The following sample pages on MLA Documentation are excerpted from Part 8, Documenting.

In addition to the material presented here, Part 8 also covers the following topics:

- Why cite and document sources?
- What is plagiarism?
- Avoiding plagiarism
- Quoting, summarizing, and paraphrasing
- Using the visual texts of others
- Sample works cited entries and research paper in MLA style
- Sample references and research paper in APA style
- Sample references and research paper in CSE style
- Sample bibliography and research paper in CMS style
- Documenting sources in Web pages and PowerPoint presentations

“I was very impressed with the MLA section. The visual layout made the examples very easy to understand, and the columns of text beneath each element of the example are a very clear way of presenting all of the possible exceptions.”

-Diann Baeker, Virginia State University (Advisory Board Member)
There are four facets to **CITING & DOCUMENTING**

1. **USING OTHER SOURCES IN YOUR WRITING BY QUOTING, SUMMARIZING, OR PARAPHRASING**

Quoting is using others’ exact words; summarizing is reporting the main idea of someone else’s words, without details; paraphrasing is putting their ideas into your own words.

**QUOTING**

“We started making videos to send home that showed what our life here was like,” says Wright in an e-mail from his base.

**SUMMARIZING**

Pollan’s book tells us about the origins of four meals from widely different sources, asking us to question how our eating habits embed us in social, economic, political, and ecological webs.

**PARAPHRASING**

In his telenovelas, Sabido describes, he wants to reach the limbic brain, which governs emotions.

2. **COLLECTING THE CITATION INFORMATION YOU NEED FOR ANY SOURCE YOU USE**

Anytime you quote, summarize, paraphrase, or otherwise use any kind of source (including photographs, drawings, charts, and graphs) in your writing, you need to give readers information about the source.

For different kinds of sources, you need to collect different kinds of information.

⇒ To learn the kinds of information to collect, see pages 20–21.

⇒ To figure out what kinds of sources you have, see pages 000–000.

⇒ For help figuring out if the kinds of sources you are using are the right kind for your arguments, see pages 2–16.
3

CREATING IN-TEXT CITATIONS FOR YOUR SOURCES
When you use the words or ideas of someone else, provide information to help readers find those words themselves. Each style provides ways for you to give this information.

MLA STYLE
Monroe reminds us that there is no such thing as generic access to computers: Access at home is not the same thing as access at work or at school (19–20, 26–27).

APA STYLE
Whalen (1995) analyzed how the talk of operators responding to emergency 911 calls was organized in part by the task of filling in required information on a computer screen with a specific visual organization.

Because each style for in-text citations and works cited lists is different, we provide separate sections for each style.

➔ The MLA style for in-text citations is described on pages 46–55; the style for the list of works cited at the end of a paper is on pages 56–66.

➔ The APA style for in-text citations is described on pages 000–000; the style for the list of works cited at the end of a paper is on pages 000–000.

➔ The CSE style for in-text citations is described on pages 000–000; the style for the list of works cited at the end of a paper is on pages 000–000.

4

CREATING WORKS CITED, REFERENCE LISTS, AND BIBLIOGRAPHIES
Each style has its own name for the list of sources at the end of a piece of writing, but all of them require writers to list all the sources used in their writing.

APA STYLE

CSE STYLE
There are five kinds of **SOURCES** and each requires different citation information.

1

**PRINTED BOOKS**

For the purposes of academic documentation, the category of printed books includes the following:

• novels
• graphic novels
• computer documentation and software instructions bound like books
• conference proceedings
• textbooks and handbooks

➔ See pages 22–27 to learn what you need to find for documenting books.

2

**PARTS OF PRINTED BOOKS**

If you are summarizing, paraphrasing, or quoting from any of the following—

• an essay in a book that contains essays written by different authors (and this could include one story in a collection of graphic stories, for example)
• a single chapter in a book that is written by the same author as the book
• an article in a reference collection
• one poem in a collection of one author’s poems
• one poem in a collection of many authors’ poems
• the preface, introduction, foreword, or afterword in a book

—then **you need to find all the same information you would for the book in which you found the part you are citing, as well as additional information:**

➔ See pages 28–32 to learn what additional information to find to cite a part of a book.
THERE ARE FIVE KINDS OF SOURCES

3

PRINT PERIODICALS

“Periodicals” are printed regularly: every day, every week, every month, four times a year, or on some other schedule. Every issue of a periodical has the same name and similar formatting.

If you are summarizing, paraphrasing, or quoting from any of the following print materials—

• a newspaper or newsletter
• a letter to the editor
• an editorial
• a popular journal, such as a magazine published once a month or even weekly
• an academic journal
• an article on microfilm
• a government booklet, pamphlet, or brochure
• a comic book that is published in a series

—then you are working with a periodical.

➔ See pages 34–35 to learn what information to find in order to cite print periodicals.

4

WEBPAGES

If you are documenting an article in an online database,

➔ See pages 40–41 to learn what information to find to create a citation.

For documenting any other kind of webpage,

➔ See pages 36–39 to learn what information to find to create a citation.

➔ To determine the kind of webpage you are using, see pages 000–000.

5

EVERYTHING ELSE…

If you wish to cite a source other than the four kinds listed here,

➔ See pages 42–43.
COLLECTING CITATION INFORMATION FROM PRINTED BOOKS

Most often, you find a book’s citation information in two places:

- On the Title page, which is usually the second or third page of a book and has the title, the author’s name, and the name and location of the publisher.
- On the Copyright page, which usually is the back of the Title page. (In some books, this information is on the very last page.)

No matter what citation style you use, record the five pieces of information described on the next page, some of which you will use for in-text citations and all of which you will use for the works cited section of your paper. All the styles require this same information; they just use it differently.

YOU MIGHT ALSO NEED…

➔ See pages 26–27 for the additional information you need for dissertations, translations, multiple-volume series, and second (or later) editions. If you are unsure whether you have a book with these features, check pages 000–000.

