

# CITATION: MLA STYLE

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This handout is meant to supplement, not substitute for the Modern Language Association's **MLA Handbook for Writers of Research Papers**, 7th ed. (2009). Students are strongly encouraged to consult with their instructor and with the *MLA Handbook* itself. The MLA also provides tips and additional examples at the MLA web site:

**<http://www.mla.org/style>**

Copies of the *MLA Handbook* are located in the reference and circulating collections at the Northeast Philadelphia campus library and the Newtown LRC at call number: LB2369.G53 2009

## I. WHEN TO CITE SOURCES

The purpose of using citations is to let the reader know where you obtained your information so sources can easily be located and consulted. Because knowledge is a cumulative process built on the research and writings of many people who preceded you, as a practical matter your instructor needs to see the quality of the sources you used and know how you developed your ideas. You must document your sources when you provide information that you ordinarily would not have known before conducting your research, and when you provide information that the reader cannot be assumed to know. You must cite when you:

- Provide a direct quotation
- Discuss or incorporate the ideas of another author
- Use statistical or other data

## II. REFERENCES IN THE TEXT: PARENTHETICAL DOCUMENTATION

(See *MLA Handbook*, pp. 213-232)

Citations to sources in the text allow the reader to consult the full citation in the "Works Cited" section at the end of your paper. Information in the text should consist of the author's last name and the location (e.g. page number) of the reference. If your source does not have an author, use an abbreviated version of the title. Place the reference as close as possible to the quoted or paraphrased material.

Examples from print sources:

**A recent study of voting patterns argues that voting is low among college students (Miller and Green 56).**

If you refer to an author, editor or translator in the text, include only the page number:

**In his study of college students Miller argues that voting is not a priority (57).**

An abbreviated title of a magazine or newspaper article may be used when there is no author:

**Lieberman is Gore's choice for V.P. ("Off and Running" A1).**

When citing an entire work that does not have page numbers (print or non-print source), it is preferable to include the author's name in the text, rather than in the parenthetical reference.

**Hawthorne laments the self-deception now characterizing the minister's thoughts: "No man, for any considerable period, can wear one face to himself, and another to the multitude, without finally getting bewildered as to which may be the true" (par. 266).**

## III. "WORKS CITED" GUIDELINES

(See *MLA Handbook*, pp. 123-212)

- ✓ Begin the Works Cited list on a new page after the text of your paper, centering the words "Works Cited" one inch from the top of the page.
- ✓ **Spacing:** Double-space between references and within individual references.
- ✓ Start each reference flush against the left margin. If a second or third line is necessary, indent these one-half inch. (This is equal to five spaces, or one tab.)
- ✓ Organize the list by the author's last name or, if no author, by the first significant title word.

- ✓ Capitalize the first letter of all words in a title except articles, prepositions, coordinating conjunctions, and "to" infinitives when they appear in the middle of a title. (See *MLA Handbook*, p. 86-87.)
- ✓ *Italicize* the titles of books, periodicals, Web sites, online databases, films. (For a complete list, see *MLA Handbook*, p. 88.)
- ✓ Use quotation marks (" ") for articles, book chapters, pages within a Web site, definitions, essay titles. (For a complete list, see *MLA Handbook*, p.89)
- ✓ When citing documents obtained from Holy Family's online research databases, provide the name of the database, medium of publication (Web), and date of access. (See *MLA Handbook*, p. 192-193.)

## The Basic Citation

All citations in MLA style follow the same basic format, although the specific elements for each item may vary, depending on whether you are citing a book, journal article, or online document. These differences are explained in more detail below. The format of the basic citation is:

Author. "Title of article, chapter, or document." *Title of Journal, Book, or Website*. Place of publication: publisher's name, date of publication. Medium of publication (Print, Web).  
Date of access (online materials only).

