

MLA 8.0 Style Guide

Writing & Learning Centre 2020



Alexander College

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Welcome to MLA

This is a Quick Guide to MLA Style citations.

- It contains sample in-text citations and references entries for the resources **most commonly used** by students.
- For sources not covered here, please refer to the MLA Citations Workshop on Canvas.

*If your Instructor gives specific instructions for format or citations, **follow their guidelines.***

Academic Integrity

Citations are **mandatory** for all academic papers and presentations. Whenever you use outside information in your writing, you must show where it came from with citations!

Using citations will help you:

- Avoid plagiarism and Academic Alerts
- Acknowledge the efforts of the original author
- Prove your arguments are credible and can be backed up with reliable research
- Show your readers the source information so they can check your resources

*If you have any questions about citations or academic integrity, come visit the **Writing & Learning Centre.***

Paper Formatting

First Page:

- Your name, your instructor's name, course information, and date in upper left-hand corner
- Centre the title, but don't bold it. It should be the same size as the rest of your paper

Body of the paper:

- Letter size paper
- 1 inch (2.54cm) margins on all sides
- Indent the first line of each paragraph by 0.5 inches (1.27cm)
- 12 pt. font and double-spaced
- Last name and page number in upper right corner of page header

For extra support when formatting your paper, check out the Canvas Software Skills Course:
<https://canvas.alexandercollege.ca/courses/349/pages/mla>

**FORMATTING
EXAMPLE:**

Smith 1

Joe Smith

Prof. Jane Jones

ENGL 100

12 Mar. 2019

Propaganda: The Addiction that Kills

Propaganda is ideology or biased information spread to the public through repetition. Often misleading or inconsistent with the truth, propaganda can be used by the government or by other groups to affect the recipients' attitudes of political events and manipulate their actions. The damage can be extensive, precisely because of how wide-reaching the message can be. In the case of the Mexican drug wars, the consequences of the cartel propaganda are far more damning than the legal drugs themselves as seen in a number of factors.

In the article "Propaganda in Mexico's Drug Wars", author America Y. Guevara expressed that since 2006, the drug wars have been "claiming the lives of approximately 50,000 to 100,000 people" (Guevara 131). The cartel propaganda that has been embedded in Mainstream Mexico are partly to blame (132).

Where to Cite Your Sources

You must put your citations in *two places* in your paper:

- **In-text Citations** – In the body of your essay
 - In a bracket after every sentence where outside information is used
- **Works Cited** – End of your paper
 - Complete list of all your sources in alphabetical order on a separate page

In-text Citations – the Basics

When to Cite

You must include in-text citations for:

- Direct quotes – use quotation marks “ ” to show that those are the author's original words
- Paraphrases and summaries
- General ideas or concepts of another author
- Research data, statistics, or line of argument

What to Cite

To cite in-text, include a bracket at the end of a sentence with 2 pieces of information:

- Author's last name(s)
- Page number

Citing Authors' Names

According to number of authors, source type, and if it has page numbers or not:

	With Page Numbers	Without Page Number
1 Author	(Gilbert 133)	(Gilbert)
2 Authors	(Groake and Tindale 33)	(Groake and Tindale)
3+ Authors	(Belch et al. 99)	(Belch et al.)
No Author - Book	(<i>Go Ask Alice</i> 44) *Book titles should be <i>Italicized</i>	(<i>Go Ask Alice</i>)
No Author - Article	("Around" 37) *Shorten article title and put it in "quotation marks"	("Around")
Indirect Sources	(qtd. in Saul 2)	(qtd. in Saul)

Book with 2 Authors

The servant returned with a small, cast-iron teapot two diminutive round china cups. As she poured out the tea, Gideon took the opportunity to scrutinize her. She was indeed the old woman in the security video – he felt a kind of awe in her presence, thinking of the long and strange journey of discovery that had brought him to this place (Preston and Child 260).