➔ See pages 28–32 for the additional information you need if the book you are using is a collection of essays or articles written by different authors; a chapter in a reference work; a poem in an anthology; or the preface, foreword, introduction, or afterword to a book.
# Collecting Citation Information from Printed Books

**Book’s Title**
Record the book’s title exactly as it is on the Title page of the book, including punctuation (also record the subtitle if there is one). If the book’s title is not in English, copy it exactly, including any punctuation.

**Author’s Name**
Record the author’s name exactly as it is on the Title page of the book.

See pages 24–25 for what to record in case of no or multiple authors, if a company or organization is listed, or if the author is described as an editor.

**Publisher’s Name**
Record the publisher’s name exactly as it appears on either the Title or the Copyright page. (For the sample to the left, you would record “Routledge”; the other corporate information is not used in citations.)

**Place of Publication**
Record the city and state, or the city and country if the book was not published in the United States. If you cannot find a place of publication, make a note of this. If more than one place is listed, use the first.

**Date of Publication**
Record the year listed on the Copyright page (sometimes it is also on the Title page). If no year is listed, record that there is no date.
COLLECTING CITATION INFORMATION FROM PRINTED BOOKS

WHAT TO DO WHEN THERE IS NO SINGLE PERSON LISTED AS AUTHOR

❑ If you cannot find an author’s name, make a note of this.

❑ If there is not a person’s name but instead the name of a government organization, record the information exactly as it is printed.

❑ If there are two or three author names listed, record them all exactly as they appear, in the order they appear. For the example below, you would record, “Bowker, Geoffrey C., and Susan Leigh Star.”

❑ If there are more than three authors,

  ➔ See page 000 to record this information in the MLA format.
  ➔ See pages 000–000 to record this information in the APA format.
  ➔ See pages 000–000 to record this information in the CSE format.
If no person’s name is listed but there is instead the name of an organization or business, you have what is called a “Corporate author.” Record the name exactly as it appears on the Title page. For example, for the book above, you would record and cite “National Collection of Fine Arts.”

If the person listed on the Title page is described as an editor (as on the left), record the person’s name and that the person is the editor. (If more than one person is listed, record the names just as you would multiple authors’ names, as described on page 000.)

➔ See page 30 for the additional information you need if you are working with an edited collection.

If the book has an author listed as well as the name of someone who revised that person’s work (as to the left), record the name of the author as well as the name of the person who revised the book, recording that the second person did a revision.
COLLECTING CITATION INFORMATION FROM PRINTED BOOKS

WORKING WITH DISSERTATIONS, TRANSLATIONS, MULTIPLE-VOLUME SERIES, AND SECOND (OR LATER) EDITIONS

- If you are citing a dissertation that has been published by University Microfilms International (UMI), record the publication number for the dissertation in addition to the title, author information, and publication date.

- If you are citing an unpublished dissertation, record that the dissertation is unpublished and the university where it was written, in addition to the title, author information, and date.

- If a book has been translated from another language into English, a translator will be listed on the Title page. Record the translator’s name along with all the other information you need for the book.
Information about a multivolume series is usually listed on the Title page of a book but can also be listed on the page opposite it. The information will look like the example above.

Record the name of the series, along with all the other information you need. (You do not need to record the names of series editors.)

You can tell when you are working with a second (or third, fourth, or later edition) because this information will be printed on the Title page, as in the illustration above.

Record the edition number of the book, along with all the other information you need.
COLLECTING CITATION INFORMATION WHEN YOU ARE CITING PART OF A PRINTED BOOK

When you are citing a part of a book—
• a poem in an anthology
• one essay or article in an edited collection of essays or articles
• a chapter in a reference work
• the preface, foreword, introduction, or afterword to a book

—collect the same information you would for a book, as shown on pages 22–27, as well as the following:

❖ The name of the person(s) who wrote it
❖ Its title
❖ Its page number(s)

On the following pages we show you where to find this information.
A POEM IN AN ANTHOLOGY
For the poem on the page above, you would record:


(Note that this is not the final format for a works cited page.)
ONE ESSAY OR ARTICLE IN AN EDITED COLLECTION OF ESSAYS OR ARTICLES

For the Introduction shown above you would record:


(Note that we had to find some of this information on other pages in this book, and that this is not the final format for a works cited page.)
A CHAPTER IN A REFERENCE WORK

For the entry in reference work shown here, you would record:


(Note that this is not the final format for a works cited page.)
THE PREFACE, FOREWORD, INTRODUCTION, OR AFTERWORD TO A BOOK

For the Introduction shown above you would record:


(Note that we had to find some of this information on other pages in this book, and that this is not the final format for a works cited page.)
STOP & CHECK…

ARE YOUR DOCUMENTATION PRACTICES PREPARING YOU TO WRITE SMOOTHLY?

As you are working with your sources, here are some actions you can take to be sure that—when it comes to writing—you will not have to slow down:

❑ Keep a running source list, with all the details we've shown you on these pages for creating accurate citations.
  ➔ See pages 000–000 on keeping a running source list.

❑ If your sources fit into different categories—for example, you are collecting sources that give personal narratives about an event, to use in the introduction to your writing, and you are also collecting statistical data so you can compare the event to similar events—keep your running source list organized by the categories so that you can find what you need easily.

❑ If you have the slightest thought that you might use a passage from a source for quotation, paraphrase, or summary, record the passage—and be sure that, along with recording all the source information, that you also record the page number.

❑ If you transcribe words from a source, get into the habit of immediately checking your transcription against the original, to be sure you have gotten it right.

❑ To avoid any possibility of plagiarism, be sure that—when you copy and paste into your notes any words from a source—you mark those words as belonging to someone else. Color-code the words, or put a large "QUOTE:" before them; any marking will do, as long as you do it.