## IV. SELECTED EXAMPLES

(See *MLA Handbook*, pp. 148-232)

*Be sure to DOUBLE-SPACE your references!*

### A. PRINT BOOKS

Below are possible entries to include for print books. Not every entry is required. Include the relevant information and use the examples below as guides:

- Author or editor of book
- *Title of book*
- Edition
- Volume number (if book is from a multi-volume set)
- City of publication (do not include state)
- Publisher
- Date of publication (if no date is given, use abbreviation n.d.)
- Medium of publication (Print)
- Series Title

#### 1) One Author: (p.148-154)

Westhoff, Patrick. *The Economics of Food: How Feeding and Fueling the Planet Affects Food Prices*. Upper Saddle River: FT Press, 2010. Print.

#### 2) Two or More Authors: (p.154-156)

List the authors' names in the same order as they appear on the title page, not necessarily in alphabetical order. Reverse the first and last name of the first author (Last name, First name). List all other authors in their normal form (First name Last name). Separate authors by a comma. Include "and" before the name of the last author in the list.

Anderson, Curtis D. and Judy Anderson. *Electric and Hybrid Cars: A History*. 2nd ed. Jefferson: McFarland, 2010. Print.

**3) Edited book:** (citing the entire book) (p. 153-154)

If person(s) listed on the title page are editors, translators, or compilers, place a comma after the name and add abbreviation: ed., trans., or comp. for one person; eds., trans., or comps. for more than one.

Tally, Justine, ed. *The Cambridge Companion to Toni Morrison*. Cambridge: Cambridge UP, 2007. Print.

**4) Corporate Author:** (p. 156-7)

A corporate author may be a group (commission, association, committee) that is responsible for the creation of the work. Provide the group as corporate author when no individuals are listed on the title page. Do not include articles such as *A*, *An*, or *The*, and do not abbreviate the group's name. In some cases, the corporate author may be the name of the publisher.

Educational Testing Service. *The Praxis Series: Official Guide*. New York: McGraw, 2008. Print.

**5) No Author**

List by Title; Do NOT use *Anonymous* or *Anon*. (p. 162)

*Webster's New Biographical Dictionary*. Springfield: Merriam-Webster, 1998. Print.

**6) Book that is Part of a Series** (p.170-171)

If the title page or preceding page indicate that the book is part of a series, include the series name and series number (if available) at the end of the citation. The book in the example below is a part of the series: The Reference Shelf.

Kan, Kat, ed. *Graphic Novels and Comic Books*. New York: Wilson, 2010. Print. The Reference Shelf 82.5.

**7) Section of a Book:**

**a. Entry in a Multi-Volume Reference Book** (p. 160-161; p. 168-170)

Begin citation with the author (if available) and title of the entry that you are citing. Next, include the title of the reference book where you found the entry. Include the editors and edition. When available, provide the reference book's publication information. Newer reference books do not always provide publication data. If none is available, edition and date will suffice.

If using one volume, include the volume number that you used.

"Hughes, (James) Langston 1902-1967." *Contemporary Literary Criticism*. Ed. Carolyn Riley and Phyllis Carmel Mendelson. Vol. 5. Detroit: Gale, 1976. Print.

If using two or more volumes, include the total number of volumes in the set.

Laderman, Gary, and Luis Leon, eds. *Religion and American Cultures: An Encyclopedia of Traditions, Diversity, and Popular Expressions*. 3 vols. Santa Barbara: ABC-CLIO, 2003. Print.

**b. Book Chapter** (or specific part of a book) (p. 157-160; p. 220-222)

Rich, Michael. "Is Television Healthy? The Medical Perspective." *Children and Television: Fifty Years of Research*. Ed. Norma Pecora, John P. Murray, and Ellen Ann Wartella. Mahwah: Lawrence Erlbaum, 2007. 109-47. Print.

**c. Work in an Anthology** (p.157-160; p.220-222)

Begin citation with the author and title of the individual work you are citing. Next, include the title of the book that the work appears in. List the editor or translator of the entire book and provide the publication information. Include the page numbers of the individual cited work.

Abdullah, Ibtisam. "The Other in the Mirror." *Contemporary Iraqi Fiction: An Anthology*. Ed. and trans. Shakir Mustafa. Syracuse: Syracuse UP, 2008. 185-90. Print.

