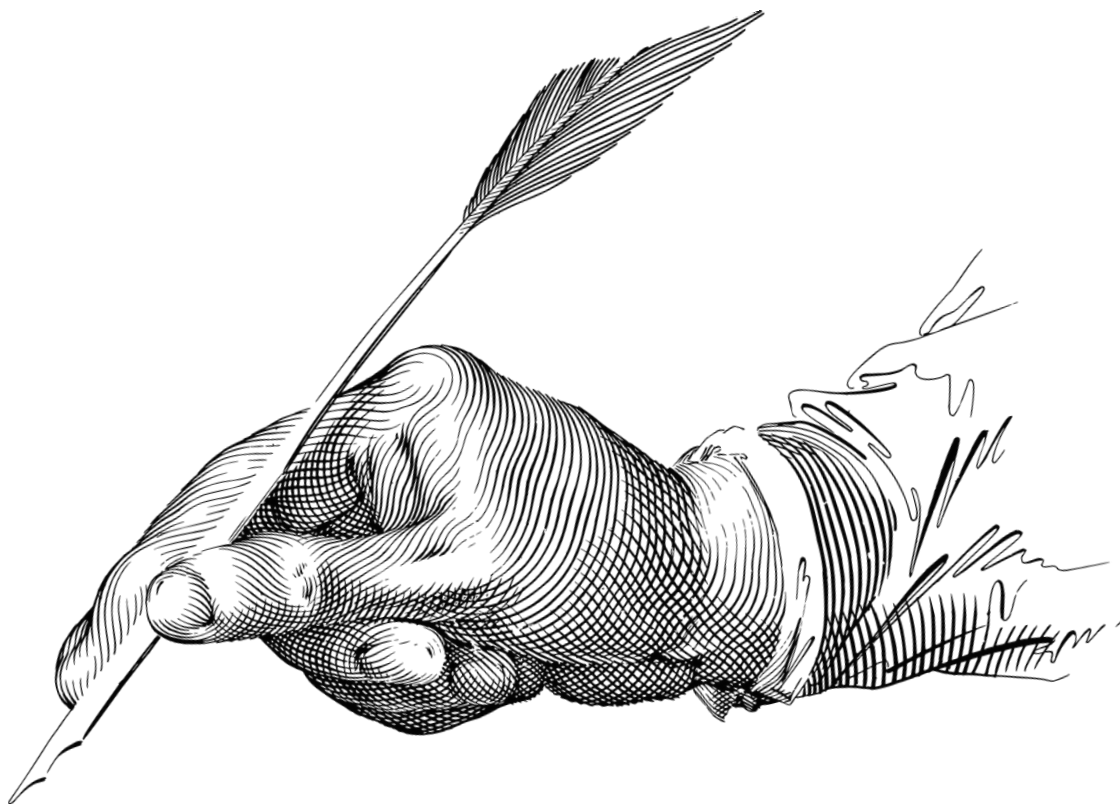


MLA 9.0 Style Guide

Spring 2023



Alexander College

WRITING AND LEARNING CENTRE

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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 sharing in your work.

When do I have to cite?

Every sentence with outside information (anything that is NOT your thoughts or interpretations) should end with a citation and have a corresponding reference in your Works Cited 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

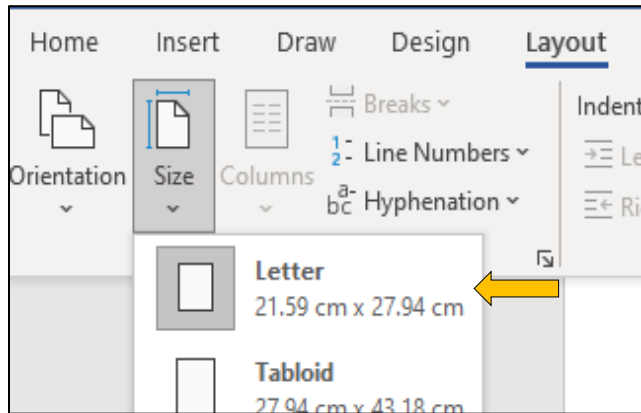
MLA	Modern Language Association.
Last Name	A family name or surname.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A Digital Object Identifier is a unique string used for online journals and academic articles.
et al.	Means <i>and others</i> —used in cases of three or more authors.
Corporate Author	A company, association, organization, government department or agency.
Accessed Date	The date that <i>you</i> first 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 articles/short stories by different authors.
Page Range	The numbers of the first and last page in a work. To format this, you would write pp. 12-45, for example.
Consecutive Citation	A sentence that needs a citation followed immediately by another sentence that needs a citation.
Pseudonym	An alternative name such as a stage name, pen name, or username, that is not traditionally reversible.
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.