❑ Keep a notepad of ideas that come to you as you search. Record ideas for further search and source possibilities.
The six pieces of information listed to the right are used by every citation style, with some minor shifts.

**IF YOU ARE WORKING WITH THE FOLLOWING…**

you will need to record some additional information:

- if you are citing a letter to the editor, an editorial, a published interview, a review (of a book, movie, CD, performance, or anything else), or a microfilm, record the kind of publication (that is, along with all the other information listed to the right, record “letter to the editor” or “review”).

- a periodical published by the government; see page 000.

- a daily newspaper; see page 000.

- a periodical that is published every week or every other week; see page 000.

- a periodical that is published every month or once a season; see page 000.

- an article whose pages are numbered by volume not by issue; see page 000.

- an article that does not have sequential page numbering; see page 000.

➔ See pages 000–000 for descriptions of different kinds of periodicals and what sorts of usefulness they have for different projects.
COLLECTING CITATION INFORMATION WHEN YOU ARE CITING PRINTED PERIODICALS

❑ TITLE OF ARTICLE
Record the title exactly as it is printed. If the title is not in English, copy it exactly, with punctuation.

❑ AUTHOR’S NAME
Record this exactly as it printed. In some periodicals, the author’s name is at the end of the writing. (For multiple authors, no listed authors, or corporate or government authors, follow the same guidelines as for books, on pages 24–25.)

❑ PERIODICAL NAME
Record the name exactly as it appears on the periodical’s Table of Contents or in the header or footer.

❑ PAGE NUMBERS
Record the page numbers for all the pages, even if the article is not on sequential pages. The example to the left is 62–63, but you might have an article that goes from pages 72–75 and from 120–123; record all the pages.

❑ DATE OF PUBLICATION
Record the exact date: it may be a month and year, two months, or a specific day. The date can be in a page header or footer, but it is always on the Table of Contents. In this example, the date is “2006.”

❑ ISSUE NUMBER
Record the volume and issue number from the Table of Contents. Sometimes this information is at the top of the page, but it can be at the bottom or on a second page. Look carefully—but know that some periodicals do not put this information. Record what you can find.
COLLECTING CITATION INFORMATION WHEN YOU ARE CITING WEBPAGES

For the purposes of citation, there are two kinds of websites:

• Databases to journals
• All others

We start with “all others” because it requires collecting less information than when you cite an article you found through an online database.

➔ To determine the kind of webpage you are using, see pages 000–000.

ALL WEBPAGES EXCEPT THOSE FROM DATABASES

To the right we list the seven pieces of information you should try to collect for most webpages you cite. Because webpages can be so different, on the two following pages we show some examples of what to do when you can’t find all seven pieces of information.

For the website shown to the right, here is a way to record the information you would collect; what we show is not the final format for a citation, but will help you keep track of a website in a running list.

URL
Record the whole URL.

WEBSITE NAME
If there is a name for the overall webpage or website, record it exactly.

TITLE OF ARTICLE YOU ARE CITING
Record the title exactly as it is on the webpage, with its punctuation.

AUTHOR’S NAME
Record this exactly.

PUBLICATION DATE
This can be near the author’s name, at the end of the text you are citing, or at the page bottom.

SPONSORING ORGANIZATION
If there is a name for a company or organization that sponsors the information on the page, copy the name exactly. If this information is not obvious on the top of the page, look at the bottom of the page.

DATE ACCESSED
Record the date on which you visited the webpage. This allows readers to check if the information has changed.

TIP
The information listed to the right could be anywhere on a webpage. If some of this information is not included on a webpage, leave it out of your final citation.
Sometimes a personal website or blog will have a sponsoring organization, but often not, as with the website above. Note that the website above does have a name, different from the entry, and that you can find the writer’s name (at both top and side) and that the date is given in European format, with the day of the week coming before the month. Here is what you would record:


This website gives no date; in such cases, it is a good idea to note that the date you record for accessing the site is the access date, as below.

NONPROFIT ORGANIZATION
This webpage does not give an individual writer for the article being cited, and the sponsoring organization is the same as the website name, so record the following:


ONLINE PERIODICAL
Here is what you record for an article like the above, where the website and the sponsoring organization are the same:

CITATION INFORMATION FOR DATABASES TO JOURNALS
Because it is often easier and more convenient to find relevant and credible journal articles through online databases than through print searches, more and more researchers are having to learn how to cite these sources.

When you cite an article that you found through an online database, you need to collect all the same information as you would for a print article—but you also need to collect information about the database, as we show on the next page.

➔ See pages 000–000 for learning how to use online databases.

First, collect the same information as you would for a print article; this will usually be in one place on the page, as in the example to the right.

- THE NAME(S) OF THE AUTHOR(S)
- THE TITLE OF THE ARTICLE
- THE NAME OF THE PERIODICAL
- THE PUBLICATION DATE
- THE ISSUE NUMBER

The article’s page numbers— but note that some databases will give you the article as a pdf and some not. When the article is a pdf, the page numbers will be the same anywhere, and so copy the page numbers exactly as they are. When the article is not a pdf, like the example to the right, copy only the first page number, however it is presented. (The “p50(16)” in the information to the right means that the article starts on page 50 in the journal, and is 16 pages long.)
Then, collect information about the database and your use of it:

- **LIBRARY NAME**
  This is the name of the library where you accessed the database.

- **THE NAME OF THE DATABASE**
  This is usually at the top left of the webpage.

- **THE NAME OF THE SUBSCRIPTION SERVICE**
  This is the name of the service you used to search for the database. The name will usually be on the webpage you click to access the full-text article, but if not, you need to keep track of which service you use. (It is a good idea to record which is the subscription service and which is the database name, so you can keep them straight.)

- **THE URL OF THE DATABASE**
  Record the url for the database, not the url for the article you are citing.

For the article shown above you would record what is shown below.


