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This is a Quick Guide to MLA citations and references.

- It contains information on the basic formatting elements for MLA Style papers
- It contains sample in-text citations and references entries for the resources most commonly used by students.

If your Instructor gives specific instructions for format or citations, follow his or her guidelines.

The Oxford English Dictionary or the Merriam-Webster’s Collegiate Dictionary are the standard spelling references for MLA journals and books.

**Capitalisation:**
- The first word of the title and any word 4-letters or longer is capitalised.
- The first word after a dash or colon in the title is also capitalised.
- If there is an edition number, include that information.
- The word “edition” is abbreviated.
  - E.g.: 2nd ed.
  - If the edition number also includes a description, include that information.

**Pagination:**
- MLA requires page numbers for ALL in-text citation when they are available.
- When using articles from online data-bases, we recommend using the pdf version because they have page numbers.
- Websites do not have page numbers; do NOT create page numbers for web articles.
- For sources that typically are expected to have page numbers, but don’t, use the abbreviation n.pag.

**Paper Formatting**
- Use an easy to read typeface in 12 point font size.
- Paper should be “Letter” (8.5”x11”), NOT A4
  - Margins should be set at 1 inch (2.54 cm) on all sides.
- Paragraphs should be indented .5 inches (1.27 cm).
  - To set this on MS Word, click on paragraph settings
    - Under “special”, select ‘first line’ and set the indent for .5 inches (1.27 cm).
- **NOTE:** Everything is double spaced!
  - Leave only one space after periods or other punctuation marks.

**Running Head:**
- This appears at the top of every page
- There is no title page unless your instructor asks you for one.
- Under the ‘Insert’ tab in MS word, select “header”.
  - In the top, right margin, insert the page number, type your last name (see below)
Page One Formatting:
- Page one must have the running head, like all pages in your essay.
  - In the left corner below the page header, above the title of your essay, type:
    - Your name
    - Your instructor’s name
    - The name of your course
    - The date you hand in your paper
  - Centre your title directly above your essay

Page One Example:

Running Head: YOUR FAMILY NAME_PAGE#

John Wong
Prof. Garrett Peck
English 101
25 July 2014

Morality in the Harry Potter Series

To most young readers the fantastic tales of Harry Potter and his friends are about witches, wizards and magic, but the book series is really an extended morality tale – a classic battle between good and evil. On one side you have Harry ...

WHAT TO CITE

- You must include citations for:
  - Specific words — these should be in “quotation marks”.
  - Summarizing or paraphrasing the ideas of another writer in your own words
  - General ideas, concepts, or a particular line of argument, of another writer.

WHERE TO CITE

- You must put your citations in two places in your paper:
  - First, cite your source in the body of your essay.
    - This is called an ‘in-text citation’
  - Second, all of your sources are listed alphabetically, according to the authors’ last names, in the Works Cited list at the end of your paper.
Figures are graphs, charts, diagrams, illustrations or photographs.

Tables present data in rows and columns.

- They must be referred to in the body of your essay.
- Tables and figures should be placed near the paragraph in which they are mentioned.
  - Generally speaking, if you provide source information with all of your figures and tables, you do not need to also cite them on the Works Cited page.
- All entries must be numbered in order, with separate numbers for tables and figures. (Table 1, 2, 3 etc., Figure 1, 2, 3 etc.)
  - When referring to tables and figures in your essay, use these numbers.

  **Example:**

  Despite the benefits of having an academic alert removed from their student records, the number of students taking the remediation workshop has declined during the past two school terms (see table 1).

  **Note:** the word ‘table’ is *not capitalised* in the in-text citation.

Source information:

- The titles of Tables are capitalised and placed above the table, flush to the left margin.
  - MLA does not specify how figures should be entitled, but follow general MLA formatting for the information posted in connection with your figures.
- Sources for figures and tables are listed in the following way:
  - Author names are in **First_Name—Last_Name** format.
    - i.e., they are NOT inverted
  - Commas are substituted for periods, except for the period at the end of the entry.

