This handout covers MLA style basics, samples, formatting, and citation examples for sources used in-text throughout your paper and in the Works Cited list at the end of your paper.

**Always consult your professor to learn if he/she has any special requirements for citations.**

**MLA Style 101**

1. Cover page? No!
2. Margins = 1 inch
3. Spacing = Double
4. Header = Heck yes! (see p. 15 for instructions)

**Citing sources:**

- In-text (in parentheses!)

&

- Works Cited (list of all sources used in your paper)

**The Core Elements of MLA**

You will not need to use all elements for every citation.

**Author.** (Last Name, First Name)

**Title of Source.** (Title of Book/Book Chapter/Article/Webpage)

**Title of Container,** (Encyclopedia/Periodical/Website)

**Other Contributors,** (directed by/edited by/translated by)

**Version,** (Edition)

**Number,** (Volume, Issue, Season)

**Publisher,** (Name of Publisher)

**Publication Date,** (Day Month Year/Month Year/Year)

**Location.** (Page Numbers/DOI/Web Address/Physical Location)

*Title of Container #2,** (Name of Library Database/Online Video Service)

*Location #2.** (Web Address of item in Library Database/Online Video Service)

*Add information about additional containers as needed to fully document your source.*

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MLA 2017 njl – 081517

– Genesee Community College –
**Books**

1. **One Author**

2. **Two Authors**

3. **Three or More Authors**

4. **Edited Book**

5. **Translated Book**

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**The basic format for a book Works Cited entry is:**

Author Last name, Author First name. *Title of Book*. Name of Publisher, Year of Publication.
6. Chapter or Part of a Book

Union of Concerned Scientists. “The Safeness of Genetically Modified Foods is Unproven.”


Note: Begin the citation with the author and title of the part (in quotation marks), then give the title of the book, editor(s), publisher information, publication date, and page numbers of the part.


**Opposing Viewpoints in Context – Viewpoint Essay:**

This:

Source Citation


Becomes this:


7. Group/Agency as Publisher

8. Section in a Specialized Encyclopedia (Reference book)

Add the access information (DOI/Permalink/ Stable URL/Web Address OR Name of Library Database.) at the end of the citation for online encyclopedias.

The basic format for a specialized encyclopedia Works Cited entry is:

Author Last name, Author First name. "Section Used." Title of Reference Book, edited by Name of Editor(s), edition, vol. volume number, Name of Publisher, Year of Publication, p (or pp.) Page numbers.


9. eBook


Magazine, Journal, and Newspaper Articles

The basic format for article Works Cited entries is:

Author Last name, Author First name. “Title of the Article.” Title of the Source, vol. volume number, no. issue number, Publication Date, p./pp. page number(s). Title of the Database, DOI (if available) OR Permalink/Stable Web Address/URL (if no DOI and available).

Complete magazine article Works Cited entry:

1. Author. See p. 13
2. “Article title.” See p. 13
3. Source, See p. 13
4. Volume, See p. 13
5. Issue number, See p. 13
6. Publication Date, See p. 13
7. Page #s. See p. 13
8. Database name, See p. 13

1. Magazine Article


Larsen, Elizabeth Foy. "Alcohol Poisoning: The Death You Don't See Coming."


Note: It is proper MLA format to remove the http:// or https:// from all URLs/web links. Your instructor may have different rules for citing web addresses. Always follow their rules if they differ from this stylesheet.
2. Journal Article


3. Newspaper Article


Websites

The basic format for a website Works Cited entry is:
Author Last name, Author First name. "Title of Article or Page within a Website." Title of Website, Name of the Publisher/Organization Responsible for the Website, Publication Date, Web address/URL (see note below this box).

Note: The MLA 8th edition requires the editing of URLs/web addresses to remove the http:// or https:// from the beginning of the address. Your instructor may have different rules for citing web addresses. Always follow their rules if they differ from this stylesheet.


Multimedia

1. Film

Highlight the aspects that are most relevant to your paper (director, creator, performers, etc.). If the director’s vision is key or the performance of the actor(s) is your focus, lead with that, otherwise list the Film Title first, and include director/actor information after the title.


