

MLA Citation

In this class, you must use basic MLA citations when you borrow material from an outside source. You will be required to use the *MLA Handbook*, a required text for this class. We will cover very basic features of MLA in the class, but you will be required to do most of the work yourself.

Incorrect citation will not be accepted. In some classes, incorrect MLA citation is considered equal to plagiarism, so this is very important!

You must give a citation **every time** specific information is used. It does not matter if you quote directly or paraphrase—you must always cite borrowed material! Information considered to be well-known does not need to be cited; for example, that America has 50 states, or that Donald Trump was elected president, are so well-known that you don't need a citation. But if you have to look something up, then you must cite it.

This handout is intended to help you with basic citations, but do not use this handout only! You must use the *MLA Handbook* in many cases. That is why it is called a “Handbook”; it is used all the time, so keep it close at hand.

Basics of Citation

MLA citation consists of two parts: the **in-text citation**, and the **works-cited listing**. These two items work together. Both are required; if one is missing, then your citation is incomplete and will not be accepted.

- The **in-text citation** shows the location of the borrowed information
- The **works-cited listing** gives detailed information on the source

Details about the in-text citation:

- It appears in parentheses, and so is often called a “parenthetical citation”;
- It usually appears at the end of a sentence before the final punctuation;
- It requires an identifying name, usually the last name of the author. This is used to find the item in the works cited list;
- If an author’s last name is not available, then the initial phrase of the title is used, without the initial article (e.g., “The Black Hills of South Dakota” would be written as “Black Hills”);
- If a page number is available, it comes after the identifying name.

Details about the works-cited listing:

- The list always begins at the top of a new page; use a “page break” to do this;
- The title “Works Cited” is centered at the top of the page;
- Each citation listing is one paragraph;
- The list is in alphabetical order; if there is no author and the source's title comes first, ignore (but do not omit) quotation marks and initial articles (*A*, *An*, or *The*).

- Citation listings are always given a hanging indent (the first line of each new paragraph is normal, and the other lines are indented by 1/2-inch). The reason is so the identifying name is easy to see;
- Each citation listing must begin with the same identifying name which is in the in-text citation.

Keep in mind that the 8th Edition of the MLA manual has significant changes from previous editions. The handbook no longer gives specific citation rules for each type of citation; instead, general rules for citations are given, making the citations somewhat less rigid and well-defined. Also, the format of citations has changed quite a bit; if you learned MLA under the 7th edition, you will want to review the new styles.

To create a citation using the manual alone, try to find an example close to your source type; look up missing pieces or special-case information in the index at the back of the manual. When in doubt, get help from a teacher or tutor.

Basic Citation Form

Most citations follow a similar pattern, in which information is presented in a specific order. The order of citation of information, in short, is generally:

- Author's name.
- Title of source.
- Title of container,
- Other contributors,
- Version,
- Number,
- Publisher,
- Publication date,
- Location.

This order is true for all citation types, but **various types require more information** than is shown here. Don't leave out anything! For example, with articles, you must list two titles (the article and the magazine); with web pages, URLs may be required, etc.

The general rule in citations is to ensure that you have given enough information and detail so your teacher can, without much trouble, track down the exact location of the source you used.

To summarize best, we'll first go over the individual parts, and then look at examples of citations for specific source types.

1. Author's Name

In the case of one author, the name is listed with family name first followed by a comma, then the first name, and then the middle name or initial; follow the form given in the publication unless there is a specific reason to do otherwise. For example:

Smith, John C.

If there are two authors, then give the first name as shown above, and then give the second name in normal order after a comma and the word "and":

Smith, John C., and Mary S. Jones.

The names should be listed in the same order as given in the publication.

If there are three or more names, then only give the first author's name, followed by "et al" ("and others"):

Smith, John C., et al.

A period ends the listing of name(s).

2. Title of Source

This is the title of the work you are citing. If it is a complete work (a book or movie, for example), then give the name in italics. If it is part of a larger work (an article in a magazine or web site, a song in an album, a TV episode from a TV series, etc.), then the title is in quotation marks:

Pride and Prejudice.