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## B. Articles from Print Periodicals: Journals, Magazines, Newspapers

Journals, magazines, and newspapers (known as *periodicals*) are published at regular times throughout the year. Some journals may be published only several times a year (*several issues* throughout the year equaling one annual *volume*.) Magazines and newspapers may be published monthly, weekly, or daily.

The following information identifies where the article can be found. The components to be included in your citation will vary depending on whether you are citing a journal article, magazine article, or newspaper article.

- Author's name
- "Title of the article"
- *Name of the periodical (Journal, Magazine, or Newspaper)*
- Volume number
- Issue number
- Date of publication
- Page numbers/page range
- Medium of publication (Print)

**1) Article in Scholarly Journal:** (See *MLA Handbook*, pp. 137-141)

Include the volume and issue number separated by a period. (Ex: Volume 29, Issue 2 appears as "29.2"). Include only the year; do not include other information such as month or season.) Page numbers follow the year.

Morris, Darrell, and Meghan Gaffney. "Building Reading Fluency in a Learning-Disabled Middle School Reader." *Journal of Adolescent and Adult Literacy* 54.5 (2011): 331-41. Print.

**2) Magazine Article:** (See *MLA Handbook*, 142-143)

Include the full date and page numbers of the article. Do not include volume or issue number of magazine.

Cloud, John. "How to Recruit Better Teachers." *Time* 20 Sept. 2010: 46-52. Print.

**3) Newspaper Article:** (See *MLA Handbook*, pp. 141-142)

Include full date; do not include volume or issue number. If an edition is named, include after the date. (Example: natl. ed., late ed.)

Smerconish, Michael. "An Academic Experiment: Lancaster School's Same-Race Mentoring Effort Could Prove Worthwhile." *Philadelphia Inquirer* 4 Feb. 2011: A2. Print.

## C. Electronic Sources

### Web Sources and URLs (see *MLA Handbook*, p. 181-182.)

*MLA Handbook* previously recommended including the URL when citing Web Sources. However, URLs can be unreliable. A website's URL may change over a period of time, or a URL may be unique to an individual or to a login session for subscription websites. In any case, most people will search using a keyword such as an author's name or the title rather than a web address.

Only include a URL when the reader cannot locate the source using only the information provided or when your instructor requires it. If including a URL, place it after the date of access. Enclose the URL in angle brackets (< >) followed by a period.

Esping, Amber. "Does Birth Order Affect Intelligence?" *Human Intelligence*. Indiana University, 11 Dec 2003. Web. 10 Nov 2010. <<http://www.indiana.edu/~intell/birthOrder.shtml>>.

The examples for Web sources below do not contain URLs. If your instructor requires them, a URL may be added to the end of the citation for any of the examples below. For subscription websites such as the research databases, only include the base url. (ex: <<http://search.ebscohost.com>>)

### 1) Articles from Holy Family Research Databases: (See *MLA Handbook*, pp. 192-193)

When citing articles retrieved from Holy Family research databases, follow the same rules as when citing *Articles from Print Periodicals: Journals, Magazines, Newspapers* (see Section B), but include the following:

- Database name\*
- Medium of publication (Web)
- Date of access

**\*NOTE:** Include the name of the database (ex: *Academic Search Premier*). Do not include the name of the database provider (ex: *EBSCOhost*).

#### a. Scholarly Journal Article obtained from a research database: (Include volume and issue number)

Bouch, Emily C., and Sara Flanagan. "Assistive Technology and Mathematics: What Is There and Where Can We Go in Special Education." *Journal of Special Education Technology* 24.2 (2009): 17-30. *Education Full Text*. Web. 15 May 2010.

#### b. Magazine Article obtained from a research database: (Include full date but do not include volume or issue number)

Zakaria, Fareed. "Restoring the American Dream." *Time* 1 Nov. 2010: 30-35. *Academic Search Premier*. Web. 10 Nov. 2010.