Paper Formatting

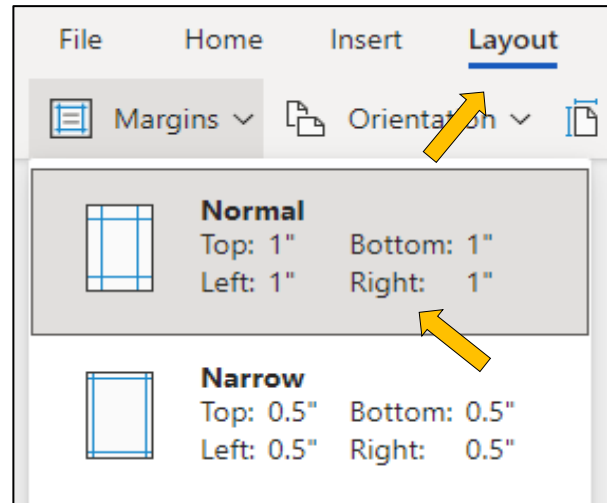
- Below are instructions on how to correctly format an MLA paper in Microsoft Word.

General Formatting

Letter Size

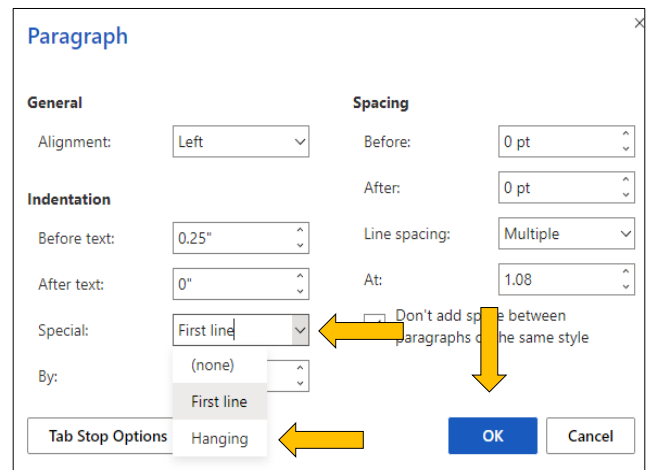
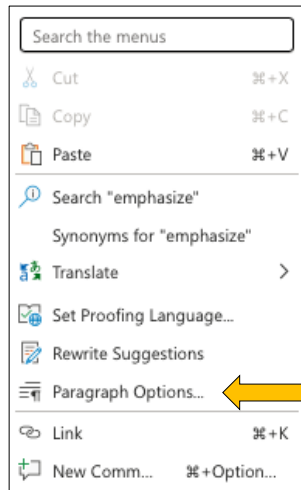


1 inch or 2.54 cm Margins



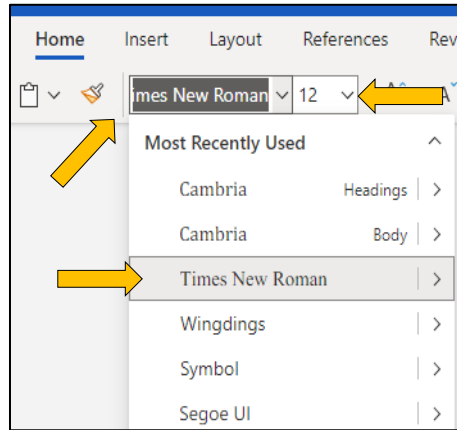
First Line Indent and Hanging Indent

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

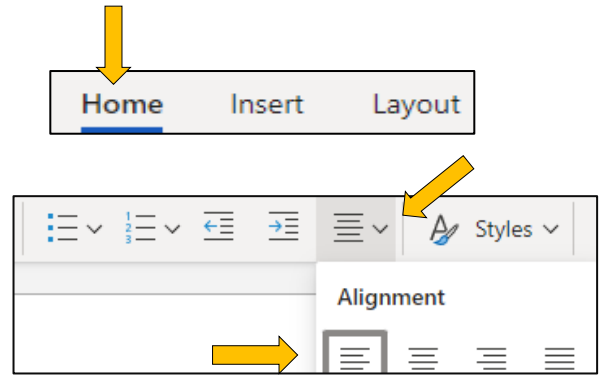


Font

- Times New Roman.
- 12pt Font.

