

# **MLA 1: IN-TEXT CITATION AND WORKS CITED**

# THIS WORKSHOP WILL COVER

1. **MLA Document Format**
2. **In-Text Citation**
3. **Works Cited Page**

# WHAT IS MLA?

- MLA stands for Modern Language Association, which is a professional association for scholars of language and literature.
- The MLA sets guidelines for proper formatting and citation style.
- Most classes in the Humanities, like English, will use MLA formatting.



# WHY DO WE USE MLA?

- **Avoid plagiarism:** Using MLA citation techniques properly ensures that you will not have plagiarized material in your assignment.
- **Build credibility:** By using MLA citation and formatting correctly, you show that you can meet academic standards. Your readers are more likely to accept your assertions if they appear in an academically-correct format.
- **Be part of a scholarly community:** When citing in MLA style, you provide your readers with valuable information about your source material. As fellow scholars, they may choose to learn more about the information you provide. Your Works Cited page will become their guide to finding that material.

# RESOURCES

Refer to these sources when working on your MLA formatting:

- Handbooks like *Rules for Writers*
- Textbooks, which may include info on MLA (check the appendices)
- The TLC, where you can get a handout or work with a tutor
- Online
  - [College of the Canyons Library](#)
  - [Purdue OWL](#)
  - [Cornell University Library](#)

# DOCUMENT FORMAT

# FORMATTING REQUIREMENTS

Some MLA formatting requirements apply to the **entire** document. These are:

- **Margins:** One inch on all four sides
- **Spacing:** Use double spacing throughout the entire document. Do not add extra spaces between paragraphs or sections
- **Font:** 12 point professional font (Times New Roman or Calibri)
- **Header:** Your last name and page number should appear on every page

# FORMATTING THE FIRST PAGE

- **Heading:** In the top left corner, include the following:  
Your Name  
Instructor's Name  
Class  
Date
- **Title:** Include the title in the center of the page. Do not use *italics*, **bold**, underline, or **increase the font** of the title.
- **Spacing:** Do not add extra spaces between the heading and title, or between the title and text.



# SAMPLE FIRST PAGE

Perez 1

Martin Perez

Professor Cho

English 101

19 March 2014

Title

Be sure to indent the first sentence of the paragraph. Notice that, although I am using double spacing, there are no *extra* spaces anywhere. When I finish one paragraph, I hit "enter."

Then, I indent again and begin a whole new paragraph.

I

# SAMPLE LATER PAGE

Perez 2

Subsequent pages look similar to the first page. The text is still double spaced, the margins are still one inch on all four sides, and my last name and page number still appears in the top right hand corner.

Furthermore, I continue to indent the first line of new paragraphs. Here is some sample text to show you what a page looks like: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis

# NOT SURE HOW TO SET UP THE PAGE USING MICROSOFT WORD?

- Watch [this video](#) to learn!



# ONE MORE FORMATTING NOTE: ITALICS AND QUOTATION MARKS

When discussing an author's text, the title may be *in italics* or "in quotations." Here's how to decide which to use:

<b><i>Italics:</i> Long Works</b>	<b>"Quotation Marks:" Short Works</b>
<b>Titles of books Titles of publications like magazines or newspapers Long poems (<i>Beowulf</i> or <i>The Odyssey</i>) Plays Films Titles of television or radio programs Musical compositions Titles of visual art</b>	<b>Newspaper or magazine articles Poems Short stories Songs Episodes of television or radio programs Chapters or other subdivisions of books</b>

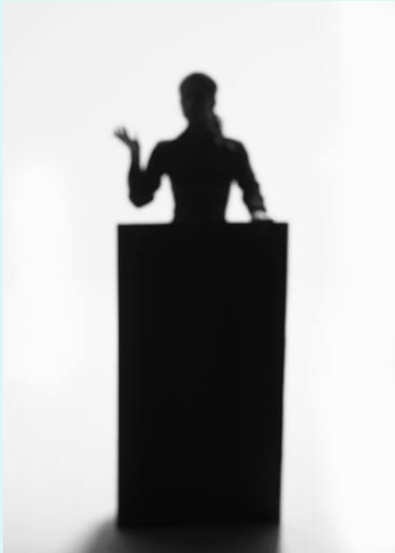
# IN-TEXT CITATION

# CITING IN MLA STYLE

To cite a quote using MLA style, you will need to include four different elements:

