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OVERVIEW

This booklet is based on the 8th edition of the *MLA Handbook for Writers of Research Papers* published in April 2016. It gives examples of the style of documentation recommended by MLA (Modern Language Association). When using the examples in this booklet, be sure to follow the punctuation and format exactly as shown: put periods, commas, and colons in the same places. Note: use one space after a colon, comma, and period.

Any time a direct quote, paraphrase, or a specific idea or fact is used from another source, the source must be cited within the paper (called an in-text citation), as well as in a bibliography list at the end (called a Works Cited page). The citations in the bibliography list are called bibliographic citations.

In-text citations examples are provided for each bibliographic citation example in this booklet and are also covered in a separate section called “Citations in the Text” on pages 17 & 18.

Information on how to format the Works Cited page is on page 18 and a sample Works Cited page is included at the end of this booklet on page 19.

Note that this booklet is not meant to be comprehensive. For additional information and examples of other types of bibliographic citations, refer to the *MLA Handbook for Writers of Research Papers*. The Mission College Library has several copies available, both in the circulation and reference collections (LB 2369 .G53).

The Mission College Library subscribes to NoodleTools, a citation creation tool. It is available on the Online Services page of the Mission College Library Website. It is recommended that students use NoodleTools to assist with bibliographic citation creation.
THE CORE ELEMENTS

The 8th edition of the MLA Handbook provides a list of core elements for all sources. They are listed in the order they should appear in the bibliographic citation. If an element is not relevant to the citation, it should be omitted. Each element is used with the punctuation mark shown, unless it is the final element, then it followed with a period. Every source type follows the same format.

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Numbers,
7. Publisher,
8. Publication date,
9. Location.

Containers are the elements that “hold” the source. For example, if a book is read online via a library database, the library database is the container. Both the title of the source and the title of the container are included. Note that some sources have more than one container. For example, an essay in an anthology in a library database has two containers, the anthology and the library database.

In addition, there are optional elements that may be included when the situation warrants. They are: date of original publication, city of publication, other facts about the source such as series name or unexpected type of work (e.g. transcript, address), and date of access.
BOOK/E-BOOK

General Format and Punctuation:

1. Author. (last name, first name for first author; for editors, the name is followed by the descriptor “editor”)
2. Title of source. (in italics, capitalize all important words)
3. Other contributors, (precede each name with a description of the role)
4. Version, (use numeric value; abbreviate edition as ed.)
5. Numbers, (use numeric value; precede each number with a descriptor)
6. Publisher,
7. Publication date.

Container
1. Title of container, (in italics, capitalize all important words)
2. Location. (for URLs, omit http:// and https://; use a permalink if available)

Book in Print: One Author or Editor

In-text citation: (Rauch 37)


In-text citation: (White 10)

Book in Print: Two Authors or Editors

In-text citation: (Hoffman and Howard 102)
Book in Print: More Than Two Authors or Editors

In-text citation: (Sugihara, et al. 3)

Book in Print: Book that is a Second or Subsequent Edition

In-text citation: (Lewis 485)

Book in Print: Book in a Series
If a book is part of a series, you should include the series name in the bibliographic citation. It is considered an additional fact so is added at the end of the citation.


In-text citation: (Barnett, et al. 45)

E-Book in a Library Database
Note: If your instructor requires it, include the database article URL at the end of the citation.


In-text citation: (Hayes and Ninemeier 85)

E-Book on the Web


In-text citation: (Johnson 67-68)
REFERENCE BOOK ENTRY/ARTICLE

General Format and Punctuation:

1. Author. (last name, first name for first author; for editors, the name is followed by the descriptor “editor”)
2. Title of source. (in quotes, capitalize all important words in the title)

Container 1
3. Title of container, (in italics, capitalize all important words)
4. Other contributors, (precede each name with a description of the role)
5. Version, (use numeric value; abbreviate edition as ed.)
6. Numbers, (use numeric value; precede each number with a descriptor)
7. Publisher,
8. Publication date,
9. Location. (precede page numbers with p. or pp.)

