

# MLA Style Guide – Quick & Easy

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Source: Modern Language Association (MLA) Center and MLA Handbook for Writers and Research Papers, 8<sup>th</sup> Edition, 2016

## General Guidelines

- Your list of references should begin on a separate page, with the title "**Works Cited**".
- Arrange entries **alphabetically**, using the last name of the author. If no author is given, alphabetize by the title, eliminating any initial A, An, or The.
- Begin each entry at the left margin. Indent the following lines one-half inch from the left margin.
- **Double-space** within each entry, and between each entry.
- Follow carefully the punctuation and capitalization in the examples.
- If no author or creator is provided, start the citation with the title/name of the item you are citing instead. **Note:** an author/creator won't necessarily be a person's name. It may be an organization or corporation, for example Health Canada or a username on a site such as YouTube.
- If no date is provided, skip that information. It's recommended that you add the date you accessed the work at the end of the citation.
- Page numbers may not be provided for some items, such as online materials. If this is the case leave the page numbers out of the citation.
- Shorten the name of the publishing company by eliminating articles (A, An, or The), business abbreviations (Co., Inc., Ltd.), and descriptive words (Books, House, Press). However, when citing a **University Press**, add the abbreviation "**UP**" (Ohio State UP). If the publisher's name is the name of one or more persons, cite the first surname only (Abrams).

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## In-Text Citation

### Parenthetical references

The list of Works Cited at the end of your paper tells your reader what resources you used to write your paper. **To avoid plagiarism** or taking credit for ideas that are not your own, you must also indicate in the text of your paper precisely what is borrowed from a source and where to locate that information in the source.

- The **in-text citation (in-line citation)** usually appears in parentheses and corresponds directly to an entry in your list of Works Cited (like an index of a book).
- The **author's last name and the page number** are usually enough to indicate the location in the source.
- If the author's name is used in the sentence, do not repeat it in the **in-text citation**.

### In-Text Citation Examples

Author's name in text	<b>Sellers</b> had expressed that the market changed in the 17 <sup>th</sup> century (91-92).
Author's name in reference	...Sellers view on economic growth is not widely embraced among Historians (Cassell 9).
Multiple authors of a work	The literature also indicates (Hamilton and Spruill 231) that modest improvements have been made to training programs.
Two locations	Sellers market and democracy theory does have merit (91-92, 261).
Two works cited	(Salzman 38; Sellers 198)
References to volumes and pages	(Crowell 4: 19-22)
Corporate authors	(Chrysler Group, 2009 Annual Report 36-39)
Work with no author	( <i>Time</i> 22)

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## Book with One Author

Author's last name, First name and Middle initial [if available]. *Italicize Title*. Publishing Company, Year.

**Example:** Roth, Veronica. *Divergent*. Katherine Tegen Books, 2011.

## Book with Two Or Three Authors

First author's last name, First name and Middle initial [if available], Second author's First name and Last name, and Third author's First name and Last name. *Italicize Title*. Publishing Company, Year.

**Example:** Landau, Robert, and John Pashdag. *Outrageous L.A.* San Francisco: Chronicle, 1984.

## Book with More Than Three Authors

First author's last name, First name and Middle initial [if available], **et al.** *Italicize Title*. Publishing Company, Year of publication.

**Example:** Matthews, Graham, et al. *Disaster Management in Archives, Libraries, and Museums*. Ashgate, 2009.

## Book with Editor's & No Author

Editor's last name, First name and Middle initial [if available], **ed.** *Italicize Title*. Publisher, Year.

**Example:** Weisser, Susan Ostrov, ed. *Women and Romance: A Reader*. New York UP, 2001.

## Book with Author & Editor

Author's last name, First name and Middle initial [if available]. "Title of Work in Quotations." *Italicize Book Title*. Ed. Editor's First name Middle initial [if available] and Last name. Publisher, Year. Pages.

**Example:** Sheppard, Michael. "Assessment: From Reflectivity to Process Knowledge." *Handbook for Practice Learning in Social Work and Social Care: Knowledge and Theory*. Ed. Joyce Lishman. Jessica Kingsley, 2007. 128-137.

## Personal Interview (In person/ Telephone)

Last Name of Person Who Was Interviewed, First Name. Description of Interview. Day Month Year of interview. Personal Interview/ Telephone Interview.

