

# MLA Stylesheet

- Alfred C. O'Connell Library -

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 they have 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)

## Guide Contents:

### Works Cited page examples

<b>Books</b>	p. 2
- Part of a Book	p. 3
<b>Articles</b>	p. 5
- Magazines	p. 5
- Journals	p. 6
<b>Web sites</b>	p. 7
<b>Multimedia</b>	p. 8
<b>Other Sources</b>	p. 9

In-text Citation examples	p. 10
General Rules	p. 13–14
Sample Paper pages	p. 15–16

## **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.***



Citation is often a thing inside a container possibly inside another larger container.

– Genesee Community College –

# Books

1. One Author
2. Two Authors
3. Three or More Authors
4. Edited book
5. Translated book
6. Chapter or Part of a Book (includes an *Opposing Viewpoints* example)
7. Group/Agency as Publisher
8. Section in a Specialized Encyclopedia (Reference book)
9. eBook

## 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.

### 1. One Author

Haskell, Molly. *From Reverence to Rape: The Treatment of Women in the Movies*.  
U of Chicago P, 1987.

### 2. Two Authors

Seltzer, Richard, and Nicole E. Johnson. *Experiencing Racism: Exploring Discrimination  
Through the Eyes of College Students*. Lexington Books, 2009.

### 3. Three or More Authors

Campbell, Linda, et al. *Teaching & Learning Through Multiple Intelligences*. Allyn and  
Bacon, 2004.

### 4. Edited Book

*The New Cambridge Paragraph Bible with the Apocrypha*. Edited by David Norton, King  
James Version, Cambridge UP, 2005.

### 5. Translated Book

*The Holy Qur'an*. Notes by Mahdi Pooya, translated by S.V. Mir Ahmed Ali, 4th ed.,  
Tahrike Tarsile Qur'an, 2004.

## 6. Chapter or Part of a Book

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

*Genetic Engineering: Opposing Viewpoints*, edited by David Haugen and Susan Musser, Greenhaven P, 2009, pp. 128-37.

**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.

Shakespeare, William. "Tell Me Where is Fancie Bred." *Come Hither*, edited by Walter de la Mare, Knopf, 1969, p. 197.

Opposing Viewpoints in Context – Viewpoint Essay:

The citation provided by the database:

### Source Citation

Giraldi, Philip. "The Violent Radicalization and Homegrown Terrorism Prevention Act Infringes on Civil Liberties." *Civil Liberties*, edited by Roman Espejo, Greenhaven Press, 2009. Opposing Viewpoints. *Opposing Viewpoints in Context*, library.genesee.edu/login?url=[http://link.galegroup.com/apps/doc/EJ3010118284/OVIC?u=gencc\\_main&xid=0286dadb](http://link.galegroup.com/apps/doc/EJ3010118284/OVIC?u=gencc_main&xid=0286dadb). Accessed 15 Aug. 2017. Originally published as "The Violent Radicalization and Homegrown Terrorism Prevention Act," *Huffington Post*, 26 Nov. 2007.

Becomes this:

Giraldi, Philip. "The Violent Radicalization and Homegrown Terrorism Prevention Act Infringes on Civil Liberties." *Civil Liberties*, edited by Roman Espejo, Greenhaven P, 2009. *Opposing Viewpoints in Context*, library.genesee.edu/login?url=[http://link.galegroup.com/apps/doc/EJ3010118284/OVIC?u=gencc\\_main&xid=0286dadb](http://link.galegroup.com/apps/doc/EJ3010118284/OVIC?u=gencc_main&xid=0286dadb).

## 7. Group/Agency as Publisher

Moosewood Collective. *New Recipes from Moosewood Restaurant*. Ten Speed P, 1987.

## 8. Section in a Specialized Encyclopedia (Reference book)

### 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.

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

**Note:** It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your instructor may require otherwise. **Always follow your instructor's rules.**

"Physical Therapists: Brief 25." *Chronicle Career Library of Occupational Briefs*, Chronicle Guidance Publications, 2012. [www.chroniclecareerlibrary.com/cgp\\_viewer.php?cgp/Briefs/Brief025.pdf](http://www.chroniclecareerlibrary.com/cgp_viewer.php?cgp/Briefs/Brief025.pdf).

"10 December 1857, Gamaliel Bailey: Tense Situation in Kansas – Citizens of Territory Remaining Calm." *The Greenwood Library of American War Reporting*, edited by David A. Copeland, vol. 3, Greenwood P, 2005, pp. 23-24.

