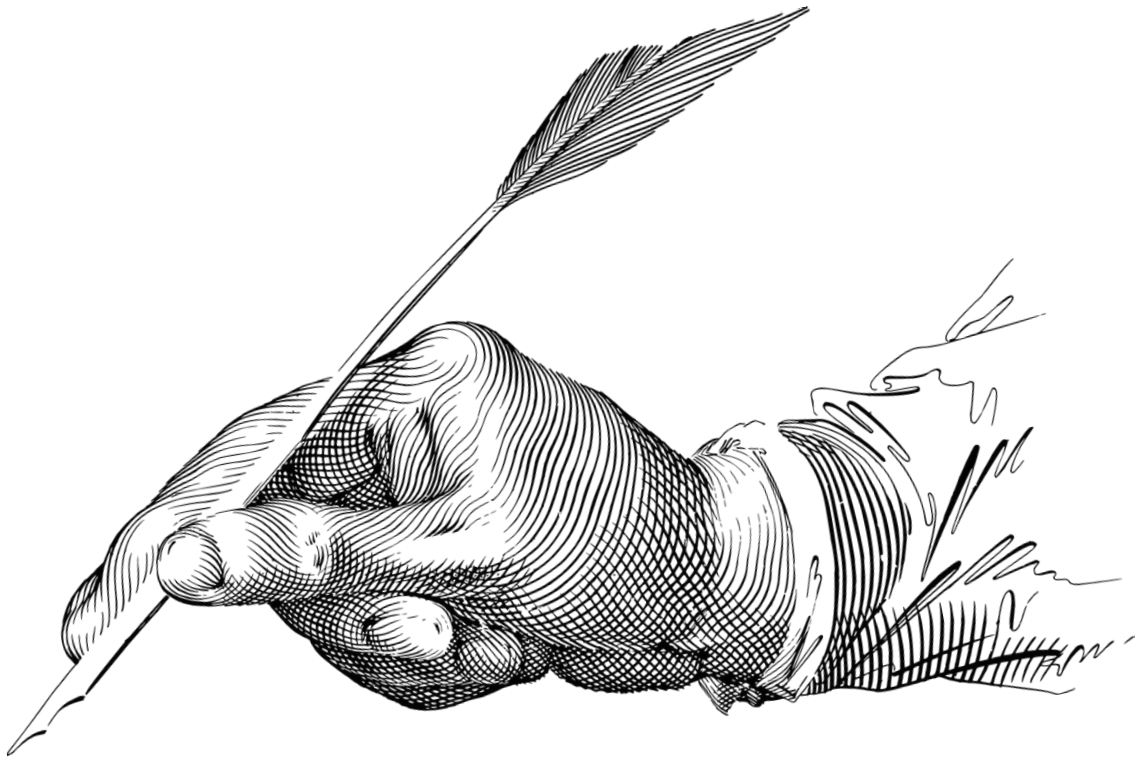


MLA 9th Edition

Style Guide

Fall 2024



Alexander College

WRITING AND LEARNING CENTRE

Welcome to MLA

This guide provides instructions and examples for citing sources in MLA style.

What is MLA?

MLA stands for Modern Language Association, which is the name of the group who standardized this style of formatting and citations.

What is a citation?

Citations are a way to show where you found the information you are using in your work.

When do I have to cite?

Every sentence with outside information (anything that is NOT your own thoughts or interpretations) should end with a citation and have a corresponding reference in your “Works Cited” page at the end of your paper.

Do I have to memorize the style guide?

No. Keep the style guide with you as you write and reference it when you have questions.

Glossary

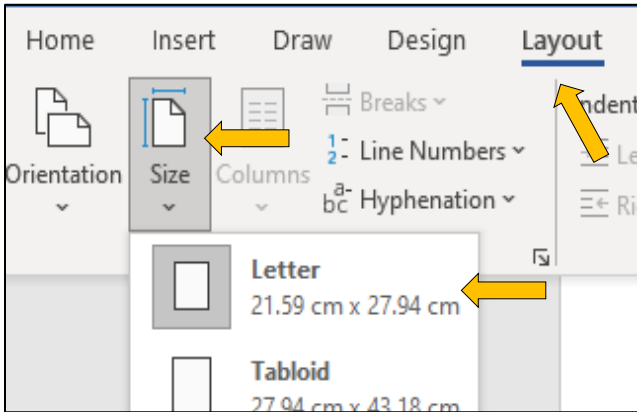
MLA	Modern Language Association.
Last Name	A family name or surname.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A DOI (Digital Object Identifier) is a unique string used for online journals and academic articles.
et al.	Means “and others.” Used in cases of three or more authors.
Group Author	A company, association, organization, government department, or agency.
Accessed Date	The date that <i>you</i> read the source.
Inverted	Words placed in the opposite order, such as moving the last name to the front (last name, first name).
Indent	The 1.27 cm or 0.5-inch space from the margin on the first line of every paragraph and second line of every Works Cited entry.
Anthology	An edited collection featuring work by different authors.
Page Range	The first and last page numbers of an article or story. This is the section of a journal or book that you referenced.
Consecutive Citation	A sentence that needs a citation followed immediately by another sentence that needs a citation from the same source.
Indirect Citation	When you are using the ideas of one author written in another person's work. You will cite the author you are reading, NOT the one they are quoting.
Pseudonym	An alternative name such as a stage name, pen name, or username. These names are not normally inverted.
Medium	The type of art or post. Examples include photo, video, etc.

