CVHS English Department
MLA Documentation
Updated 10/2017

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For additional information visit:  
Owl Purdue Online Writing Lab:  http://owl.english.purdue.edu/owl/resource/747/01/
MLA Formatting

Text: Use 12 point, Times New Roman font and double-space (ALWAYS).

When a cell phone rings in a classroom or at a concert, one might be irritated, but at least one’s life is not endangered.

Structure: Use 1” Margins

First Page

Harry Potter
Mr. Dumbledore
College Prep English, Period 2
10 February 2011
Regulate Use of Cell Phones
When a cell phone goes off in a classroom or at a concert, one might be irritated, but at least one’s life is not endangered.

Consecutive Page(s)

Your instructor may ask that you omit the number on your first page. Always follow your instructor’s guidelines.

Potter 2
And saves lives. As McCulley suggest, “some studies say they [hand-free phones] would have no impact on accidents” (57).

CAUTION: In the interest of saving paper, not all examples in this document are double-spaced. When using MLA formatting, ALWAYS double-space your writing.

Works Cited Page


Goody, John. “Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability.” International Journal of...
MLA Parenthetical Citation

Why do we cite sources?
Parenthetical citations work together with the Works Cited page to allow readers to know which sources you consulted in writing your essay, so that they can either verify your interpretation of the sources or use them in their own work. The source information in the parenthetical citation (usually the author’s last name) must correspond to the source information on the Works Cited page. More specifically, whatever name, word, or phrase you provide to your readers in the parenthetical citation must be the first thing that appears on the left-hand margin of the corresponding entry on the Works Cited page.

Another purpose of citation is to promote ethical responsibility and academic consistency within a discipline. If you do not cite and document your sources carefully, you run the risk of plagiarism.

What needs to be cited?
1. Direct quotes, both entire sentences and phrases
2. Paraphrases (rephrased or summarized material)
3. Words specific or unique to the author’s research, theories, or ideas
4. Use of an author’s argument or line of thinking
5. Historical, statistical, or scientific facts
6. Articles or studies you refer to within your text

Parenthetical Citation with One Source
If you choose not to introduce your author in a sentence, and you are quoting from only one source throughout your writing, you do not need to include the author’s last name in your parenthetical citation:
“_____” (page).

Example:
Shortly after Japan made it illegal to use a handheld phone while driving, “accidents caused by using the phones dropped by 75 percent” (8).

Parenthetical Citation with Two or More Sources
If you choose not to introduce your author in a sentence and are quoting from two or more sources throughout your paper, you must include the author’s last name as part of your parenthetical citation:
“_____” (author page).

Example:
Shortly after Japan made it illegal to use a handheld phone while driving, “accidents caused by using the phones dropped by 75 percent” (Hughes 8).

What if I already used the author’s name when I integrated/set-up my quote?
When you incorporate the author’s name into your use of the quotation or information you are using, and only the page number in parentheses at the end of the sentence.

Example:
In 2000, the legislature of Santa Rosa County passes a law restricting drivers’ use of handheld phones. According to journalist Tina Kelly, “The bill prohibits cell phone use while driving unless it is equipped with an earpiece” (5).
Citing Paraphrasing
You can also paraphrase material by summarizing in your own words. Paraphrasing is cited the same way as a quotation, except you will not use quotation marks, as you are not using the author’s exact words.

Example:
The feminist movement had to occur before the establishment of feminist literature and criticism, as well as women’s studies (Smith 170).

More Parenthetical Citation
1. No Author: If you are given no author at all, use a shortened title of the work instead of an author name in the parentheses and punctuate it appropriately using italics or quotation marks:
   (“Impact of Global Warming” 6), for an article, for instance, in which the full title of the source is “The Impact of Global Warming in North America.”

2. Web Sources: When creating in-text citations for Internet sources, remember that your citation must reference the source in your Works Cited. Follow these guidelines:
   - Include in the parenthetical citation the first item that appears in the Works Cited entry that corresponds to the citation (e.g. author name, article name).
   - When the source provides page numbers use: (Author page#). or (Shortened Title page#).
   - If no page numbers are provided, you do not need to give paragraph numbers or page numbers based on your Web browser’s print function: (Author). or (Shortened Title).