**Example:** Myers, Elizabeth. The Dangers of Violence in the Media. 12 Mar. 2017. Personal Interview/ Telephone Interview.

## Personal Interview (Email)

Last Name of Person Who Was Interviewed, First Name. "Subject Line of Email." Received by Name of Person Who Received Email. Day Month Year of Email. Email Interview.

**Example:** Smith, Paula. "Re: Food and Family." Received by Joseph Tan. 20 May 2016. Email Interview.

**In-text citation Example:** (Last Name of Person Who Was Interviewed) e.g. (Smith)

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## Anthology (Essay, short story, poem, or other work that appears within a collection of literary pieces)

Author's last name, First name and Middle initial [if available]. "Title or Description of the Essay/Short Story/Poem." *Italicize Title of Book*. Editor or Compiler (write Trans., Ed., or Comp.). Ed. or Comp. First name Last name. Publishing Company, Year.

### Example:

Orwell, George. "Such, Such Were the Joys." *The Art of the Personal Essay: An Anthology from the Classical Era to the Present*. Ed. Philip Lopate. Anchor-Doubleday, 1999.

## Reference Materials

### Encyclopedia or Dictionary – Printed with Editor (no author)

"Title of Entry." *Italicize Title of Encyclopedia or Dictionary*, edited by Editor's First Name Last Name, Edition if given and not first edition, vol. Volume Number, Publisher Name, Year of Publication, pp. First Page - Last Page.

### Example:

"Guyana" *Oxford Encyclopedia of World History*, compiled by Market House Books, Oxford UP, 1998, p. 283

### Encyclopedia or Dictionary – Online with author

Author's Last Name, First Name. "Title of Entry." *Italicize Title of Encyclopedia or Dictionary*, Publication or Update Date, *Name of Website*. URL. Accessed Day Month Year of Access.

Example: McLean, Steve. "The Tragically Hip." *The Canadian Encyclopedia*, 26 Mar. 2015, *Historica Canada*. [www.thecanadianencyclopedia.com/en/article/the-tragically-hip-emc](http://www.thecanadianencyclopedia.com/en/article/the-tragically-hip-emc). Accessed 27 Jun. 2016.

In-text citation Example: (Author's Last Name) e.g. (McLean)

## Article from a newspaper

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Newspaper*, Day Month Year of publication, page number(s). [*Title of the database, Online Source (such as a url/ doi)- if an online newspaper*]

### Example:

**Printed:** Ashenmacher, Will. "Reversing the Sands of Time: After Years of Neglect and Abuse, Park Point's Dune Ecosystem is Making a Comeback Thanks to the Work of Volunteers." *Duluth News-Tribune*, 31 May 2008, p. 1A.

**Online:** Ashenmacher, Will. "Reversing the Sands of Time: After Years of Neglect and Abuse, Park Point's Dune Ecosystem is Making a Comeback Thanks to the Work of Volunteers." *Duluth News-Tribune*, 31 May 2008, p. 1A. *America's Newspapers*, doi:10/sd3098sjdfkjl. Accessed 19 Mar. 2016.

In-text citation Example: (Author's Last Name) e.g. (Ashenmacher)

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## Article from a popular magazine

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Magazine* Date  
Month Year of publication: page numbers.

### **Example:**

**Printed:** Barone, Michael. "The Experience Factor." *U.S. News & World Report*, 25 Mar. 2016, pp. 26-28.

**Online:** Barone, Michael. "The Experience Factor." *U.S. News & World Report*, 25 Mar. 2016, pp. 26-28. *Academic Search Premier*, <https://akin.css.edu/login?url=http://search.ebscohost.com>. Accessed 26 Mar. 2016.

**In-text citation Example:** (Author Surname page number) e.g. (Barone 19)

## Article from a scholarly journal (one author)

Author's Last Name, First Name Middle Initial. "Title of Article." *Italicize Title of Journal*, vol. issue no.,  
year, pp. page range. [Database source, doi or url]- If online.

### **Example:**

**Printed:** Hossain, Zakir. "Towards a lifelong learning society through reading promotion: Opportunities and challenges for libraries and community learning centres in Viet Nam" *International Review of Education* , vol. 62, no. 2, 2016, pp. 205-219.