Thiede, Keith. "Learning to Learn and Metacognition." *Encyclopedia of Education*, edited by James W. Guthrie, 2nd ed., vol. 4, Macmillan Reference USA, 2002, pp. 1470-1472. *Gale Virtual Reference Library*, [link.galegroup.com/apps/doc/CX3403200371/GVRL?u=genc\\_main&sid=GVRL&xid=f868aea1](http://link.galegroup.com/apps/doc/CX3403200371/GVRL?u=genc_main&sid=GVRL&xid=f868aea1).

## 9. eBook

Carroll, Leo. *Lawful Order: A Case Study of Correctional Crisis and Reform*.

Garland Publishing, 1998. *Ebscohost eBook Collection*, [library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=38887&site=ehost-live](http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=38887&site=ehost-live).

Klaver, Elizabeth. *Sites of Autopsy in Contemporary Culture*. State U of New York P, 2005. *SUNY Press E Book Collection*, [hdl.handle.net/1951/29144](http://hdl.handle.net/1951/29144).

Rosenblum, Mort. *Chocolate: A Bittersweet Saga of Light and Dark*. North Point P, 2005. *Google Books*, [books.google.com/books?id=4HZLXTCUkJUC&lpg=PP1&pg=PP1#v=onepage&q&f=false](http://books.google.com/books?id=4HZLXTCUkJUC&lpg=PP1&pg=PP1#v=onepage&q&f=false).

# Magazine, Journal, and Newspaper Articles

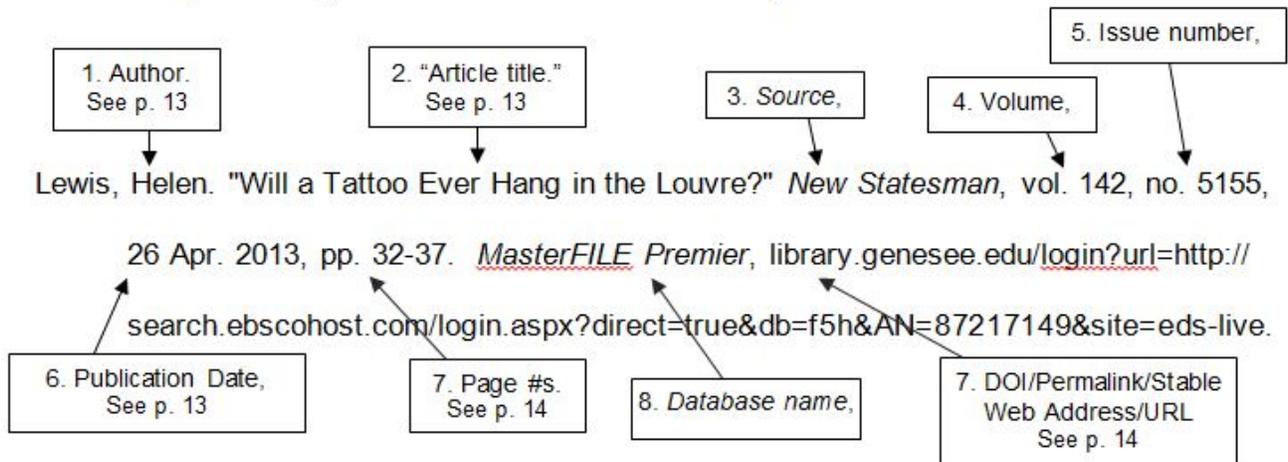
1. Magazine
2. Journal
3. Newspaper

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 is available).

**Note:** When there is **no author** begin all citations with the **Title** of the article then proceed with the rest of the citation as it is laid out.

## Complete magazine article Works Cited entry:



## 1. Magazine Article

Bowker, Arthur, and Michael Sullivan. "Sexting: Risky Actions and Overreactions." *FBI Law Enforcement Bulletin*, vol. 79, no. 7, July 2010, pp. 27-31. *Academic Search Complete*, library.genese.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=edsgao&AN=edsgcl.232305843&site=eds-live.

Larsen, Elizabeth Foy. "Alcohol Poisoning: The Death You Don't See Coming." *Choices/Current Health*, Oct. 2013, p. 8. *Opposing Viewpoints in Context*, library.genese.edu/login?url=http://link.galegroup.com/apps/doc/A345457446/OVIC?u=gencc\_main&xid=6edcd5f4.

Mele, Rick. "What It's Like to Be a Professional Fat Guy." *Men's Health*, Rodale Inc., 12 Aug. 2015. www.menshealth.com/best-life/professional-fat-guy.