### 2) Articles available online (NOT from Holy Family research databases): (p. 190-192)

When citing articles retrieved online, follow the same rules as when citing *Articles from Print Periodicals: Journals, Magazines, Newspapers* (see Section B), but include the following:

- Medium of publication (Web)
- Date of access

**a. Scholarly Journal:**

Include volume and issue of the journal, plus number of pages or paragraphs, if available. If no page or paragraph numbers are listed, use the abbreviation *n. pag.* in its place.

Silverman, Rebecca, and Jennifer DiBara Crandall. "Vocabulary Practices in Prekindergarten and Kindergarten Classrooms." *Reading Research Quarterly* 45.3 (2010): 318-40. Web. 22 Nov. 2010.

**b. Magazine Article:**

Do not include volume or issue number of the newspaper. Include the full date and page or paragraph numbers. If no page or paragraph numbers are listed, use the abbreviation *n. pag.* in its place.

Kroll, Luisa, and Mike Isaac. "Facebook's Zuckerberg to Give Away Half His Fortune." *Forbes* 10 Dec. 2010: n. pag. Web. 13 Dec. 2010.

**c. Newspaper Article:**

Do not include volume or issue number of the newspaper. Include the full date and page or paragraph numbers. If no page or paragraph numbers are listed, use the abbreviation *n. pag.* in its place.

Hepp, Christopher K. "Critical U.S. Drug Shortage Worsening." *Philadelphia Inquirer* 12 Dec. 2010: n. pag. Web. 13 Dec. 2010.

**3) Webpages: (See *MLA Handbook*, pp. 184-187)**

According to the *MLA Handbook* (Section 5.6.1, pp. 181-184), it has become increasingly difficult to define exactly what set of pages make up the larger website. Would it include all pages affiliated with a particular domain (such as [www.mla.org](http://www.mla.org))? Would it only include the pages created by a particular set of authors/editors?

In the updated edition, URLs are no longer included in citations of web publications. URLs can be unreliable as they may change over time, and readers are most likely to use search engines to retrieve electronic sources. *Include as much information as available so the reader can later find the exact source you used without a URL.*

Include:

- Creator of the webpage (if no author is given, begin citation with title)
- "Title of the webpage"
- *Title of the overall website*
- Publisher or sponsor of website (if none, use *N.p.*)
- Date of publication (if none, use *n.d.*)
- Medium of publication (Web)
- Date of access

**a. A Page on a Web Site:**

"What Are the Signs and Symptoms of Depression?" *Depression*. National Institute of Mental Health, 30 Jan. 2009. Web. 13 Nov. 2010.

**4) Ebooks from Holy Family Research Databases:**

When citing ebooks retrieved from Holy Family Research Databases, follow the same rules as when citing *Print Books* (see Section A) but include the following (p.189-190):

- *Database name\**
- Medium of publication (Web)
- Date of access

**\*NOTE:** Include the name of the database (ex: *PsycBOOKS*). Do not include the name of the database provider (ex: *EBSCOhost*).

**a. Ebook chapter from PsycBOOKS:**

Wilczynski, Susan M., Laura Fisher, Lauren Christian, and Jesse Logue. "Behavioral Interventions and Autism in Schools." *Behavioral Interventions in Schools: Evidence-based Positive Strategies*. Ed. Angeleque Akin-Little, Steven G. Little, Melissa A. Bray, and Thomas J. Kehle. Washington: American Psychological Association, 2009. 311-23. *PsycBOOKS*. Web. 14 June 2010.

**b. Entire Ebook from eBooks on EBSCOhost:**

McDonald, John F. *Urban America: Growth, Crisis, and Rebirth*. Armonk: M.E. Sharpe, 2008. *eBooks on EBSCOhost*. Web. 30 Aug. 2010.

**5) Ebook downloaded from a website (not Holy Family research databases):**

When citing ebooks downloaded or purchased through a website (not retrieved from Holy Family research databases), follow the same rules as when citing *Print Books* (see Section A).