Paper Formatting

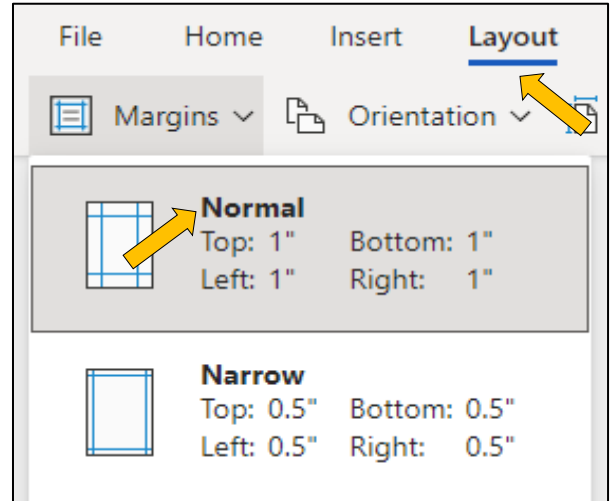
- Below are instructions on how to correctly format an MLA paper in Microsoft Word.

General Formatting

Letter Size



1 inch or 2.54 cm Margins

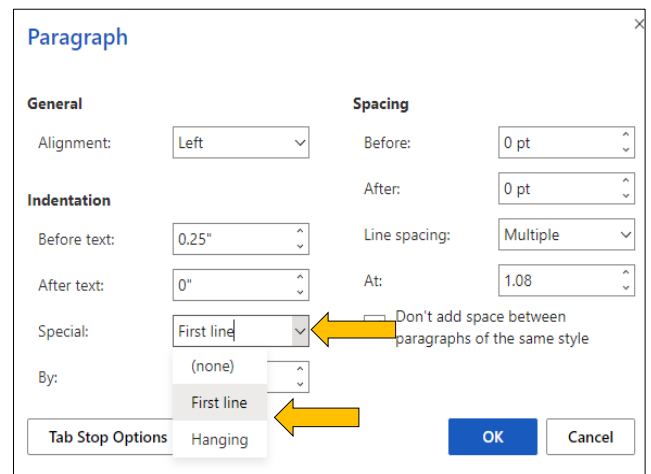
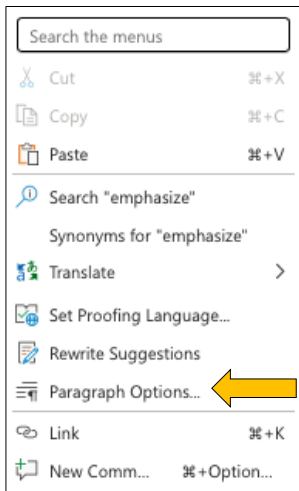


***NOTE:** Word documents, by default, are set to this format. Normally, students do not have to change the size and margins of their document.

First Line Indent and Hanging Indent

- Highlight Text.
- Right Click.
- Select "Paragraph Options."
- Select "First Line" or "Hanging."

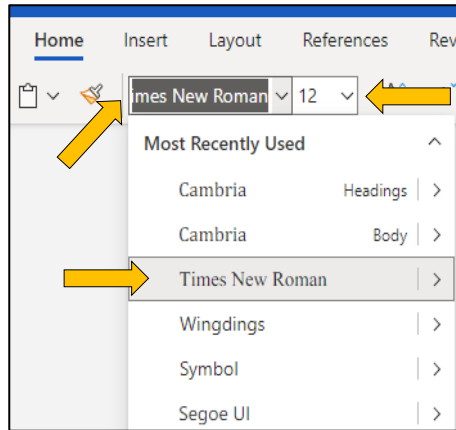
Hanging Indents are used for your Works Cited. The first line of each resource is formatted normally, but following lines of the same resource is indented inwards. Refer to "**Works Cited Examples**" to see more.