2. Online Video

The basic format for an online video Works Cited entry is:

“Title of Video.” Publisher, created by and/or produced by Name, and uploaded by Name, Date of Posting, Web address/URL.


“Diet Coke + Mentos.” YouTube, produced by EepyBird.com, uploaded by zorro103, 14 June 2006, youtu.be/hKoB0MHVBvM.

3. Television Show

Highlight the aspects that are most relevant to your paper (director, creator, performers, etc.)

The basic format for a television show Works Cited entry is:

“Title of Episode.” Title of Show, created by and/or directed by Name, season #, episode #, Network, Broadcast Date, Web address/URL.

“Bed Bugs and Beyond.” Orange is the New Black, created by Jenji Kohan, season 3, episode 2, Netflix, 2015, www.netflix.com/watch/48925614?trackId=18356624&tctx=0%2C0%2C2880e3a5653ce0c8251a8f9bcc04978e2ce1.
4. Music

The basic format for a music Works Cited entry is:

Author/Singer. “Title of Song.” Title of Album, Publisher/Label, Release Date, Web address/URL.


They Might Be Giants. “When Will You Die?” Join Us, Idlewild, 19 July 2011, play.spotify.com/track/4wGP288tIQuOJbKjZD5G.

4. Artwork

Use this format for artwork you experienced in person.

The basic format for an art Works Cited entry is:

Author/Artist. Title of Work. Creation Date, Physical Location, Name of City (if not part of Physical Location).

Ralston, Crawford. Whitestone Bridge. 1939-1940, Memorial Art Gallery, Rochester.

Other Resources

1. Personal Interview
2. Class Lecture/Notes

1. Personal Interview


2. Class Lecture/Notes

Follow this example for citing class lectures/notes.

Instructor’s Last Name, Instructor’s First Name. “Title of Lecture (if known).” Course Name.

College Name, College Location. Date of Lecture. Descriptive label.

The MLA style of parenthetical citation includes the author’s last name and page number(s). Parenthetical citations do not include the word "page" or "pages" or the abbreviations "p." or "pp."—just the page numbers. See p. 15 for sample paper pages containing in-text citation examples.

**Direct Quotations and Paraphrases**
A page number is always included, whether material is copied word for word (presented in quotation marks) or paraphrased (presented in your own words, without quotation marks) from a source.

**Format of in-text citations in your paper**
There are two ways to cite another’s work. One way puts the author’s last name and the page number in parentheses at the end of the sentence. The second way is to include the author’s name as part of your sentence and put just the page number in parentheses. Either way is correct.

1. Work with One Author
   a.) Dust plays a larger role in our lives than we realize (Holmes 5).
      OR

2. Work with Two Authors
   a.) Many changes occurred during the Renaissance (Kerrigan and Smith 57).
      OR

b.) Holmes points out that, “between 1 and 3 billion tons of desert dust fly up into the sky annually” (5).

2. Work with Two Authors
   a.) Many changes occurred during the Renaissance (Kerrigan and Smith 57).
      OR

b.) Kerrigan and Smith found that many changes occurred during the Renaissance (57).
3. Work with Three or More Authors
Cite the last name of the first author followed by et al.

a.) Karas et al. discussed the ways that the extended family is important in Asian society (110-111).

4. Two or More Works by the Same Author(s)
Put a comma after the author’s last name and add a shortened version of the title and end with the page number (when available). Place the short title within quotation marks if it is an article or chapter, or italicize it if it is a book.

   (Lewandowski, Symbolism 56)
   (Lewandowski, “White Whale” 347)

5. Authors with the Same Last Name
Add the first name initial to tell the difference between authors with the same last name. If they share the same first initial, include the first name of each author.

   (M. Eichelberger 20)
   (A. Eichelberger 56-57)

6. Work with No Author
Cite the first word or two of the title and capitalize each word of your shortened version. Place the short title within quotation marks if it is an article or chapter, or italicize it if it is a book. Omit the page number if it cannot be specified (e.g., an internet source).

   Research has shown that some cats favor one paw over the other (“Is” 22).

   (The full title of the article was “Is Your Kitty Just Plain Bored? Entertaining the Indoor Cat.”)

