

Writing & Learning Centre 2022





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Welcome to MLA

This is a Quick Guide to MLA Style citations.

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

If your instructor provides instructions for formatting or citations, <u>follow their guidelines.</u>

Academic Integrity

Citations are **<u>mandatory</u>** 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 that your arguments are credible and can be backed up with reliable research.
- Show your readers the source information so that they can check your resources.

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-point font and double-spaced [Times New Roman is a common font choice]

• Last name and page number in upper right corner of page header.

FORMATTING EXAMPLE:	nith 1
Joe Smith	
Prof. Jane Jones ENGL 100 12 Mar. 2019	*For more on paper formatting, check out the Canvas Software Skills Course.
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 other groups to affect the recipients' attitudes of political events and manipulate their action	or by

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 <u>must</u> include in-text citations for:

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

What Information 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 the number of authors, source type, and if there are 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.)
Corporate Author*	(Health Canada 6)	(Health Canada)
No Author - Book	(Go Ask Alice 44) *Book titles should be Italicized	(Go Ask Alice)
No Author - Article	("Around" 37) *Shorten article title and put it in "quotation marks"	("Around")
Indirect Sources*	(qtd. in Saul 2)	(qtd. in Saul)

*Corporate authors are used when there is no single author for a work written by companies, associations, organizations, and government departments and agencies.

• E.g. World Health Organization, Service Canada, City of Vancouver

*<u>Shortened article titles</u> are used for corporate authors and sources with no author. They are written without articles (the, a, an) and can be shortened to the <u>shortest noun phrase</u> <u>or a recognized acronym</u>.

• E.g. The University of British Columbia = (UBC).

The Royal Architectural Institute of Canada = (Royal Architectural Institute).

E.g. "The Impact of Global Warming in North America" = ("Impact of Global Warming")

*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:



	With Page Numbers	Without Page Number
Multiple Authors in the	(Burke 3; Dewey 21)	(Burke; Dewey)
Same Reference	*One piece of evidence that has come	
	from two sources	
Multiple Works by the	(Gladwell, Outliers 97)	(Gladwell, Outliers)
Same Author		
	(Gladwell, "The Art of Failure" 21)	(Gladwell, "The Art of
	*Include a shortened title in your citation.	Failure")
	<i>Italics</i> for a book "quotation marks" for	, ,
	an article	
Two or More Authors	(K. Singh 7)	(K. Singh)
with the Same Last Name	(A. Singh 34)	(A. Singh)
	*Include their first initial	-

Less Common Author Name Formatting

Consecutive Citations: Using the Same Source Multiple Times

- Consecutive citations are used when you are citing the same source multiple times with no other sources being cited in between.
- The first time a source is cited, enter 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", the author 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).

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

Your own

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 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).

Long Quotations or Block Quote

How to tell if it is a block quote:

- The quotation takes up more than four lines.
- You are unable to paraphrase, break up, or shorten the quotation into a short quotation format.

How to cite a block quote:

- Start the quotation on a new line with the entire quote indented ¹/₂ inch from the left margin, double spaced, without quotation marks.
- The citation, in brackets, should come after the last punctuation in the quotation, in brackets.

Block quotation Example:

No

Eating foods with a high-potassium content can be good for the function of cells in the body,						
_		*	In contrast, high-potassium foods that are low in carbohydrates, such as meat, may	,		
quotation n	narks		result in greater increases in serum potassium levels despite having similar potassiu	um		
			content to high-carbohydrate foods. The processing of foods may also influence			
1.27 cm			potassium content because there are hidden sources of potassium due to food addit	tives		
indent on the whole quotation.			and products such as low-sodium salt substitutes (Clegg et al. 477)	period a	fter the last nothing after the	

Works Cited – the Basics

The Works Cited is a complete list of <u>all sources</u> used in your paper.

Formatting

- Separate page at the end of your paper.
- The words **Works Cited** at the top of the page, centred.
- Sources are organized in alphabetical order
- Double-spaced
- Hanging indents of 0.5 inches (1.27 cm) on all entries.
 - Create a hanging indent using "paragraph settings" on the home tab or page layout tab in MS Word.
- **Titles** are written by capitalizing the first letter of every major word, including the first and last words.
- **Dates** are written in the order of the day, month, year and months longer than 4 letters are abbreviated using the first 3 letters.

