One of the most important parts of writing a research paper is the documenting of the resources used. Accurate documentation is necessary to avoid any question of plagiarism. The vehicles for providing this documentation are the use of in-text citations (or parenthetical references) at the point in the paper where the information is presented and the creation of a works cited page at the end of the paper listing all of the resources used in the paper. This guide includes samples of in-text citations and works cited entries from the *MLA Style Manual and Guide to Scholarly Publishing*, 3rd edition, 2008 (REF or 4th floor PN147.G444 2008). For information on manuscript structure and content, writing mechanics, and other aspects of the publication process, please consult the MLA manual.

**In-Text Citations**

- Must match the author or title words of the corresponding entry in the works cited list.
- Should identify the location of the borrowed information within the source, i.e. page or paragraph numbers, if available. If no page or paragraph numbers are provided, as in many electronic documents, do not include a parenthetical reference (see example under If the source does not have page numbers...).

**Placement of parenthetical reference**

- Put the citation where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material documented.
- If using the author’s name in the sentence, put only the page or paragraph number in the parentheses.

**In-Text Citation Examples**

**Citing an entire work but not quoting any particular words** – include the name of the person being referenced in the text; all other info is in the works cited entry.

Gilbert and Gubar broke new ground on the subject.

But Anthony Hunt has offered another view.

**Citing the work of a single author** – include the author’s last name and the page number(s) in the parentheses, no punctuation between them.

Loneliness is inversely related to communication competence (Reinking 55).

**If the author’s name is used in the text** - no need to repeat it in the parentheses

Brian Taves suggests some interesting conclusions regarding the philosophy and politics of the adventure film (153-54, 171).
If the source does not have page numbers, such as an electronic resource – include paragraph number(s) with the appropriate abbreviation (par. or pars.) if the paragraphs are numbered and put a comma after the author’s name. Do not count paragraphs yourself if your source lacks numbering; cite it as an entire work.

“The debut of Julius Caesar proclaimed Shakespeare’s Globe a theater of courage and ideas” (Sohmer, par. 44).

According to Sohmer, “The debut of Julius Caesar proclaimed Shakespeare’s Globe a theater of courage and ideas” (par. 44). [Author is already in sentence, only numbered paragraph in parentheses]

According to Sohmer “The debut of Julius Caesar proclaimed Shakespeare’s Globe a theater of courage and ideas.” [There are no parentheses if there are no page numbers or no numbered paragraphs, as in many electronic documents]

If there are 2 or 3 authors – use “and” not “&”

(Gilbert and Gubar 14) or (Rabkin, Greenberg, and Olander 23) or (Smith and Jones, par. 36)

If there are more than 3 authors - You may follow the method for 3 authors if you want to list them all or you may use the first author and add et al. (No punctuation between author and et al.)

(Rabkin, Greenberg, Smith, Jones, and Olander 23) or (Rabkin et al. 23)

If there is no author – use the full title (if brief) or a shortened version of the title that corresponds with the entry in the works cited list. Use quotation marks to signify that it is a title.

A recent editorial called Ralph Ellison “a writer of universal reach” (“Death”). [Shortened title, no numbered paragraphs]

A recent editorial called Ralph Ellison “a writer of universal reach” (“Death of a Writer,” par. 2). [Full title, numbered paragraphs]

Citing a work by a corporate author – use the corporate name or a shortened form if the name is long; if there are similar entries in the works cited list use as much of the title as will make the source known to the reader.

(Public Agenda Foundation 4) or (Natl. Research Council 15) or (United Nations 34) or (United Nations. Economic Commission for Africa 34) if there are other UN Commissions cited.

Citing a Legal Source – use the abbreviation or title in text that you use in the works cited.

This copyright definition is spelled out in Title 17 (17 USC Sec. 304).

Oliver Brown challenged the Topeka Board of Education on this (Brown v. Board of Educ.).

If quoting a phrase - put the citation after the quotation marks.

Winters’s mumbling performs a “labor of disarticulation” (Litvak 167).

In the late Renaissance, Machiavelli contended that human beings were by nature “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343).

If the quote constitutes fewer than 5 lines in your paper – set it off with quotation marks and incorporate it into the text of the paper, as with the shorter phrase, with the reference following.