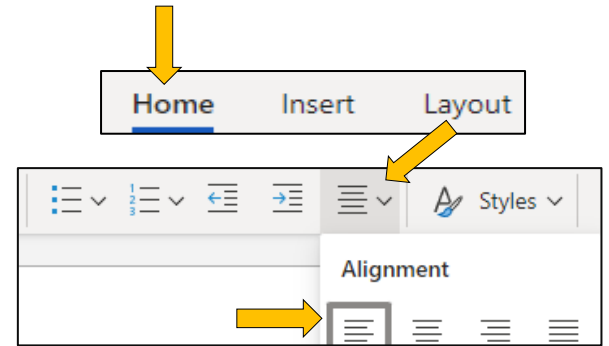
Paper Formatting

Font

- Times New Roman.
- 12pt Font.

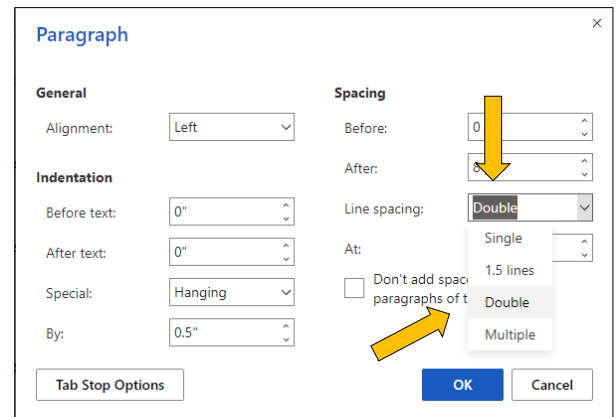
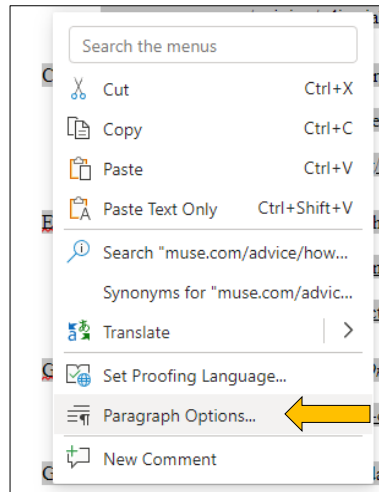


Left Aligned



Double-Spaced

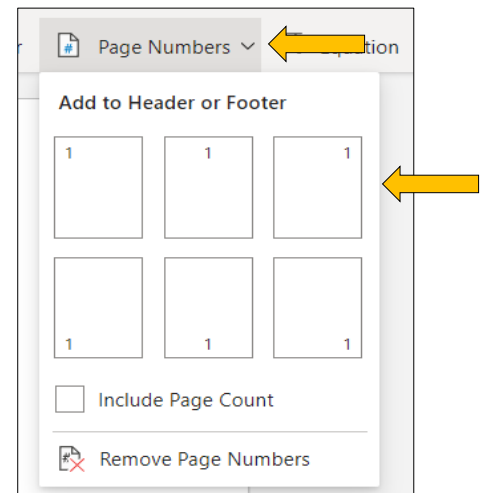
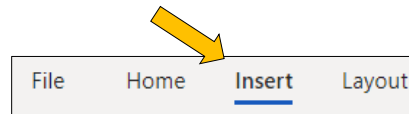
- Highlight Text.
- Right Click.
- Select "Paragraph Options."
- Click "Line Spacing."
- Select "Double."



Header (Page Number)

- Select "Insert" Tab.
- Click "Page Numbers."
- Select Top Right Image.
- **Type your last name with a space after it before the page number.**

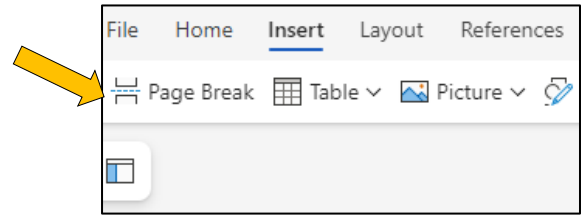
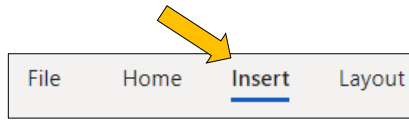
See "First Page" to see how the page number should be formatted with your last name.