January \rightarrow Jan.	July
February \rightarrow Feb.	August \rightarrow Aug.
March \rightarrow Mar.	September →Sep.
April \rightarrow Apr.	October \rightarrow Oct.
May	November \rightarrow Nov.
June	December \rightarrow Dec.

- 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'.
- If there is **no date for a source**, you must omit the publication or updated date, then **include an accessed date** at the end of your Works Cited entry.

	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.							
Corporate Author*:	World Health Organization	"Addressing Nutrition in Emergencies."							
Government Department:	National Research Council Canada	National Research Council Canada.							

	Around the Mission (Article)	"Around the Mission."	
No Author:	Go Ask Alice (Book)	Go Ask Alice.	
	13 Smallest Animals in the World (YouTube video)	"13 Smallest Animals in the World."	

*Corporate Authors: Often, corporate authors and publishers are the same. In this case, skip the author, and list the title first in Works Cited. Then, list the corporate author as the publisher.

Citing Online Sources

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.

- Find sources by using the library database or booking an appointment with the library research help team.
- ONLY use English-language sources.
- Use stable URLs (minus 'http://') or complete DOIs when citing an online source.
 - When using a URL, **remove the hyperlink** to keep the font size and style consistent

How to tell if a website is a credible source:

- Author with proper credentials (affiliation to universities/professional organization)
- Government/official website
- Check the date before using a website. The information may be outdated.
- 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 and site design

If you're not sure, **check with your instructor** to see if the sites are acceptable to use. **How to deal with missing information:**

- For the date, use the date of the "last update" or "last revision"
 - If no date is listed, leave it blank in the Works Cited entry and add an accessed date at the end of your 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.

Journal Article From an 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. 21

Works Cited	Author's last name, first na	ame. "Article T	itle." Jour	nal Title, vol. #, no. #,]				
Format	Publication date,	pp. page range.	Database	name, Stable URL or	DOI.				
	Clear Deboreh Latel	1 "Unanget of D	atom Data	aium Dastriations in	CVD				
Works Cited Example									
Works Cited									
Example									
	www.thecanadianencyclopedia.ca/en/article/terry-fox-role-model-and-								
	inspiration.								

Article from an Online Website with an Author

Works Cited	Auth	or's last name, first name.	"Artic	ele Title."	Websi	ite Name,	Publisher,
Format		Publication date or last upda	ated,	Stable U	RL.		
Works Cited	Lucka	savitch, Christine. "A Bri	ief His	tory of th	e Mada	aoueskarini	Algonquin
Example	People." Muskoka Region, 6 June 2019, www.muskokaregion.com/						gion.com/
	community-story/9422211-a-brief-history-of-the-madaoueskarini- algonquin-people/.						

Works Cited	Author's last	name, first name.	name. "Article Title." Website Name,				
Format		Publisher,	Sta	ible URL.	Acces	sed [your access date].
Works Cited Example	East.	" Rethinking th	ne F st-fo	<i>uture</i> , ww	vw.reth -in-the	Iodern Architectur inkingthefuture.co -modern-architect	om/architectural-

Article from an Online Website without a Date

Article from a Website with a Corporate Author or without an Author

Works Cited	"Article Title."	, Website Name,	Publis	sher,	
Format	Publ	lication date or last upd	able URL.		
Works Cited Example"How to Write a Cover Letter: The All-Time Best Tips." The Muse, The Editor, 27 Nov. 2019, www.themuse.com/advice/how-to-write-					

Article from a Government Department or Agency

Works Cited	Gover	ernment Department. "Article Title."		Website Name,				
Format		Government or Organization,		Publicati	on date or last update	d, Stable URL.		
Works Cited	Immig	mmigration, Refugees and Citizenship Canada. "How to Access Global Talent."						
Example		Hire Immigrants, Government of Canada, 12 June 2021,						
		www.canada.ca/en/immigration-refugees-citizenship/campaigns/hire-						
		immigrants.html.						