1. Quotation marks
2. Signal phrase
3. In-text citation
4. Works Cited page (to be discussed in the next section)

# STEP 1: “QUOTATION MARKS”



- Quotation marks appear around any text that you did not write
- They tell the reader that another author (not you) is speaking

Example:

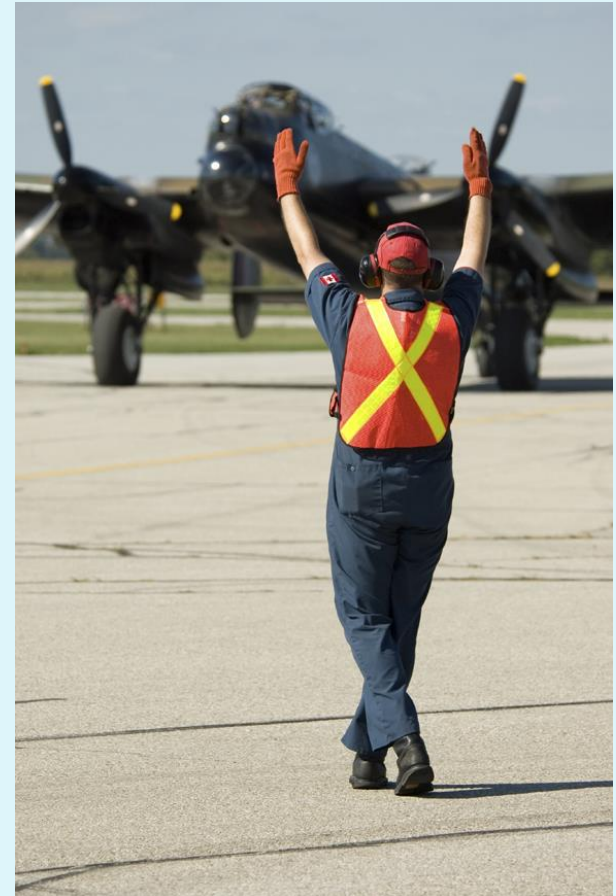
“As soon as children learn to evaluate themselves, some of them become afraid of challenges.”

## STEP 2: SIGNAL PHRASE

- Once the original text is in “quotation marks,” add a signal phrase.
- A signal phrase indicates **who** is speaking in the quote.
- It improves flow and gives important background information for the reader.

### Example:

According to psychologist Dr. Carol Dweck, “as soon as children learn to evaluate themselves, some of them become afraid of challenges.”





# POSSIBLE SIGNAL PHRASES

You can use a wide variety of signal phrases. The most common is probably “according to,” but you can also use any verb that means “says.”



For example:

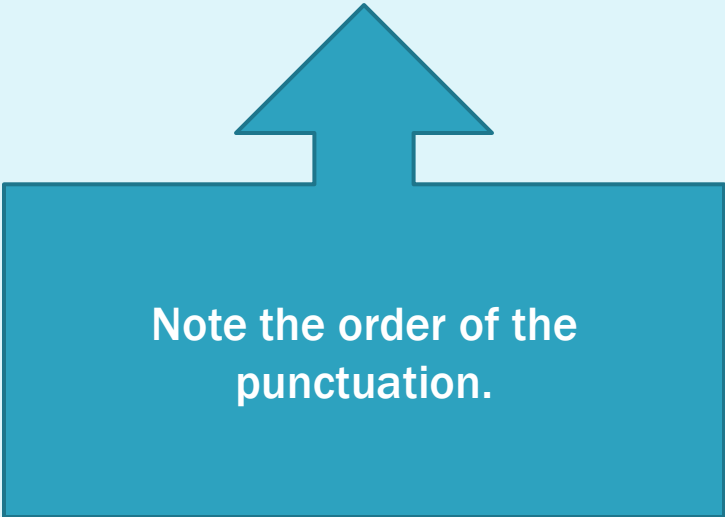
- Dr. Carol Dweck states
- Dr. Carol Dweck argues
- Dr. Carol Dweck emphasizes
- Dr. Carol Dweck describes
- Dr. Carol Dweck illustrates
- Dr. Carol Dweck notes
- Dr. Carol Dweck suggests

