of that material (including `www` if present).

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**Works Cited**


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**Elements of Works Cited Entries**

Works Cited entries are the listings of *every source cited at least once* in the body of the paper. The standard elements of each entry are listed in order below, though often certain elements are skipped if the information is not relevant or available for that type of source. Note the punctuation that typically follows each core element:

1. Author.
2. Title of source.
3. Title of container, (See "Containers" below.)
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,*
9. Location. (*Page numbers* if the source is a text inside a larger container, or a *URL or permalink* if found on the internet or in an online database, respectively.)
10. Internet access date* (Recommended if no publication date is given).

*Months longer than four letters are abbreviated to three letters, with the exception of September (Sept.).
Here’s an example of a Works Cited entry for the simplest type of source. Since it is a whole, single-author, stand-alone printed book with no varying versions, many of the possible core elements do not apply and therefore can be skipped:


Containers

A container is the larger source that contains your source—where you found your title, such as a newspaper, journal, anthology, reference book, website, etc. Elements 3 – 9 above all provide information about that “container.” Here is another way of looking at it:

**Source with one container:**

Author. Title. **Title of container** (unless it is its own self-contained work), Other contributors (translators or editors), Edition or version, Number (vol. and/or no.), Publisher, Publication Date, Location (pages, URL, or DOI). Date of Access (if applicable).

**Source with two containers:**

Often, there is a second container for that container, such as an online database or subscription video service. In that case, some elements between #3 and 9 might need to be addressed again.

Author. Title. **Title of 1st container** (unless it is its own self-contained work), Other contributors (translators or editors), Edition or version, Number (vol. and/or no.), Publisher, Publication Date, Location (pages, URL, or DOI). **Title of 2nd container**, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

**WORKS CITED ENTRIES**

<table>
<thead>
<tr>
<th>Books: Print</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book With One Author</strong></td>
</tr>
<tr>
<td>Author’s Last Name, Author’s First Name. <em>Title</em>. Publisher, Date of Publication.</td>
</tr>
<tr>
<td><strong>Book With Multiple Authors</strong></td>
</tr>
<tr>
<td>Reverse only the first name in the list.</td>
</tr>
<tr>
<td>Two authors: Last Name, First Name and First Last.</td>
</tr>
<tr>
<td>Three authors or more Authors: Last Name, First Name, et al.</td>
</tr>
<tr>
<td><strong>An Encyclopedia or Dictionary</strong></td>
</tr>
<tr>
<td>Author’s Last Name, Author’s First Name (if known). “Title of the Article or Entry.” <em>Title of the Work</em>. Edition, Publisher, Date of Publication.</td>
</tr>
</tbody>
</table>
WORKS CITED ENTRIES (CONTINUED)

<table>
<thead>
<tr>
<th>Work in an Anthology</th>
<th>Author’s Last Name, First Name. “Title of Work.” <em>Title of Anthology</em>, edited by (Editor’s Name/s), Edition (if any), Publisher, Date of Publication. Page(s).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Scripture (Bible, Quran, etc.)</th>
<th><em>Title</em>. Version. Edited/Translated by (name of head editor/translator, if known), Publisher, Year of Publication.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Books: Online</th>
<th>Author’s Last Name, Author’s First Name. <em>Title of the Book</em>. Publisher, Date of Publication. <em>Title of Digital Library</em>. Permalink URL or DOI (Digital Object Identifier).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Online Reference</th>
<th>Although information for citing Wikipedia is included here, you should verify the information and ensure your instructor allows it as a source before using it; most instructors do not.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encyclopedia</td>
<td>Author (if known), “Title of the Entry.” <em>Title of the Website</em>, Date of Publication*, URL. Date of access* (if no publication date is given).</td>
</tr>
</tbody>
</table>

|------------|-------------------------------------------------------------------------------------------------|
## WORKS CITED ENTRIES (CONTINUED)

### Periodicals: Print

<table>
<thead>
<tr>
<th>Article in a Scholarly Journal</th>
<th>Author’s Last Name, Author’s First Name. “Title of the Article.” <em>Name of the Periodical</em>, volume number, issue number, date of publication, page numbers.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Article in a Magazine</th>
<th>Author’s Last Name, Author’s First Name. “Title of the Article.” <em>Title of Magazine</em> date of publication, page numbers.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Article in a Newspaper</th>
<th>Author’s Last Name, Author’s First Name. “Title of the Article.” <em>Title of Newspaper</em>, date of publication, page numbers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: If the newspaper uses numbers for sections, use “sec. #: page #” for pages.</td>
<td></td>
</tr>
</tbody>
</table>

### Periodicals: Online

<table>
<thead>
<tr>
<th>Online Newspaper or Magazine Article</th>
<th>Author’s Last Name, Author’s First Name. “Title of the Article.” <em>Title of Overall Web Site</em>, Date of Publication, URL.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Article in a Library Database</th>
<th>Author’s Last Name, Author’s First Name. “Title of the Article.” <em>Name of the Periodical</em>, volume number, issue number, date of publication, page numbers*. <em>Name of Database</em>. URL/DOI*.</th>
</tr>
</thead>
<tbody>
<tr>
<td>*If an article has a DOI, use it instead of a URL. To use a URL, find the “Permalink” from the side toolbar and copy that.</td>
<td></td>
</tr>
</tbody>
</table>


*Note: If pages are continuous, use the format pp. xx-xx, following the rule in the note on p. 6. If the page numbers vary, list the first page number followed by a + sign, like this: 49+. |
WORKS CITED ENTRIES (CONTINUED)

<table>
<thead>
<tr>
<th>Internet Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work on the Web</strong></td>
</tr>
</tbody>
</table>

**Author**

**Author Not Listed**

**Entire Website**
Only use this in your Works Cited list when referencing it as a whole in your paper (not citing material from specific webpages), or if you use material from multiple webpages within the website.