3. Same Last Name: When using two authors with the same last name, you must indicate the initial of their first name in the parentheses: (B. Smith 170).

4. Same Author, Multiple Works: When using more than one work by the same author, the author's name must be accompanied by an appropriately punctuated word/phrase from the title of the source you are referring to: (Smith, "Toward" 170).

5. Multiple Authors:
   For a source with two authors, list the author’s last names in the order they appear on the Works Cited page using “and”: (Best and Marcus 9).
   For a source with three or more authors, list only the first author's last name, and replace the additional names with et al.: (Franck et al. 327).

6. Citing Indirect Sources: Sometimes you may have to use an indirect source. For such indirect quotations, use “qtd. in” to indicate the source you actually consulted. For example: Ravitch argues that high schools are pressured to act as “social service centers, and they don’t do that well” (qtd. in Weisman 259).

7. Multiple Sources: When paraphrasing, you may need to cite multiple sources in the same parenthetical citation. Separate the citations by a semi-colon: (Burke 3; Dewey 21).

8. Time-based Media Sources: When creating parenthetical citations for media that has a runtime, such as a movie or podcast, include the range of hours, minutes, and seconds you plan to reference: (Ebert 00:02:15-00:02:35).
Work Title: When naming a text, italicize long works (*The Giver*) and use quotation marks around short works (“Sympathy”).

Short Quotations: Cite the page number in parenthesis after the quotation (and before the period). To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

**Examples:**
According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Quotations within a Quotation: Use single quotation marks to enclose quotes or dialogue within another quotation.

**Example:**
As Atticus disagrees with his sister, “There [is] a faint starchiness in his voice when he [says], ‘Anything fit to say at the table’s fit to say in front of Calpurnia’”(157).

Making Changes within your Quotation

1. If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

   In an essay on urban legends, Jan Harold Brunvand notes that “some individuals make a point of learning every recent rumor . . . and in a short time a lively exchange of details occurs” (78).

2. 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. **This is done in order to insert words for clarity and/or to keep your sentence grammatically correct.**

   Jan Harold Brunvand, in an essay on urban legends, states: “some individuals [who retell urban legends] make a point of learning every rumor” (78).
Verse (plays and poems): In the parenthesis following the quotation, cite verse by divisions (act, scene, cant, book, part) and lines; use periods to separate various parts. Use a forward slash to show where each new line of verse begins (a space should precede and follow the slash).

Examples:
When she learns that Romeo is a Montague, Juliet exclaims, “My only love, sprung from my only hate! / Too early seen unknown, and know too late!” (1.5.138-139).

Cullen concludes, "Of all the things that happened there / That's all I remember" (11-12).

Long Quotations: When you are quoting prose that takes more than four lines or verse that takes more than three lines, indent each line of the quotation ½ inch and keep it double-spaced. Do not use quotation marks. Your parenthetical citation should come after the closing punctuation mark. When citing two or more paragraphs, use the same format, even if the passage from the paragraphs is less than four lines. Indent the first line of each quoted paragraph an extra quarter inch.

Examples:
Ray Bradbury’s visual diction helps readers to sense death and destruction as Montag enters his dark bedroom: It was like coming into the cold marbled room of a mausoleum after the moon had set. Complete darkness, not a hint of the silver world outside, the windows tightly shut, the chamber a tomb world where no sound from the great city could penetrate. The room was not empty. (11)

In "American Origins of the Writing-across-the-Curriculum Movement," David Russell argues:
Writing has been an issue in American secondary and higher education since papers and examinations came into wide use in the 1870s, eventually driving out formal recitation and oral examination. . . .

From its birth in the late nineteenth century, progressive education has wrestled with the conflict within industrial society between pressure to increase specialization of knowledge and of professional work (upholding disciplinary standards) and pressure to integrate more fully an ever-widening number of citizens into intellectually meaningful activity within mass society (promoting social equity). (3)
MLA Works Cited Page Format

According to MLA style, you must have a Works Cited page at the end of your research paper. All entries in the Works Cited page must correspond to the works parenthetically cited in your main text.

