Introduction

Any writing that is based on facts and opinions derived from sources outside the writer’s experience (books, articles, websites, interviews, etc.) must identify those sources within the text (called “in-text citations”) and in a list at the end of the writing (called “Works Cited”). These citations give authority and credibility to your writing.

Different programs use different styles of writing and documentation. MLA, the style developed by the Modern Language Association, is primarily used in English and Humanities courses. Other classes may also require MLA, or they might require the use of APA style.

This guide is meant to serve as a general introduction to MLA; in addition, we have included most of the common types of sources used in college-level research. These examples represent only a sample of all the various information sources that could be used. For additional citation examples and more detailed information regarding MLA, consult The MLA Handbook, 8th edition, available in The WRITE WAY or the FVTC Library.

If you have any questions regarding:

- Your assignment: consult your instructor
- This guide or specific citations: consult a WRITE WAY tutor
- Your writing: consult a WRITE WAY tutor

Plagiarism

According FVTC’s “Code of Conduct” for students, “plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.” Any student found guilty of plagiarism is subject to disciplinary action as defined within the code and/or the instructor's syllabus.

ANY writing that is paraphrased, summarized, or quoted must be properly cited.

Examples:

**Direction Quotation + No Citation = Plagiarism:**
Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity.”

**Direction Quotation + Citation = Correct:**
Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity” (Robbins 32).

**Paraphrase + No Citation = Plagiarism:**
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity.

**Paraphrase + Citation = Correct:**
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity (Robbins 32).
Paraphrasing

Given that the majority of your research paper comes from other sources, understanding how to paraphrase and use in-text citations properly is essential. Paraphrasing means to put another person’s words into your own words, oftentimes to make the information clearer and easier to understand for the reader. Rearranging/replacing a few words or using a Thesaurus is NOT paraphrasing.

Paraphrasing is challenging because it requires you to understand the material thoroughly before you can put it into your own words. Paraphrasing does not include quotation marks, and even though you are actually re-writing the material in your own words, they are not your ideas; therefore, those ideas must be properly documented using an in-text citation and an entry on your Works Cited page.

Remember that even if you have an in-text citation with a poor paraphrase you STILL will have plagiarized because you are telling the reader that you re-wrote the material in your own words (paraphrased it) when that is not that case as shown in the second example below.

<table>
<thead>
<tr>
<th>Original Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The findings showed that adolescents and young adults, including college students, appear to be one of the most sleep-deprived groups in the United States.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Poor Paraphrase:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teenagers and college students in the United States appear to be the most sleep-deprived group (Forester).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proper Paraphrase:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research on which American population groups suffer the most from sleep-deprivation found that teenagers and college students lead all others (Forester).</td>
</tr>
</tbody>
</table>

In-Text (Parenthetical) Citations

When you are writing the paper, ANY information used from your sources, whether paraphrased, summarized, or quoted, must include an in-text (also known as a parenthetical) citation, as well as a corresponding entry on the Works Cited page. The in-text citation is simply a brief reference to where the information was obtained. Most often it includes the author’s last name and the page number from where the information was taken.

Example:

In 1956, Elvis’s self-titled debut album was released; the cover would both define the accepted rock and roll persona and determine the important positioning of the genre’s lead instrument, the guitar (Rodman 28).

<table>
<thead>
<tr>
<th>Refers to...</th>
</tr>
</thead>
</table>
General Rules:

✓ Use in-text citations for direct quotations, paraphrases, or summaries of someone else's words and for facts, figures, or ideas that are the result of someone else's effort.
✓ Do not identify a source of information that is common knowledge or belief. *For example:* The American Civil War lasted from 1861-1865 during which time hundreds of thousands of men lost their lives.
✓ Include the page number from which the information was paraphrased, summarized, or quoted after the author’s name. There is no comma between author and page number. Page numbers may be omitted when referencing an entire work or a website.
✓ Use paragraph numbers (preceded by par. or pars.) instead of page numbers *only* if the source uses them itself.
✓ Omit the author if he/she is mentioned in the same sentence or referenced previously within the same paragraph.
✓ Include the first word or first few words of the title in quotation marks (for “sources that are contained in larger works,” such as a journal article, song, short story, poem, article on a web site, etc.) or in italics (for “sources that are self-contained and independent,” such as a journal, album, book, website, etc.) if there is no author.
✓ Create a Works Cited entry for every source that has an in-text citation.

Source by One Author:

Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity (Robbins 32).

Source by Two Authors:

Vegetarianism means the custom of eating foods exclusively from plants and abstaining from all meat and, for some, dairy products (Dupler and Frey).

Source by Three or More Authors:

Active markets existed in Medieval Europe (Lassiter et al. 67).

Corporate/ Organization/ Institution as Author:

✓ Corporate authors or organizations may be abbreviated. Common abbreviations are Amer. (America, American), Assn. (association), Dept. (department), Natl. (national), Org. (organization) and Univ. (university).