**Note:** It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your instructor may require otherwise. **Always follow your instructor's rules.**

## 2. Journal Article

Braithwaite, Ronald L., et al. "Tattooing and Body Piercing: Examining the Public Health Implications of These Risky Behaviors." *Corrections Today*, vol. 60, no. 2, Apr. 2012, p. 120. *Academic OneFile*, library.genesee.edu/login?url=[http://go.galegroup.com/ps/i.do?p=AONE&sw=w&u=gencc\\_main&v=2.1&id=GALE%7CA20587499&it=r&asid=d0ddd46ad7632a5f9c878cdc0f1ebff5](http://go.galegroup.com/ps/i.do?p=AONE&sw=w&u=gencc_main&v=2.1&id=GALE%7CA20587499&it=r&asid=d0ddd46ad7632a5f9c878cdc0f1ebff5).

**Note:** If your article has 3 or more authors use et al. after the first author's name.

Gleason, Tracy R., et al. "Imaginary Companions of Preschool Children." *Developmental Psychology*, vol. 36, no. 4, July 2000, pp. 419-428. *PsycARTICLES*, doi:10.1037/0012-1649.36.4.419.

**Note:** A DOI is available for this article.

Mullen, Robert F. "Holy Stigmata, Anorexia and Self-Mutilation: Parallels in Pain and Imagining." *Journal for the Study of Religions and Ideologies*, vol. 9, no. 25, Spring 2010, pp. 91-110. [jsri.ro/new/?download=25\\_Robert\\_Mullen.pdf](http://jsri.ro/new/?download=25_Robert_Mullen.pdf).

**Note:** It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your instructor may require otherwise. **Always follow your instructor's rules.**

## 3. Newspaper Article

Ellison, Jake. "Hempfest 2015: Seattle Festival Forced to Abandon Adult-Only 'Marijuana Gardens'." *Seattlepi*, Hearst Seattle Media, LLC., 11 Aug. 2015. [blog.seattlepi.com/marijuana/2015/08/11/hempfest-2015-seattle-festival-forced-to-abandon-adult-only-marijuana-gardens/#14875101=0&25946103=0](http://blog.seattlepi.com/marijuana/2015/08/11/hempfest-2015-seattle-festival-forced-to-abandon-adult-only-marijuana-gardens/#14875101=0&25946103=0).

Goldstein, Arnold P. "What Was Behind Colorado Shooting?" *The New York Times*, late ed., 23 Apr. 1999, p. A24. *ProQuest Historical Newspapers: The New York Times*, [search.proquest.com/docview/110121590?accountid=45906](http://search.proquest.com/docview/110121590?accountid=45906).

**Note:** It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your instructor may require otherwise. **Always follow your instructor's rules.**

## Web sites

### The basic format for a website Works Cited entry is:

Author Last name, Author First name. "Title of Article or Page within a Web site." *Title of Web site*, Name of the Publisher/Organization Responsible for the Web site, Publication Date, Web address/URL  
(see note below this box).

**Note:** It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your instructor may require otherwise. **Always follow your instructor's rules.**

Baker, Matt. "Verb Tenses Timelines." *Useful Charts*, 15 Dec. 2011,  
[www.usefulcharts.com/english/verb-tenses-timelines.html](http://www.usefulcharts.com/english/verb-tenses-timelines.html).

"I Adopted a Dog, Now What?" *Wags & Walks*, [www.wagsandwalks.org/what-to-do-after-adopting-a-dog/](http://www.wagsandwalks.org/what-to-do-after-adopting-a-dog/). Accessed 7 June 2018.

**Note:** If your web page has no Publication Date, you may want to include an optional Accessed date.

The Oatmeal. *Eating Caterpillars – Greeting Card #18*. 2016, [shop.theoatmeal.com/products/horrible-cards-caterpillars](http://shop.theoatmeal.com/products/horrible-cards-caterpillars).

Renoir, Pierre-Auguste. *Petit Nu Blue*. [circa 1878-1879], Albright-Knox Art Gallery, Buffalo, [www.albrightknox.org/collection/search/piece:246/](http://www.albrightknox.org/collection/search/piece:246/).

"Same-Sex Marriage." *Wikipedia: The Free Encyclopedia*, Wikimedia Foundation, 31 July 2016, [en.wikipedia.org/wiki/Same\\_sex\\_marriage](http://en.wikipedia.org/wiki/Same_sex_marriage).

"The United States Constitution." 1787. *The Avalon Project: Documents in Law, History and Diplomacy*, Lillian Goldman Law Library / Yale Law School, 2008, [avalon.law.yale.edu/18th\\_century/usconst.asp](http://avalon.law.yale.edu/18th_century/usconst.asp).