**Table 1: Remediation Workshop Summary 2013-2014**

<table>
<thead>
<tr>
<th>School Term</th>
<th>Students Referred</th>
<th>Remediation Completed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>20</td>
<td>14</td>
<td>70%</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>18</td>
<td>13</td>
<td>72%</td>
</tr>
<tr>
<td>Winter 2014</td>
<td>26</td>
<td>15</td>
<td>54%</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>32</td>
<td>18</td>
<td>56%</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>13</td>
<td>7</td>
<td>54%</td>
</tr>
</tbody>
</table>

Source: *WLC Mid-Year Report, June 2014.*
Alexander College Writing & Learning Centre, Vancouver, BC.

Figure 1. Lindsey bat Joseph
Source: Angharad Williams, Aug. 2009.
Basic Format for an In-Text Citation:

- In-text citations appear in the body of your essay, inside brackets, before the period at the end of the sentence.
- The basic format is (author’s LAST name, page #).
  - Use this format for direct quotes, paraphrases and summaries, from all sources.
- The first time you cite a source list the author’s last name and the page number in the bracket.
  - For consecutive citations, you only need to cite the page number.

One Author: In-text

The author’s last name and the page number(s) are placed in a bracket at the end of your quote, paraphrase or summary. E.g.: (Gilbert 133).

Two Authors: in-text

Both names must appear in the in-text citation every time that source is cited.

E.g.: (Groarke and Tindale 33).

Three + Authors: in-text

Cite the first author’s name in the brackets followed by ‘et al.’ and then the page number(s)

E.g.: (Belch et al. 99).

Example:

Despite the fact that she has been practicing her yoga mantra for more than two years she says it does not successfully guide her into meditation (Gilbert 133). No matter how often she tries, she complains that her mantra “doesn’t sit comfortably in my head”; it “gets stuck in my throat” (133).

Block quotations are direct quotations of more than three lines.

- They are also used when quoting dialogue from plays.
  - Start the quote on a new line, indented ½ inch (1.27 cm) from the left margin
    - Omit the quotation marks
    - The in-text citation follows the final period of the paragraph.
    - Like the body of your essay, extended or block quotes are also double-spaced

Example:

It is the consistency between our values and principles that makes for what he calls ‘effective living’:

The more closely our maps or paradigms are aligned with these principles or natural laws, the more accurate and functional they will be. Correct maps will infinitely impact our personal and interpersonal effectiveness far more than any amount of effort expended on changing our attitudes or behaviors. (Covey 35)
INDIRECT SOURCES

- Sometimes you may quote an author who is quoting someone else.
- We call this an “indirect citation.”
- When using an indirect citation in your essays,
  - Cite **YOUR SOURCE ONLY** in-text.
    - In-text, cite the material using “qtd. in” and **your source**
  - Cite **YOUR SOURCE ONLY** on your Works Cited page.

In-text Citation:
François Olivier said, “The higher the monkey climbs, the more he shows his ass” (qtd. in Saul 2).

WORKS CITED – THE BASICS

- The Works Cited list is the complete list of all the sources used in your paper.
  - It is placed on separate pages at the end of the paper.
- Centre the title (Work Cited, for 1 source; Works Cited for more than 1) at the top of the first page after the end of your essay.
- **Double-space** all entries on the Works Cited page.
  - Entries should have a **hanging indent** of .5 inches (1.27 cm).
- Sources are listed in alphabetical order by the author’s last (family) name.
  - **ONLY the name of the first author for any work is inverted** (last_name, first_name)
    - Example: Smith, John.
- **For any material accessed online**
  - Include the stable URL OR the DOI (Digital Object Identifier) and the date you accessed the material.

One Author: Works Cited entry
Invert the author’s name in the Works Cited entry. **E.g.**: Irving, John.