Paper Formatting

Page Break Function

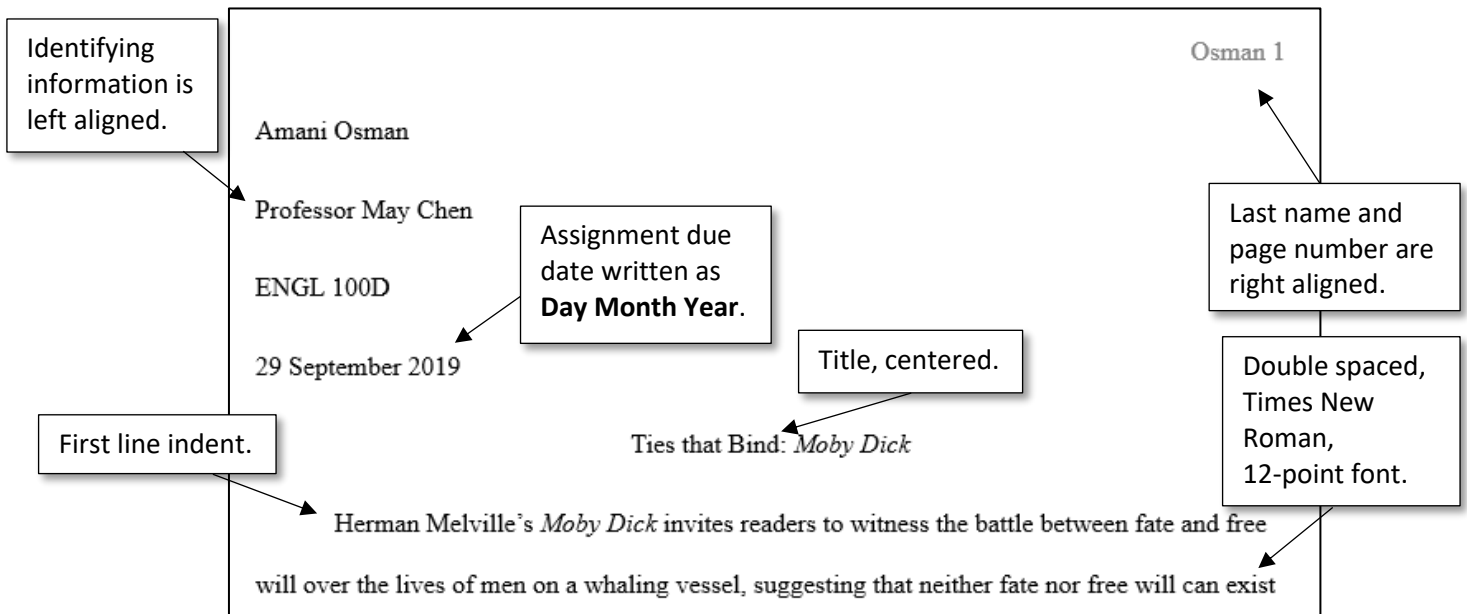
- Select "Insert" Tab.
- Select "Page Break."



Insert a page break before your Works Cited to create a new page. Page Breaks are used so the content of your assignments will not move as you continue to write.

First Page

- Student's last name and page number in the top right corner of the header.
- Your name, instructor's name, course code, and the due date at the top of the first page, left aligned.
- Place the title of the essay after the information above, centered.
- Begin the first paragraph on the next line after the title, indented 1.27 cm or 0.5 inch.



In-Text Citations

When you use information, ideas, or facts that come from a source, you need to include a citation. In the body of the essay, put brackets () with the source information at the end of every sentence that includes outside information.

Include in-text citations for:

- **Direct quotations:** If you copy words from somewhere, you must include a citation. Use “quotation marks” to show that they are the author’s original words.
 - **Example:** The author claims “the number one cause of student stress before exams is poor time management” (Samuels 6).
- **Paraphrases and Summaries:** When you take an idea, fact or opinion from a source and rewrite it in your own words, you must include a citation.
 - **Example:** The main reason students feel stressed before exams is that they don’t plan their time well (Samuels 6).

Required information for in-text citations in MLA style:

- Author’s last name(s)
- Page number (skip this if there is no page number)

	In-text citation	Explanation
1 Author	(Gilbert 133)	Only use the author’s last name. Do not add any punctuation.
2 Authors	(Groake and Tindale 33)	Write both last names with “and” not “&.”
3+ Authors	(Belch et al. 99)	Only write the first author’s last name followed by “et al.” to represent the other authors.
No Page Number	(Elegical)	If there is no page number, do not add one.
Group Author	(Health Canada 6) <i>Full name: Simon Fraser University</i> (SFU 23)	When there is no single author for a work written by a company, organization, or government department, use their name or a recognized acronym.
No Author - Article	Full title: “The Impact of Global Warming in North America” (“Impact of Global Warming” 37)	Shorten title to the first three words or a phrase. Put titles of articles in “quotation marks.” Remove the words “the, a, an” at the beginning of the title.
Movie	<i>(Spirited Away)</i> <i>(Spirited Away 01:35:15-01:38:48)</i>	Write the title of the movie in italics. Write a timestamp when you describe a specific scene or dialogue. Timestamps are expressed in hours, minutes and seconds— HH:MM:SS.