If the quote exceeds 4 lines in your paper – omit the quotation marks and indent the quote one inch from your left-hand margin. Put the parenthetical reference immediately after the quote.
Preparing the List of Works Cited – General Rules that apply for all entries

- Double-space the entire list.
- Begin each entry flush with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin. This is called hanging indentation and you can set your word processing program to do this automatically for a group of paragraphs.
- Arrange entries alphabetically by author’s last name, first word of a corporate author, or first word of a title (if there is no author) excluding A, An, and The.
- Use the author’s name as it appears on the title page, with full name or initials; do not change.
- Do not include degrees (PhD, etc.) or titles (Sir, Saint, etc).
- If using more than one work by an author, use --- instead of the author’s name for subsequent entries.
- In a title, capitalize the first word, the last word, and all principal words, including those that follow a hyphen in a compound term. Also capitalize the first word of a subtitle following a colon.
- Italicize the names of books, plays, films, newspapers, journals, magazines, pamphlets, Web sites, etc. and any work published independently.
- Use quotation marks for titles of works published within a larger work and for unpublished works; articles, essays, poems, stories, pages in Web sites, and chapters of books; unpublished manuscripts, lectures, and addresses delivered at conferences.
- Publication information – use city name only; no state, province or country.
- Date information within a citation is given in day, month, year; abbr. all months but May, June, July.
- Separate data elements by periods, i.e., Author. Title. Journal information. Publication information. Database information etc.
- In each entry include the medium that was consulted – print, web, film, cd, etc.


Print Non-Periodical Publications

Book with one author


Book with 2 or 3 authors


**Books with more than 3 authors** - You may follow the method for 3 authors if you want to list them all or you may use the first author and add et al. (Unlike the in-text citation, add a comma after the authors name in the Works Cited)


**Book with a corporate author**


**Book with no author listed on the title page**


**Brochure, pamphlet, or press release** – treat them as you would a book; add day and month to date for a press release.


**Work in an anthology or edited book**


**Article in a published proceeding** – same as a work in an edited book but including pertinent information about the conference.


**Entry/article from an encyclopedia or reference work**


**Introduction, preface, foreword or afterword**


Scholarly edition prepared for publication by someone other than the author


Illustrated book or graphic narrative that is a collaborative work – begin the entry with the name of the person whose contribution is most relevant to your research, following it with a label identifying the person’s role.


Government document – with and without a known author


Unpublished dissertation – title is in quotes, not italics, since it is not a published book.


Published dissertation


Print Periodical Publications

Article in a print journal with volume and issue numbers

Article in a print journal without a volume number, only an issue number

Article in a print magazine with no volume or number, only a date – use + if pages are not consecutive.

Article with no author

Article in a newspaper – give location of newspaper if not included in the name; do not include volume and issue; include edition if named on the masthead; if each section is paginated separately, include the section number or letter.

Review of a book or movie

Editorial and letter to the editor

Web Publications – “include URL as supplementary information only when the reader probably cannot locate the source without it” – put at the end of the entry in angle brackets < > followed by a period.

Work published only on the Web
Include as much of the following as is available:
- author, editor, corporate author, etc.
- title of work (italicized if independent, in quotes if part of a larger work)
- title of overall Web site (italicized), if distinct from above
- untitled works may be identified by a genre label (e.g., Home page, Introduction, Online posting)
- version or edition used
• publisher or sponsor of the site; if not available, use N.p.
• date of publication (day, month, and year, as available); if not available, use n.d.
• medium of publication (Web)
• date of access (day, month, and year)


Print publication also made available on the Web and retrieved from the Web


Journal/magazine published on the Web


Article or book available in a database


Abstract in a database – when quoting from an abstract where the article is not available.


Additional Types of Resources

Television or radio show or episode


Film or DVD – required: title, director, distributor, year of release and medium; may also include screenwriter, performers and producer, if they seem pertinent (between the title and the distributor).


**Television, radio, film, DVD, etc. where a particular individual’s contribution is the source of your research**


**Live performance or work of a particular individual in a performance**


**Visual art** – give information about the work, and the ownership and then the source of the reproduction (if not the original).


**Interview – published/broadcasted and personal**


Pei, I. M. Personal interview. 22 July 1993.

Reed, Ishmael. Telephone interview. 10 Dec. 2007.

**Cartoon or Comic Strip**


Advertisement


Letter, memo or e-mail


Sorby, Angela. Letter to the author. 20 July 2003. MS. [manuscript]

Cahill, Daniel J. Memo to English dept. fac., Brooklyn Technical High School, New York. 1 June 2000. TS. [typescript]


Harner, James L. Message to the author. 20 Aug. 2002. E-mail.

Legal Sources – examples for print and database versions


Compiled by Linda Coppola using citations directly from the MLA Style Manual and Guide to Scholarly Publishing or creating citations based on the rules outlined therein. Updated 9/2011 by Lara Nicosia. Please contact Lara Nicosia with any questions: ldnwml@rit.edu or 475-2626.