"Veterinary Technologists and Technicians." *Occupational Outlook Handbook*, Bureau of Labor Statistics, 17 Dec. 2015, [www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm](http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm).

**Note:** For long links, split them after a "/" mark

# Multimedia

1. Film
2. Online Video
3. Television Show Episode
4. Music
5. Artwork

## 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.

Damon, Matt, performer. *Jason Bourne*. Directed by Paul Greengrass, Universal Pictures, 2016.

*The Giver*. Directed by Phillip Noyce, performances by Jeff Bridges and Meryl Streep, The Weinstein Company, 2014. *Netflix*, [www.netflix.com/watch/94729056?trackId=73958420&tctx=0%2C0%2C2880a3e5653ab0d8493a89ea90468e5a%3A8](http://www.netflix.com/watch/94729056?trackId=73958420&tctx=0%2C0%2C2880a3e5653ab0d8493a89ea90468e5a%3A8).

Hitchcock, Alfred, director. *Vertigo*. 1958. Universal Studios Home Entertainment, 2012.

## 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.

"The Daily Show - Exclusive - Barack Obama Extended Interview." *YouTube*, uploaded by Comedy Central, 21 July 2015, [youtu.be/L88H2HWEXrw](http://youtu.be/L88H2HWEXrw).

"Diet Coke + Mentos." *YouTube*, produced by EepyBird.com, uploaded by zorro103, 14 June 2006, [youtu.be/hKoB0MHVBvM](http://youtu.be/hKoB0MHVBvM).

## 3. Television Show Episode

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

**The basic format for a television show episode 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](http://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.

Adele. "Hello." 25, XL Recordings, 20 Nov. 2015, play.google.com/music/listen#/sr/adele+hello.

They Might Be Giants. "When Will You Die?" *Join Us*, Idlewild, 19 July 2011, play.spotify.com/track/4wGP288tIQgaOJbJkZDZ5G.

#### 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

LaFontaine, Patrick. Interviewed by Nicki Lerczak, 16 Feb. 2016.

2. Class Lecture/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.

Penner, N. Jane. "Stephen King's Use of Music to Set Mood." English 216, 19 Sept. 2017, Genesee Community College, Batavia. Lecture.

## Parenthetical (In-Text) Citation

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
2. Work with Two Authors
3. Work with Three or More Authors
4. Two or More Works by the Same Author(s)
5. Authors with the Same Last Name
6. Work with No Author
7. Work with No Page Numbers
8. Time-based Media
9. Work with More than One Volume
10. Religious/Sacred Text
11. Indirect Source
12. Long Quotations

#### 1. Work with One Author

Paraphrase example: Dust plays a larger role in our lives than we realize (Holmes 5).

**OR**

Direct quotation example: Holmes points out that, "between 1 and 3 billion tons of desert dust fly up into the sky annually" (5).

**Note:** Author is named here, so does not have to be repeated within parentheses.

#### 2. Work with Two Authors

Many changes occurred during the Renaissance (Kerrigan and Smith 57).

**OR**

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.

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").

(The full title of the web 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. 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).

## 9. Work 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.

The grandmother plays an essential role (Smith 2: 30-31).

**OR**

Smith noted the essential role played by the grandmother (2: 30-31).

## 10. Religious/Sacred Text

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.

### **In-text citation:**

Smith claims that "grandparents fill many essential roles in the lives of their grandchildren" (qtd. in Jones 68).

### **Works Cited page:**

Jones, Shoshana. *The Intergenerational Bond*. O'Connell P, 2016.

## 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:
  - Drengist, Ian. *Minecraft in Popular Culture*. Macmillan, 2014.
  - ---. *Other Worlds: A Study of Minecraft and Terraria*. State U of New York P, 2015.

## 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:

"The Organic Fable." *The New York Times*, 7 Sept. 2012. *Opposing Viewpoints in Context*, library.geneseee.edu/login?url=http://link.galegroup.com/apps/doc/A301804497/OVIC?u=gencc\_main&xid=1bd765d5.

"A Struggle Over Standards in a Fast-Growing Food Category." *The New York Times*, 1 Nov. 2005. *Opposing Viewpoints in Context*, library.geneseee.edu/login?url=http://link.galegroup.com/apps/doc/A138161997/OVIC?u=gencc\_main&xid=fd6a5f4.

"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).
  - For online sources with **no publication or visible copyright date**, adding an optional **Accessed** date at the end of the Works Cited citation is recommended.

## 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.

## DOIs/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 8<sup>th</sup> edition **requires the editing of URLs/web addresses to remove the http:// or https:// from the beginning of the address**, but your instructor may require otherwise. **Always follow your instructor’s rules.**
- 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, fact, 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!**

# Sample Paper Pages

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 they have any special requirements for citations.