Quotation vs. Paraphrase

- Paraphrases **do not** require quotation marks.
- Paraphrases and direct quotes require **the same citation information** in MLA style.

Direct Quote “A key goal of Indigenous style is to show respect on the page” (Younging 87).

Paraphrase Treating the page with respect is one of Indigenous style’s primary objectives (Younging 87).

Consecutive Citations in MLA

- Use consecutive citations when citing **the same source multiple times** with no other sources cited in between.
- For the first sentence, cite a source as normal. The second time a source is cited, use only the page number.
 - If the page number is not available, use the author’s last name again.

With Page Numbers:

The first citation has the author’s last name and page number.

When considering factors of youth mental health, “Family-focused treatment ‘packages’ in LMICs is particularly important” (Pedersen et al. 2038). Some key environmental aspects that foster mental well-being are “parent mental health, family cohesion and parent-child attachment” (2037).

The second citation has only the page number.

Without Page Numbers:

If a source does not have a page number, repeat the author’s last name each time.

When considering factors of youth mental health, “Family-focused treatment ‘packages’ in LMICs is particularly important” (Pedersen et al.). Some key environmental aspects that foster mental well-being are “parent mental health, family cohesion and parent-child attachment” (Pedersen et al.).

Non-integrated and Integrated Citations

- There are two options for writing citations: Non-integrated and Integrated.

Non-Integrated: End of the Sentence	These researchers found that people reported higher levels of happiness when they “used their financial resources to help others versus themselves” (Atkin et al. 22).	Include all the required citation information at the end of the sentence in brackets (). This is NOT an integrated citation.
Integrated: Within the Sentence	Atkin et al. found that people reported higher levels of happiness when they “used their financial resources to help others versus themselves” (22).	Integrate the citation information into the sentence. Write the author's name at the beginning of the sentence and then add the page number at the end of the quote.

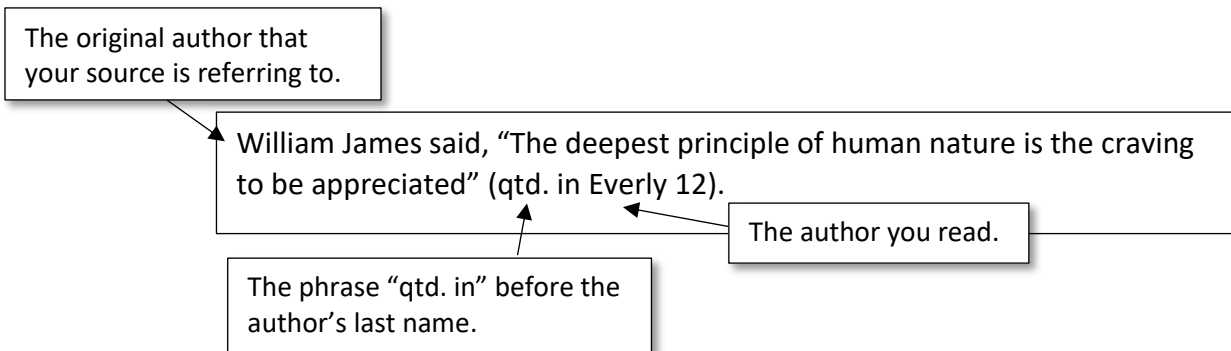
Indirect Citations in MLA

You use indirect citations when the article or book you are reading contains information from another source that you would like to cite. You should use an indirect citation when you paraphrase or quote that information.

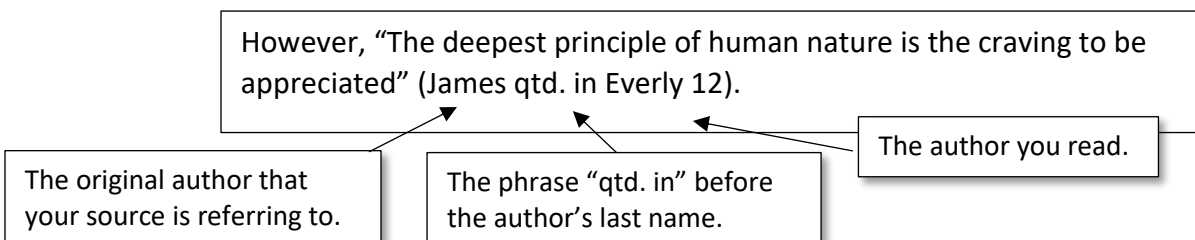
Author of article you read Harold Everly

Text from the article William James argued that “the deepest principle of human nature is the craving to be appreciated.”

