Tutorial 24:

MLA Format and Works Cited

Using In-Text Citation
Citing Different Sources
Creating the Works Cited Page
Following MLA Essay Format

This Tutorial includes two files:

- **Lesson (24a_MLA_Format_and_Works_Cited_Lesson)**

    In order to learn the material presented in this tutorial more effectively, as you read you should take notes in a place that you can reference later. If it is convenient, you could print the tutorial and annotate it so you can keep it for future reference.

- **Exercises (24b_MLA_Format_and_Works_Cited_Exercises** – located in the same area as the lesson)

    - It has highlighted areas for you to answer the exercises using an application such as Adobe Acrobat Reader.

    - Download and save this file as your own; you will share it with an instructor after you complete the lesson and exercises.

Please contact the Writing Center with any questions or difficulties: csmtwc@smccd.edu or 650-574-6436.

<u>MLA Format and Works Cited</u>

This tutorial will demonstrate strategies for:
1. **using in-text citation**
2. **citing different sources**
3. **creating the works cited page**
4. **following MLA essay format**

Though your English instructor tells you that using MLA format is important and a part of your essay grade, you may wonder, why? Just like showing up to a job interview in appropriate clothing is essential to being considered as a potential hire, using the right form of citation shows the reader how serious and professional you are about your work. Different disciplines use different styles of format and citation. For English and the humanities, professors and students follow the Modern Language Association's (MLA) guidelines on how to present the formatting style and the sources' references.

MLA format provides one international and standard way to cite sources for everyone who writes essays in the humanities in English, Spanish, Korean, Russian, etc. (any of the modern languages). This allows students and professors to be able to study and teach internationally and to have a common way of doing research. By learning MLA style, you are joining an international community of students and professors.

MLA is not the only style you will learn in college; other subjects have their own style or "language." In your first two years of college, you will use MLA style for English and humanities, APA style for psychology, social sciences and business, and Chicago style for history. Each citation style differs depending on what is most important to academic professionals in their discipline.

Thankfully, professors in your college career do not expect you to memorize any of the styles! ***What they do expect is that you:***

- **know which style to use**
- **know how to look up its format online or in books**
- **know how to follow directions.**

Part One: Using In-Text Citation

If you are doing this tutorial, you are probably familiar with how to use quotations in your essays. If you need to refresh that knowledge, we recommend that you complete *Tutorial #22: Using Quotations*.

After every quotation or paraphrase, you must use in-text citation to show your reader **where** you found the information. Why is it important to use in-text citation? **Not using it is plagiarism since you are not giving the author credit and are "stealing" his or her work**. Also, readers may be curious about the quotation and want to read more of that author's work. In short, in-text citation protects you from committing plagiarism and gives your readers the information they need to look up the author's original work.

How to Do it

There are two ways to give in-text citation:

1. Give the author's name before the quotation, and put the page number in parentheses.

   In *My Beloved World*, Sonia Sotomayor, a U.S. Supreme Court justice, writes, "When I'm focused intensely on work, I become oblivious to social cues, or any cues for that matter" (340).

Here, you give the author's name once in the sentence, so you do not need to repeat her last name again in the in-text citation.

2. When you do not give the author's name before the quotation, include the last name in the parentheses with the page number.

   She writes, "When I'm focused intensely on work, I become oblivious to social cues, or any cues for that matter" (Sotomayor 340).

Important Note about Punctuation in MLA Parenthetical References:

- Do *not* use commas between the author and page number. Simply put the author's name with the page number, like this: (Hernandez 33).
- Do *not* include the word "page" or an abbreviation for page. Simply put the number in parentheses, like this: (5).

- Always put the sentence's period *after* the parenthetical reference, *not* inside the quotation marks. However, if the quote contains a punctuation mark other than a period (such as ?, !), place it inside the quotation marks, like this: The author asks in his essay on multiculturalism, "What is the American dream?" (Binet 36).