Container 2
10. Title of container, (in italics, capitalize all important words)
11. Other contributors, (precede each name with a description of the role)
12. Version, (use numeric value; abbreviate edition as ed.)
13. Numbers, (use numeric value, precede each number with a descriptor)
14. Publisher,
15. Publication date,
16. Location. (for URLs, omit http:// and https://; use a permalink if available)

Reference Book Entry/Article in Print


In-text citation: (Allen 2065)


In-text citation: (“Diaspora” 320)
Reference Book Entry/Article in a Library Database

*Note:* If your instructor requires it, include the database article URL at the end of the citation.


**In-text citation:** ("Magna Carta" 556)

Reference Book Entry/Article in a Library Reference Source Database (database contains only one reference source)

A Library database (not a website) that contains just one reference source (such as *Academic World Book*) is considered “born digitally” because it does not include print publication information. Cite it as “original content in a database.”

If a date is not provided, add the date accessed at the end (preceded by the word Accessed).

*Note:* If your instructor requires it, include the database entry/article URL at the end of the citation.


**In-text citation:** ("Armenia")


**In-text citation:** ("Diaspora")

Reference Book Entry/Article on the Web

Cite entries in online reference sources as a web source. An example is listed below, for more information refer to “WEB SOURCE” on p. 15.


**In-text citation:** ("Diaspora")
PERIODICAL ARTICLE

(Articles in a newspaper, magazine, or journal)

General Format and Punctuation:

1. Author. (last name, first name for first author)
2. Title of source. (in quotes, capitalize all important words in the title)

Container 1
3. Title of container, (in italics, capitalize all important words)
4. Other contributors, (precede each name with a description of the role)
5. Version, (use numeric value; abbreviate edition as ed.)
6. Numbers, (use numeric value; precede each number with a descriptor)
7. Publisher,
8. Publication date, (day month year, use three letter abbreviation for month)
9. Location. (precede page numbers with p. or pp.)

Container 2
10. Title of container, (in italics, capitalize all important words)
11. Other contributors, (precede each name with a description of the role)
12. Version, (use numeric value; abbreviate edition as ed.)
13. Numbers, (use numeric value, precede each number with a descriptor)
14. Publisher,
15. Publication date, (day month year, use three letter abbreviation for month)
16. Location. (use DOI number if available; for URLs, omit http:// and https://; use a permalink if available)

Periodical Article in Print


In-text citation: (Emmons D1)

**In-text citation:** (Szajewska and Szajewski 1948)

**Periodical Article in a Database without a DOI Number**

*Note:* If your instructor requires it, include the database article URL at the end of the citation.


**In-text citation:** (Shuster and Hartog)

*Note:* A page number is not provided in the in-text citation, because even though the page numbers are provided with the article information, the actual article will not include accurate pagination unless it is a PDF.

**Periodical Article in a Database with a DOI Number**

Most scholarly journal articles have DOI numbers. Precede the DOI number with “doi:”


**In-text citation:** (Szajewska and Szajewski)

*Note:* A page number is not provided in the in-text citation, because even though the page numbers are provided with the article information, the actual article will not include accurate pagination unless it is a PDF.
Scholarly Journal Article on the Web
If a DOI number is available, use it instead of the article URL. Precede the DOI number with “doi:”


In-text citation: (Salim, et al. 6243-44)

Note: Omit page numbers from the in-text citation if the article does not reflect accurate pagination. This article is a PDF so the pagination is accurate.

Newspaper and Magazine Articles on the Web
Cite newspaper and magazine articles online as a web source. An example is listed below, for more information refer to “WEB SOURCE” on p.15.


In-text citation: (Emmons)

WORK IN AN ANTHOLOGY OR COLLECTION OF WRITINGS
(Chapter, Essay, Article, Short Story, Poem, etc. in a book)

General Format and Punctuation:

1. Author. (last name, first name for first author)
2. Title of source. (in quotes, capitalize all important words in the title)

Container 1
3. Title of container, (in italics, capitalize all important words)
4. Other contributors, (precede each name with a description of the role)
5. Version, (use numeric value; abbreviate edition as ed.)
6. Numbers, (use numeric value; precede each number with a descriptor)
7. Publisher,
8. Publication date,
9. Location. (precede page numbers with p. or pp.)