COLLECTING CITATION INFORMATION FOR OTHER KINDS OF SOURCES

Anytime you hear or see someone else’s ideas and those ideas can support an argument you are making, you can use those ideas as a source—but you have to cite the source.

Because there are so many possible ways you can find the ideas of others, it is impossible to list every single source in its citation. Instead, collect as much information as you can as that listed in the pattern below.

THE PATTERN

Collect as much of the following information as you can:

- **NAME(S) OF AUTHOR(S) OR COMPOSER(S)**
- **THE NAME OF THE SOURCE YOU ARE CITING**
- **THE KIND OF SOURCE**
  Is it a map, an interview, a chart, a cartoon, an advertisement, or...?
- **WHO IS RESPONSIBLE FOR THE PUBLICATION**
  If there is a company or organization that supported the publication, record this.
- **THE PLACE WHERE THE SOURCE WAS PUBLISHED OR PERFORMED**
  Record the city and state—or the url.
- **THE DATE THE SOURCE WAS PUBLISHED OR PERFORMED**
- **PAGE NUMBERS, IF THEY EXIST**
SPECIFIC INFORMATION YOU NEED FOR PARTICULAR KINDS OF TEXTS
For the following kinds of sources, record what is listed in addition to what is in the pattern.

FILM OR VIDEO
Record the title; the names of the director, the main actors or the narrator; the name of the distributor; and the year of release. If it is an online film or video, record the name of the website on which you see the piece, as well as the url and date you see the piece.

AN INTERVIEW YOU CONDUCT
Record the name of the person you interview and the date.

LECTURE
Record the name(s) of the speaker(s), the title of the lecture, and the organization sponsoring the lecture, as well as the location and date. If you see the lecture online, record the name of the website on which you see the it, as well as the url and date you see it.

LEGAL DOCUMENTS
Record the name of the document, its Public Law number, the date it was enacted, and its Statutes at large number.

LIVE PERFORMANCE
Record the title of the work being performed and the name of the artist, author, or composer. Also get as much information you can about the director, the choreographer, the conductor, and the major performers. If there is a group or company doing the performance, record this as well. Record the name of the theater.

MUSICAL SOUND RECORDING
Record the name of the recording company and the date.

A PERSONAL LETTER
Record the name of the person who wrote the letter and the letter’s date.

RADIO OR TELEVISION INTERVIEW
Record the name of the person being interviewed and the name of the person doing the interview, as well as the information listed below for a radio or television program.

RADIO OR TELEVISION PROGRAM
Record the name of the particular episode, if there is one, as well as the series title. If there is a host or a writer, get the name. Record the network name, the local station (if there is one), and the date of the broadcast.

For MLA citation formats for a range of such texts, see pages 000–000.
For APA citation formats, see pages 000–000.
For CSE citation formats, see pages 000–000.
HINTS & TIPS FOR COLLECTING CITATION INFORMATION

COLLECT IT NOW!
If there is any possibility you might use a source, collect its citation information immediately.

Nothing will vex you more than having to try to find a source at the last minute, as you are putting the finishing touches on a paper.

KEEP ALL YOUR SOURCE INFORMATION IN ONE PLACE
Get in the habit of having a notebook or folder or single online document in which you track all your sources.

You want to be able to put together your final, formal list of works cited all at once, and you want to be able to check your in-text citations all at once.

DO COLLECT INFORMATION ABOUT ONLINE SOURCES
Even though you can bookmark webpages and come back to them later, two problems will confront you if you do not collect citation information immediately:

• You have to wade through all your other bookmarks to find the ones you want.
• The information on the page might have changed from when you first visited it.

If you are publishing your paper online, you might think you do not need to provide a works cited list because you can provide links directly to the webpages you cite. But many readers will still want to see the full list, in one place, of all your citations—and, because websites can change (or disappear), a citation will reference when you saw the site.

IF YOU KNOW THE STYLE EXPECTED FOR YOUR FINAL PAPER, PUT YOUR SOURCES INTO THAT FORMAT
This will save you time when you are finishing your paper.

➔ For MLA style, see pages 45–66.
➔ For APA style, see pages 000–000.
➔ For CSE style, see pages 000–000.

KEEP IN MIND THAT YOU MIGHT NOT USE ALL THE SOURCES YOU COLLECT
Until you have the absolute, final version of a paper, you will not know exactly which sources you will need. Sometimes you can become attached to a source, or to all your sources, because of the time and energy you put into researching—but this doesn’t mean you will need the source.

Remember that you only cite the sources that you quote, paraphrase, summarize, or otherwise reference in your writing.
PART 8
MLA DOCUMENTATION
PURPOSES OF IN-TEXT CITATIONS

The overall purpose of an in-text citation is to help readers see for themselves the sources you have cited. People who value the free exchange of ideas—who want to think for themselves—want to be able, if they think it is necessary, to trace the sources of your ideas.

In addition, in-text citations help give your writing authority: When readers see that the sources for your ideas are respectable and well established, they are more likely to take your writing seriously.

Stemming from these overall purposes, in-text citations in the MLA style have two more focused purposes:

1. In-text citations are guides to the Works Cited page: By giving authors’ names or the title of a reference, they help readers learn from the Works Cited list where you found the words and ideas that you quote, paraphrase, or summarize.

2. By giving a page number, in-text citations also tell readers exactly where in a source to find the words or ideas being referenced.

NOTE!
As much as you can, you cite electronic sources just as you cite print sources, as you will see in the examples we use in the following pages.
HOW IN-TEXT CITATIONS FUNCTION

In an in-text citation in the MLA style, as shown above, the writer gives—at a minimum—the name of the person being quoted and the page number from which the quotation comes.

- A reader can use the quoted person’s name to find full information about the source’s publication in the Works Cited list at the end of the paper.
- The reader can then use the page number from the body of the paper to find the exact passage being cited.