What to Do When No Author or Page Number Exists

At times, a newspaper or online article will not list an author because a group of people wrote it or the author is anonymous. When that happens, you choose the next available information, which is the title. Rather than using the entire title, use only the first few words that make the title unique. When no page number is listed (for online sources), leave it blank. Note that in the following example, the full name of the article that the student's paraphrase comes from is "Smartphones and the 4th Amendment." It appears on a web page and therefore has no page.

Example: The Constitution's Fourth Amendment, which prohibits law enforcement from conducting unreasonable search and seizure without a warrant, should extend to protect people's cell phones from search without a specific warrant ("Smartphones").

Principle I.   Depending on whether the author's name and page number are available and what information you give before the quotation, follow each quotation with the necessary information in parentheses.

Consecutive Quotes or Paraphrases from the Same Source

You may include consecutive quotes or paraphrases from the same source in your essay. After you give the author's name once, you can just give the page number because readers understand that you are still quoting or paraphrasing from the same source. For example, if you were quoting or paraphrasing from the same source four times in a row, you would only use the author's name and page number the first time. The next three times, you would use the page number only, *not* the author's name. See the following example, which includes both quotes and paraphrases.

In *The Transcendence of Music*, Thomas Hernandez, a composer and musicologist, writes, "I loved Mozart before I fell in love with my wife" (Hernandez 142). Music has always been very important in Hernadez's life, and he studied flute and piano from an early age (33). When he met his wife, he felt that he had met his soulmate (81). However, Hernandez knows that "music outlasts love" (143).

Please open your 24b exercises file and complete <u>Exercise 1</u>.

Quoting or Paraphrasing from Different Sources in an Essay

It is true that if you are quoting the same source as the one that you were quoting immediately preceding it, you can just give the page number. But every time you quote or paraphrase from a different source, you must give that author's name. That is, every time that you change sources, you must use the author's name, as shown in the following example.

> In *The Transcendence of Music*, Thomas Hernandez, a composer and musicologist, writes, "I loved Mozart before I fell in love with my wife" (142). Even though he has a passionate, strong marriage, Hernandez goes on to say that "music outlasts love" (143). He is right; generations of people have enjoyed Mozart's music, music that has lasted many more years than any love affair or marriage could exist. Hernandez does not mention that "love can outlast the human body" (Ling 32). That is, even after people die, those who have loved them still feel that love. In this way, love may continue beyond death. However, great music can last much longer than either the human body or love.

Principle II. The first time you quote or paraphrase from a source, always give the author's name. If the next quote or paraphrase is from the same source, just give the page number. But every time that you quote or paraphrase from a different source, you must give the author's name.

How In-Text Citation and Works Cited Function Together

Your in-text citation is closely connected to your Works Cited page. When your reader sees an author's name (or title) in the parentheses of an in-text citation, she will expect to see this name or title as the first element for that source when it is listed on your Works Cited page. If your in-text citations do not correspond with your Works Cited, your reader will question your essay's validity and accuracy.

For example, if your reader sees (Sotomayor 340) or ("Smartphones") in an in-text citation, she will know that she can find the full bibliographic information for the source by going to your Works Cited page and scanning for author Sotomayor's name or the "Smartphones" article.

Please note that a Works Cited page:

- should **only include those sources that have been paraphrased or quoted in the essay.**
- should include sources arranged in **alphabetical order.**

In the following example of the student's Works Cited, there are only two sources because all the quotes and parahrases in the essay come from these two sources. Even if the student used other sources for background research but did not quote or paraphrase from them, they are not included on the Works Cited page. Note, too, that the sources are listed in alphabetical order.

Example:

<div align="center">Works Cited</div>

"Smartphones and the 4th Amendment." *New York Times.com* 28 April 2014: n. pag. Web.

    13 May 2014.

Sotomayor, Sonia. *My Beloved World.* New York: Random House, 2013. Print.

Principle III. **If you use an in-text citation in your essay, you must list the information for the source in your Works Cited. The sources should be listed in alphabetical order. And you should only include sources that you have quoted or paraphrased in your essay.**

Part Two: How to Cite Different Sources

This section gives you the standard format for the most common sources that students use. If you cannot find the type of source that you are looking for, refer to the *MLA Handbook for Writers of Research Papers, 7th edition* (2009) in the Writing Center, or to the **Resources** section at the end of this tutorial.