"Why Rural America Voted for Trump."

Capitalization is decided by rules in MLA section 1.2.1 (page 67). The title is followed by a period.

3. Title of Container

If the title of the source is part of a larger work, then the larger work is listed after the smaller source, in italics, using the same rules of capitalization as the source:

The New York Times,

CNN,

The Big Bang Theory,

Note that these titles are followed by commas, not periods.

Containers can come in other containers; if an excerpt from a book is listed in another book, for example, then the original book is the first container, and the collection of excerpts is the larger, second container. A TV series is the first container, but may be found in an online streaming service such as Netflix, which would be the second container. More commonly for LUJ students, you might find

a newspaper or journal article in an online scholarly database such as *JSTOR* or *ProQuest*; in such a case, the newspaper or journal would be the first container, and then the online database would be the second and larger container.

See pages 32~36 in the MLA Manual for examples of detailed container information in the case of journals, TV shows, and collections of works.

4. Other Contributors

If the source has people *aside from the main authors* who significantly contributed to making the overall work, they can be added at this point. This would include editors and translators especially, but also directors, performers, or illustrators, as well as others. For example:

edited by Joseph Jones,
translated by Juanita Garcia,
directed by George Lucas,
performance by Harrison Ford,

This information ends with a comma.

5. Version

The version can include editions of a book (numbered editions, or editions with names such as final, international, or abridged), the director's cut of a film, or any other variation from previous versions of source material.

8th ed.,
widescreen 25th anniversary edition,
King James version,

This information ends with a comma.

6. Number

If there is a volume, journal, issue, or other number which describes the number of the work in a larger set of works, the number should be noted:

vol. 42,
no. 73,
season 6, episode 12,

This information ends with a comma.

7. Publisher

The publisher is the organization primarily or immediately responsible for publishing the work. This includes publishers of books, journals, and web sites, but also production companies, film studios, etc.

Oxford UP,
Warner Bros.,
Vintage eBooks,

This information ends with a comma.

8. Publication Date

You must include the date of publication which is most closely connected to the source you are citing. Do not cite the original publication date if your source is an edition with changes, even changes in pagination. However, do not cite the date of *printing* if it is different from the relevant copyright / publication date. Books and films commonly use only years, but if there is a journal or newspaper with daily, weekly, monthly, or other periodical publication dates, then a more specific date must be noted. If you use months, then give a three-letter abbreviation, except for May, June, or July. If there is a date, then list the date, then the month, then the year. For example:

2011,
Dec. 2011,
11 Mar. 2011,


This ends with a comma, or with a period if it is the final piece of information in the citation.

9. Location

In this case, location does *not* refer to the city or address of a publisher, but instead it notes the location of the cited material within a medium—for example, page numbers in a book, a time range within a recording, or a URL on the World Wide Web. It can refer to a physical location if it is a stage performance, lecture, or other live event, and the location is relevant. For example:

pp. 103-117.
disc 2.
<http://nyti.ms/2jaWm4m>.

This information ends with a period.

Note: in the case of URLs, you can add shortened versions so long as they are permanent (follow the share  icon). Your teacher may instruct you to include longer URLs or not to include any URL at all; ask to be sure.

Common Citation Types

1. Periodical (Journals, Magazines, Newspapers)

A basic citation looks like this:

Author's name. "Title of the Article." *Periodical Name*, publication information.

For scholarly journals, publication information includes (1) the volume number, (2) the issue number, (3) the year of publication, and (4) the page numbers of the entire article.

Williams, Linda. "Of Kisses and Ellipses: The Long Adolescence of American Movies." *Critical Inquiry*, vol. 32, no. 2, 2006, pp. 288-340.

For newspapers, publication information includes (1) the city name, **if** the newspaper is local and the city is not in the title; (2) the date of publication; (3) the edition (if there is one); and (4) the section/page numbers.

Alaton, Salem. "So, Did They Live Happily Ever After?" *Globe and Mail* [Toronto], 27 Dec. 1997, D1+.

For popular magazines, you do **not** include volume and issue numbers even if they are available. Publication information includes (1) The date of publication, and (2) the page range.