THE BACK-AND-FORTH OF CREATING IN-TEXT CITATIONS

In composing a research paper, you move back and forth between creating in-text citations and a Works Cited list. Here is one way to create these essential parts of a research paper:

- Whenever you weave a citation into your paper, put the basic information for the citation into the body of your writing. See page 48.
- As soon as you weave a citation into your paper, add the source to the Works Cited list. See pages 56–66 to learn about MLA Works Cited lists.
- Because you may have to make some adjustments to your in-text citations after your Works Cited page is complete, always leave time to double-check your citations against your Works Cited. You will need to make such adjustments if, for example, you use two or more sources from one author or use sources by authors who have the same last name. See pages 000–000 to learn what to do about these conditions.
IN-TEXT CITATIONS IN THE MLA STYLE

Whether you are citing books or electronic sources, in-text citations in the MLA style generally contain:

1. The name of the author of the words or ideas being quoted, summarized, or paraphrased.
   The author’s name can appear within the sentence containing the quoted words, or it can appear within parentheses at the end of the sentence.

   In her article on two nineteenth-century women preachers, Patricia Bizzell argues that “a conjunction between the female sex and moral activism is traditional in Methodism” (379).

   One writer on nineteenth-century women preachers argues that “a conjunction between the female sex and moral activism is traditional in Methodism” (Bizzell 379).

2. The page number(s) of some other reference to the words or ideas being cited.
   The number of the page from which quoted words come goes at the end of the sentence, in parentheses.

PUNCTUATION IN IN-TEXT CITATIONS

• The parentheses that contain page numbers go at the end of the sentence, followed by the punctuation that ends the sentence.
• When you put an author’s name in the parentheses with the page number, put a single space between the name and the page number.
• If the words you are quoting run across several pages, cite them like this: (23-25).
• If the words you are quoting are from several nonsequential pages, cite them like this: (45, 76).
VARIATIONS ON THE PATTERN
What if you run into one of the following cases?

➔ No author is named for the source. See page 50.
➔ There is no page number (for example, you are citing a brochure or a webpage). See pages 50–51.
➔ Your Works Cited contains two or more sources by the same author. See page 51.
➔ Your Works Cited contains sources by two authors with the same last name. See pages 51–52.
➔ The work you are citing has two or three authors. See page 52.
➔ The work you are citing has four or more authors. See page 52.
➔ The work you are citing has a corporate author or is a government document. See page 52.
➔ See page 25 for what “corporate author” means.
➔ You are quoting words that another author quoted. See page 53.
➔ You are citing part of an edited collection or anthology. See page 53.
➔ You are citing an encyclopedia or dictionary. See page 53.
➔ Your sentence references a whole source (such as a whole book or webpage). See page 54.
➔ Your sentence references two or more sources. See page 54.
➔ You are citing a sacred text, such as the Bible or Koran. See page 55.
➔ You are citing lines from a play. See page 55.
➔ You are citing lines from a poem that is divided into parts or that has line numbers. See page 55.
NO AUTHOR IS NAMED FOR THE SOURCE
If you cannot find a named author, use the title of the work instead:

To “watch the rejects crash and burn” is why we watch American Idol, according to Rolling Stone magazine (“Idol Worship”).

➔ See page 000 for the corresponding Works Cited listing.
➔ If you find the name of a company or government organization as author, see page 53.

THERE IS NO PAGE NUMBER
If you cite a source that has no page number, give a paragraph or part number if there is one; otherwise, give the name of the author.

The World Health Organization has identified obstetric fistulas as a global problem, estimating that over 300 million women suffer from them and that 20 million new cases occur each year.

For the example, readers will look in the Works Cited for a listing under “World Health Organization.”
➔ See page 000 for the corresponding Works Cited listing.

The pamphlet printed to accompany the Museum of Modern Art’s exhibit, “The Changing of the Avant-Garde,” argues that architecture following World War II was influenced by “Pop culture, the first stirrings of the information age, and the radical politics of the 1960s.”
The words preceding the citation make clear that the source is a pamphlet; readers won’t expect a page number, and will look in the Works Cited for an entry under “Museum of Modern Art.”

➔ See page 000 for the corresponding Works Cited listing.

YOUR WORKS CITED CONTAINS TWO OR MORE SOURCES BY THE SAME AUTHOR

When you use two or more works by the same author, indicate which work you are referencing at any one time, to help your readers. You can do this by giving the name of the work in your sentence or in the in-text citation.

If you give the name in the in-text citation, do not use the complete name of the work cited, for space reasons; instead, use the main first noun of the title.

Here are citations for the first work cited from one author:

That meat from grass-fed cows is more nutritious than that from corn-fed cows is one of Pollan’s arguments in The Omnivore's Dilemma (000).

That meat from cows fed on grass is more nutritious than that from corn-fed cows is just one of the many arguments Pollan makes (Omnivore 000).

Here is how a second work is cited:

By the end of The Botany of Desire, Pollan knows how commercial potatoes are raised and cannot bring himself to eat one given to him as a gift (000).

Because his research shows just what chemicals go into a commercial potato, Pollan cannot bring himself to eat one given to him as a gift (Botany 000).

➔ See page 000 for how these two citations appear in the Works Cited listing.

YOUR WORKS CITED CONTAINS SOURCES BY TWO AUTHORS WITH THE SAME LAST NAME

So that readers can find the right citation in your Works Cited list, either use authors’ full names in your sentences or use each author’s first initial and full last name in the parenthetical citation.

Here are examples from the same paper, using authors’ full names:

Richard Rorty argues that our understanding of what knowledge is has changed over two hundred years: We ought no longer to think of our minds as “mirrors” that directly and only reflect what is already in the world.

Amélie Oksenberg Rorty shows how Aristotle’s Rhetoric brings together understandings of situations in which people communicate, the psychology of audiences, the character of communicators, the structures of communication, and politics.