<u>Book with single author:</u>
Author last name, first name. *Book title.* Publication city: Publisher, Year. Print.

Example: Vonnegut, Kurt. *Slaughterhouse-Five.* New York: Random House, 1969. Print.

Book with two authors:

Author last name, first name, and author first and last name. *Book title.* Publication city: Publisher,
Year. Print.

Example: Warren, Elizabeth, and Amelia Warren Tyagi. *The Two-Income Trap: Why Middle-Class
Parents Are Going Broke.* Cambridge: Basic Books, 2003. Print.

Short story or poem in textbook or anthology with editor:

Author last name, first name. "Short story or poem title." *Book title.* Ed. Editor first and last name.
Edition. Publication city: Publisher, Year. Pages. Print.

Example: Allende, Isabel. "The Judge's Wife." *Literature: An Introduction to Fiction, Poetry,
Drama, and Writing.* Ed. X.J. Kennedy and Dana Gioia. 12th ed. Upper Saddle River:
Pearson, 2013. 369-75. Print.

Article from a magazine:

Author last name, first name. "Article title." *Magazine title* Date of publication: Pages, Print.
Example: Lahr, John. "Land of Lost Souls: David Rabe's America." *New Yorker* 24 Nov. 2008:
114-20. Print.

Article from online scholarly journal database:

Author last name, first name. "Article title." *Journal Title* Volume.Issue (Date): Pages. *Database
name.* Web. Date of access.

Example: Sheehy, Donald G. "The Poet as a Neurotic: The Official Biography of Robert Frost."
American Literature 58.3 (1986): 393. *Academic Search Premier.* Web. 18 May 2014.

Article from online website:

Author last name, first name. "Article title." *Website name.* Website publisher, Date or Year. Web.
Date of access.

Example: Akukwe, Chinua. "Nigeria: Ending the Threat of Boko Haram." *Worldpress.org.*
Worldpress.org, 8 May 2014. Web. 13 May 2014.

<u>Unknown author from online website:</u>

"Title of article or web page." *Website name.* Website publisher, Year. Web. Date of access.

Example: "Vietnam War Memorial." *Encyclopedia Britannica Online.* Encyclopedia Britannica, 2014. Web. 14 May 2014.

<u>Film:</u>

Film title. Dir. Director first and last name. Perf. First and last names of major performers. Distributor, Year. Medium.

Example: *Brokeback Mountain.* Dir. Ang Lee. Perf. Heath Ledger, Jake Gyllenhaal, Michelle Williams. Focus Features, 2006. DVD.

<u>Online Youtube video:</u>

Author/poster's last name, first name. "Video title." *Website name.* Website publisher, Date of posting. Web. Date of access.

Example: Common Sense Media. "Boys and Body Image." Online video clip.*Youtube.* Youtube, 23 April 2013. Web. 14 May 2014.

Students and professors must keep current with the latest MLA guidelines, which have occasional changes roughly every three to five years. Notice that the guidelines above **DO NOT** include URL web addresses (https://www.jstor.org) or underlining for titles. The only time you can use underlining is when you are **handwriting** titles.

Principle IV.	**Identify the type of source and follow the formatting for each type EXACTLY, including punctuation and italics.**