Integrated Indirect Citation:



Non-Integrated Indirect Citation:



Works Cited

- The Works Cited is a list of all the sources used throughout an assignment or academic paper on a separate page at the end.
- Works Cited entries have a very specific format and organization. The following sections detail how each element of the Works Cited should appear.

Authors' Names in Works Cited

***NOTE:** The first author's name is **inverted** (last name, first name) in a Works Cited entry.

	Author's Name on the Source	Author's Name in Works Cited	Explanation
1 Author	John Winslow Irving	Irving, John W.	Invert the names in the order of last, first, middle initial.
2 Authors	Leo A. Groarke and Christopher W. Tindale	Groarke, Leo A., and Christopher W. Tindale.	Only the first author's name is inverted. Write the second author's name as usual.
3 + Authors	Stanley J. Shapiro, Kenneth Wong, William D. Perreault, E. Jerome McCarthy	Shapiro, Stanley J., et al.	Only the first author's name is written. Write "et al." to represent the other authors.
Group Author	World Health Organization	World Health Organization.	Use the full name of the organization.
No Author - Article	The Impact of Global Warming in North America	"The Impact of Global Warming in North America."	Put the full article title in "quotation marks."
YouTube Videos	13 Smallest Animals in the World	"13 Smallest Animals in the World."	Use "quotation marks" around YouTube video titles.
Movies	Spirited Away	<i>Spirited Away.</i>	Put movie titles in <i>italics</i> .

Works Cited

Uncommon Name Formats	Original Name	Name in Works Cited
Hyphenated Names	Joseph Gordon-Levitt	Gordon-Levitt, Joseph.
Multiple Last Names	Lindsey bat Joseph	bat Joseph, Lindsey.
Multiple First Names	Anne Marie Bennett	Bennett, Anne Marie.
Multiple Middle Names	James Hugh Calum Laurie	Laurie, James Hugh Calcum.
First Name is an Initial	C. S. Lewis	Lewis, C. S.
Pseudonym	Lady Gaga	Lady Gaga.

Title Capitalization

- Titles are written by capitalizing the initial letter of all first, last, and major words.
 - Major words are content words: verbs, nouns, pronouns, adjectives, and adverbs.

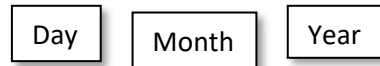
Title on Source: The real world of teenage cyberbullying.

Title in the Works Cited: The Real World of Teenage Cyberbullying.



Date

- Dates should be written as such: 12 Dec. 2014



***NOTE:** The month is abbreviated.

- Use the date of the “last update” or “last revision” when available. Otherwise, use the “publication date.”
- If there is no date for a source, then include an accessed date at the end of the entry.
 - **Example:** Accessed 15 June 2021.

Elengical, Jerry. "A Quest for Identity in the Modern Architecture of the Middle East."

Rethinking the Future, www.re-thinkingthefuture.com/architectural-styles/a3486-a-quest-for-identity-in-the-modern-architecture-of-the-middle-east/. Accessed 15 June 2021.

Access date is placed at the end of entry.

Works Cited

- Months longer than 4 letters are abbreviated.

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

- *NOTE:** months are **not** abbreviated for your first page. They are only abbreviated for publication dates and access dates.
 - First page example:** 29 September 2019

URL

- Use stable URLs. This is also known as a permalink.
- Remove the https:// from all URLs.
- Leave the https:// on DOIs.

Original URL	https://www.muskokaregion.com/community-story/9422211-a-brief-history-of-the-madaoueskarini-algonquin-people/.
URL in Works Cited	www.muskokaregion.com/community-story/9422211-a-brief-history-of-the-madaoueskarini-algonquin-people/.
DOI in Works Cited	https://doi.org/10.1016/j.xkme.2020.04.007.

No https://

Abbreviation Rules

- There are some common abbreviations that are used in the Works Cited. These are usually found in books/textbooks.

Edition	ed.
Editor	ed.
Editors	eds.
Revised edition	Rev. ed.
Canadian edition	Cdn. ed.

Works Cited Examples

- Use the Works Cited format as a template to organize the information of a Works Cited entry.
- **Replace the information in the box with the source specific information.**
 - The content without a box should be written as is in the Works Cited entry.
 - Replace all instances of # with the applicable number.
 - vol. # -> vol. 8

Online Sources

***NOTE:** If the website name and publisher name are the same, then only write the website name in the Works Cited entry.

Journal Article from an Online Database

Works Cited Format

Author's last name, first name.	"Article Title."	<i>Journal Title</i> ,	vol. #,	no. #,
Publication date,	pp. # - #.	<i>Database name</i> ,	Stable URL or DOI.	

***NOTE:** For journal articles, **no. #** refers to the **issue number**.

Works Cited Example

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.2020.04.007>.