Container 2
10. Title of container, (in italics, capitalize all important words)
11. Other contributors, (precede each name with a description of the role)
12. Version, (use numeric value; abbreviate edition as ed.)
13. Numbers, (use numeric value; precede each number with a descriptor)
14. Publisher,
15. Publication date,
16. Location. (for URLs, omit http:// and https://; use a permalink if available)

**Work in an Anthology in Print**


Opposing Viewpoints Series.

**In-text citation:** (Howley 118)

**Work in an Anthology with an Original Date of Publication**

If the work includes additional information regarding the original publication, cite it as a *previously published work in an anthology or collection of writings* (see p. 12).

The date of original publication is placed immediately after the source’s title.


**In-text citation:** (Franklin 24)
Work in an Anthology in an E-Book in a Library Database

Note: If your instructor requires it, include the database article URL at the end of the citation.


In-text citation: (Vassalli)

Note: A page number is not provided in the in-text citation, because even though the page numbers are provided with the article information, the actual article will not include accurate pagination unless it is a PDF.

PREVIOUSLY PUBLISHED WORK IN AN ANTHOLOGY OR COLLECTION OF WRITINGS

Note: If the work only includes an original publication date, cite it as a work in an anthology with an original date of publication (see p.10).

General Format and Punctuation:

1. Author. (last name, first name for first author)
2. Title of source. (in quotes, capitalize all important words in the title)

Container 1

Note: This is the information for the Anthology

3. Title of container, (in italics, capitalize all important words)
4. Other contributors, (precede each name with a description of the role)
5. Version, (use numeric value; abbreviate edition as ed.)
6. Numbers, (use numeric value; precede each number with a descriptor)
7. Publisher,
8. Publication date, (day month year, use three letter abbreviation for month)
9. Location. (precede page numbers with p. or pp.)
Previously Published Work in an Anthology in Print

Originally published in a journal:


In-text citation: (Hafen 189).

*Note:* Use the page number for the entry in the book, not the page number from the original article.
Originally published in a book:

**Note:** The original page numbers were not provided, so they are omitted in the citation.


**In-text citation:** (Wolf 79-81).

Previously Published Work in an Anthology in a Library Database

**Note:** If your instructor requires it, include the database article URL at the end of the citation.


**In-text citation:** (Lounsberry)

**Note:** A page number is not provided in the in-text citation, because even though the page numbers are provided with the article information, the actual article will not include accurate pagination unless it is a PDF.

ONLINE VIDEO

General Format and Punctuation:

1. Author. (last name, first name for first author)
2. Title of source. (in quotes, capitalize all important words in the title)
Video from a Library Database

*Note:* If your instructor requires it, include the database article URL.


*Films on Demand.*

**In-text citation:** ("Hamlet" 3:02:26-55)

*Note:* Cite the relevant time or range of times as it appears on the video.
**Video or on the Web**

"Don't Sweat the Small Stuff, but Knock It Out First." *Work Smart*, Fast Company,


**In-text citation**: (“Don’t” 00:42-01:55)

**Note**: Cite the relevant time or range of times as it appears on the video.

**Video on YouTube**

"Charlie Bit My Finger -- Again!" *YouTube*, uploaded by HDCYT, 22 May 2007,

www.youtube.com/watch?v=_OBlgSz8sSM.

**In-text citation**: (“Charlie” 00:32-35.)

**Note**: Cite the relevant time or range of times as it appears on the video.

**WEB SOURCE**

For an example of how to cite an e-book on the web, refer to page 4. For an example of how to cite a scholarly journal article on the web, refer to page 8.