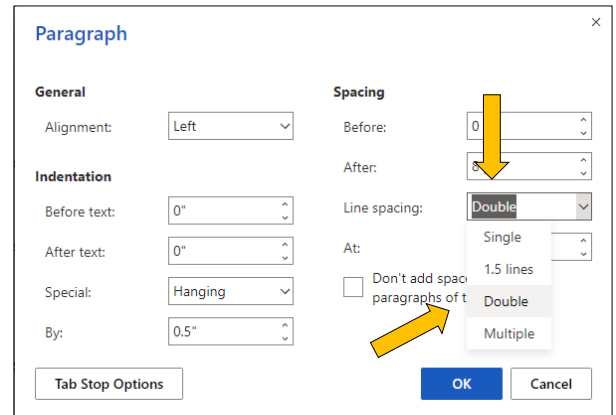
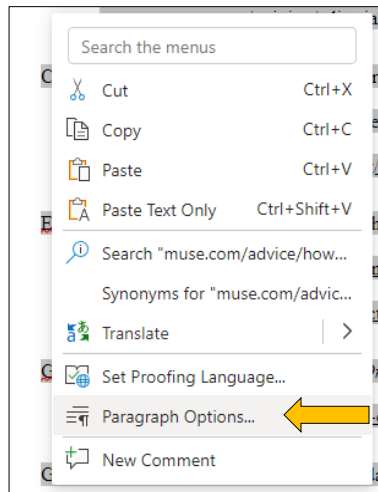