In-text Citation

(Clegg et al. 478).

Works Cited

Article from a Website

Works Cited Format

Author's last name, first name.	"Article Title."	<i>Website Name</i> ,	Publisher,
---------------------------------	------------------	-----------------------	------------

Publication date or last updated,	Stable URL.
-----------------------------------	-------------

Works Cited Example

Sharpe, Melissa. "Demonstrating Critical Thinking in Writing Assignments." *OASIS Writing Skills*, Walden University, 19 July 2017, academicguides.waldenu.edu/c.php?g=465763&p=3595931.

In-text Citation

(Sharpe).

Article from a Website without an Author

Works Cited Format

"Article Title."	<i>Website Name</i> ,	Publisher,	Publication date or last updated,
------------------	-----------------------	------------	-----------------------------------

Stable URL.

Works Cited Example

"How to Write a Cover Letter: The All-Time Best Tips." *The Muse*, 27 Nov. 2019, www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know.

In-text Citation

("How to Write").

***NOTE:** All written sources without an author begin with the title in the Works Cited.

Group Author

Works Cited Format

Organization's name.	"Article Title."	<i>Website Name</i> ,	Publisher,
----------------------	------------------	-----------------------	------------

Publication date or last updated,	Stable URL.
-----------------------------------	-------------

Works Cited Example

Simon Fraser University. "A New and Better Summit." *Simon Fraser University Library*, 8 Aug. 2022, www.lib.sfu.ca/about/reach-us/news-events/summit-new-website.

In-text Citation

(SFU).

Works Cited

Government Department

**Works Cited
Format**

Organization's name.	"Article Title."	Publisher,
----------------------	------------------	------------

Publication date or last updated,	Stable URL.
-----------------------------------	-------------

**Works Cited
Example**

Immigration, Refugees and Citizenship Canada. "How to Access Global Talent."

Government of Canada, 12 June 2021, www.canada.ca/en/immigration-refugees-citizenship/campaigns/hire-immigrants.html.

In-text Citation

(Immigration, Refugees and Citizenship Canada).

Article from a Newspaper/Magazine

**Works Cited
Format**

Author's last name, first name.	"Article Title."	<i>Magazine/Newspaper Title</i> ,
---------------------------------	------------------	-----------------------------------

Publication date or last updated,	Stable URL.
-----------------------------------	-------------

**Works Cited
Example**

Teitel, Emma. "The Real World of Teenage Cyberbullying." *Maclean's*, 23 Oct. 2012,

www.macleans.ca/society/life/bullied-to-death/.

In-text Citation

(Teitel).

E-book

**Works Cited
Format**

Author's last name, first name.	<i>E-book Title</i> .	Publisher,	Publication date.
---------------------------------	-----------------------	------------	-------------------

<i>Website Name</i> ,	Stable URL.
-----------------------	-------------

**Works Cited
Example**

Gaiman, Neil, and Terry Pratchett. *Good Omens*. Transworld, 2011. *Kobo*,

www.kobo.com/ca/en/ebook/good-omens-1.

In-text Citation

(Gaiman and Pratchett 78).

Works Cited
Print Sources

Book

Works Cited Format	Author's last name, first name.	<i>Book Title.</i>	Publisher,	Year.
---------------------------	---------------------------------	--------------------	------------	-------

Works Cited Example Groarke, Leo A., and Christopher W. Tindale. *Good Reasoning Matters*. Oxford University Press Canada, 2004.

In-text Citation (Groarke and Tindale 46).

Anthology (Edited Collection)

Works Cited Format	Author's last name, first name.	"Title of Article/Short Story/Play."	<i>Anthology Title,</i>			
	edited by	Editor's first name last name,	Publisher,	Year,	pp.	#-#.

Works Cited Example Sharp, Robert. "Nietzsche on the Cylon Uprising." *Introducing Philosophy Through Pop Culture*, edited by William Irwin and David Kyle Johnson, Wiley-Blackwell, 2010, pp. 194-203.

In-text Citation (Sharp 103).

Class Notes and Lecture

Works Cited Format	Instructor's last name, first name.	"Lecture Title [if applicable]."	Course Name.	
	Institution Name,	Location,	Date.	Lecture.

Works Cited Example Abbott, Cindy. "18th Century Authors." English 101: Authors Through the Centuries. Alexander College, Burnaby, 3 Aug. 2022. Lecture.

In-text Citation (Abbott).

Works Cited
Recorded Media

Film Viewed on Online Streaming Site (Netflix, Crave, etc.)

**Works Cited
Format**

Film Title.

Directed by

Director first name last name,

Studio name,

Theatrical release year.

Site Name,

URL.

**Works Cited
Example**

Jurassic Park. Directed by Steven Spielberg, Universal Pictures, 1993. *Netflix*,
www.netflix.com.