Website article without an Author

Breast cancer is a disease that affects both men and women. The National Cancer Institute noted that by 2014, approximately 230,000 women and 2,200 men would be diagnosed with breast cancer and 18% of these patients would not survive ("Robots from Space").

Citing Movies In-text - Time Stamps

What to cite in-text:

- Title of movie in *italics* (*long titles may be shortened in-text)
- Timestamp

What is a timestamp?

- Time of a specific scene expressed in hours, minutes and seconds - HH:MM:SS
 - e.g. 01:15:37 means the scene starts at 1 hour, 15 minutes and 37 seconds
- If a specific scene spans several minutes, use HH:MM:SS-HH:MM:SS
 - e.g. 01:15:37-01:17:45

When to use a timestamp

- When you refer to specific scenes in the movie

When not to use a timestamp

- When you summarize
- When you make general comments about the movie

Example

Although Hayao Miyazaki's animation, *Spirited Away*, is generally considered to be a fast-paced action movie, it is often punctuated by moments of quiet (*Spirited Away*). The famed train scene when Chihiro sets off to look for Zeniba, is regarded as the best example of a moment of contemplative quiet where nothing is happening (*Spirited Away* 01:35:15-01:38:48).

Consecutive Citations: Using the Same Source Multiple Times

- Consecutive citations mean you are citing the same source multiple times with no other sources being cited in between.
- The first time a source is cited, enter both the author's last name and the page number.
 - If the same reference is cited again, use only the page number.
 - If the page number is not available, use the author's last name again.

Example

In "A Pair of Tickets", author Amy Tan tells a story of a cultural and self-discovery of Jingmei, an American-born Chinese woman who returns to her mother's hometown to reunite with her lost sisters (Tan 285). Jingmei begins her journey looking at the busy city of

Guangzhou through the lens of a foreigner when she thinks that “OSHA [would] have a field day here” (278).

Indirect Citations

How to tell if it's an indirect citation:

- The author you are reading is referring to another author's work in-text

How to cite an indirect citation:

- Cite the author you are reading, NOT the one they are quoting.
- Use the words **qtd. in** (short for quoted in) to show that the author you read is quoting from a source they read.

Indirect Citation Example:

Author of the source that you read

Research/Person the author referred to

In Yohana Desta's article, J. K. Rowling gives her take on relationships, “gay or straight or whatever label we want to put on it, one never knows really what the other person is feeling .You can't know, you can believe you know.” (qtd. in Desta).

Cite the author you read

Works Cited – the Basics

The Works Cited is the complete list of **all the sources** used in your paper

- It is on a separate page at the end of your paper
 - Sources are organized in **alphabetical order**
- Centre the words **Works Cited** at the top of the page
- **Double-space** all entries on the Works Cited page
- Entries should have a **hanging indent** of 0.5 inches (1.27 cm).
 - Set up the hanging indent using “paragraph settings” on the home tab or page layout tab in MS Word.
- If there is no author identified, use the title.
 - When the title of a work begins with an article (A, An, The) use the first significant word to determine its place in the list.
 - E.g. the film, *The Hunger Games* would be listed under 'H'.
- Dates are written in the order of day, month, year and months are abbreviated using the first 3 letters. E.g. 24 Sep. 2020

Authors' Names in Works Cited		
	Authors' Names on Source	Authors' Names in Works Cited
One Author:	John Irving	Irving, John.
Two Authors:	Leo A. Groarke and Christopher W. Tindale.	Groarke, Leo A. and Christopher W. Tindale. (Only the first author's name is inverted)
Three + Authors:	Stanley J. Shapiro, Kenneth Wong, William D. Perreault, E. Jerome McCarthy	Shapiro, Stanley J., et al.
No Author:	Around the Mission (Article)	"Around the Mission."
	Go Ask Alice (Book)	<i>Go Ask Alice.</i>
	13 Smallest Animals in the World (YouTube video)	"13 Smallest Animals in the World."