Left Aligned



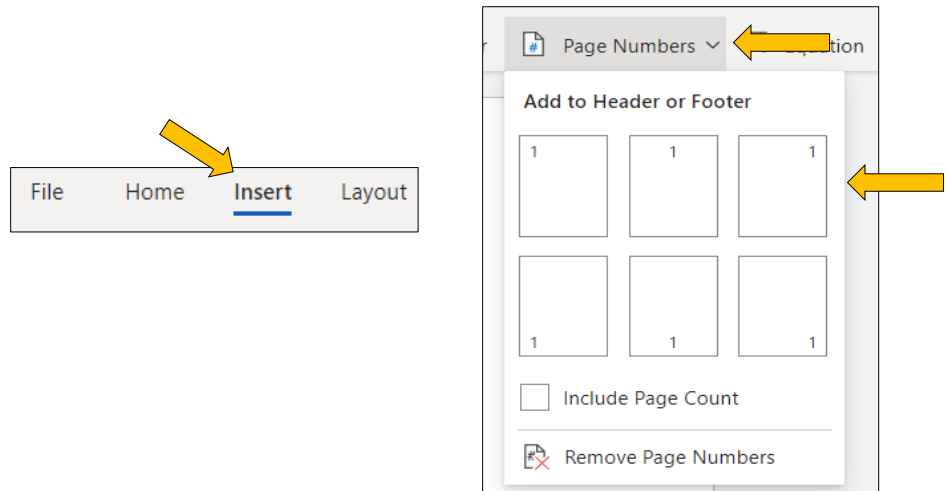
Double-Spaced

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



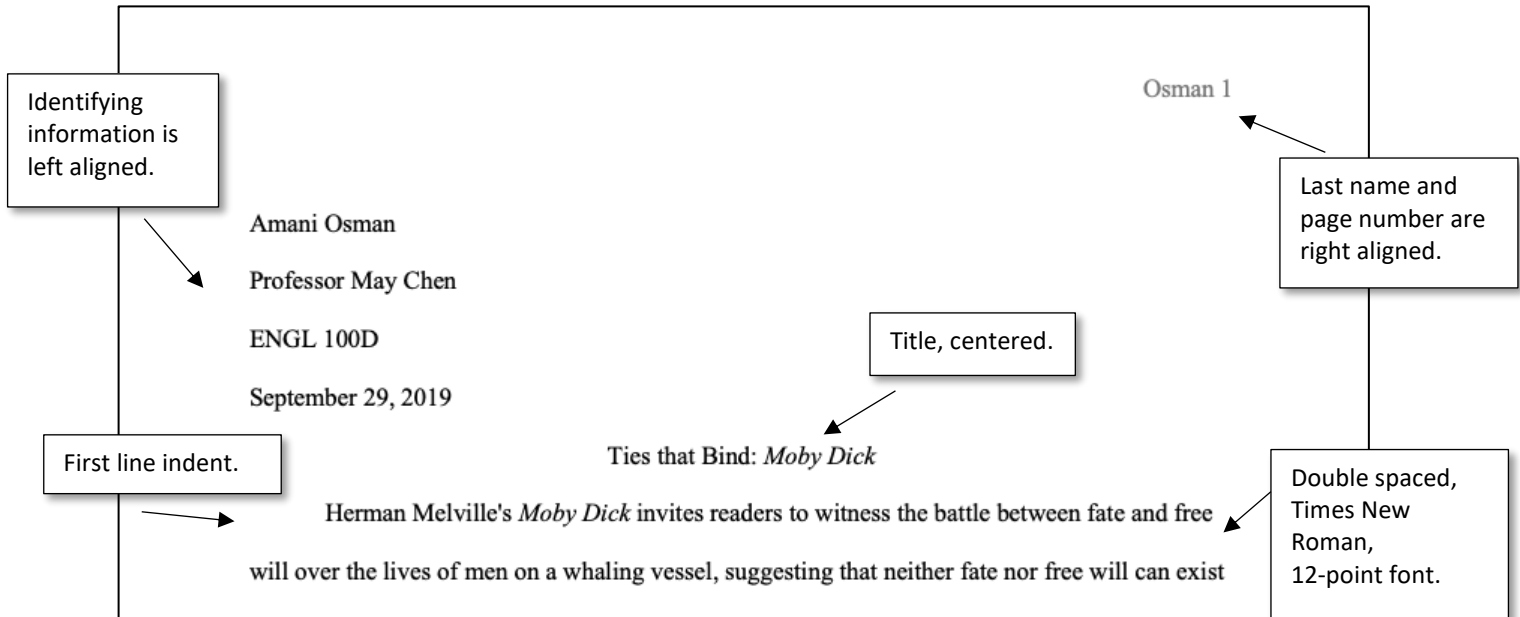
Header (Page Number)

- Select "Insert" Tab.
- Click "Page Numbers."
- Select Top Right Image.



First Page

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



Where/When to Cite

Put citations in *two places*:

In-text Citations – In the body of the essay, use brackets () after every sentence that includes outside information.

Works Cited – A complete list of all sources in alphabetical order on a separate page at the end of the paper.

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 Lines of Argument.

In-Text Citations

To cite in-text, include two pieces of information in parentheses () at the end of a sentence:

- 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 a comma between the name and page number.
2 Authors (Groake and Tindale 33)	Do not use an ampersand (&).
3+ Authors (Belch et al. 99)	Only write the first author’s last name followed by “et al.”
No Page Number (Elengical)	If there is no page number, do not add one.
Corporate 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 - Book (<i>Go Ask Alice</i> 44)	Book titles should be <i>Italicized</i> .
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 articles (the, a, an).
Movie (<i>Spirited Away</i>) (<i>Spirited Away</i> 01:35:15-01:38:48)	A timestamp is the time of a specific scene expressed in hours, minutes and seconds—HH:MM:SS. Use a timestamp when you refer to a specific scene in a movie. Do not use a timestamp when you summarize or make general comments.

Quotation vs. Paraphrase

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).

- Paraphrases do not require quotation marks.
- Paraphrases and direct quotes require the same citation information.

Indirect Citations

- When the ideas of one author are written in another person's work, 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.

William James said, "The deepest principle of human nature is the craving to be appreciated" (qtd. in Everly).

Consecutive Citations in MLA

- Use consecutive citations when citing the same source multiple times with no other sources cited in between.
- Initially, 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:

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 first citation has all the required information.

The second citation has only the page number.

Without Page Numbers:

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.).

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

Block Quotations

- A block quotation is any quote that is more than four lines.

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 result in greater increases in serum potassium levels. The processing of foods may also influence potassium content because there are hidden sources of potassium due to food additives and products such as low-sodium salt substitutes. (Clegg et al. 477)

No quotation marks.

1.27 cm or 0.5 inch indent on the whole quotation.

Your own writing that leads into the quotation.

A period after the last word and nothing after the citation.

Elements of 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: Author names are **inverted** (last name comes first, and first name is second) 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.
Corporate Author	World Health Organization	World Health Organization.	Use the full name of the organization.
No Author - Book	Go Ask Alice	<i>Go Ask Alice.</i>	Put book titles in <i>italics</i> .
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> .

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.