Two Authors: Works Cited
Only the first author’s name is inverted. **E.g.**: Groarke, Leo A. and Christopher W. Tindale.

Three + Authors: Works Cited
Invert the first author’s name followed by et al. **E.g.**: Belch, George E. et al.

BEFORE YOU BEGIN!!!

1. WHAT TYPE OF SOURCE YOU ARE CITING?
2. Who is the author or authors?
   a. Distinguish **LAST NAMES** (family names) from first names.
3. When was it published?
   Once you’ve answered these questions, look up how to cite your source in the Table of Contents for this Guide (page 1)
Print Sources

NOTE: articles from online data-bases or pdf documents you download and print are NOT considered “print sources.” For information on how to cite these sources, please turn to page

In Works Cited:
Titles of Books are italicised.
For any book, include relevant edition information:
• Abbreviate ‘edition’ – ed.
• Abbreviate ‘revised’ – rev.
• Canadian may be abbreviated to Cdn.

Books: Written by 1 or more Authors

In-text Citation:

(Covey 35).
1 author

(Groarke and Tindale 33).
2 authors

(Belch et al. 99).
3+ authors:

Works Cited: Books are listed here in alphabetical order, according to the 1st authors’ last names


Covey, S.R. The Seven Habits of Highly Effective People: Restoring the Character Ethic.


BOOKS: NO AUTHOR (ANONYMOUS)
Books that list “Anonymous” as the author are identified by their title in-text and in the Works Cited list.

In-text Citation: (Go Ask Alice 6).
Classic works are often republished due to their popularity without undergoing any kind of revisions.

- For books originally published at an earlier date that have been republished at a more recent date, insert the original publication date after the title, before the publication information of the newer edition.

In-text Citation: (Fitzgerald 95)

Works Cited:


An anthology is a collection of stories, articles, plays, poems etc. by different authors.

- Usually an anthology has an editor or editors.

- **Cite the author(s) of the article.**

  - In-text citations for selections from anthologies follow the same rules for 1, 2, and 3 or more authors.
  - In Works Cited, the titles of articles are placed inside "quotation marks".
  - The *Title of the Anthology* is italicised.

    - The editor or editors, names not inverted, are listed in the Works Cited after the title of the anthology.
      - List the full page range of the selection from the anthology.

In-text Citation: (Sharp 195)

Works Cited:

Sometimes a book will be published by a government department or by an organisation.

- When published by a publishing company, use the name of the agency, organisation, or government department as the author.

If the publication is written and published by the same organisation, begin the Works Cited entry with the title of the publication and list it as the publisher only.

In-text Citations:

**When an organisation is the author only:** (Educational Testing Service 37).

**When an organisation writes and publishes:** (Profiling 40).

Works Cited:


**PRINT NEWSPAPERS, JOURNALS AND MAGAZINES**

Titles of Journals, Magazines and Newspapers are *italicised*.

Titles of articles in print or online newspapers, magazines and journals are placed inside “quotation marks”.

- In-text citations: author’s last name and page #
- In Works Cited, include the full page range of the article.
  - Consecutive pages are separated by a hyphen: 68-70
  - Non-consecutive page numbers are separated by a comma: A1, A4.

In-text Citation: (Teitel 68). (Hutchinson A1).

Works Cited:


EDITORIAL IN A PRINT NEWSPAPER OR MAGAZINES

In-text Citation: (“Editorial: Australia’s Ranked” 5). (“Shortened title of the article”_page#).

Works Cited:


CLASS NOTES

If you are citing a class lecture, it is recommended to describe the source in the text of your essay.

• In Works Cited, include the title of the lecture, in quotation marks, before the course name.
  • If there is no title, do not invent one.
  • For all class lectures, include:
    • The course name and number
    • The name and location of the institution
    • The date of the lecture,
    • "Lecture" at the end of the entry.

In-text Citation:

In a lecture for his English 101 class, Garrett Peck explained … (Peck)

Works Cited:


Institution, Location. Date. Lecture.


