

West Georgia Technical College MLA Citation Style  
From the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed., 2009.

MLA citation style refers to the rules created by the Modern Language Association for formatting research papers and giving credit to or acknowledging sources of information used in those papers.

MLA Document Format: General Guidelines

- Type your paper on a computer and print it on standard white 8.5 x 11- inch paper.
- Double-space the text; use a clear, legible font, preferably 12 pt. size Times New Roman.
- Margins: 1 inch on all sides.
- Indent the first line of each paragraph one half-inch from the left margin (approx. 10 spaces).
- Leave only one space after a period and other punctuation marks unless directed otherwise by your instructor.
- Create a header that numbers ALL the pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Create the heading in the upper left-hand corner of the first page only: list your name, your instructor's name, the course, and the date.
- Center the title. Do not use all capital letters or put your title in quotation marks, boldface, italics, or underlining.
- Do not make a title page unless specifically requested.
- Always follow your instructor's guidelines.

MLA In-Text Citations: The Basics

- MLA uses short parenthetical citations in the text of the paper to acknowledge sources of information. The parenthetical citation information will match the source information on the works cited page.
- The parenthetical usually includes the author's last name (if there is no author of the work, the first one or two words of the title in quotation marks, but do not use A, An, or The, if they are the first words of the title), and the page number where the information was found.
- Leave the author's name out of the parenthetical if it is clearly stated in your sentence; if the source has no page numbers, use author's last name in parenthetical even if it is clearly stated in your sentence. This helps to clarify your source usage.
- MLA does not use a comma between the name and page number.
- However, when the works cited list includes more than one work by an author, the parenthetical should include part of the title separated from the author's name by a comma, i.e. (Smith, *Leadership* 336) and (Smith, *Management* 246).
- Whatever is placed in the parenthetical citation (last name, first word of article title, first word of web page name, etc.) should match the first word listed on the works cited page entry.
- Do not use the MLA citation formatting features in Microsoft Word.

You should always provide parenthetical citations for the following:

- direct quotes
- paraphrases (putting information into your own words)
- summarized material
- words specific or unique to the author
- use of an author's argument or line of thinking (ideas or theories)
- historical, statistical, or scientific facts beyond common knowledge
- articles or studies you refer to in your text

### Examples of MLA In-Text or Parenthetical Citations

Type of Entry	Example
Book: single author's name used in sentence	Warren ends his novel with a warning about "the awful responsibility of Time" (546).
Book: single author's name not used in sentence	The novel ends with the words "the awful responsibility of Time" (Warren 546).
Book: two authors	There is a threat when the narrator says, "Fergus was in front of him now, waving a small, sharp dagger, grinning, snarling" (Hartley and Hewson 34).
Work in an edited anthology	He presents himself as modest when he says, "I shall now therefore humbly propose my own thoughts, which I hope will not be liable to the least objection" (Swift 694).
Article in a reference book	The word "foreboding" means "a sense of dread," according to the <i>Longman Advanced American Dictionary</i> ("Foreboding").
Newspaper article: author identified	According to the <i>Atlanta Journal-Constitution</i> , a spokesman for the Atlanta Police Department announced a review of the arrest in December (Jones B3).
Newspaper article: author unidentified	The <i>New York Times</i> reports that "the damages might exceed \$21 billion" ("Sandy" A1).
Magazine article	An article in <i>National Geographic</i> suggests that Afghan refugees find it more difficult to return to their homes than leave them (Raimondo 87).
Journal article	Dryden's poetry "evokes images of other poets" (Gill 23).
Web page, identified author	CNN interviewed four budget experts who all agree that the "amount of money coming in from corporations is reaching a dangerous level" (Levinson).
Web page, no identified author	An article on the <i>USA Today</i> website says the dock "was spotted Tuesday by the Coast Guard" ("Officials").
Short Story	The narrator wanted to avoid any "Chestnut Flats boys" (Hendricks 15).
Poem Use line numbers for poetry	In "Baton Rouge," the speaker praises how she reads by comparing her to how "Men handle a shovel naturally, / each motion economical" (Clark 3-4).
Play, verse Use abbreviated form of title with act, scene, and line numbers for verse drama	Cassio assumes total responsibility for the watch by saying, "But not withstanding, with my personal eye / Will I look to 't" ( <i>Oth.</i> 2.3.5-6).
Play, prose Use abbreviated form of title with page number for prose drama	The Player tries to explain his frustration with Rosencrantz when he exclaims, "We're <i>actors</i> – we're the opposite of people!" ( <i>Ros.</i> 63).
Song Include abbreviated form of song title in quotation marks only if you cite more than one song from the artist	The opening line is "I was born in a dead man's town" (Springsteen).  The opening line is "I was born in a dead man's town" (Springsteen, "Born")
Film Title may be abbreviated as needed	Delmar, trying to ease the tension, says, "Okay fellers, I'm with you" ( <i>O Brother</i> ).
YouTube Video	According to a YouTube video created by David Taylor of the University of Maryland, one must remember to change Microsoft's default settings to correctly format an essay according to MLA document format (Taylor).
Interview, personal or telephone	Chief Gary Chastain says the answer is often "That depends" (Chastain).
Interview, professional	Tom Hanks says his new movie "will confuse most viewers" (Hanks).
Indirect quote Quoted or paraphrase information belongs to someone other than author Use the abbreviation qtd. in	Gov. Nathan Deal told the <i>Atlanta Journal-Constitution</i> that he "would make every effort to support the legislation" (qtd. in Jones A2).
Books or articles with more than three authors list the first author and use et al. for the other names	According to the textbook <i>Physical Biology of the Cell</i> , "In animals, the rapid electrical transmission of information in the nerve and muscle systems allows us to run from predators and to catch our prey" (Phillips et al. 681).