Citing Online Sources

- Use the Alexander College Library databases first
- If you plan to use databases from other colleges, check with your instructor first
- For help with the databases, please consult one of our librarians
- Not all websites are credible. Before using a website for your research, check with your instructor first
- Check the date before using a website. The information may be outdated.
 - Include the date of the last revision (if available)
 - If there is no date, check with your instructor before using the website as the information may be outdated.
 - If there is no date, omit the "publication date" element from your entry.
- Use English-language sources ONLY
- **Use complete URLs (minus 'http://')** or DOIs when citing an online source
- When using a URL, remove the hyperlink to keep the font size and style consistent
- Use the date of the last revision (if available) as your publication date

Journal Article From Online Database

- Titles of articles are placed inside "quotation marks".
- Titles of Journals and Databases are *italicized*
- Volume and issue numbers must be included. E.g. vol. 145, no. 3

Works Cited Format	Author's last name, first name.	"Article Title."	<i>Journal Title</i> , vol. #, no. #,	
	Publication date,	pp. page range.	<i>Database name</i> ,	Stable URL.
	Accessed [your access date].			
Works Cited Example	Barbuzzi, Miranda. "Who Owns the Right to Die? An Argument About the Legal Status of Euthanasia and Assisted Suicide in Canada." <i>Penn Bioethics Journal</i> , vol. 10, no. 1, 2014, pp. 16-20. <i>Academic Search Complete</i> , search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9017902&site=eds-live&scope=site. Accessed 27 Oct. 2015.			

Article from a Website

Anyone can create a webpage and they can write whatever they want. Before you use a website for your research, make sure that it is a credible academic source.

How to tell if a website is a credible source

- Author with proper credentials (affiliation to reputable universities/professional organization)
- Date last updated
- Government/official website
- Sources consulted
- Domain name
 - .com, .org and .net can be bought and used by anyone
 - .edu is reserved only for colleges and universities
 - .gov are government websites
- Academic/professional writing style
- Professional site design

If you're not sure, check with your instructor to see if the sites are acceptable to use.

- For date, use the date of the "last update" or "last revision"
 - **If no date is listed, leave it blank** in the Works Cited entry
- Websites often do not have page numbers, leave it blank if this is the case
 - If a document is available as a pdf, use the pdf and cite page numbers as they appear in the pdf.
- Include the name of the website sponsor or publisher, if available.

Article from Online Website with an author

Works Cited Format	<table border="1"> <tr> <td>Author's last name, first name.</td> <td>"Article Title."</td> <td><i>Website Name</i>,</td> <td>Publisher,</td> </tr> <tr> <td>Publication date or last updated,</td> <td>Stable URL.</td> <td colspan="2">Accessed [your access date].</td> </tr> </table>	Author's last name, first name.	"Article Title."	<i>Website Name</i> ,	Publisher,	Publication date or last updated,	Stable URL.	Accessed [your access date].	
Author's last name, first name.	"Article Title."	<i>Website Name</i> ,	Publisher,						
Publication date or last updated,	Stable URL.	Accessed [your access date].							
Works Cited Example	<p>Chan, Anthony B. "Chinese Canadians." <i>The Canadian Encyclopedia</i>, Historical Canada, 22 May 2019,</p> <p>www.thecanadianencyclopedia.ca/en/article/chinese-canadians. Accessed 1 Aug. 2019.</p>								

Article from Online Website without an author

Works Cited Format	<table border="1"> <tr> <td>"Article Title."</td> <td><i>Website Name</i>,</td> <td>Publisher,</td> <td>Publication date or last updated,</td> </tr> <tr> <td>Stable URL.</td> <td colspan="3">Accessed [your access date].</td> </tr> </table>	"Article Title."	<i>Website Name</i> ,	Publisher,	Publication date or last updated,	Stable URL.	Accessed [your access date].		
"Article Title."	<i>Website Name</i> ,	Publisher,	Publication date or last updated,						
Stable URL.	Accessed [your access date].								
Works Cited Example	<p>"Robots From Space Lead to One-Stop Breast Cancer Diagnosis and Treatment."</p> <p><i>Canadian Space Agency</i>, Government of Canada, 27 Nov. 2015,</p> <p>www.asc-sa.gc.ca/eng/canadarm/irgdaor.asp. Accessed 13 Jun. 2016.</p>								

Online Newspaper & Magazine with an Author

- Online articles don't usually have page numbers; don't invent them.