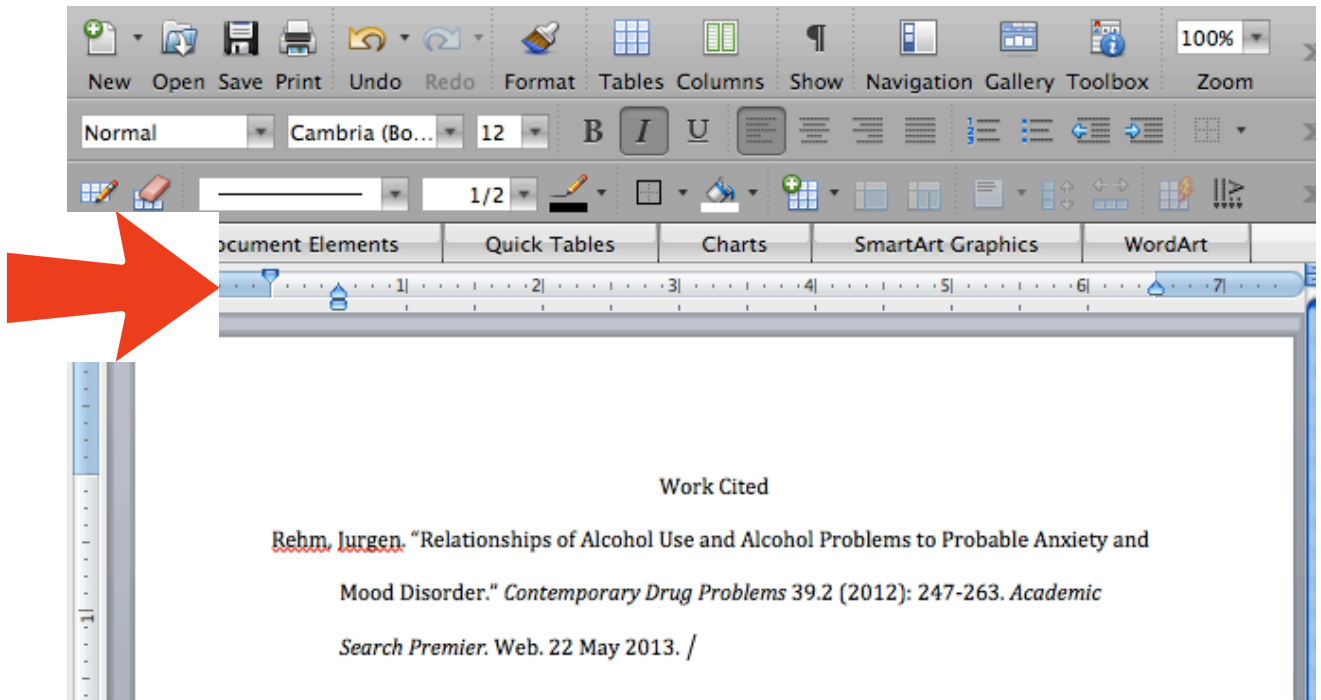**Please open your 24b exercises file and complete <u>Exercises 2 and 3</u>.**

Part Three: Creating the Works Cited Page

Once you have added your in-text citations and typed your source entries for the Works Cited, creating the Works Cited page is simple if you follow the directions in this section.

Remember, MLA style formatting is not a suggestion or something that you can alter with fancy fonts, bolded titles, or large lettering. If you are not sure, do not guess–look at the guidelines and samples in this tutorial or find them online at the sites listed in **Resources** at the end of this tutorial.

Directions on How to Create a Works Cited

- Always begin your Works Cited on its own page at the end of your essay. If you are using Microsoft Word, at the end of your essay, open the **Insert** menu, hold the cursor on **Break**, and choose **Page Break**.
- If you quoted or paraphrased from only one source, call the last page Work Cited, because you are listing only one work. If you quoted or paraphrased from more than one source, call the page Works Cited. Note: MLA format requires a title of Work Cited or Works Cited. Giving it the title "Bibliography" or "References" is INCORRECT according to MLA standards.
- Center the words, Works Cited (or Work Cited) at the top of the page. Make the type size the same size as the text of your essay. Do ***not*** use bold, underline, or italics.
- Keep your source entries DOUBLE-SPACED, the same as the body of your essay. (In Part Two, we used single-spaced entries to save paper, but the format calls for double-spacing.)
- Create a hanging indent by dragging the top indent bar to the far left and the bottom indent bar to .5 inch. Every time you press **Return**, your entry will auto-format correctly. Alternatively, you can set up a hanging indent in the **Paragraph** menu.

Please open your 24b exercises file and complete <u>Exercise 4</u>.

Part Four: MLA Essay Format

The easiest way to explain the overall essay formatting is to demonstrate it. Below is a correct version of MLA essay format with text boxes to provide instructions on how to create the first page of your essay.

