MLA Citation Guide

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Research papers always contain information compiled from other sources. When you write a research paper, you must *cite the sources* of your information. In other words, you must give proper credit to the original authors of the information and let your readers know how to find the information for themselves. There are many different ways to cite the sources of our information, but this guide is based on the *MLA Style* (Modern Language Association Style). It is designed to help you learn to use MLA citation properly.

Before you start your research, you may want to print copies of the Citation Data Form from http://andyspinks.com/mla/ and use them to collect the bibliographic information for each of your sources.

There are three main parts to MLA citation:

1. **The Information Itself** (quoting and paraphrasing properly)
2. **The In-Text Citation** (giving the source of each bit of information)
3. **The "Works Cited" Page** (creating a list of the sources you used)

Make sure to read the information at the beginning of all three sections before you begin.

Part 1: The Information Itself

All research papers contain information from other sources. When you use information that has been previously published by someone else, it is important that you avoid *plagiarism* – presenting someone else's ideas as your own. (Plagiarism is not just cheating; it is also stealing.) There are two ways that you can include other people's ideas and words in your paper without plagiarizing: *paraphrasing* and *quotation*.

Paraphrasing

You can include someone else's ideas in your paper by putting those ideas into your own words. This is called *paraphrasing*. Here are a few things to remember when paraphrasing:

- You *must* cite the source of the paraphrased information with in-text citation (see Part 2) and list the source on your Works Cited page (see Part 3).
- You must restate the information using your own words *and your own sentences*. You should not use the same sentence structure as the original author.
- Your writing should combine information from different sources. Try not to paraphrase more than one or two sentences in a row from the same source.

Original Encyclopedia Text	Paraphrase
The industrial revolution began in Great Britain for several reasons. The country had large deposits of coal and iron, the two natural resources on which early industrialization largely depended. Other industrial raw materials came from Great Britain's Colonies.	The abundance of natural resources in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Quotation

You can also use someone else's exact words in your paper; you just have to clearly indicate that the words are a quote and give proper credit to the original author. This is very useful when the original author has phrased the idea in a powerful, clever, or unique way. If the quoted text is four lines or less, you should put it in quotation marks and include it in line with the rest of your paper. If the quoted text is more than four lines, you should put it in a separate paragraph (without quotation marks) and indent it by one inch. Either way, you should introduce the quote and make sure to explain how the information relates to your paper.

Short Quotes (Up to Four Lines)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Long Quotes (More than Four Lines)

One critic adeptly summarized the mainstreaming of the punk genre:

> For punk rock, the 1990s were a watershed and a nightmare. The mainstream commercial success in that decade of bands like Green Day, Rancid, and Blink 182 was unprecedented for a genre that survived the Reagan-Bush era on $3 concerts, indie labels, and the relatively limited broadcast range of college radio. (Matula 19)

This commercialization was simultaneously the rise and fall of punk.

Part 2: The In-Text Citation

When you include information from other sources in your paper, you must include a *citation* that tells where the information came from (regardless of whether you quoted it or paraphrased it). At one time, MLA Style required that these citations be listed as footnotes at the bottom of the page. Now you can just insert a shortened citation immediately after the information you have quoted or paraphrased. (Since the citations appear in the text of your paper, they are called "in-text" citations. Since they are enclosed in parentheses, they are sometimes called "parenthetical" citations.)

The citation should direct the reader to that source's entry on the Works Cited page of your report. For print sources, you normally only need to include the *Author* and *Page Number* in your citation. For multi-volume works like encyclopedias, include the *Author*, *Volume Number*, and *Page Number* (with a colon separating the volume and page). For internet sites and other sources without specific page numbers, just include the *Author* . If the author is not given, use the first few words of the title (in quotes).

Book or Signed Article

Encouraged by the government, tourism is one of the largest industries in Greece (Arnold 45-46).

Book or Signed Article (Author Mentioned in Text)

Arnold states that tourism, encouraged by the government, is one of Greece's largest industries (45-46).

Book or Signed Article (Two Authors)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Article in a Multi-Volume Reference Book

The abundance of natural resource in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Article in a Multi-Volume Reference Book (No Author)

Globally, no other infectious disease kills more people than tuberculosis ("Tuberculosis" 3:875).

Internet or Database Source (No Page Numbers)

Hinduism and its mythology are a mixture, resulting from centuries of cross-cultural integration (Naylor).

Internet or Database Source (No Author or Page Numbers)

The area of the retina where the optic nerves leave the eye contains no rods or cones, resulting in a blind spot ("The Retina").

Part 3: The "Works Cited" Page

The final part of MLA citation is a list of the *Works Cited*. Some people refer to this as a "bibliography," but the correct MLA term is actually "Works Cited." The list includes all of the sources cited in the text of the paper (see Part 2: The In-Text Citation), and it should not include any sources that are not cited in your paper.

Creating a Works Cited page is easy: Begin by creating a new document or inserting a "page break" at the end of your report. At the top of the new page, type the words "Works Cited" and center them. Below this title, type a list of the sources you referred to in your report. For correct MLA style, you should type each source in its own separate paragraph, each one formatted with a ½ inch hanging indent. (A "hanging indent" means that the first line of each list entry starts at the left margin, but all other lines are indented.) Also, your list should be double-spaced, but with no extra spaces in between. Finally, make sure to keep the list in alphabetical order. (Check the help file of your word processor for more information on page breaks, centering, hanging indents, and double-spacing.)

Use the examples below to determine what information to include in each and how to format it.)

Book

Author. <u>Title of Book</u>. City of Publication: Publisher, Year.

Arnold, Francis. <u>Greece</u>. Austin: Steck-Vaughn, 1992.