Works Cited Format	<table border="1"> <tr> <td>Author's last name, first name.</td> <td>"Article Title."</td> <td><i>Magazine/Newspaper Title</i>,</td> </tr> <tr> <td>Publication date/latest update,</td> <td>Stable URL.</td> <td>Accessed [your access date].</td> </tr> </table>	Author's last name, first name.	"Article Title."	<i>Magazine/Newspaper Title</i> ,	Publication date/latest update,	Stable URL.	Accessed [your access date].
Author's last name, first name.	"Article Title."	<i>Magazine/Newspaper Title</i> ,					
Publication date/latest update,	Stable URL.	Accessed [your access date].					
Works Cited Example	<p>Teitel, Emma. "The Real World of Teenage Cyberbullying." <i>Maclean's</i>, 23 Oct. 2012, www.macleans.ca/society/life/bullied-to-death/. Accessed 1 Jun. 2016.</p>						

Online Newspaper & Magazine without an Author

- This is the format for any newspaper or magazine article that does not have an identified author.
 - Editorials commonly do not have an identified author.
 - The full-length title is used in the Works Cited.

Works Cited Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">“Article Title.”</td> <td style="width: 35%;"><i>Magazine/Newspaper Title,</i></td> <td style="width: 40%;">Publication date/latest update,</td> </tr> <tr> <td>Stable URL.</td> <td colspan="2">Accessed [your access date].</td> </tr> </table>	“Article Title.”	<i>Magazine/Newspaper Title,</i>	Publication date/latest update,	Stable URL.	Accessed [your access date].	
“Article Title.”	<i>Magazine/Newspaper Title,</i>	Publication date/latest update,					
Stable URL.	Accessed [your access date].						
Works Cited Example	<p>“City Created its Own Pot Problem.” <i>Vancouver Sun</i>, 3 Jun. 2016, vancouver.sun.com/opinion/editorials/editorial-city-created-its-own-pot-problem. Accessed 6 Jun. 2016.</p>						

E-Book

Works Cited Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Author’s last name, first name.</td> <td style="width: 25%;"><i>Title of E-Book.</i></td> <td style="width: 15%;">Publisher,</td> <td style="width: 35%;">Publication date.</td> </tr> <tr> <td><i>Website,</i></td> <td>Stable URL.</td> <td colspan="2">Accessed [your access date].</td> </tr> </table>	Author’s last name, first name.	<i>Title of E-Book.</i>	Publisher,	Publication date.	<i>Website,</i>	Stable URL.	Accessed [your access date].	
Author’s last name, first name.	<i>Title of E-Book.</i>	Publisher,	Publication date.						
<i>Website,</i>	Stable URL.	Accessed [your access date].							
Works Cited Example	<p>Gaiman, Neil and Terry Pratchett. <i>Good Omens</i>. Transworld, 2011. <i>Kobobooks.com</i>, www.kobo.com/ca/en/ebook/good-omens-1. Accessed 14 Mar. 2016.</p>								

Online Dictionary

- Cite the word you researched in quotation marks in-text and in Works Cited.

Works Cited Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">“The word you searched.”</td> <td style="width: 35%;"><i>Online Dictionary,</i></td> <td style="width: 40%;">Publication date or last updated,</td> </tr> <tr> <td>Stable URL.</td> <td colspan="2">Accessed [your access date].</td> </tr> </table>	“The word you searched.”	<i>Online Dictionary,</i>	Publication date or last updated,	Stable URL.	Accessed [your access date].	
“The word you searched.”	<i>Online Dictionary,</i>	Publication date or last updated,					
Stable URL.	Accessed [your access date].						
Works Cited Example	<p>“Obstreperous.” <i>Merriam-Webster Dictionary Online</i>, www.merriam-webster.com/dictionary/obstreperous. Accessed 21 Mar. 2016.</p>						

Citing Print Sources

- Titles of Books are *italicized*.
- Titles of Magazines and newspapers are *italicized*.
- For any book, include relevant edition information:

Abbreviation Rules	
Edition	ed.
Editor	ed.
Editors	eds.
Revised	rev.
Canadian	Cdn.