   Children are raised differently depending on their culture (Six Cultures 63).

   (The full title of the book was Six Cultures: Studies of Child Rearing.)

7. Work with No Page Numbers
If an electronic source does not provide page numbers, leave them out. Some electronic sources (e.g. library databases) will sometimes include a PDF version of the text. If so, use the page number from the PDF version of the document.

   “Students who use the library get higher grades than those who don’t” (Seward and Wegner).
8. Works with More than One Volume
In a work with more than one volume, cite the author’s last name, the volume and then the page or pages. Put a colon after the volume.

a.) The grandmother plays an essential role (Smith 2: 30-37).

OR

b.) Smith noted the essential role played by the grandmother (2: 30-37).

9. Time-based Media
For audio or video citations include the relevant time or range of times as Hours:Minutes:Seconds.

An introduction to the band members halfway through the song is a surprise twist

(They Might Be Giants 00:01:10-20).

10. Religious/Sacred Texts
Cite the first two or three words of the title of the religious text and use commonly accepted abbreviations for sections of the Bible (Gen. for Genesis, Rev. for Revelation, etc.). See the examples for Edited & Translated books (p. 2) for how to create a Works Cited entry for Religious/Sacred texts.

The opening of the seventh seal was very dramatic (New Cambridge, Rev. 8.1).

If you wish to see good in the world, you should work to make it so and you will

be rewarded, much like the Buddhist concept of karma (Holy Qur’an, 53:39-41).

11. Indirect Source
If you are citing an author who was quoted by another author, include both names. In your sentence give the name of the author whose words you are citing. In the parentheses put "qtd. in" then the author from whom you found the quote and the page number.

Smith claims that “grandparents fill many essential roles in the lives of their

grandchildren” (qtd. in Jones 68).

Jones is the author of the book/article you read and Smith is the author of the quote. Smith gets credit for writing the quote, but Jones gets credit too because it was in her book/article that you found Smith’s quote. In your Works Cited list you would only list Jones because you only cite what you actually read.

12. Long Quotations
If a quotation continues for more than four lines in your paper, use a block quotation style.

Holmes informs us that:

Every time you inhale, thousands upon thousands of motes swirl into your body. Some lodge
in the maze of your nose. Some stick to your throat. Others find sanctuary deep in your lungs.

By the time you have read this far, you may have inhaled 150,000 of these worldly specks—if
you live in one of the cleanest corners of the planet. (5)

Notice that the block of text is indented one inch (only on the left), the quotation is given without quotation marks, and the page number follows the period.
General Rules

Authors
- An item with **three or more** authors should be listed by the first author's name, followed by a comma and then the Latin abbreviation et al. (Penner, Jane N., et al.).
- In the Works Cited list, when citing **two or more works by the same author**, instead of repeating the author's name, use three hyphens and alphabetize by item title:

Titles
- **Capitalize all Major Words**, plus the first word of the title, and the first word of the subtitle (right after the colon). Do not capitalize words, such as a, an, the, against, between, in, of, to, and, but, for, and so, unless they are the first word of the title or subtitle, or an important part of speech (pronoun, adverb, etc.).
- Whole book titles are *italicized* while article, chapter, or webpage titles are put in “quotation marks.”
- Titles of books are taken from the title page (first printed page of the book) and not from the cover.
- If the title begins with a number (1984), alphabetize it as if it were spelled out (“Nineteen…”).
- If the title of an item (article, web page, video, etc.) **has no author** and starts with “A,” “An,” or “The,” be sure to alphabetize by the second word of the title, not by the initial article. Do not reorder or omit any words in the title:


  
  u=gencc_main&xid=1bd765d5.


  “O” comes before “S” and we ignore the “The” and the “A.”

Dates
- For books just use the publication year.
- See **Abbreviations** section below for how to abbreviate dates.
- For periodical articles use whatever information is provided, such as day month year (16 Feb. 2016), month year (Feb. 2016), season year (Winter 2016), or just plain year (2016).
- For online sources (web pages, YouTube videos) use the most relevant date available to you (posted/uploaded/current revision/copyright).