New diseases are a constant threat and “research needs to have more funding in order to keep up” (Natl. Research Council on Health and Medicine 2-9).

Author Named in Text (Author Tag):

English professor and Elvis essayist Linda Ray Pratt claims that Elvis and his music played an important role in exposing those definitions as inaccurate by crossing such cultural boundaries (98).
Example Author Tags:

- Pratt: argues, describes, explains, claims, asserts, notes, refers to, cites, contends, concludes, shows, finds, reveals, puts forth, states, etc.

No Author:

- When a work does not have an author, cite only the title and page number. A shortened version of the title may be used but always begin with the word by which it is alphabetized and used in the Works Cited.

Likewise, in 2002, one fan paid $115,000 for a jar of Elvis’s hair (“What They Got It For” 74).

Indirect Sources:

- When you quote information that has been quoted from another source, you must put “qtd. in” before the indirect source.

John Lennon once said, “Before Elvis, there was nothing” (qtd. in “Quotes About Elvis”).

Website without Page Numbers:

- Websites generally do not have page numbers. Do not use the page numbers from a printout of a website. Therefore, no pagination is given.

Throughout his entire career, Elvis had more than 100 songs on the Billboard Top 40 and 18 number one pop hits (Scrivani-Tidd).

Poetry or Song Lyrics:

- You may quote up to three lines of poetry by incorporating the quotation within the text. Use a slash with a space on each side (/ ) to show line breaks. If the poet’s name and title of the poem are in the sentence, add only the line numbers (instead of page numbers). More than three lines need to be indented.

Emerson’s “Concord Hymn” is best known for the line: “Here once the embattled farmers stood / And fired the shot heard round the world” (lines 3-4).

Direct Quotations (four lines or less):

- A direct quotation is an exact restatement of a writer’s or speaker’s words enclosed in quotation marks. When quoting, MLA provides two options for listing the author and page referenced in-text.

What’s even more interesting is Zimbardo concludes that “situational forces can work to transform even the best of us into monsters” (74).

OR

It was shown “situational forces can work to transform even the best of us into monsters” (Zimbardo 74).
Block Quotation (more than four lines):

- Begin a block quotation on a new line and indent each line half an inch (in MS Word, this equals one “tab” click) from the left margin. Be sure to double-space the entire quotation. Do not add quotation marks. A colon usually introduces the quotation. Unlike shorter quotations, the parenthetical citation is given after the end punctuation of the quotation.

Journalist and film historian Douglas Brode suggests:

If you wanted to see Elvis, you had to pay—which meant attending live concerts for those few able to do so. For the millions of other fans, this meant buying a ticket to the movies. An impressive number of people were willing to do just that (the quality, or lack thereof, of any one film temporarily set aside) owning to their implicit understanding that a full appreciation of Elvis demanded he be viewed as well as heard. (5)

The Works Cited Page

General Formatting Rules:

- List all sources alphabetically on the last numbered page in your paper, beginning with author’s last name; if the author is unknown, alphabetize by title, ignoring A, An, or The.
- Center the title, Works Cited, one inch from the top of the page; do not underline or put it in quotation marks or all caps.
- Double-space the entire page.
- Use the same font as the rest of the paper; do not use bold font.
- Place the author’s last name, one space, and page number in the header, flush with the right margin.
- Begin each entry flush against the left margin. Indent subsequent lines of this entry ½ inch or use the tab key (hanging indent).
- Be sure everything listed on the Works Cited page appears in the text of the paper.

Author(s):

- List last name (comma) first name. Omit titles (Mr., Mr., Dr.), affiliations, and degrees.
- If two or more works are used by the same author, include the full author name in the first entry only. For all subsequent entries, just type three hyphens and a period instead of the author’s name and the remainder of the source details. (ex. ---. “Article Title.” Title of Container, number, Publication date, etc.)
- If there is no individual or corporate author(s), the title will appear first in the entry.

Titles:

- Capitalize the first and last word as well as any other important words in the title, regardless of how they appear in the original document.
### MLA Core Elements

#### The Source

1) **Author.**
   - Maintain the order in which authors are listed.
   - One Author: Last Name, First Name.
   - Two Authors: Last Name, First Name, and First Name Last Name.
   - Three or More Authors: Last Name, First Name, et al.
   - Corporate/Organization: Full Name.