Bernadac, Marie-Laure, and Paule Bouchet. <u>Picasso: Master of the New Idea</u>. New York: Abrams, 1993.

Article in a Reference Book or Edited Collection

Author. "Title of Article." <u>Title of Book</u>. Editor. Volume. City of Publication: Publisher, Year.

Bewley, Marius. "The True Heir of the American Dream." <u>Readings on The Great Gatsby</u>. Ed. Katie de Koster. San Diego: Greenhaven, 1998.

Lampard, Eric Edwin. "Industrial Revolution." <u>World Book Encyclopedia</u>. Vol. 10. Chicago: World Book, 2000.

"Tuberculosis." <u>Human Diseases and Conditions</u>. Ed. Neil Izenberg. Vol. 3. New York: Scribner's, 2000.

Magazine or Newspaper Article (Print)

Author. "Title of Article." <u>Magazine or Newspaper</u>. Date: Pages.

Laman, Tim. "Wild Gliders: The Creatures of Borneo's Rain Forest Go Airborne." <u>National Geographic</u>. Oct. 2000: 68-85.

Academic Journal Article (Print)

Author. "Title of Article." <u>Journal Title</u> Volume.Issue (Year): Pages.

Matula, Theodore. "Pow! to the People: The Make-Up's Reorganization of Punk Rhetoric." <u>Popular Music & Society</u> 30.1 (2007): 19-38.

If the issue number is not listed, just omit it (and the period before it).

Song or Sound Recording (from a CD)

Performer. "Song Title." Songwriter. <u>Album Title</u>. Publisher, Year.

The Wailers. "Get Up, Stand Up." By Bob Marley and Peter Tosh. <u>Burnin'</u>. Island, 1973.

Video or Movie (on DVD or Videocassette)

<u>Title</u>. Director. Medium. Distributor, Year of Release.

<u>I Know I'm Not Alone</u>. Dir. Michael Franti. DVD. Stay Human, 2006.

Tip: If you are unsure how to quote, paraphrase, or cite a source, don't be afraid to ask your teacher, librarian, or media specialist!

Internet Source (Not from a Subscription Database)

Web sites can be difficult to cite. Include as much of the information as you can find, and omit the rest. (However, if the page does not list an author, date, or publisher, it is probably not a good research source!) If the URL extends to the next line, break it after a slash.

Web Page

Author. "Title of Page." <u>Title of Web Site</u>. Date of Publication. Institution or Publisher. Date of Access <Complete Internet Address>.

Naylor, Stephen T. "Hindu Mythology." <u>Encyclopedia Mythica</u>. 10 April 2001. 16 Feb. 2006 <http://www.pantheon.org/articles/h/ hindu_mythology.html>.

"The Retina." <u>Neuroscience for Kids</u>. 9 Feb. 2006. University of Washington. 16 Feb. 2006 <http://faculty.washington.edu/ chudler/retina.html>.

Photograph, Illustration, or Image

Artist. <u>Image Title</u>. Date of Publication. Collection or Institution, City. Date of access <Complete Internet Address>.

Finster, Howard. <u>What Is the Soul of Man</u>. 1976. High Museum of Art, Atlanta. 7 Oct. 2007. <http://www.high.org/resources/ images/collection/213=w/2000_202_web.jpg>.

Article or eBook from an Online Subscription Database

For a database article, simply use the normal citation for a similar print source (or as much of it as you can find), then add the following items:
– Name of the database (<u>underlined</u>).
– Name of the database service or publisher (if known).
– Name of the library or library system and if needed, the location.
– Date you accessed the article (day mo. year)
– Internet address* in <angle brackets>.
*If the database provides a short URL directly to the article, use it. If not, use the URL for the database search page. If the article URL is too long and the database URL is unclear or unknown, you may omit the internet address.

Encyclopedia Article from Grolier Online

Rickards, Joseph. "Photorealism." <u>Encyclopedia Americana</u>. 2007. <u>Grolier Online</u>. McEachern High School Lib., Powder Springs, GA. 3 May 2007 <http://go.grolier.com>.

Encyclopedia Article from World Book Online Reference Center

Wertheim, Albert. "Globe Theatre." <u>World Book Encyclopedia</u>. 2007. <u>World Book Online Reference Center</u>. Kennesaw Mountain High School Lib., Kennesaw, GA. 30 Sep. 2007 <http://www.worldbookonline.com/wb/Article?id=ar226380 >.

Article from GALILEO (Georgia's online library)

Fricke, David. "Clapton's Guitar Summit." <u>Rolling Stone</u>. 23 Aug. 2007: 49-52. <u>MASTERFile Premier</u>. EBSCOhost. GALILEO. Sprayberry High School Lib., Marietta, GA. 8 Feb. 2008 <http:// www.galileo.usg.edu/>.

Encyclopedia Article from eLibrary (no author)

"Ford Motor Company." <u>Hutchinson Unabridged Encyclopedia</u>. Helicon. 2005. <u>eLibrary</u>. Floyd Middle School Lib., Mableton, GA. 30 Sep 2007 <http://elibrary.bigchalk.com>.

Reference Article from Gale (no usable URL)

Henningfeld, Diane. "Overview of The Bluest Eye." <u>EXPLORING Novels</u>. Detroit: Gale, 2003. <u>Discovering Collection</u>. Thomson Gale. Pope High School Lib., Marietta, GA. 1 Oct. 2007.

netLibrary eBook

Katz, Mark. <u>Capturing Sound: How Technology Has Changed Music</u>. Berkley: U of California P, 2004. <u>netLibrary</u>. OCLC. Wheeler High School Lib., Marietta, GA. 15 Feb. 2006 <http://www.netlibrary.com/>.