ONLINE RESOURCES

We recommend using the Alexander College Library databases to access online materials.

- **Google Scholar** and **INSTRUCTOR APPROVED WEBSITES** should be your next online sources for material.
  - Cite material from Google Scholar as articles from an online Database.

**ARTICLE FROM ONLINE DATABASE**

- Cite the author or authors’ last name(s) and the page number in-text.
- Titles of articles are placed inside “quotation marks”.
- Titles of Journals and Databases are **italicised**
  - Volume and issue numbers must be included. E.g.: vol. 145, no.3
- Include the full URL(minus the “http”) or doi for the article (E.g.: doi:10.1007/s10940-013-9209-y)

**In-text Citation:** (Barbuzzi 19)

**Works Cited:**


**ARTICLE FROM ONLINE NEWSPAPER OR MAGAZINE**

- Online articles don’t usually have page numbers; use the author’s name in the in-text citation.
  
  **In-text Citation:** (Teitel).

**Works Cited:**

EDITORIAL FROM ONLINE NEWSPAPER OR MAGAZINE

In-text Citation: (“City Created”).

(“Shortened title of the article”).

Works Cited:

“City Created its own Pot Problem.” Vancouver Sun, 3 Jun. 2016,

E-BOOKS

- Others are produced in a pdf format that has set page numbers.
  - If page numbers are provided and unchangeable, then use those page numbers
  - If the text of your e-book changes according to text size, or the type of device you are reading on, then provide additional information to guide readers to your sources instead of citing page numbers.
    - Use ‘para.’ If you have numbered paragraphs
    - Use the abbreviation ‘ch.’ for chapter if you are citing chapter numbers
    - If no pagination or any additional divisions such as chapters, or labelled paragraphs are provided, then use n.pag. for “no pagination”.

In-text Citation: (Gaiman and Pratchett ch. 6)

(Author1 [name inverted] and Author2 [name not inverted].

Title.

Publisher, year.


ARTICLES FROM WEBSITES

- Use the author’s last name, if there is an author listed
- If no author is listed, use the title of the section of the website or the article on the website.
  - The title may be shortened if necessary.
- For date, use the date of the “last update” or “last revision”
  - If no date is listed, use “n.d.” in the Work Cited entry
Do not use “n.pag.” for website articles

- If a document is available as a pdf, use the pagination provided in the document.
- Include the name of the website sponsor or publisher.

Example: We searched www.asc-csa.gc.ca for information about the International Space Station.

- The information was found under the tab “Activities” then “International Space Station”
- Under the ISS tab, we found an article on how Canadian space technology is helping women with breast cancer.
- There is no author listed.

In-text Citation: (“Robots”).

Works Cited: “Full Article Title”.


ONLINE DICTIONARY OR ENCYCLOPEDIA

Cite the name of the entry in quotation marks in-text and in Works Cited.

Example, we looked up the word ‘obstreperous’ in the dictionary:

In-text Citation: (“Obstreperous”).

Works Cited:

(“Entry Name”).

Dictionary Name, Date, URL or DOI.

In-text Citations:

- Cite the name of the film or TV show and the relevant time range, if applicable.
  - Long titles may be shortened in the in-text citation.
  - Time is expressed in hours, minutes and seconds, separated by colons
    - E.g. a scene at one hour, 15 minutes and 37 seconds into a movie or TV show would be cited like this: *(Wanted 01:15:37).*
    - For a scene spanning several seconds: *(Wanted 01:15:37-45)*

Works Cited:

- **Cite the complete work**, not just the scenes you have noted in your essay.
  - The complete title must be listed in Works Cited.
- Works Cited listings will vary depending on the source and the focus of your discussion.
  - If your analysis covers more than one element of a movie or TV show, we recommend using the title of the work first, then listing key contributors.
    - **Check with your instructor to see what he/she prefers**
  - If your analysis is focused on just one aspect of the movie or TV show, then begin with the name of that key contributor.
  - Key contributors may include:
    - The director and writer
    - Main performers or a specific performer
    - Artistic or technical experts, depending on the focus of your discussion.
- **Works Cited Dates**:
  - Include the date of original theatrical release and the year the film/TV show went to Blu-Ray, DVD, or internet streaming.