## STEP 3: IN-TEXT CITATION

- After the quote, include the page number in parentheses.
- This allows your reader to locate your source and learn more.

Example:

According to psychologist Dr. Carol Dweck, “as soon as children learn to evaluate themselves, some of them become afraid of challenges” (16).



Note the order of the  
punctuation.

# OTHER POSSIBILITIES FOR IN-TEXT CITATION

- If you do not name the author in the signal phrase, include his/her name in the in-text citation
  - Example: (Dweck 16).
- If your work does not include page numbers (like many online sources), do not provide a page number
  - Example: If the author is named in a signal phrase...

John McWhorter describes microaggressions as “quiet, often unintended slights — racist or sexist — that make a person feel underestimated on the basis of their color or gender.”
  - Example: If the author is not named in a signal phrase...

Microaggressions are “quiet, often unintended slights — racist or sexist — that make a person feel underestimated on the basis of their color or gender” (McWhorter).

# WORKS CITED PAGE

# WORKS CITED

- The final step to properly citing sources in MLA format is a Works Cited page
- This page is an alphabetized list of all the sources you used to complete your assignment
- It is also a scholarly courtesy because it helps your readers locate the sources you used so they can learn more about your topic

# USING A HANDBOOK TO CREATE A WORKS CITED PAGE

- A handbook like *Rules for Writers* is a valuable tool in creating a properly-formatted Works Cited page.
- You should be able to find the MLA section of your handbook quickly. Often, the margins of the pages are shaded to help you find them.
- The first step to creating a proper citation is to know what type of source you're using (book, article, website, etc.).
- Find that source type in your handbook using the table of contents in the MLA section.
- The handbook will guide you through the proper format for citing that type of source.



# SAMPLE HANDBOOK PAGES

## Table of Contents

### Directory to MLA works cited models

#### Listing authors (print and online)

1. Single author, 491
2. Two or three authors, 491
3. Four or more authors, 492
4. Organization as author, 492
5. Unknown author, 492
6. Two or more works by the same author, 493

#### Articles in periodicals (print)

7. Article in a journal (paginated by volume or by issue), 494
8. Article in a monthly magazine, 494
9. Article in a weekly magazine, 494
10. Article in a daily newspaper, 494

11. Abstract of a journal article, 496
12. Article with a title in its title, 496
13. Editorial or other unsigned article, 496
14. Letter to the editor, 496
15. Review, 496

#### Books (print)

16. Basic format for a book, 497
17. Book with an author and an editor, 497
18. Book with an author and a translator, 498
19. Book with an editor, 498
20. Graphic narrative or illustrated book, 498
21. Book with an author using a pseudonym, 498

## Citing a Book:

### Listing authors (print and online)

Alphabetize entries in the list of works cited by authors' last names (or by title if a work has no author). The author's name is important because citations in the text of the paper refer to it and readers will look for it at the beginning of an entry in the alphabetized list.

#### NAME CITED IN TEXT

According to Nancy Flynn, . . .

#### BEGINNING OF WORKS CITED ENTRY

Flynn, Nancy.

#### 1. Single author

author: last name first      title (book)      city of publication      publisher      date      medium  
Wood, James. *How Fiction Works*. New York: Farrar, 2008. Print.

#### 2. Two or three authors

first author: last name first      second author: in normal order      title (book)  
Gourevitch, Philip, and Errol Morris. *Standard Operating Procedure*.  
city of publication      publisher      date      medium  
New York: Penguin, 2008. Print.