2) **Title of source.**

#### Container 1: Where the Source Is Located

3) **Title of container,**
   - Album, Anthology, Facebook, Reference Book, Journal, Magazine, Newspaper [City, State], Twitter, Website, YouTube, Course Name, eBook ed.,

4) **Other contributors,**
   - *_____ indicates where contributor’s name(s) (other than author) is placed: created by _____, edited by _____, performance by _____, taught by _____, uploaded by _____, written by _____, translated by _____,

5) **Version,**
   - As edition: 2nd ed., 3rd ed., Revised ed. (NO superscript: 2nd, 3rd etc.)
   - As version: King James Version, Unrated Version, New International Version,

6) **Number,**
   - Abbreviate volume to vol. and number to no.: vol. 2, no. 3, vol. 12, no.24,
   - For TV/episodes: season 2, episode 7,

7) **Publisher,**
   - Name of Publishing Company (Leave out: Co., Inc., Corp.), or Name of Website Sponsor,

8) **Publication date,**
   - Year only: album, anthology, article in a database, article in scholarly journal, book, course manual, eBook, government publication (full), reference book, song,
   - All others: Day Month Year: 6 Jan. 2017, 9 Sept. 2016, 4 June 1995,

9) **Location.**
   - URL (Omit http: or https://) for article in an online journal, Facebook post, image, podcast, Tweet, webpage, or YouTube or online video. Remove the hyperlink.

10) **Access date.**
    - Needed for online resources: Accessed Day Month Year. (e.g., Accessed 6 Jan. 2017.)
Missing Information:

Some MLA Core Elements (other contributors, publisher, publication date, etc.) may not be not indicated or applicable. This is especially true with Internet sources. The general idea is to include as much information about the source as possible; however, MLA no longer requires placeholders for missing information (e.g., n.p. for no publisher, n.d. for no publication date, n/a for not available, etc.). Just move on to the next Core Element.
Citation Examples: Print

Books

One Author:

Two Authors:

Three Or More Authors:

Corporate/ Organization/ Institution as Author:

Textbook:

Curriculum/Course Manual:

Edited Book/Anthology:

An Essay in an Anthology:

- If you are using more than one essay from the same anthology and have a separate Works Cited entry for the anthology itself, then your entry would look like this:


Reference Book Entry:

Government Publication:
Periodicals

An Article in a Magazine:
✓ Omit the day in the date if the publication is monthly, quarterly, etc.


An Article in a Scholarly Journal:


An Article in a Newspaper:
✓ The city and state of publication appears in brackets only if the city is not named in the newspaper’s title or if the newspaper is published nationally.


Additional Print Examples

Advertisement:


Course Handout:


PowerPoint Slide (original to the presenter):


PowerPoint Slide (not original to the presenter):


Pamphlet or Brochure:

Fox Valley Technical College. *Students with Disabilities: Services and Assistance*. Fox Valley Technical College, Appleton, WI.
Citation Examples: Internet

Websites

✓ Use reliable Internet sources. Be sure to always print out the first page of the site to have proof if your source is questioned.
✓ Identify the author or sponsoring organization to ensure credibility. If there is no individual or collective author(s), begin the citation with the title of the article/webpage in quotes.
✓ Italicize the title of the website.
✓ Locate the copyright date or date of last revision at the bottom of each page or homepage to ensure that the information is current.
✓ Give page or paragraph numbers only if they appear on the website or .pdf document itself. Do not use page numbers taken from the printout of a webpage.
✓ Include the URL at the end of the citation, followed by a period. Ignore the “http:” or “https:” Ex. www.fvtc.edu/library.
✓ Include the date of access at the end of all website entries except for eBooks.

General Internet:


Blog:

✓ Include the version number and the publisher/sponsor of the blog following the blogsite’s title if they are available.


eBook (not from a library database):

✓ Substitute the word “e-book” if you do not know the medium of publication (e.g., “Kindle ed.,” “Nook ed.,” etc.)


Facebook Post:


Government:

Image:

- If you locate an image via Google, you must locate the page on which the image originally appears by clicking the “Visit Page” button and use this information to cite the image correctly.


Journal Article (not from a library database):


Magazine Article (not from a library database):


Newspaper:


Podcast:


Twitter Post:


Video (uploader only):

Video (author and uploader):

Video (commercial, privately-owned, etc.):  

Library Databases*

✓ Double check preformatted reference citations that are provided by any database. They are not always 100% correct, so be sure to review the formatting, order of items, missing or extraneous items, etc.
✓ Cite magazines and scholarly journals are just as they are in print sources for volume and date.
✓ Use the PDF version in your citation if a database offers a PDF version of an article.
✓ Include page numbers as indicated in the citation information given in the database or as provided in the PDF.
✓ Utilize “Container 2” for the name (italicized title) of the database.
✓ Include the date of access at the end of the entry.

* Follow the same Works Cited format for all library database sources. A few examples of the more popular databases are provided.

Academic OneFile (Gale):


EBSCO:


eBook from EBSCO:

Films on Demand Video:

Opposing Viewpoints in Context:

PUBMED:

Citation Examples: Non-Print

Course Lecture:

Email:
✓ Use the subject as the title of the email and place it in quotation marks (with standard capitalization) after the sender’s name.

Smith, Gregory. “Re: Home Inspection.” Received by John Franklin, 22 May 2016.

Film:

Interview:

Audio Recordings:
Hard Copy (entire album and individual song):

**Digital/Online Source (entire album and individual song):**


**Television Show:**

Sample Works Cited Page

Works Cited


Acknowledgements