Weintraub, Dermot, and Laura Cohen. "A Thousand-Year Plan for Nuclear Waste." *Business Week*, 6 May 2002, pp. 94-96.

There are variations, such as multiple or corporate authors, or supplementary information. However, the above information is usual.

2. Non-Periodical Print (esp. Book)

A basic citation looks like this:

Author's name. Title of Publication. Publisher, Year of Publication.

In an actual citation, this will look like:

Kaku, Michio. Hyperspace. Doubleday, 1995.

For books, there are a number of additional points that might change the citation. These must be added one by one. For example, the book you are citing may be a translation, in which case the translator's name may need to be added, or it may be a numbered edition, in which case you would add the edition information.

Publishers' names can be confusing, because there are often "imprints," or divisions/parts of publishing companies. Look for the primary publisher, and **do not add the name of the imprint to the citation**. Imprints are often noted as being "a division of", or a registered trademark of a publisher. You will commonly see, "A(n) [imprint name] Book, Published by [actual publisher]."

Publication dates can also be confusing, as there will usually be a date for the original publication, dates for subsequent copyright renewals, dates for different editions, and even dates for incorporated work (illustrations, forwards, excerpts, etc.). **Find the publication year which is most closely associated with the specific edition you are citing.**

A difficult part of making citations is finding and adding all necessary details like this. Here is a list of some of the details you may have to find and add:

- Anthology or compilation
- Two or more authors
- A corporate author (e.g., the MLA manual)
- A reference book (e.g., dictionary or encyclopedia)
- A translation
- A graphic novel
- A republished book (e.g., paperback, reprint, or other edition)
- A book not published in English

Additionally, you **must** be careful to follow these two sets of rules:

1. Title Capitalization (1.2.1)
2. Publisher Name Abbreviations (1.6.3)

3. Web Source (original; not in print or elsewhere)

A basic citation looks like this (note formatting such as quotes and italics; font color is used to show parts):

Author's name. "Title of Article." *Title of Web Site*, Publisher (if different from title of web site), Date of Publication, URL, Date of access.

The URL should not include http:// or https:// or any other similar precursor.

The date of access is optional, and should be included if (1) the page changes or is edited often, or (2) there is no date of publication given on the site.

In an actual citation, this might look like:

Connelly, Marjorie. "A View That Changes with Age." *The New York Times*, 12 Apr. 2005, [nyti.ms/2gfs4Pw](https://www.nytimes.com/2005/04/12/nyregion/12gfs4Pw).

The URL is considered standard but optional; a teacher may ask for it not to be used. Any address marked as a "Permalink" is preferred, as that suggests the page URL will not change over time. Full URLs are acceptable although are often extremely long.

One way to shorten long URLs is to exclude the "Get" code that is sometimes included in them. At some point in the URL, you may see a question mark (?) followed by extra text, often a confusing jumble of short abbreviations and code; often this is code added to the URL to carry data (such as settings, search criteria, and preferences) from one page to another. If you see a question mark in the URL, delete the question mark and everything following it. Then try using the shortened URL and see if the page loads as expected. If it does, then use the shortened version. For example, both the URLs below work fine:

abcnews.go.com/Entertainment/wireStory/columnist-nat-hentoff-dies-91-44630817?cid=clicksource_4380645_5_heads_posts_headlines_hed

abcnews.go.com/Entertainment/wireStory/columnist-nat-hentoff-dies-91-44630817

A teacher may allow the use of shortened links, as available through services like bit.ly.

Make sure that you carefully judge the **reliability** of the site; try to use material primarily from professional, scholarly, or mainstream news sites, and do not even trust them 100%. Always try to use the **original source** of the data; if your web site got the data from somewhere else, find the source and use that.

It is not necessary to cite the first web site you find information from. For example, you can find information on a Wikipedia page, then search for the same information on a more professional site, and then cite the professional site and not Wikipedia.

4. Periodical in an Online Database

This is important for LUJ students, as the online databases (ProQuest, EBSCO) are often used for periodical articles.

This is a section which asks you to take a regular Print citation model and **add citation information** showing where you found it.