Here are examples that avoid ambiguity through their parenthetical citations:

Some philosophers argue that our understanding of what knowledge is has changed over the last two hundred years: We ought no longer to
think of our minds as “mirrors” that
directly and only reflect what is
already in the world (R. Rorty).

Aristotle’s Rhetoric brings together
understandings of situations in
which people communicate, the psy-
chology of audiences, the character
of communicators, the structures of
communication, and politics (A.
Rorty).

➔ See page 000 for how these two cita-
tions appear in the Works Cited listing.

THE WORK YOU ARE CITING HAS
TWO OR THREE AUTHORS
List the names in the same order as
they are given in the source.
For two names, use “and” between
the names.

As “much an activist as an analytical
method” is how Moeller and Moberly,
in an online review, describe McAllis-
ter’s approach to computer games.

As “much an activist as an analytical
method” is how two online reviewers
describe McAllister’s approach to computer games (Moeller and
Moberly).

➔ See page 000 for the corresponding
Works Cited listing.

Any time you put three names, put
commas between the names:

DeVoss, Cushman, and Grabill draw
our attention to “the institutional
and political arrangements” that
make new media compositions pos-
sible (16).

A recent article draws our attention
to “the institutional and political
arrangements” that make new media compositions possible (DeVoss,
Cushman, and Grabill 16).

➔ See page 000 for the corresponding
Works Cited listing.

THE WORK YOU ARE CITING HAS
FOUR OR MORE AUTHORS
If the work you cite has four or more
authors, you can list each author’s
name. You can also use only the first
author’s name, followed by the expres-
sion “et al.” “Et al.” is Latin for “and
others.” When you use “et al.,” put a
period after “al.”

What happens when a ninth-grade
World Literatures class is offered at
the high honors level for all students,
without tracking? Fine, Anand, Jor-
dan, and Sherman offer a two-year
study of such a class in “Before the
Bleach Gets Us All.”

What happens when a ninth-grade
World Literatures class is offered at
the high honors level for all students,
without tracking? Fine et al. offer a
two-year study of such a class in
“Before the Bleach Gets Us All.”

When a ninth-grade World Litera-
tures class is offered at the high hon-
ors level for everyone, without track-
ing, students “who never expected to
be seen as smart” come to see them-
selves as capable and sharp, and
“questions of power are engaged”
(Fine et al. 174, 175).
THE WORK YOU ARE CITING HAS A CORPORATE AUTHOR OR IS A GOVERNMENT DOCUMENT
Use the name of the corporation or government office in full, unless there is a common shortened form of it. (If the name is long, including it in the sentence will read less awkwardly than including it within the parentheses.)

In a pamphlet published by the National Park Service, the Keweenaw National Historic Park is described as giving a “view of the birth of an industrialized society” in the United States.

Because the writer explains that the quotation comes from a pamphlet, readers will not expect a page number; they will look in the Works Cited for a listing under “National Park Service.”

YOU ARE QUOTING WORDS THAT ANOTHER WRITER QUOTED
Use the expression “qtd. in” (for “quoted in”) before the source reference to show where you found the quoted words.

Elizabeth Durack, a blogger, argues that Star Wars “and other popular media creations take the place in modern America that culture myths like those of the Greeks or Native Americans did for earlier peoples” (qtd. in Jenkins 153).

Readers will look for the corresponding Works Cited listing under “Jenkins.”

YOU ARE CITING PART OF AN EDITED COLLECTION OR ANTHOLOGY
Use the name of the author who wrote the words you quote, not the name of the collection’s editor. For example, if you are citing an article on soap operas by Tania Modleski in a collection on visual culture edited by Amelia Jones, use Modleski in your in-text citations:

Tania Modleski’s article “The Search for Tomorrow in Today’s Soap Operas” examines the different pleasures women find in soap opera narratives.

One researcher has argued that women find many different pleasures in soap opera narratives (Modleski).

YOU ARE CITING AN ENCYCLOPEDIA OR DICTIONARY
If you cite a section of a reference work that has a named author, then set up your citation and Works Cited entry just as you would for a part of a book, starting with the author’s name.

If you cite a section of a reference work that does not list an author, put the section into your Works Cited list alphabetically, by the title. Because such sections are usually arranged in alphabetical order, you do not need to give a page number; readers can easily find what you are referencing without the page number.
Mad cow disease, the popular name given to bovine spongiform encephalopathy (a fatal neurological disorder of cattle), appears to be transferable to humans, in whom it is called Creutzfeldt-Jacob disease; mad cow disease is spread when cows are fed processed remains of other cattle who have the disease (“Bovine Spongiform Encephalopathy”).

See page 000 for the corresponding Works Cited listing.

YOUR SENTENCE REFERENCES A WHOLE SOURCE

Sometimes you will want to refer to a whole source in your writing, not just a part of it. In such cases, do not reference page numbers.

Oliver Sacks’s *Seeing Voices* is an argument that sign languages are indeed real languages, so that when people who are deaf learn to sign, they gain the same neurological benefits as people who can hear gain when they learn to speak.

An increase in childhood sports injuries seems related to increased competition (Gorman).

See page 000 for the corresponding Works Cited listing.

YOUR SENTENCE REFERENCES TWO OR MORE SOURCES

There are two ways you can include more than one source. First, if your sentence refers to the different sources in different parts of the sentence, put a citation after each reference:

While some research finds a link between violent games and aggressive behavior in children (Provenzo 12), many recent studies challenge the idea of a direct connection between gaming and real-world behaviors (Jones 144).

Second, if multiple sources support your point, put them all into the parentheses, separated by semicolons:

Although there is agreement that hundreds of languages were spoken in the Americas before Europeans arrived, there is disagreement over the number of linguistic families into which all those languages fit (Crystal 403-08; Wade 113-18).

CITING LITERARY WORKS

Because literary works—novels, poems, plays—come in many editions, someone who wishes to find the original words in the source may look in a different edition—and so giving only page numbers will not help.