## MLA Works Cited Entries: The Basics

- Entries are listed in alphabetical order by the author’s last name or by the first word of the title if no author is listed.
- Capitalize the first word and other key words of the title and subtitle in each entry (this includes newspaper titles that were not originally capitalized).
- Publisher names should be shortened or abbreviated, including using the letters UP instead of writing out University Press.
- When more than one city is listed for a publisher, use only the first city listed.
- Works cited entries use hanging indent; the first line is on the margin, and the second and subsequent lines are indented one half inch (this is the opposite of how the first line of a paragraph in your essay looks).
- Use italics for book, newspaper, magazine, journal, website, play, and database titles instead of underlining.
- Dates use MLA format of day month year, with abbreviated month names (14 Nov. 2012).
- Do not include URLs in works cited unless directed to do so by your instructor.
- Include the medium of publication (Print, Web, DVD, CD, MP3 file, etc.) in each work cited entry.
- Sources from the web include your date of access.
- Do not use the MLA citation formatting features in Microsoft Word.

See below for examples of in-text citations and sources listed on the Work Cited page.

Type of Entry	Citation in Text	Works Cited Entry
Book: single author	(Warren 546)	Warren, Robert Penn. <i>All the King’s Men</i> . New York: Harcourt, 1946. Print.
Book: two or three authors	(Hartley and Hewson 34)	Hartley, A.J., and David Hewson. <i>Macbeth: A Novel</i> . Las Vegas: Thomas & Mercer, 2012. Print.
Book with more than three authors	(Phillips et al. 47)	Phillips, Rob, et al. <i>Physical Biology of the Cell</i> . 2 <sup>nd</sup> ed. New York: Garland Science, 2012. Print.
eBook	(Hartley and Hewson 34)	Hartley, A.J., and David Hewson. <i>Macbeth: A Novel</i> . Las Vegas: Thomas & Mercer, 2012. Kindle file.
Book: one author and one editor, found using Google Books	(Frost 34)	Frost, Robert. <i>The Poetry of Robert Frost</i> . Ed. Edward Connery Lethem. New York: Holt, 1975. <i>Google Book Search</i> . Google, 2012. Web. 17 Dec. 2012.
Work in an edited anthology	(Swift 694)	Swift, Jonathan. “A Modest Proposal.” <i>Patterns for College Writing: A Rhetorical Reader and Guide</i> . Ed. Laurie Kirsznner and Stephen R. Mandell. 12 <sup>th</sup> ed. Boston: Bedford, 2012. 692-699. Print.
Article in a reference book	(“Foreboding”)	“Foreboding.” <i>Longman Advanced American Dictionary</i> . 2 <sup>nd</sup> ed. 2007. Print.
Newspaper article: author identified	(Jones B3) Letter indicates section number	Jones, David. “APD Reviews Case.” <i>Atlanta Journal-Constitution</i> 12 Nov. 2012: B3. Print.
Newspaper article: author unidentified	(“Sandy” A1) Use first word or two in quotation marks	“Sandy Wreaks Havoc in Rockaways.” <i>New York Times</i> 30 Oct. 2012: A1. Print.
Newspaper article: author identified, found in database	(Jones B3)	Jones, David. “APD Reviews Case.” <i>Atlanta Journal-Constitution</i> 12 Nov. 2012: B3. <i>Academic Search Complete</i> . Web. 24 Nov. 2012.
Newspaper article: no author, found in database	(“Sandy” A1)	“Sandy Wreaks Havoc in Rockaways.” <i>New York Times</i> 30 Oct. 2012: A1. <i>Research Library</i> . Web. 3 Nov. 2012.