In this case, take a Periodical citation, and add:

1. Title of database (italicized)
2. URL
3. Date of access (optional)

A basic citation looks like this (note formatting such as quotes and italics; font color is used to show parts):

Author's name. "Title of the Article." *Periodical Name*, publication information, *Title of Database*, Location.

In an actual citation, this will look like:

Goldman, Anne. "Questions of Transport: Reading Primo Levy Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88, *JSTOR*, www.jstor.org/stable/41403188.

What Citations Should Look Like

Even with the previous explanation, many students still have trouble producing correct citations. It is important to note:

1. You must always have an in-text (parenthetical) citation marking the borrowed information (the same source might be cited more than one time in different places in the essay);
2. Every citation in the text must match with a works-cited listing;
3. Every works-cited listing must have at least one in-text citation to match it;
4. Every matched citation/listing must begin with the same name.

Take the sample given below as an example of how an in-text citation and a works-cited listing might appear in an academic essay.

In fact, the responsibilities which every person faces might be greater than anyone is willing to face. Because you are able to save people's lives with every extra bit of cash you possess, you could feel responsible for a great many deaths just because you did nothing (Poza). This, however, goes much farther than anyone might consider reasonable. As a theory, it is interesting, but it may have little or no value in real practice.

Gilliam, Linda. "Of Kisses and Ellipses: The Long Adolescence of American Movies."

Critical Inquiry 32.2 (2006): 288-340. *ProQuest*. Web. 17 Aug. 2009.

(Poza), Luis. "Passive Persistence." *The Blog from Another Dimension*. N.p, 25 Mar. 2005.

Web. 17 Aug. 2009. <<http://blogd.com/wp/index.php/archives/1179>>.

Wyrick, Jean. *Steps to Writing Well: With Additional Readings*. 7th ed. Boston: Thomson, 2008. Print.

This is an example of a web page citation; if it were a book or periodical, **a page number would be required** after the author's name inside the in-text citation.

If you have any questions or thoughts about how to cite information in your essay, then do not hesitate to **ask your teacher!!** It is a very important issue, and you must not make mistakes!

The MLA Format

To make an academic essay in the Humanities, one usually is required to follow the MLA format. This consists of a variety of details. They include:

- ❖ **Margins:** 1" at top, bottom, left and right; ½" for header
- ❖ **Line Spacing:** double-spaced
- ❖ **Alignment:** Left (except for titles, which are centered); do **not** use "Justify"
- ❖ **Indent:** ½" first-line indent for essay paragraphs; ½" hanging indent for citations in works cited list; 1" left indent for long quotes; and no indents for titles and header information

Each essay must have the following:

- ❖ **Header:** At right (type two tabs), your family name (capitalized), followed by a space, then the page number (insert the auto-text page number from the toolbar).
- ❖ **First-page Information:** At the top of the first page, left-aligned, no indent, type: Your full name; the professor's name; the class title; and the date. *Your instructor may ask that you change this information or its ordering.*
- ❖ **Title:** This must be centered, using title case.
- ❖ **Works Cited List:** The Works Cited list must begin at the top of a new page. It is best to use the "Insert" menu, "Break" command, "Page Break" selection. The list must have a title (center alignment), followed by the list of sources (left alignment, ½" hanging indent), in alphabetical order.

Japanese-English MS Word Format Problems

There are differences between the English and Japanese versions of MS Word. In order to make an academic paper in the correct format using the Japanese version of MS Word, you must make the following changes:

- ❖ **Double-spacing:** Japanese double-spacing is wider than in the U.S. To make the correct spacing in the Japanese version, open "Page Setup" by double-clicking on the ruler over the margin; click on the "Document Grid" tab; then, under "Grid," select "No Grid. (Each language has different titles!) Then click "Default" to make the change permanent. Your spacing should be acceptable for an MLA paper now.
- ❖ **Alignment:** Asian-region word processors automatically use the "Justify" alignment. Change this to "Left" when typing an MLA paper. Go to the "Format" menu, choose "Paragraph," and set the Alignment to "Left." Use "Default" to make it permanent.
- ❖ **Widows and Orphans:** It is considered bad style for only one line of a larger paragraph to remain on one page, or to extend to another. This is called "Widows and Orphans." This is turned off in Japanese; you must turn it on. Go to the "Format" menu, choose "Paragraph," and select the "Line and Page Breaks" tab. Then click the box next to "Widow/Orphan control."
- ❖ **Paper Size:** In the U.S., Letter size paper is used; in Japan and elsewhere, A4 size. You can change the paper size in the "Page Setup" dialog box.