Online Newspaper & Magazine with an Author

Works Cited	Autho	or's last name, first name.	"Article	e Title."	Mag	gazine/Newspaper Title,
Format		Publication date/latest up	odate,	Stable U	RL.	
Works Cited	Teitel	, Emma. "The Real Wo	orld of T	eenage C	Cyber	bullying." Maclean's, 23 Oct.
Example		2012, www.macleans	.ca/soci	ety/life/b	oullie	d-to-death/.

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

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.

"Article Title."	Magazine/Newspaper Title,	Publication date/latest update,						
Stable UI	RL.							
"City Created it	s Own Pot Problem." Vanco	<i>uver Sun</i> , 3 June 2016,						
vancouv	vancouversun.com/opinion/editorials/editorial-city-created-its-own-pot-							
problem								
	Stable UI "City Created it vancouv	Stable URL. "City Created its Own Pot Problem." Vanco						

	E-Book										
Works Cited Author's last name, first name. Title of E-Book. Publisher, Publication date											
Format		Website, Stable URL.									
Works Cited Example		n, Neil, and Te www.kobo.co					ld, 2011. Kobo,				

Online Dictionary

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

Works Cited	"The word you searched."	Online Dictionary,	Stable URL.	
Format	Accessed [your acc	cess date].		
Works Cited	"Obstreperous." Merriam-	erriam-		
Example	webster.com/diction	nary/obstreperous.	Accessed 21 Mar	. 2016.

Citing Print Source

- Titles of books, magazines, and newspapers are *italicized*.
- For all books, include relevant edition information in the Works cited:

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

 Page numbers only appear in Works Cited for anthologies, newspapers, magazines and journals.

Book

If there is more than one author, follow the guidelines on p. 7

Works Cited Format	Author's last name, first name.	Book Title.	Publisher,	Year.	
Works Cited Example	Groarke, Leo A., and Christo Oxford University Pre	•		easoning	Matters! 3rd ed.

Anthology (Edited Collection)

- How to tell if your source is an anthology:
 - Contains articles/short stories by many different authors

NOTE: Articles from online databases or pdf documents you downloaded and printed are <u>NOT</u> considered print sources.

- 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".
 - The title of the Anthology is *italicized*.
 - List the full page range of the selection from the anthology.

Works Cited	Author's	Author's last name, first name.		"Title of the Article/Short Story/Play."			
Format		edited by Editor's first n		ame last name, Publisher,		pp. page range.	
Works Cited	Sharp, R	obert. "Nietzsche on t	he Cylon Upris	sing." Introc	lucing P	hilosophy	
Example	Т	<i>Through Pop Culture</i> , edited by William Irwin and David Kyle Johnson, Wiley-Blackwell, 2010, pp. 194-203.					
	W						

Class Notes or Lecture

- Title of the lecture, in "quotation marks."
 - If there is no title, <u>do not</u> 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	Instruc	Instructor's last name, first name.			lecture Ti	tle [if applicab	le]."	Course Name.
rormat		Institution Name, Location				Lecture.		
Works Cited	bat Jose	eph, Lindsey. "Tim	e." Philo	osop	ohy 100:	Knowledge	and F	Reality. Alexander
Example		College, Vancouve	er, 2 Aug	g. 20	017. Lec	ture.		

Citing Recorded Media

- Cite the <u>full title</u> of the film in your Works Cited.
- Director's name is <u>NOT</u> inverted.
- List key contributors according to the focus of your analysis after the Director's name
 - 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	Movie Title	e. Theatrical rel	. Theatrical release year.		Directed by Director first name last name,		
Format		Studio Name,	Studio Name, DVD release year,		DVD or Blu-Ray.		
Works Cited Example		s. 2015. Directo	•	y Boyle, Ur	niversal Studios Home	,	

Film Viewed on Online Streaming Sites (Netflix, Crave)

Works Cited	Movie Title.	Directed by	Director first name last name	ne,		
Format	Stud	io Name,	Theatrical release year.	Site name,	URL.	
Works Cited Example		Directed by	Danny Boyle, Universa n.	al Studios, 20	015. Netfli	ix,
				al Studios, 20	015. Netfli	ix,

Videos Viewed on Kanopy

Works Cited	Video Tit	<i>itle.</i> Directed by Directed b	ctor first name las	t name,	Publisher,	
Format		Date of publication.	Database,	URL.]	
Works Cited	Chinato	own. Directed by Ro	man Polanski,	Paramoun	t Pictures, 19	074. Kanopy
Example	Å	Streaming Video, wv	vw.kanopy.cor	n/product/o	chinatown.	