The diagram illustrates two pages of a sample paper with callout boxes explaining citation and formatting rules. The first page (O'Connell 1) shows the header information (Alfred O'Connell, Professor Smith, English 101, 29 September 2009) and the title "The Asian Longhorned Beetle: Another Alien Among Us". The second page (O'Connell 14) shows the main text with several in-text citations. Callout boxes provide instructions on how to format these citations and the title.

**Header:** Alfred O'Connell  
Professor Smith  
English 101  
29 September 2009

**Title:** The Asian Longhorned Beetle:  
Another Alien Among Us

**Text:** The latest "alien" to invade the United States is an inch-long, shiny, black beetle with white (or yellow) spots on its back. It is called the "starry sky beetle" in its native China, and the Asian longhorned beetle here in the United States, and it has, according to entomologists quoted in *The New York Times*, the potential for creating the "worst ecological disaster North American forests have ever seen" (Woodsen 7). An article by Milius in *Science News* also quotes Richard Hoebeke, an entomologist and assistant curator of Cornell University's insect collection, as saying that this infestation of the beetle could "easily be on the same level as the gypsy moth and the Mediterranean fruit fly." Already 5,000 hardwood trees in the New York City area, and nearly 1,500 in the Chicago environs, have been destroyed since the beetle was first identified in this country in 1996, and beetles have been found in over 20 other cities in the United States (Woodsen 7). With no natural enemies here in this country, and no known legal pesticide to curb its spread, the beetle and many scienti

**Text:** To improve detection, Smith and Teale are developing an acoustic beetle detector with which searchers can hear beetles boring around inside of trees. According to Milius, thus they will not need to wait until the adult beetle emerges from the tree in order to detect an infested tree. Woodsen reports that fairly quickly, researchers at the United States Department of Agriculture Otis Plant Protection Center on Cape Cod "made a connection to China's export trade with the United States" (7). Third, work has begun on ways to control the beetle. So far, scientists have been able to identify one natural predator, a nematode. Research has shown that 61-94% of the longhorned beetles are killed when infected by the nematode, which is one or another of a strain known as *Steinemema bibionis* (Qin et al. qtd. in "NPAG Report"). Joe McCarthy, Chicago's senior forester, acknowledges the sadness of many residents in Ravenswood. "People in the neighborhood comment on how exposed they feel" as streets lose their canopy (Woodsen 9). One 76-year-old woman "remembers vividly" when the maple was planted in front of her house in 1966; at 35 feet high, the tree has provided shade over her front porch for many summers. It was too painful for her to watch the tree being cut down. "I'll never see a full-grown tree on this street again...I'm too old...it's an extremely big hurt" ("Naked City" 6). At least one scientist is optimistic. Mike Stefan, a USDA botanist says that eradication is "tougher than rocket science, because with a biological pest there are a lot of gray areas. But if we keep going, I think we can get rid of it" (Raver 49).

**Callout Boxes:**

- 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 they have any special requirements for citations.**

Note that Works Cited is **not** underlined, **not** boldface, and **not** in quotation marks. If you are only citing **one item** this should say Work Cited.

O'Connell 15

Works Cited

"Asian Beetle Poses Threat to Urban Trees." *American City and Country*, vol. 12, no. 3, Mar. 1999, p. 18. *Academic OneFile*, library.genesee.edu/login?url=http://go.galegroup.com/ps/i.do?p=AONE&sw=w&u=gencc\_main&v=2.1&it=r&id=GAL E%7CA54246050&asid=f6b28952f4761055a542f47f69182f7c.

Milius, Susan. "Son of Long-Horned Beetles." *Science News*, vol. 155, no. 24, 12 June 1999, p. 380. *Academic Search Complete*, library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=1921394&site=ehost-live.

"NPAG Report on Asian Longhorned Beetle." *APHIS*, USDA, 25 Sept. 1996, www.aphis.usda.gov/ppq/bbnpag.html.

Raver, Anne. "Imported Pest Raises Fear for Forests." *The New York Times*, natl. ed., 3 Oct. 2009, p. 49. *ProQuest Historical Newspapers: The New York Times*, search.proquest.com/docview/91626807?accountid=45906.

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

## For More Information

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/> or <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

### Questions? Contact a Librarian:

**In Person:** ..... Library Information Desk  
**Phone:** ..... 585-343-0055 Ext. 6419  
**Email:** ..... Click on Email from the library's web page  
**Chat:** ..... Click on Chat online from the library's web page