Basic Rules:

- Begin your Works Cited page on a separated page at the end of your research paper. It should have the same margins and last name, page number header as the rest of the paper.

- Label the page Works Cited (Do NOT italicize, underline, put in quotation marks, change the font, use bold or make any other changes to the words Works Cited) and center the words Works Cited at the top of the page.

- Double space all citations, but do not skip spaces between entries.

- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

- Write sources down alphabetically.

- Write the date [day month year]. You may abbreviate any month except for May, June, or July.

- For online sources, you should include a location to show readers where you found the source. Many scholarly databases use a DOI (digital object identifier). Use a DOI in your citation if you can; otherwise use a URL. Delete “http://” from URLs. The DOI or URL is usually the last element in a citation and should be followed by a period.

- All works cited entries end with a period.

Other Specific Rules:

- If author is unknown, alphabetize by the title, ignoring any A, An or The.

- If two authors write a text, use the last name, first name format for the first author, follow with a “and”; then state the second author’s first name and last name. If there are three or more authors, list only the first author followed by the phrase et al. (Latin for “and others”) in place of the subsequent authors’ names. (Note: There is a period after “al” in “et al.”)

- If you have two or more works by the same author, list the works alphabetically by title. Provide the author’s name in last name, first name format for the first entry only. For each subsequent entry by the same author, sue three hyphens and a period.

Creating a Works Cited Entry:

Use the following list of core elements. They are the information that MLA suggests including in each Works Cited entry. Elements should be in the following order and should be followed by the punctuation mark shown below.

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

*Elements 3-9 will be repeated if there is a second container.*

Next, put the relevant data together in the same order to have a viable Works Cited entry. If any element is not provided, do not include it in the citation.

**Author. Title of source. Title of container, Other contributors, Version, Number,**
**Publisher, Publication date, Location.**

**Author**

Last name, Rest of the name.

**Title of source**

Punctuate in italics or quotation marks depending on the source type.

**Title of container**

The container is the textual thing that “contains” the source. The title of the container is usually italicized and followed by a comma, since the information that follows next describes the container.

There may be instances where a source has two containers. For example, a chapter is contained in a book or an article is contained in a journal, which could be contained in a database. In such a case, the journal issue information is Container 1, and the database information is container 2. Think of smaller buckets fitting into larger buckets.

**Other contributors**

In addition to the author, there may be other contributors to the source who should be credited, such as editors, illustrators, translators, etc. If their contributions are relevant to your research, or necessary to identify the source, include their names in your documentation. For example:

**Version**

If a source is listed as an edition or version of a work, include it in your citation.


**Number**

If a source is part of a numbered sequence, such as a multi-volume book, or journal with both volume and issue numbers, those numbers must be listed in your citation.


**Publisher**

The publisher produces or distributes the source to the public.


**NOTE:** You do NOT need to include the publisher’s name for periodicals, works published by their author or editor, a website whose title is the same as its publisher, a website that provides works, but does not publish them (e.g. *YouTube*).

**Publication date**

Include the publication date information provided. (Day Month Year. or Year.)

**Location**

Be as specific as possible in identifying a work’s location.

The location of an online work should include a URL.


An essay in a book or an article in journal should include page numbers. (e.g. p. 63. or pp. 74-92.)

**OPTIONAL elements:** You should include any information that helps readers easily identify the source, without including unnecessary information that may be distracting.

**Date of access:** When you cite an online source, the *MLA Handbook* recommends including a date of access on which you accessed the material, since an online work may change or move at any time.

**URLs:** As mentioned above, while the eighth edition recommends including URLs when you cite online sources, you should always check with your instructor or editor and include URLs at their discretion.

**DOIs:** (digital object identifier) Articles in journals are often assigned DOIs to ensure that the source is locatable, even if the URL changes. If your source is listed with a DOI, use that instead of a URL.

Works Cited


*An Inconvenient Truth*. Directed by Davis Guggenheim, performances by Al Gore and Billy West, Paramount, 2006.