Film viewed in Theatre – general commentary

In-text Citation: *(general commentary)*

This is a dynamic portrait of a complex man that gives viewers a “backstage peak” into Steve Jobs’ life, personality and relationships as the Apple founder prepares to launch three major products that will become icons of Apple’s technological innovation *(Steve Jobs)*.

Works Cited:

*Film Title.*

*Key contributors [names not inverted]*,

*Studio, release date.*

*(Film Title).*

In-text Citation:
Jobs and Lisa’s mother continue to argue about his denial of paternity and financial responsibility, but his tone changes when he sees what Lisa has created using the “Mac Paint” program. Job’s tone changes, he capitulates, telling Lisa’s mother, “I’ll put some money in your account. You can buy a new house near a decent school” (Steve Jobs 00:22:29).

Works Cited:

Downloads From LEGAL Streaming Sites
You may NOT use movies downloaded from illegal sites such as Pirate Bay, MEGA Movies, etc. Even if you cite them correctly, it will result in an Academic Alert.

TV SERIES
In-text Citation:
Set one hundred years after the iconic voyages of Captain Kirk and Mr. Spock, the Enterprise 1701-D explores a much more crowded galaxy with a more alien races among the crew than the original series (Star Trek: The Next Generation).
In-text Citation:
After glimpsing a monster in a window in one of Vincent Van Gogh’s paintings, the Doctor and Amy travel back in time to 19th century Provence, France during the last months of the famous artist’s life (“Vincent”).

In-text Citation:
Just after their arrival in 19th century Provence, as the Doctor and Amy search for Vincent Van Gogh, we see the first of several famous Van Gogh paintings come to life, the Café Terrace (“Vincent” 00:4:15-25). Later in the episode, Van Gogh guides them through his vision of the world as the night sky is transformed into the Starry Night painting (00:33:55-34:55).

Works Cited: For TV Episodes on DVD:

Works Cited: For an episode of a series, Live Broadcast:
**CITING PLAYS**

### PRINT COPIES OF PLAYS

- If it is a stand-alone copy of a play, then cite it in-text and in Works Cited by the author(s) the same way you cite a book. (See pages 7-8).
- If the play is part of a collection (anthology), then then cite it in-text and in Works Cited using the same citation style for an anthology. (See page 9).

### LIVE PERFORMANCES OF PLAYS

When it’s a live performance, the emphasis is on the DIRECTOR of the production, not the author of the play.

- There is no in-text citation for live performances.
- Refer to the performance in the body of your essay, noting both author and the director.

**Example:**

This Shakespearean play is traditionally set in fifteenth century England or the Elizabthan era (16th century), but in director Johanna Wright’s interpretation of this classic comedy, *The Merry Wives of Windsor* is set in 1968 in Windsor, Ontario.

**Works Cited:**

<table>
<thead>
<tr>
<th>Director’s name, [inverted] director</th>
<th>Title of the Play</th>
<th>Major Performers [names not inverted], Production Company, Location, Performance Date</th>
</tr>
</thead>
</table>

On the following pages is a sample Works Cited list. Notice they are now in alphabetical order according to the authors’ last names or the title of the source when no author is listed. Note that each entry is double-spaced and has a hanging indent of 0.5” (1.27 cm).
Works Cited


“City Created its own Pot Problem.” Vancouver Sun, 3 Jun. 2016, 


Wright, Johanna, director. *The Merry Wives of Windsor,* performances by Katey Wright, Amber Lewis, and Ashley Wright, Bard on the Beach Shakespeare Festival, 22 July 2016. Live Performance.