**E-mail**
Name of the Writer (Last Name, First Name). “Subject of E-mail.” Name of Recipient, Date.


**Government Publication**
(In pdf or print form, not merely a page on a website.)

These documents can vary widely. Check with the Learning Commons if you find that the general example below does not work for your document.

**Author** (if any individual person). Name of the organization or government (usually a state or country), Name of the Agency/Department*. *Title*. Publisher, Date of Publication. URL (if accessed online).

**A Bill**

**A Report**

*Often, there will be multiple levels of government cited as author, listed from biggest to smallest. Give all the names in your Works Cited entry and in-text, but abbreviate words like Committee and Department to Comm. and Dept. (United States, Dept. of Labor 144) for parenthetical citations.*
### WORKS CITED ENTRIES (CONTINUED)

| **Tweet** | The full text of the tweet should be your title. Enclose the text in quotation marks, and include the date, time, and URL. Alphabetize the entry on your Works Cited list based on the first letters following the @.
| --- | --- |
| @persiankiwi. “We have report of large street battles in east & west of Tehran now - #Iranelection.” Twitter, 23 June 2009, 11:15 a.m., twitter.com/persiankiwi/status/2298106072. | If you know the real name of an author listed under a pseudonym, add it in parentheses (This information is not required, but include it if it will be helpful to your readers.)
| @lclambeck (Linda Lambeck). “The #bridgeport school funding upshot: the state legislature lacks political will to do right thing.” Twitter, 7 June 2016, 5:59 p.m., twitter.com/lclambeck/status/752985641261162496. | |

<table>
<thead>
<tr>
<th><strong>Weblog (Blog)</strong></th>
<th>Author (if known). “Title of Entry.” Container. Publisher/Sponsor, Date of Most Recent Update (if any), Location (URL).</th>
</tr>
</thead>
</table>


| **Non-Text Sources** | |
| **Radio/Television Program** | “Title of Episode.” Title of the Program or Series, Number (if any, season, episode), Publisher, Broadcast date, Title of Second Container (if any, Local station or streaming source*), Location (City or URL). |

*see examples below in “Online Video Database” or “YouTube Videos” to see how to replace the secondary container and its location (the last two elements.)

**Note:** You may cite a contributor in the place of an author if your paper focuses on that individual’s contribution or if you cite an entire series. Ex: Carter, Chris, creator.
# Works Cited Entries (Continued)

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Format</th>
<th>Example</th>
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</thead>
<tbody>
<tr>
<td>Film</td>
<td>Title of Film. Directed by (Director’s Name), Performance by (Lead Performer’s Name/s), Name of Distributor, Year of Release.</td>
<td>Moll Flanders. Directed by Pen Densham, Performance by Kim Novak, Metro-Goldwyn-Mayer, 1996.</td>
</tr>
<tr>
<td>Advertisement</td>
<td>Name of company (the one whose product is being advertised). Advertisement. Title of Periodical, website, or channel (italicize if required), Relevant container information.</td>
<td><em>Ikea</em>. Advertisement. <em>The Oprah Magazine</em>, Apr. 2011, p. 36.</td>
</tr>
<tr>
<td>Personal Interview</td>
<td>Name of the Interviewee (Last, First). Type of Interview (personal, telephone, Skype, etc.). Date.</td>
<td>Peterson, Ardella. Personal Interview. 12 Jan. 2017.</td>
</tr>
</tbody>
</table>
A Final Note on Citations

While this packet gives you much of the information you may need to cite your research in MLA style, you may find you need additional assistance. If so, please do not hesitate to contact the Learning Commons for help. Our location and phone numbers are at the bottom of the first page in this packet; you can also contact us by e-mail at writingtutoring@corning-cc.edu. Please note that while there are a variety of websites and tools to help you cite your research (such as EasyBib, “References” tools in MS Word, and the citation tools on the library’s article databases), these “easy citation machines” are quite often inaccurate, out-of-date, or otherwise unreliable. It can take more time to check these over for accuracy than it does to simply write them yourself. In the end, you are responsible for your citations and Works Cited entries, so do your best to ensure they are done in accordance with your instructor’s expectations. Double-check your work, follow the requirements of your instructor exactly (and if you are confused, contact him or her for more information), and don’t forget that the friendly Learning Commons Staff is always here to help you!

Additional Resources on MLA

• *MLA Handbook, Eighth Edition* (a copy of this is available for use in both Learning Commons)
• The Online Writing Lab (OWL) at Purdue University: [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/)
• Citation information in the English 1010 and 1020 textbooks (Check to make sure they’ve been updated to the 8th edition of MLA before using them.)

More Resources at the Learning Commons

We have peer and professional writing tutors who are able to help you with your writing and citing process. In addition to these human resources, the Learning Commons has a wide array of other resources, including educational handouts (paper and digital), software, and hardware. Here’s a small sample of some of the things you’ll find. Stop in to check these out and to get help with any step of the writing process! Many of our handouts (like this one) are available on our MyCCC website under the Student Tab.

- Graphic Organizers and “Bubble Charts” to help you organize your thoughts
- Handouts on outlining ideas for your essay and blank outlines for you to use
- Tips on note-taking, paraphrasing, summarizing, responding to a text, creating a thesis, and writing an introduction or conclusion
- Help with commas, run-ons, fragments, and other common grammar/punctuation issues
- Dictionaries, thesauruses, and writing handbooks
- Computers, printers, Wi-Fi, and special software programs
- Staff who can help you with research methods, using Microsoft Word and Google Docs, and e-mailing papers to your instructor
- Library resources for in-house use or to check out, including laptops and tablets.