Student Last Name   1

Student Name

Professor Name

English 838

21 January 2014

> Follow standard MLA heading format: *your* name, your professor's name, your class, and the date with day – month - year

> On Mac: To add page numbers, go to "Insert" and choose "page numbers," so that they appear in the upper right. To add your last name, go to "View," select "Header and Footer" and type your last name.

Sample MLA Essay: How to Format Your Essay

The margins around all sides of the document should be 1-inch from the edge. Set your line spacing to double-space. Type your essay title normally; do not bold, italicize, underline or put quotation marks around it. If your essay title contains a book's title, then use italics for the book title only. Standard font for academic papers is Times New Roman size 12. If your computer program does not have this, you can use the computers in the 800 Lab.

When starting a new paragraph, hit RETURN to go to the next line; do not leave several lines between paragraphs. Always indent each paragraph by using the TAB key.
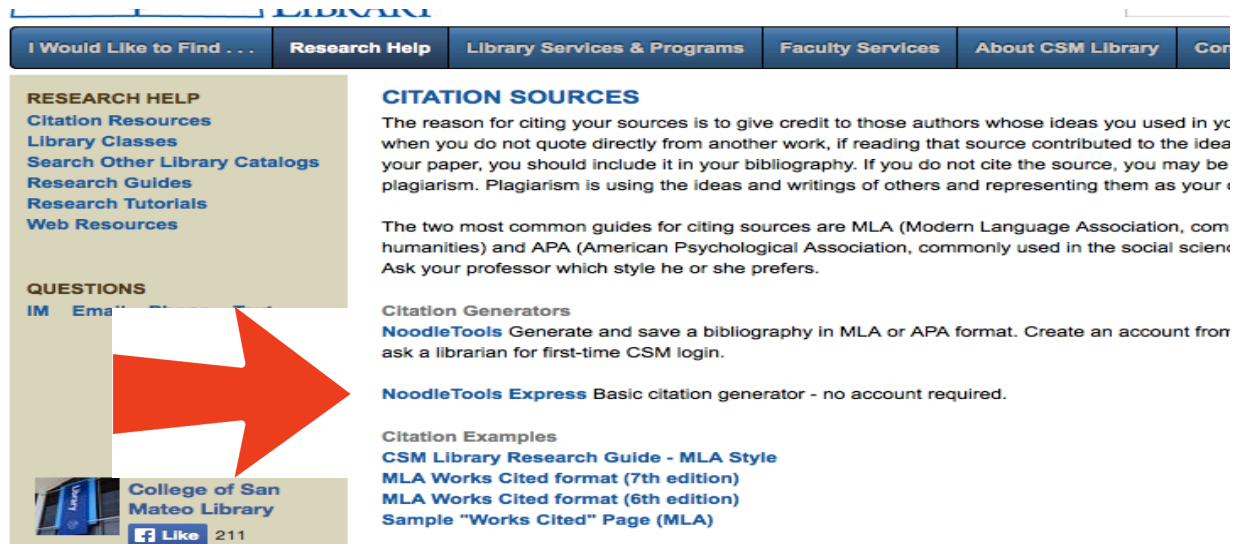
Resources

Here are some places to find help with MLA citation:

http://collegeofsanmateo.edu/library/

- Select **Research Help**, then **Citation Resources**

- On the Citation Resources page, select **Noodle Tools Express**, which will format your citations for you.

http://www.easybib.com/

https://owl.english.purdue.edu/owl/resource/747/01/

Final Activity

Instructions:

1. Review a classroom essay that you are working on and be prepared to review and understand any errors you have made on your Works Cited page.

2. Make an appointment for a conference with an instructor working in the Writing Center. To make this appointment, sign up using the same method you use to make essay conference appointments. Be sure to include a comment or note that you are meeting about a tutorial.

3. During this appointment, the instructor will make sure you understand the concepts covered in this tutorial, answer any questions that you might have, review your answers to the exercises, and check to see if you can incorporate the skill into your writing.