Magazine article	(Raimondo 87)	Raimondo, Lois. "Long Road Home." <i>National Geographic</i> June 2002: 82-105. Print.
Magazine article found in database	(Raimondo 87)	Raimondo, Lois. "Long Road Home." <i>National Geographic</i> June 2002: 82-105. <i>Social Science Information Gateway</i> . Web. 12 Apr. 2012.
Journal article	(Gill 23)	Gill, R. B. "Looking at Dryden and Wren: Worldviews and Interdisciplinarity." <i>South Atlantic Review</i> 76.1 (2011): 17-32. Print.
Journal article found in database	(Gill 23)	Gill, R. B. "Looking at Dryden and Wren: Worldviews and Interdisciplinarity." <i>South Atlantic Review</i> 76.1 (2011): 17-32. <i>Literary Reference Center</i> . Web. 28 June 2012.
Web page, identified author	(Levinson)	Levinson, Molly. "Campaign Finance Proposal Targets Corporations." <i>CNN.com</i> . Cable News Network, 29 April 2010. Web. 16 Aug. 2010.
Web page, no identified author	("Officials")	"Officials Checking Dock Ashore in Washington." <i>USA Today</i> . Gannett, 20 Dec. 2012. Web. 20 Dec. 2012.
Short Story	(Hendricks 15)	Hendricks, Randy. "The Stove." <i>The Twelfth Year, and Other Times</i> . Macon: Mercer UP, 2003. 1-20. Print.
Poem	(Clark 3-4) Use line numbers for poetry	Clark, William Bedford. "Baton Rouge." <i>Blue Norther and Other Poems</i> . Huntsville: Texas Review P, 2010. 19. Print.
Poem, found online	(Collins 5-7)	Collins, Billy. "Silence." 2005. <i>Poetry Foundation</i> . Poetry Foundation, 2012. Web. 17 Dec. 2012.
Play, verse	( <i>Oth.</i> 2.3.5-6) Use abbreviated form of title with act, scene, and line numbers for verse drama	Shakespeare, William. <i>The Tragedy of Othello, the Moor of Venice</i> . Ed. Alvin Kernan. New York: Signet Classic, 1998. Print.
Play, prose	( <i>Ros.</i> 63) Use abbreviated form of title with page number for prose drama	Stoppard, Tom. <i>Rosencrantz and Guildenstern are Dead</i> . New York: Grove, 1967. Print.
Song	(Springsteen) (Springsteen, "Born") Include abbreviated form of song title in quotation marks only if you cite more than one song from the artist	Springsteen, Bruce. "Born in the U.S.A." <i>Born in the U.S.A.</i> Columbia, 1984. CD.  Note: Media might include CD, MP3 file, or MPEG-4 Audio file.
Film	( <i>O Brother</i> )	<i>O Brother, Where Art Thou?</i> Dir. Joel Cohen. Perf. George Clooney, John Turturro, Tim Blake Nelson, and John Goodman. Universal, 2000. DVD.
YouTube Video	(Taylor)	Taylor, David (peakdavid). "MLA Style Essay Format – Word Tutorial." Online video. <i>YouTube</i> . YouTube, 10 Jan. 2011. Web. 20 Dec. 2012.
Interview, personal or telephone	(Chastain)	Chastain, Gary. Personal interview. 12 Dec. 2012.  Chastain, Gary. Telephone interview. 12 Dec. 2012.
Interview, professional	(Hanks)	Hanks, Tom. Interview by Jon Stewart. <i>The Daily Show with Jon Stewart</i> . Comedy Central. 4 Sept. 2012. Television.

All citation examples are based upon information found in the following resources:

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009.

Print.

*Purdue Online Writing Lab*. Purdue University, 2012. Web. 20 Dec. 2012.