General Format and Punctuation:

1. Author. (last name, first name for first author)
2. Title of source. (in quotes, capitalize all important words in the title)

**Container 1**

3. Title of container, (in italics, capitalize all important words)
4. Other contributors, (precede each name with a description of the role)
5. Version, (use numeric value; abbreviate edition as ed.)
6. Numbers, (use numeric value; precede each number with a descriptor)
7. Publisher, (omit if the same as the author or container)
8. Publication date, (if a date is not available, add the date accessed at the end preceded by “Accessed”)

9. Location. (for URLs, omit http:// and https://; use a permalink if available)**

* Some web sources may have more than one container (see Scholarly Journal Article on the Web on page 8 for an example).
**Always include a URL for sources available on the web. The only time it is not required is if the sources has a DOI number.

**Web Source with an Author**

In-text citation: (Pagliery)

**Web Source without an Author**

In-text citation: ("Asthma")

**Web Source without a Date**
If a date is not provided, add the date accessed at the end preceded by the word Accessed.


In-text citation: ("American Music Abroad")
CITATIONS IN THE TEXT (IN-TEXT CITATIONS)

MLA style uses in-text citations to refer the reader to the specific item in the “Works Cited” list. MLA requires that the in-text citations be placed in parenthetical references within the body of a paper (following the specific part of the text to which they apply) if the citation information is not referenced in the text. To avoid interrupting the flow of the writing, parenthetical references should be placed where a pause would naturally occur and as near as possible to the material documented; in most cases this will be at the end of the sentence (place the parenthetical reference before the period).

To cite a specific book or article put the author’s last name in the parenthetical reference. If there is no author listed, use the title in quotes. Abbreviate the title if it is longer than a noun phrase. If the author’s name is used in the sentence, do not repeat it in the parenthetical reference.

To cite specific information, a direct quote, or give credit for something such as a fact, chart or graph, include the specific page number. When a source has no page numbers or any other kind of reference numbers, no number is given in the parenthetical reference.

Citing Specific Information or a Quote

The point has already been argued (Tanner 178-85).

The company stock rose 45% in one quarter (Smith and Jones 25).

Smith stated that he was “disgusted with the report” (49-53).

Citing Specific Information or a Quote without an Author

Abbreviate the title if it is longer than a noun phrase. The abbreviated title should begin with the work by which the title is alphabetized. If the title begins with a noun phrase, shorten it to the noun phrase. If the title does not begin with a noun phrase, cite the first word if it is enough to direct the reader to the correct information.

Jeffrey started to walk at the age of five (“Childhood Stories” 345).

The items are discounted to $3.00 each, if five or more are purchased (“Can”).
Citing Specific Information or a Quote without Page Numbers

When a source has no page numbers or any other kind of reference numbers, no number is given in the parenthetical reference.

The company stock rose 45% in one quarter (Smith and Jones).

Smith and Jones reported that the company stock rose 45% this quarter.

Citing an Indirect Source

Tom Smith admitted that Edmund Johnson was an “extraordinary man” (quoted in Jones 16).

Citing Specific Information or a Quote from Video or Audio

Cite the relevant time or range of times. Give numbers in the hours, minutes, and seconds, as displayed in your media player. Separate the numbers with colons.

Jones was known around the office as “Mr. Happy” (“Work” 01:12:02-09).

WORKS CITED PAGE (BIBLIOGRAPHY)

All sources cited in a paper are listed on a separate page with the heading Works Cited.

Do not make the title bold or underline it; the font size and style should match the rest of the document.

The Works Cited page follows the last page of the paper and should be numbered. Each source is listed alphabetically by the last name of the author or editor, or by the first word of the title if there is no author or editor. (Disregard articles “A”, “An” and “The”. ) If there are two or more items by the same author, put them in order alphabetically by title. Use three dashes (---) to replace the author’s name on all entries following the first. Entries are double-spaced. The first line of each entry is not indented, but the rest of the entry is indented a half inch (this is called a hanging indentation).

A sample Works Cited page is provided on the next page.
Works Cited


"Asthma: Treatment and Drugs." MayoClinic.com, Mayo Foundation for Medical Education and Research, 31 May 2008,
www.mayoclinic.com/health/asthma/DS00021/DSECTION=treatments-and-drugs.

"Charlie Bit My Finger -- Again!" YouTube, uploaded by HDCYT, 22 May 2007,
www.youtube.com/watch?v=_OBlgSz8sSM.