Videos Viewed on Sharing Sites (YouTube, Vimeo)

 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	"Video Title."	Website,	uploaded by Uploader,	Date uploaded,	URL.	
Works Cited Example	"13 Smallest Animals in the World." <i>YouTube</i> , uploaded by Talltanic, 8 Jan. 2017, www.youtube.com/watch?v=bU9yc6OTqGY.					

Video on Sharing Sites with a Different Speaker than Uploader

- This format is used when the speaker or host of the video is different than the uploader.
- This should not be used when the uploader uses a username instead of their real name.

Works Cited	"Video Title."		Website,	I	uploaded by Uploader,		Performed by performer,	
Format	Date up		te uploaded,	,	URL.			
Works Cited	"What do top students do differently?" Youtube, uploaded by TEDx Talks,							
Example	Performed by Douglas Barton, 26 Mar. 2015.							
www.youtube.com/watch?v=Na8m4GPqA30.						qA30.		

Citing Images

- The in-text citation for images should be placed below the image.
 - You may add a short caption before the citation to describe the image.
- Only include a URL if you viewed the source from an online source.
- If you viewed the original work in person or on the original musuem website, omit all information regarding the secondary container such as: full name of book/ website where found, name of author/ publisher where found, and page number.

Shortened in- text citation	Fig. # Creator's Name [Not Inverted], Title of Work,									
	shortened name of website/book where you found the work, Year created.									
Shortened in- text citation Example	Fig 1. Edward Topsell, Manticore, woodcut, 1658.									
Works Cited	Last Name, First Name. <i>Title of Work</i> .									
	Full Name of Website/Book where you found the work,									
	by Name of Author/ Publisher where you found it,									
	Year they published, Page # [if applicable]. URL [If applicable].									
	Originally published in The Original Publication Location,									
	By Original Creator's Name [Inverted], City,									
	Original creation date.									
Works Cited Example	Topsell, Edward. Manticore. Curious Woodcuts of Fanciful and Real Beasts, by Konrad Gesner, Dover, 1971, p.8. Originally published in The History of Four-Footed Beasts and Serpents, by Topsell, London, 1658.									

The following page is a sample Works Cited for the sources used in this guide.

Works Cited

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, vancouversun.com/opinion/editorials/editorial-city-created-its-own-pot-problem.

- Clegg, Deborah, J., et al. "Impact of Dietary Potassium Restrictions in CKD on Clinical Outcomes: Benefits of a Plant-Based Diet. *Kidney Medicine*, vol. 2, no. 4, 2020, pp. 476-487. *Science Direct*, https://doi.org/10.1016/j.xkme.202.04.007.
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- Gaiman, Neil and Terry Pratchett. *Good Omens*. Transworld, 2011. *Kobobooks.com*, www.kobo.com/ca/en/ebook/good-omens-1.
- Groarke, Leo A., and Christopher W. Tindale. *Good Reasoning Matters!* 3rd ed. Oxford University Press Canada, 2004.
- "How to Write a Cover Letter: The All-Time Best Tips." *The Muse*, The Muse Editor, 27 Nov. 2019, www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know.
- Immigration, Refugees and Citizenship Canada. "How to Access Global Talent." *Hire Immigrants*, Government of Canada, 12 June 2021, www.canada.ca/en/immigrationrefugees-citizenship/campaigns/hire-immigrants.html.

Steve Jobs. 2015. Directed by Danny Boyle, Universal Studios, 2015. Netflix, www.netflix.com.

"13 Smallest Animals in the World." *YouTube*, uploaded by Talltanic, 8 Jan. 2017, www.youtube.com/watch?v=bU9yc6OTqGY. "What do top students do differently?" *Youtube*, uploaded by TEDx Talks, Performed by Douglas Barton, 26 Mar. 2015. www.youtube.com/watch?v=Na8m4GPqA30.