**Online: Printed:** Hossain, Zakir. "Towards a lifelong learning society through reading promotion: Opportunities and challenges for libraries and community learning centres in Viet Nam" *International Review of Education* , vol. 62, no. 2, 2016, pp. 205-219. < <https://goo.gl/Wc6WZs>>. Accessed 28 Aug. 2017.

**In-text citation Example:** (Author Last Name page number) e.g. (Hossain 19)

## Webpage

Name of Author/ Compiler/ Director/ Editor etc. of the work. "Title of Specific Document or Page" Web  
Site, Date if given (**if nothing is available, use n.d.**). URL. Access date if likely to be updated or changed.

**Example :** Matthews, Kevin. "W. E. Oliver House." *Greatbuildings.com*. Architecture Week Great Buildings Collection, 2010. <http://utica.libguides.com/c.php?g=703243&p=4991656> Accessed 1 Feb. 2010.

**In-text citation Example:** (Author Last Name) e.g. (Matthews)

## eBook

Author's Last Name, First Name Middle Initial. *Italicize Title and subtitle of Work*. Edition. Publisher, Year.  
*Name of Database*. ULR. Date of access.

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**Example:** Heffron, Sean. *The Skinny on Your First in College*. Westport: Rand Media, 2011. *eBook Academic Collection (EBSCOhost)*. <http://suncat.csun.edu/record=b3116389>. Accessed 1 Sept. 2015.

**In-text citation Example:** (Author Last Name Page number) e.g. (Heffron 19)

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## Social Media

**Facebook:** Author Last Name, First Name or Account Name. Description of Post. *Facebook*, Day Month Year of Post, Time of Post, URL. Accessed Day Month Year post was viewed.

**Example:** Rick Mercer Report. Spread the Net Challenge Winners 2016. *Facebook*, 23 Mar. 2016, 9:00 a.m., www.facebook.com/rickmercerreport. Accessed 26 June 2017.

**In-text citation Example:** (Author's Last Name or Account Name) e.g. (Rick Mercer Report)

**Twitter:** Twitter Handle (First Name Last Name if Known). "The entire tweet word-for-word." *Twitter*, Day Month Year of Tweet, Time of Tweet, URL.

**Example:** @ReallyVirtual (Sohaib Athar). "Helicopter hovering above Abbottabad at 1AM is a rare event." *Twitter*, 4 Jan. 2017, 3:58p.m. twitter.com/reallyvirtual/status/64780730286358528?lang=en.

**In-text citation Example:** (Twitter handle) e.g. (@ReallyVirtual)

**Youtube & Vimeo:** Last Name, First Name of video creator or Username of Creator. "Title of Video." *Italicize Title of the Hosting Website*, Day Month Year of Publication, URL of video. Accessed Day Month Year video was viewed.

**Example:** Sethi, Ramit. "How to Write a Winning Resume, With Ramit Sethi." *YouTube*, 23 June 2015, www.youtube.com/watch?v=\_OfjkKCsM1w. Accessed 28 June 2017.

**In-text citation Example:** (Last Name of Video Creator) e.g. (Sethi)

**Blog Post:** Author's Last Name, First Name or Username if real name not provided. "Title of Blog Post." *Italicize Name of Blog*, Blog Network/Publisher if given, Day Month Year of blog post, URL of blog post. Accessed Day Month Year blog was visited.

**Example:** Naish, Darren. "If Bigfoot Were Real." *Tetrapod Zoology*, Scientific American Blogs, 27 June 2016, blogs.scientificamerican.com/tetrapod-zoology/if-bigfoot-were-real/. Accessed 28 June 2017.

**In-text citation Example:** (Author's Last Name) e.g. (Naish)

**Wikipedia:** "Title of Entry." *Italicize Wikipedia: The Free Encyclopedia*, Wikimedia Foundation, Day Month Year entry was last modified, Time entry was last modified, URL of entry. Accessed Day Month Year Wikipedia entry was last viewed.

**Example:** "Body Image." *Wikipedia: The Free Encyclopedia*, Wikimedia Foundation, 16 June 2016, 7:41 pm, en.wikipedia.org/wiki/Body\_image. Accessed 28 June 2017.