First page:

The diagram shows a page layout with several callout boxes:

- Top & bottom margins 1"**: A vertical double-headed arrow indicating the top and bottom margins.
- Header margin 1/2"**: A vertical double-headed arrow indicating the header margin, with the text "Poza 1" below it.
- Left aligned, no indent**: A callout box pointing to the author and date information: "Luis Poza", "Professor Nugent", "Computer Programming, Section 1", and "23 October 2009".
- Centered, Title capitalization (MLA p. 86)**: A callout box pointing to the centered "Essay Title".
- Left & right margins 1"**: A horizontal double-headed arrow indicating the left and right margins.
- Left aligned, first line indent of 0.5"**: A callout box pointing to the first line of the first paragraph, which is indented.

The main text of the page includes the author information, the essay title, and two paragraphs of text, each with a first line that is indented.

Successive pages of essay:

The diagram shows a page layout with a callout box:

- Header margin 1/2"**: A vertical double-headed arrow indicating the header margin, with the text "Poza 3" below it.

The main text of the page includes a paragraph of text with a first line that is indented.

Works Cited List page:

The diagram shows a page layout with several callout boxes:

- Header margin 1/2"**: A vertical double-headed arrow indicating the header margin, with the text "Poza 4" below it.
- Left aligned, hanging indent of 0.5"**: A callout box pointing to the first line of the first citation, which is indented.

The main text of the page includes the centered heading "Works Cited" and a list of citations:

- Malena, Anne. *The Dynamics of Identity in Francophone Caribbean Narrative*. New York: Lang, 1998. *Francophone Cultures and Lits*. Ser. 24. Print.
- Morris, Jan. Introduction. *Letters from the Field, 1925-1975*. By Margaret Mead. New York: Perennial-Harper, 2001. xix-xxiii. Print.
- Ozick, Cynthia. "Portrait of the Essay as a Warm Body." Introduction. *The Best American*

SAMPLE PARAGRAPH WITH IN-TEXT CITATIONS, WITH WORKS CITED LIST

The mind is a strange and wonderful thing. We think of it as being rational and literal, a machine that shows us exactly what our senses take in. The reality, however, is that our minds fool us on a regular basis. That is not a design flaw, though: the brain plays tricks on us in order to function properly. The brain will create information which does not exist. For example, when I was a child, I burned a spot on the retina of my right eye, creating a blind spot there. However, I rarely see it, because my brain pays attention to the information from my left eye and “fills in” the blind spot in my right eye. Similarly, you might *think* that you saw a person’s face clearly as you glanced out the window, but in reality you only saw a blur. Your brain created the face from the insufficient information your eyes sent. This is similar to how we “see” faces in clouds (“Tricks”). As useful as these tricks can be, they sometimes do us wrong. Even a very rational and science-minded person can hear his parents’ voices clearly, years after their deaths (Sagan 104). Much worse, the brain can create pain that is not there; people who have lost their arms in accidents report terrible pain in hands which no longer exist, pain they cannot relieve. The pain is so great that some people even contemplate suicide because of it (Ramachandran and Blakeslee 22). Instead of relaying the real world to us in an accurate way, our brains in fact distort the information we sense greatly.

Works Cited

- Ramachandran, V.S., and Sandra Blakeslee. *Phantoms of the Brain: Probing the Mysteries of the Human Mind*. 1998, Quill, 1999.
- Sagan, Carl. *The Demon-haunted World: Science as a Candle in the Dark*. 1996, Ballantine, 1997.
- “Tricks of the Mind.” *Para.Science*. 2012. www.parascience.org.uk/articles/tricks.htm