Treat ebook as a digital file (p. 210-211), and include the digital file type (such as *PDF file*) at the end of the citation in the place usually reserved for the medium of publication. If you cannot identify the file type, use the term *Digital file*.

Mortenson, Greg, and David Oliver Relin. *Three Cups of Tea: One Man's Mission to Promote Peace. . . One School at a Time*. New York: Penguin, 2007. Digital file.

**6) Online Entry from Credo Reference:**

The online entries available through Credo Reference Collection also exist in print reference books. When citing these entries, include the publication data for the print version of *An Entry in a Reference Book* (see *Print Books*, Section A). Include the following information at the end of the citation for the online format (p.189-190):

- *Database name*
- Medium of publication (Web)
- Date of access

"Biotechnology." *Encyclopedia of 20th Century Technology*. London: Routledge, 2005. *Credo Reference*. Web. 22 Feb. 2010.

**7) Email:**

Include:

- Writer's name

- "Title of message" (from subject line)
- Description of the email (including the recipient's name)
- Date the message was sent
- Medium of delivery

Ruppel, Kathy. "Library Hours on Sundays." Message to Laura McNamara. 12 Dec. 2010. E-mail.

### 8) Presentation slides from Blackboard:

Treat Powerpoint slides or other files downloaded from Blackboard as digital files (p.210-11). Include the type of file as the "medium of publication." (Example: *Microsoft Powerpoint file*, PDF file) If the file type cannot be determined, use Digital file.

Avellino, Denise. "Welcome to Citations!" 2010. *Microsoft Powerpoint file*.

### 9) Message posted to Discussion Board from Blackboard:

Treat message board postings and YouTube videos (see below) as non-periodical publications cited only on the web. The general format for both is as follows:

- Author, editor or compiler if available
- "Title of the work."
- *Title of the overall webpage*
- Publisher or sponsor of site, if none use N.p.
- Date of Publication
- Medium of publication (Web)
- Date of access

McNamara, Laura. "Re: Anatomy Resources for Radiologic Science Students." *Holy Family University Blackboard System*. Holy Family University. 12 Oct. 2009. Web. 23 Feb. 2011.

### 10) Video from YouTube (or other website):

NEastPhilly. "Denny O'Brien Talks about Holy Family University." *YouTube*. 18 Oct. 2009. Web. 23 Feb. 2011.

## D. Miscellaneous Sources

### 1) Pamphlet or Brochure:

Cite pamphlets and brochures as you would cite a book. (See *Print Books*, Section A).

Holy Family University. *Holy Family University: Information and Student Services*. Philadelphia: Holy Family U, n.d. Print.

### 2) Interviews:

#### a. Personal Interview:

When citing an interview you conducted, provide the name of the person interviewed, the type of interview (*Personal interview*, *Telephone interview*), and the date.

Ruppel, Kathy. Personal interview. 5 Sept. 2010.

**b. Published or Broadcast Interview:**

When citing an interview that was published or broadcast, provide the name of the person interviewed, appropriate bibliographic information (title, date, publisher), and medium of publication (Print, DVD, Television, Radio).

Blanchett, Cate. "In Character with: Cate Blanchett." *Notes on a Scandal*. Dir. Richard Eyre. Fox Searchlight, 2006. DVD.

**3) DVD or Videocassette:** (See *MLA Handbook*, pp. 197-198)

Cite DVDs and Videocassettes as you would a film. Entries typically begin with the title. Include director (Dir.), distributor, original year of release, and medium (DVD, Videocassette, Film). You may include other information such as producers (Prod.) or performers (Perf.) between title and distributor.

*Inside the Vatican*. Dir. John Bredar. National Geographic Video, 2002. DVD.

**QUESTIONS?** Holy Family librarians are available to assist you!

**Call:** 267-341-3316 (Northeast Campus Library) or 267-341-4010 (Newtown LRC)

**Email:** [reference@holysfamily.edu](mailto:reference@holysfamily.edu)

**Visit:** [www.holysfamily.edu/library](http://www.holysfamily.edu/library)