Abbreviations
- Abbreviate all months **except** May, June and July.
- Abbreviate publisher names as follows:
  - Do not include initial articles (A, An, The) or business abbreviations (Co., Corp., Inc., Ltd.).
  - The words “University” and “Press” should always be shortened to “U” and “P” even if separated by other words (State U of New York P).
  - Do not abbreviate phrases, such as Edited by, Translated by, Directed by, Performance by, Illustrated by, or Narrated by.
Publishers
- Omit the city of publication for print books unless you have: a book published before 1900; an international edition of a book (e.g., a British version of a Harry Potter book which differs slightly from the American version); or a book published by an unfamiliar publisher located outside the U.S.
- If a book is published by a division of a larger company, only cite the division, not the larger parent corporation.
- If a book is published by an imprint (it has a special name “An October Book”), ignore the imprint and cite the publisher’s name.

Page numbers
- Do not put p. or pp. when citing page numbers in an in-text citation, but include them in the Works Cited.
- If an article is printed on non-consecutive pages, put only the first page number and a plus sign (10+). Non-consecutive pagination is when an article starts on one page and then has a break and continues ten pages later.
- Show page numbers as completely as you can (you will need to view the PDF version to find complete pagination information for some articles). For sources without listed page numbers or PDF versions (some periodicals and almost all websites) leave the page numbers section blank.

DOI/Permalinks/Stable Web Addresses/URLs
- If your online source (library database article, webpage, online book) provides a DOI, use it instead of a web address/URL.
  - The general format for a DOI is: doi:10.XXXX/XXX.XXXX.XXX. Some DOIs will be a string of numbers, some will be numbers and letters, and some are longer, while others are quite short. The only thing they all have in common is the “doi:10.”
- The MLA 8th edition requires the editing of URLs/web addresses to remove the http:// or https:// from the beginning of the address. Your instructor may have different rules for citing web addresses. Always follow their rules if they differ from this stylesheet.
- If a library database article does not have a DOI or a Permalink/Stable Web Address/URL end your citation with the name of the library database.

Common Knowledge
- There are a few cases when citation is unnecessary. If you are including widely known facts, such as “Albany is the capital of New York State,” of which it is reasonable to expect that your audience (your instructor/other students) is generally aware, a citation is unnecessary. If you are including a specific phrase and/or opinion of an author, “Albany, the home of the baker’s dozen, is the capital of New York State” you must provide a citation. When in doubt, include a citation!
Your professor may prefer specific variations to the way your in-text and Works Cited citations look, which may differ from the way they are presented in this guide.

**Always consult your professor to learn if he/she has any special requirements for citations.**

To insert your **Header**, go to the **Insert** tab, click on **Page Number**, choose **Top of Page**, and then **Plain Number 3**. Type your last name and then hit space.

Center the title but do **not** underline, italicize, **bold**, use all capitals, or quotation marks.

For variety in your paper use **signal phrases** to introduce sources in the text of your sentence (“An article by,” “According to,” “The author reports”) instead of always using parentheses at the end of your sentence.

When putting the author into the sentence, be sure to still include a page number in parentheses at the end before the period.

Qin et al. was cited by “NPAG Report.” They both get credit in the parentheses with the use of “qtd. in” (quoted in) but only “NPAG Report” will end up on the Works Cited page.

This is called an **indirect source** (see example 11 on p. 12 of this stylesheet for more details).
Sample Works Cited

The **Works Cited** list includes all the sources used in the research and writing of your paper and should be double-spaced and in alphabetical order by the authors’ last names (or by title when no author is given).

Your professor may prefer specific variations to the way your in-text and Works Cited citations look, which may differ from the way they are presented in this guide.

**Always** consult your professor to learn if he/she has any special requirements for citations.

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When you have no author, you alphabetize by the first title word, unless the title begins with “a,” “an,” or “the,” in which case, use the second word. See note and examples under **Titles** section on p. 13

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For more information, the MLA Handbook for Writers of Research Papers (8th ed., 2016) REF LB2369 .G53 2016 is available at the Alfred C. O’Connell Library.

For help in deciding what is responsible writing and what is plagiarism, see the following websites: [http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/) or [http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)

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**Questions? Ask a Librarian:**

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