- Editors are mentioned in Works Cited.
- Page numbers only appear in Works Cited for anthologies, newspapers, magazines and journals.

NOTE: Articles from online databases or pdf documents you downloaded and printed are **NOT** considered print sources.

Book

- If there is more than one author, follow the guidelines on P. 6

Works Cited Format	<table border="1"> <tr> <td>Author's last name, first name.</td> <td><i>Book Title.</i></td> <td>Publisher,</td> <td>Year.</td> </tr> </table>	Author's last name, first name.	<i>Book Title.</i>	Publisher,	Year.
	Author's last name, first name.	<i>Book Title.</i>	Publisher,	Year.	
OR					
	<table border="1"> <tr> <td>1st Author's last name, first name and</td> <td>2nd Author's first name last name.</td> </tr> <tr> <td><i>Book Title.</i></td> <td>Publisher, Year.</td> </tr> </table>	1 st Author's last name, first name and	2 nd Author's first name last name.	<i>Book Title.</i>	Publisher, Year.
1 st Author's last name, first name and	2 nd Author's first name last name.				
<i>Book Title.</i>	Publisher, Year.				
Works Cited Example	<p>Groarke, Leo A. and Christopher W. Tindale. <i>Good Reasoning Matters!</i> 3rd ed. Oxford University Press Canada, 2004.</p>				

Anthology (Edited Collection)

How to tell if your source is an anthology:

- Thick printed book
- Contains articles/short stories by many different authors
- Editors' names on the cover
- Cite the editors in the Works Cited, after the title of the anthology, not inverted.
 - Titles of the article/short story is placed inside "quotation marks".

- Title of the Anthology is *italicized*.
- List the full page range of the selection from the anthology.

Works Cited Format	Author's last name, first name.	"Title of the Article/Short Story/Play."	<i>Anthology Title,</i>		
	edited by Editor's first name last name,	Publisher,	Year,	pp. page range.	
Works Cited Example	Sharp, Robert. "Nietzsche on the Cylon Uprising." <i>Introducing Philosophy Through Pop Culture</i> , edited by William Irwin and David Kyle Johnson, Wiley-Blackwell, 2010, pp. 194-203.				

Class Notes or Lecture

- Title of the lecture, in "quotation marks."
 - If there is no title, **do not** invent one.
- The course name and number
- The name and location of the institution. For online lectures, use "Online" as the location.
- The date of the lecture, followed by the word, "Lecture"

Works Cited Format	Instructor's last name, first name.	"Lecture Title [if applicable]."	<i>Course Name.</i>		
	Institution Name,	Location,	Date.	Lecture.	
Works Cited Example	bat Joseph, Lindsey. "Time." <i>Philosophy 100: Knowledge and Reality</i> . Alexander College, Vancouver, 2 Aug. 2017. Lecture.				

Citing Recorded Media

- Cite the **full title** of the film in your Works Cited
- Director and actor names are **NOT** inverted
- List key contributors according to the focus of your analysis, i.e.
 - If you talk about an actor's performance, list the actor
 - If you talk about a technical expert, list the technical expert

YOU MAY NOT USE MEDIA DOWNLOADED FROM ILLEGAL WEBSITES. EVEN IF YOU CITE THEM CORRECTLY, YOU COULD RECEIVE AN ACADEMIC ALERT.

Film Viewed on DVD or Blu-Ray

Works Cited Format	<i>Movie Title.</i> Theatrical release year. Directed by Director first name last name,
	performance(s) by Actor first name last name and Actor first name last name,
	Studio Name, DVD release year.
Works Cited Example	<i>Steve Jobs.</i> 2015. Directed by Danny Boyle, performance by Michael Fassbender, Universal Studios Home Entertainment, 2016.