In-text Citation

(*Jurassic Park* 01:12:30-01:13:48).

Film Viewed on Kanopy, NFB, or Audio Cine Films

**Works Cited
Format**

Film Title.

Directed by

Director first name last name,

Publisher,

Date of publication.

Database/Site name,

URL.

**Works Cited
Example**

Citizen Kane. Directed by Orson Welles, RKO Radio Pictures, 1941. *Kanopy*,
www.kanopy.com/product/citizenkane.

In-text Citation

(*Citizen Kane*).

Video Viewed on Sharing Site (YouTube) Created by the Uploader

**Works Cited
Format**

“Video Title.”

Website,

uploaded by

Channel name,

Date uploaded,

URL.

**Works Cited
Example**

“13 Smallest Animals in the World.” *YouTube*, uploaded by Talltanic, 8 Jan. 2017,
www.youtube.com/watch?v=bU9yc6OTqGY.

In-text Citation

(“13 Smallest Animals”).

Works Cited

Video Viewed on Sharing Site (YouTube, TED) with a Different Speaker than the Uploader

Works Cited Format

Last name, first name.	“Video Title.”	<i>Website</i> ,	uploaded by	Channel name,
	Date uploaded,	URL.		

Works Cited Example

Barton, Douglas. “What do Top Students do Differently?” *YouTube*, uploaded by TEDx Talks, 26 Mar. 2015, www.youtube.com/watch?v=Na8m4GPqA30.

In-text Citation (Barton).

Citing Images

Image Originally Published Offline

Works Cited Format

Last name, first name.	<i>Title of Work.</i>	<i>Website/book of image location,</i>
by	Name of author/publisher of website/book,	Year published,
p. #.	Originally published in	<i>Location,</i> by
Original creator’s last name, first name,	City,	Original creation date.

Works Cited Example

Topsell, Edward. *Manticore. Curious Woodcuts of Fanciful and Real Beasts*, by Konrad Gesner, 1971, p. 8. Originally published in *The History of Four-Footed Beasts and Serpents*, by Topsell, Edward, London, 1658.

Figure Caption Citation Format

Fig.	#	Creator’s first name last name,	<i>Title of Work,</i>
Medium,	Year created.		

Caption citations are used below figures included in your essay.

Figure Caption Citation Example

Fig. 1 Edward Topsell, *Manticore*, woodcut, 1658.

In-text Citation Example (Topsell 8).

Works Cited

Image Originally Published Online

**Works Cited
Format**

Last name, first name.	“Title of Work.”	<i>Website Name,</i>	
Publisher,	Publication date.	URL.	

**Works Cited
Example**

Scola, Cathy. “Colourful Jelly Beans.” *Photos.com*, Getty Images, 10 Apr. 2020.
www.photos.com/featured/colorful-jelly-beans-photo-by-cathy-scola.html?utm_source=GettyImages&utm_medium=website&utm_campaign=GettyImagesBuyPrint.

**Figure In-text
Citation Format**

Fig. #	Creator’s first name last name,	“Title of Work,”	Year uploaded.
--------	---------------------------------	------------------	----------------

**Figure In-text
Citation Example**

Fig. 1 Cathy Scola, “Colourful Jelly Beans,” 2020.

**In-text Citation
Example**

(Scola).

Works Cited Checklist

Works Cited ←

Abbott, Cindy. "18th Century Authors." English 101: Authors Through the C College,
Burnaby, 3 Aug. 2022. Lecture.

1. Works Cited at the top, centered.

Clegg, Deb. "Effect of Dietary Potassium Restrictions in CKD on Clinical Outcomes: Benefits of
a Pl *ney Medicine*, vol. 2, no. 4, 2020, pp. 476-487. *Science Direct*,
<https://doi.org/10.1016/j.xkme.202.04.007>.

2. Each source has a hanging indent.

3. Document is double-spaced.

Gaiman, Neil and Terry Pratchett. *Good Omens*. Transworld, 2011. *Kobobooks.com*,
www.kobobooks.com/good-omens-1.

4. https:// is removed from URLs.

"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.

5. Dates are abbreviated.

6. Sources are listed alphabetically.

Helpful Links

Purdue Owl

This website has a lot of information on MLA style.
(click or scan)



WOnline

This is the WLC's appointment booking website.
(click or scan)



Works Cited

- 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>.
- Elengical, Jerry. "A Quest for Identity in the Modern Architecture of the Middle East." *Rethinking the Future*, www.re-thinkingthefuture.com/architectural-styles/a3486-a-quest-for-identity-in-the-modern-architecture-of-the-middle-east/. Accessed 15 June 2021.
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- "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.
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