NOVELS

In addition to the page number, give the chapter or part number:

At the end of *The Yacoubian Building*, it is hard to tell whether Al Aswany wants us to see hope or futility for Egypt in Busayna and Zaki’s marriage, when old Zaki starts dancing with the young woman, “raising his arms aloft amid the joyful laughter” (246, part 2).
SHORT STORIES
Because short stories are short, you can give just the page number:

In Lahiri’s story “Interpreter of Maladies,” the Indian family that has made their lives in the United States need guidebooks to visit the sites of their old country—but even so it is lost to them, as when it is “no longer possible to enter the temple, for it had filled with rubble years ago” (57).

SACRED TEXTS
Give the chapter and verse of the words you are quoting, separated by periods. You can use common abbreviations for chapters in the Bible.

The sermon took as its starting point the theme of love: “Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude” (New Jerusalem Bible, 1 Cor. 13.4-5).

CITING LINES FROM A PLAY
Instead of page numbers, include the act, scene, and line numbers of the lines you are quoting.

Claudius recognizes that his prayers are in vain when he concludes that “words without thoughts never to heaven go” (Ham. 3.3.98)

Note that you separate the act, scene, and line numbers with periods.

See page 000 for the corresponding Works Cited listing.

CITING LINES FROM A POEM
Give the part and line numbers (and most often you will have to count the line numbers):

In the middle of his long poem “Sphere,” about how life is in the movement from big to small and back again, A. R. Ammons gives this small metaphor: “crush a bug and the universe goes hollow / with hereafter” (80.1-2).

If the poem is not divided into parts, give only the line numbers. The first time you reference a poem, include “lines” in the parentheses; afterward, just include the line numbers. For example, this sentence starts a short essay on a poem:

Like the poet Barbara Ras, I too would like “to write myself out of grief, dig out / to a place washed by heaven-haunted light” (lines 1-2).

This sentence would come later:

Ras’s poem shows, however, that writing is a momentary distraction and perhaps no comfort; she ends the poem with “I am left / writing into emphatic wet matter and the singular pain / of missing my mother” (22-24).

See pages 000–000 for the corresponding Works Cited listing.
The following pages show you how to format the individual entries that go into the Works Cited listing that goes at the end of any research project.
The basic format for all texts you list in the Works Cited section of an MLA-style paper is the following:

**Author’s Name. Title of Text. Where and When the Text Was Published.**

For example, here is a citation for a book:


(Note the indenting: This is standard when formatting your list of Works Cited, as we describe on pages 000–000.)

Most often you will cite sources that are books, periodicals, webpages, or online databases, so we focus on those formats in the next few pages. But because there are so many other kinds of texts you can also cite, we include those as well.

Note that when you cite a book, periodical, or webpage, the format of the citation—the punctuation of the title of a book, the inclusion of a periodical’s issue number, or the listing of a URL—tells a reader what kind of text you are citing. When you cite a text that isn’t a book, periodical, or webpage, you may also need to indicate what kind of text you are citing.
Here is a citation for a book, in the MLA format:


**THE PATTERN**

Here is the MLA citation pattern with its parts labeled and with information about how to modify the citation depending on a book’s particularities.

**Author’s Name. Title of the Book.**

The pattern for an author’s name is on pages 000–000.

**WHAT TO DO WHEN YOU HAVE:**

• no author named: page 000
• one author: page 000
• 2-3 authors: page 000
• four or more authors: page 000
• a book revised by a second author: page 000
• an edited collection: page 000
• a corporate author: page 000
• a government author: page 000
• a pamphlet without an author: page 000
• the preface, introduction, foreword, or afterword to cite: page 000

The pattern for the title is on pages 000–000.

**WHAT TO DO WHEN YOU HAVE:**

• a book: page 000
• a religious text: page 000
• a title that is in a language other than English: page 000
• a title of another text mentioned within the main title: page 000

Where do you look in a book to find all this information? How do you know when you have all the information you need to cite a book?

➔ See pages 000–000 for help.
Place of Publication: Publisher, Year.

The pattern for the place of publication is on pages 000–000.

**WHAT TO DO WHEN:**
- the state is not listed: page 000
- the book was published in another country: page 000
- this information is missing: page 000

From the publisher’s full name, you can leave off information such as “Press” or “Company.” Instead of “University Press” put “UP”: for example, “Oxford UP.”

If you find more than one copyright date for a book, list the most recent.

**WHAT TO DO WHEN YOU HAVE:**
- a book that has been republished: page 000
- a book published before 1900: page 000
- a book with no publication date: page 000

**YOU MAY NEED TO INCLUDE ADDITIONAL INFORMATION HERE…**
- if the book is translated from another language: page 000
- if the book is a published or unpublished dissertation: page 000
- if the book is part of a multi-volume series: page 000
- if the book is a second (or later) edition: page 000
MLA WORKS CITED FOR PARTS OF BOOKS

When you are citing an essay from an edited collection; a poem from an anthology; an article from a reference book; or the preface, introduction, foreword, or afterword to a book, here is how the citation will look in the MLA format:


THE PATTERN

Here is the MLA citation pattern with its parts labeled and with information about how to modify the citation depending on a book’s particularities.

Author’s Name. “Article Title.” Title of the Book.

The pattern for an author’s name is the same as for the books shown on pages 000–000.

WHAT TO DO WHEN YOU HAVE:
• no author named: page 000
• one author: page 000
• two or three authors: page 000
• four or more authors: page 000
• a corporate author: page 000
• a government author: page 000

The pattern for titles of parts of books is on pages 000–000.

WHAT TO DO WHEN YOU HAVE:
• an essay in a book: page 000
• an article from a reference book: page 000
• a poem or short story from a book: page 000
• the preface, introduction, foreword, or afterword to cite: page 000

The pattern for the book’s title is the same as when you cite a whole book, shown on pages 000–000.