Film Viewed on Online Streaming Sites (Netflix, Vimeo, Crave)

Works Cited Format	<i>Movie Title.</i> Directed by Director first name last name,
	performance(s) by Actor first name last name and Actor first name last name,
	Studio Name, Theatrical release year. Site name, URL.
	Accessed [date].
Works Cited Example	<i>Steve Jobs.</i> Directed by Danny Boyle, performance by Michael Fassbender, Universal, 2015. <i>Netflix</i> , www.netflix.com. Accessed 1 Jun. 2016.

Videos Viewed on Kanopy

Works Cited Format	<i>Video Title.</i> Directed by Director first name last name, Publisher,
	Date of publication. Database, URL. Accessed [date].
Works Cited Example	<i>Chinatown.</i> Directed by Roman Polanski, Paramount Pictures, 1974. <i>Kanopy Streaming Video</i> , www.kanopy.com/product/chinatown. Accessed 2 Jan. 2019.

Videos Viewed on YouTube

- List titles with numbers according to the full name of the number. E.g. “13” would be listed under “t” for “thirteen.” (see our Works Cited page)

Works Cited Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">“Video Title.”</td> <td style="padding: 2px;"><i>YouTube</i>,</td> <td style="padding: 2px;">uploaded by Uploader,</td> <td style="padding: 2px;">Date uploaded,</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">URL.</td> <td colspan="2" style="padding: 2px;">Accessed [your access date].</td> </tr> </table>	“Video Title.”	<i>YouTube</i> ,	uploaded by Uploader,	Date uploaded,		URL.	Accessed [your access date].	
“Video Title.”	<i>YouTube</i> ,	uploaded by Uploader,	Date uploaded,						
	URL.	Accessed [your access date].							
Works Cited Example	<p>“13 Smallest Animals in the World.” <i>YouTube</i>, uploaded by Talltanic, 8 Jan. 2017, www.youtube.com/watch?v=bU9yc6OTqGY. Accessed 9 Aug. 2017.</p>								

The following page is a sample works cited for the sources used in this guide.

Works Cited

- Barbuzzi, Miranda. "Who Owns the Right to Die? An Argument About the Legal Status of Euthanasia and Assisted Suicide in Canada." *Penn Bioethics Journal*, vol. 10, no. 1, 2014, pp. 16-20. *Academic Search Complete*, search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9017902&site=eds-live&scope=site. Accessed 27 Oct. 2015.
- bat Joseph, Lindsey. "Time." *Philosophy 100: Knowledge and Reality*. Alexander College, Vancouver, 2 Aug. 2017. Lecture.
- "City Created its Own Pot Problem." *Vancouver Sun*, 3 Jun. 2016, vancouver.sun.com/opinion/editorials/editorial-city-created-its-own-pot-problem. Accessed 6 Jun. 2016.
- Gaiman, Neil and Terry Pratchett. *Good Omens*. Transworld, 2011. *Kobobooks.com*, www.kobo.com/ca/en/ebook/good-omens-1. Accessed 14 Mar. 2016.
- Groarke, Leo A. and Christopher W. Tindale. *Good Reasoning Matters!* 3rd ed. Oxford University Press Canada, 2004.
- "Robots From Space Lead to One-Stop Breast Cancer Diagnosis and Treatment." *Canadian Space Agency*. Government of Canada, 27 Nov. 2015, www.asc-sa.gc.ca/eng/canadarm/irgdaor.asp. Accessed 13 Jun. 2016.
- Steve Jobs*. Directed by Danny Boyle, performance by Michael Fassbender, Universal, 2015. *Netflix*, www.netflix.com. Accessed 1 Jun. 2016.
- "13 Smallest Animals in the World." *YouTube*, uploaded by Talltanic, 8 Jan. 2017, www.youtube.com/watch?v=bU9yc6OTqGY. Accessed 9 Aug. 2017.