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**In-text citation Example:** ("Title of Entry") e.g. ("Body Image")

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## Appendix

### Continuum of expectations across Middle and High School

Factors	Grade 6-7	Grade 8-9	Grade 10-12
<b>Essential Questions</b>	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it, when do I cite work, what needs a citation, and how is citation used in different types of writing?
<b>Citation expectations</b>	Name of source, name of creator, publication date, location of information in source (e.g., page number). Formatting flexible; title may be italicized or underlined.	Name of source, name of creator, publication date, location of information in source (e.g., page number), and publication date. Accurate MLA formatting in bibliography and INCLUDE the URL of websites.	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it, when do I cite work, what needs a citation, and how is citation used in different types of writing?
<b>What and When to cite?</b>	Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.	Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.	All assignments where research and the use of others ideas and information take places e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS.
<b>In-text citation</b>	In-text pictures, graphs, quotes and attempt to paraphrase	In-text pictures, graphs, tables etc. When use author voice directly e.g. quotation or paraphrase (error acceptable)	In-text pictures, graphs, tables, summary etc. When using author voice directly e.g. quotation or paraphrase (error acceptable)
<b>Suggested Tools</b>	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU Attempt to use Mendeley	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU. Using Mendeley for note taking & essay planning are highly encouraged.
<b>IB Learner Profile IB Attitudes ATL skills</b>	<b>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</b>	<b>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</b>	<b>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</b>
<b>Role of Teacher/ Supervisor/ Teacher-Librarian</b>	1+2+3+4+5 7. Teachers are expected to know, and teach, the difference between information resulting from search engines and where the information appears on an actual website. 8. Discuss in-text citation, reference and bibliography and model in-text citation 9. Introduce types of plagiarism and attempt to use plagiarism feedback symbols	1+2+3+4+5+6+7 8. Use proper MLA format to document materials used with students or on your webpages, including the URL of websites. 9. Ensure in-text citation, reference and bibliography with accurate in order and Accurate punctuations. Errors are acceptable in some cases. 10. Use plagiarism/ referencing error feedback symbols on students works	1-10 11. Ensure in-text citation, reference and bibliography with accurate order and punctuations. Errors are not acceptable! 12. All feedback should be given by symbols wherever applicable.
<b>Feedback on Plagiarism and Referencing errors by teacher/TL (see Annex 7.2)</b>	Attempt to use plagiarism feedback symbols for electronic submissions (See annex)	Use plagiarism and referencing error feedback symbols for IA, individual/group assignments etc. (See annex)	Must use plagiarism and referencing error feedback symbols for any assignment e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS. (See annex)



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## Bibliography and Referencing errors using symbols (Teachers' only)

Plagiarism Continuum			Common Citation, Referencing and Bibliographical Errors		
Problem statement	Types of Plagiarism	Feedback symbols	Problem statement	Types of Bibliography & Referencing errors	Feedback symbols
Submitting another's work, word-for-word, as one's own.	Clone	CL	Wrong alphabetical order in bibliography or cited works	Alphabetization	AL
Information contains significant portions of text from a single source without alterations.	Ctrl+C	CC	Wrong citation or referencing style	Wrong style	WS
Changing key words and phrases from the original work but retaining the essential content of the source	Find+Replace (Idea Theft)	FR	Accurate citation and referencing but using different styles in one paper	Broken style	BS
Relying too heavily on the vocabulary and syntax of the source material.	Patchwriting	PW	Paraphrasing the work by just changing few keywords/ omitting few words	Skimpy paraphrase	SP
Paraphrasing from different sources and making the content fit together seamlessly.	Remix	RX	Work created without consulting other sources or least sources	Minimal reference	MR
Combining perfectly cited sources with copied passages— without citation—in one paper.	Hybrid	HB	Reference(s) mentioned in the work cited list (bibliography) but no in-text citation	Spare references	SR
Mix of copied material from several sources without proper citation.	Mashup	MU	Use in-text citation but no bibliography	Un-cited references	UR
Work that includes citations to non-existent or inaccurate information sources	404 Error	4E	Missing writer/author thoughts, feelings, passions, dreams, beliefs, fears and attitudes in the text	No Author Voice	NA
Work that Includes proper citation, but relies too closely on the original sources wording and/or structure.	Re-Tweet	RT	<i>It is recommended to exercise the error symbols from grade 8 but should be mandatory from grade 9-12 students and teachers!</i>		
Borrowing generously from one's own previous work without citation	Self-plagiarism (Recycling)	SP			