WHAT TO DO WHEN YOU HAVE:
• a book: page 000
• a religious text: page 000
• a title that is in a language other than English: page 000
• a title of another text mentioned within the main title: page 000

Where do you look in a book to find all this information?
➔ See pages 000–000 for help.
Editor’s Name. Place of Publication: Publisher, Year. Pages

Put “Ed.” (even if you have multiple editors) after the title of the book. Then put the full names of the editor or editors exactly as they are printed on the Title page of the book.

The pattern for the place of publication is on pages 000–000.

WHAT TO DO WHEN:
• the state is not listed: page 000
• the book was published in another country: page 000
• this information is missing: page 000

From the publisher’s full name, you can leave off information such as “Press” or “Company” instead of “University Press” put “UP”: for example, “Oxford UP.”

If you find more than one copyright date for a book, list the most recent.

WHAT TO DO WHEN YOU HAVE:
• a book that has been republished: page 000
• a book published before 1900: page 000
• a book with no publication date: page 000

Put the number of the article or essay’s first page, then a hyphen, and then the number of the article or essay’s last page. If there is only one page, put only that number. Add a period after the numbers.
Here is a citation for an article from an academic journal in the MLA format:


### THE PATTERN

Here is the MLA citation pattern with its parts labeled and with information about how to modify the citation depending on a periodical’s particularities.

<table>
<thead>
<tr>
<th>Author’s Name</th>
<th>“Title of Article.”</th>
</tr>
</thead>
</table>

- **The pattern for an author’s name is on pages 000–000.**

  **WHAT TO DO WHEN YOU HAVE:**
  - no author named: page 000
  - one author: page 000
  - two or three authors: page 000
  - four or more authors: page 000
  - a government author: page 000
  - a corporate author: page 000

- **The pattern for the article name is on page 000.**

  **WHAT TO DO WHEN YOU HAVE:**
  - a letter to the editor: page 000
  - an editorial: page 000
  - a published interview: page 000
  - a review: page 000
  - an article on microfilm: page 000
  - a government document: page 000
  - a title in a language other than English: page 000

Where do you look in a periodical to find all this information? How do you know you have all the information you need for a periodical?

➔ See pages 000–000 for help.
MLA DOCUMENTATION FOR WORKS CITED

PERIODICALS

**Periodical Volume Number (Date): Pages.**

If the journal name begins with “A” or “The,” you can leave out those words. Italicize the journal name (or underline it if you are not working on a computer).

The pattern for the volume number and date is on page 000.

**WHAT TO DO WHEN YOU HAVE:**

- a daily newspaper: page 000
- a weekly or biweekly journal or magazine: page 000
- a monthly or seasonal journal or magazine: page 000

The pattern for page numbers is on page 000.

**WHAT TO DO WHEN YOU HAVE:**

- an article in a journal that is paginated by volume: page 000
- an article that does not have sequential page numbering: page 000
Here is a citation for an article from an online journal in the MLA format:


Here is the MLA citation pattern with its parts labeled and with information about how to modify the citation depending on a webpage’s particularities:

Author’s Name. “Title.” Website. Publication Date.

The pattern for an author’s name is on pages 000–000.

**WHAT TO DO WHEN YOU HAVE:**
- no author named: page 000
- one author: page 000
- two or three authors: page 000
- four or more authors: page 000
- a government author: page 000
- a corporate author: page 000

The pattern for titles is on pages 000–000.

**WHAT TO DO WHEN YOU HAVE:**
- no obvious title: page 000
- several apparent titles to choose among: page 000

The pattern for giving the name of a website is on page 000.

**WHAT TO DO WHEN YOU HAVE:**
- a personal website: page 000
- a scholarly journal: page 000
- a newspaper: page 000
- a popular magazine: page 000
- an article from a database: page 000
- a website with no apparent affiliation of any kind (that is, it fits none of the categories listed above): page 000

- a date for the last time the page was revised: page 000
Where do you look on webpages to find all this information?
How do you know you have all the information you need for a webpage?

➔ See pages 000–000 for help.

**Sponsoring Organization. Date accessed <URL>.**

If there is a company or organization associated with the website, give its name exactly as it appears on the webpage, using the same capitalization and including “The” if it is used in the title.

If you cannot find any sponsoring organization listed in the webpages you are citing, you will just omit this information from the citation.

If you have already listed the sponsoring organization as the author or as the website name, do not repeat the information; instead, just omit it from this place in the citation.

**WHAT TO DO WHEN YOU HAVE:**

- a very long URL: page 000

Put the day first, then the month (abbreviated as shown), then the year:

5 Jan. 2006
27 Feb. 2008
19 Mar. 2007
1 Apr. 2006
1 May 2006
11 June 2008
22 July 2009
17 Aug. 2006
22 Sept. 2007
31 Oct. 2006
10 Nov. 2006
3 Dec. 2008

If there is no date on the webpage, put “Accessed:” before the date you accessed the website, so that readers won’t confuse this date with the publication date.
MLA PATTERN FOR WORKS CITED
FOR OTHER KINDS OF TEXTS

In addition to books, periodicals, and webpages, there are many other kinds of texts you can use to support your writing. The list on these pages does not include all the possibilities—but it comes close. If you find a source you want to use that is not listed in these pages, follow the basic pattern of all the citations by listing as much information as you can about an author, the title of the piece, and where and when it was published. You may also need to specify the kind of text it is.

CD-ROMS
page 000

SOFTWARE
page 000

MAP, GRAPH, CHART
(print or online)
page 000

FILM OR VIDEO
(print or online)
page 000

ADVERTISEMENTS
(print or online)
page 000

SOUND RECORDING
page 000

SOFTWARE
page 000

MAP, GRAPH, CHART
(print or online)
page 000

FILM OR VIDEO
(print or online)
page 000

ADVERTISEMENTS
(print or online)
page 000