MLA 9

Multiple Middle Names	Kiefer William Frederick Dempsey George Rufus Sutherland	Sutherland, Kiefer W. F. D. G. R.
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

- Write the date in the order of day, month, year.
 - 12 Dec. 2014
- Use the date of the “last update” or “last revision.”
- If there is no date for a source, then include an accessed date.
 - Accessed 29 Mar. 2022.
- 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.

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/ .

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	rev.
Canadian	Cdn.

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

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.	

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).

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

Luckasavitch, Christine. "A Brief History of the Madaoueskarini Algonquin People." *Muskoka Region*, 6 June 2019, www.muskokaregion.com/community-story/9422211-a-brief-history-of-the-madaoueskarini-algonquin-people/.

In-text Citation

(Luckasavitch).

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*, The Muse Editor, 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.

Corporate 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).

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</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).

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 46).

Anthology

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).

Recorded Media

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

Works Cited Format	<i>Movie Title.</i>	Directed by	Director first name last name,	Studio name,
	Theatrical release year.	<i>Site Name,</i>	URL.	

Works Cited Example *Steve Jobs*. Directed by Danny Boyle, Universal Studios, 2015. *Netflix*, www.netflix.com.

In-text Citation (*Steve Jobs* 01:12:30-01:13:48).

Video Viewed on Kanopy and National Film Board (NFB)

Works Cited Format	<i>Video Title.</i>	Directed by	Director first name last name,	Publisher,
	Date of publication.	<i>Database,</i>	URL.	

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

In-text Citation (*Citizen Kane*).

Video Viewed on Sharing Site (YouTube, Vimeo)

Works Cited Format	"Video Title."	<i>Website,</i>	uploaded by	Uploader,	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 in the World").

Video Viewed on Sharing Site with a Different Speaker than Uploader

Works Cited Format

“Video Title.”	<i>Website</i> ,	uploaded by	Uploader,	performed by	Performer,
	Date uploaded,	URL.			

Works Cited Example

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

In-text Citation

(“What do Top Students do Differently?”).

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.

Shortened In-text Citation

Fig.	#	Creator’s first name last name,	<i>Title of Work,</i>
<i>Shortened name of the website/book,</i>		Year created.	

In-text Citation

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

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.” *Photots.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.

**Shortened In-
text Citation**

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

In-text Citation

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

Example Works Cited with Notes

Works Cited

Abbott, Cindy. "18th Century Authors." English 101: Authors Through the Centuries. University of North Carolina at Charlotte, Burnaby, 3 Aug. 2022. Lecture.

The words Works Cited at the top, centered.

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

Each source has a hanging indent.

Document is double-spaced.

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

Dates are abbreviated.

"How to Write a Cover Letter: 31 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.

https:// is removed.

Sources are listed alphabetically.

- Works Cited Checklist**
- Double-spaced.
 - Alphabetical order.
 - https:// is removed.
 - Title Works Cited Is centered.
 - Hanging indent.
 - Dates are abbreviated.

Helpful Links

- ❖ Purdue Owl: https://owl.purdue.edu/owl/purdue_owl.html
This website has a lot of information and examples for citations.
- ❖ WLC: <https://alexander.mywconline.com/index.php>
Book an appointment with the WLC for help with assignments and citations.

****The following pages are a Works Cited for the sources used in this guide.**

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>.
- Citizen Kane*. Directed by Orson Welles, RKO Radio Pictures, 1941. *Kanopy Streaming Video*. www.kanopy.com/product/citizenkane.
- 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.
- 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*. 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/immigration-refugees-citizenship/campaigns/hire-immigrants.html.
- Pedersen, Gloria. A., et al. "A Systematic Review of the Evidence for Family and Parenting Interventions in Low- and Middle-Income Countries: Child and Youth Mental Health Outcomes." *Journal of Child and Family Studies*, vol. 28, no. 8, 2019, pp. 2027 – 2038. *Social Science Full Text*, 10.1007/s10826-019-01399-4.
- 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.

Steve Jobs. 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.

"Want to Learn Better? Start Mind Mapping." *YouTube*, uploaded by TEDx Talks, performed by

Hazel Wagner, 13 Dec. 2017, www.youtube.com/watch?v=5nTuScU70As.

“What do Top Students do Differently?” *YouTube*, uploaded by TEDx Talks, performed by

Douglas Barton, 26 Mar. 2015, www.youtube.com/watch?v=Na8m4GPqA30.