# SAMPLE CITATION: BOOK WITH A SINGLE AUTHOR

To cite a book with a single author:

Author Last Name, First Name. *Book Title*. City: Publisher,  
Year. Medium.

Dweck, Carol. *Mindset*. New York: Ballantine Books, 2006.  
Print.



# SAMPLE CITATION: WORK IN AN ANTHOLOGY

- To cite a work in an anthology (like an article or story in a textbook):

Last Name of Article Author, First Name. "Title of Article." *Title of Anthology*. Ed. Name of Editor(s) of Anthology. City: Publisher, Date. Pages. Medium.

Steffen, Alex. "On Earth Day." *Envision in Depth*. Ed. Christine Alfano and Alyssa O'Brien. Boston: Longman, 2011. 267-271. Print.

# SAMPLE CITATION: WEBSITE

- To cite a complete website:

Author Last Name, First Name. *Title of Website*. Sponsor of Site,  
Update. Medium. Date of Access.

Positive Psychology Center. *Positive Psychology Center*.

University of Pennsylvania, 2007. Web. 24 March 2014.

**Note:** The Positive Psychology Center is an organizational author with its own web page. That is why it is listed as both the author and the title.

# SAMPLE CITATION: ONLINE ARTICLE

- To cite an online article or other short work from a website:

Author Last Name, First Name. "Title of Article." *Title of Website*. Sponsor, Update. Medium. Date of Access.

McWhorter, John. "'Microaggression' Is the New Racism on Campus." *Time*. Time, 21 Mar. 2014. Web. 24 Mar. 2014.

# SAMPLE CITATION: ONLINE VIDEO

- Online videos use the same citation style as online articles.

Author Last Name, First Name. "Video Title." *Title of Website*.

Sponsor, Update. Medium. Date of Access.

Animalist. "Why do Whales Breach?" *YouTube*. YouTube, 15

Mar. 2014. Web. 24 Mar. 2014.

# SAMPLE CITATION: JOURNAL ARTICLE FROM ONLINE DATABASE

- To cite a journal article accessed through one of the library's databases:

Author Last Name, First Name. "Title of Article." *Journal Title*.

Volume.Issue (Date): Pages. *Database Name*. Medium.

Date of Access.

Pink, Daniel. "School's Out." *Reason* 33.5 (Oct. 2001): 28-35.

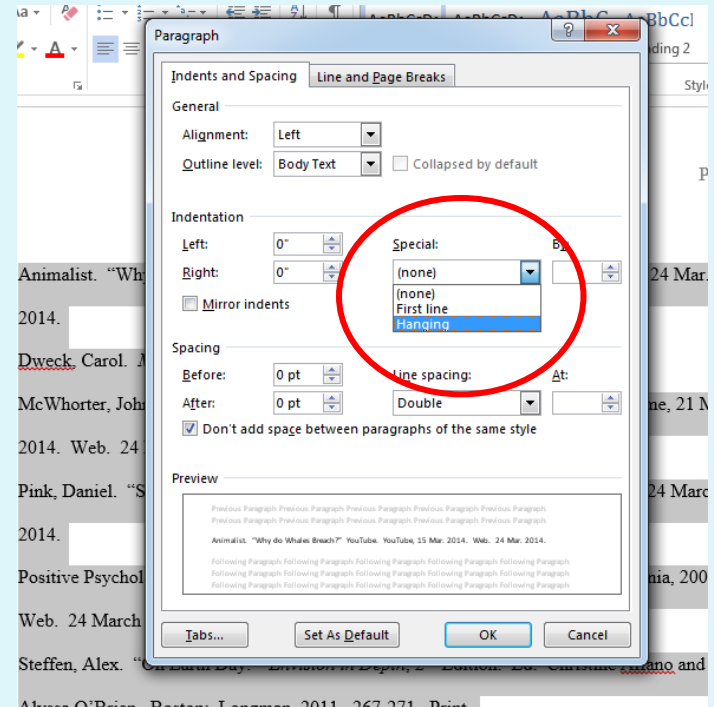
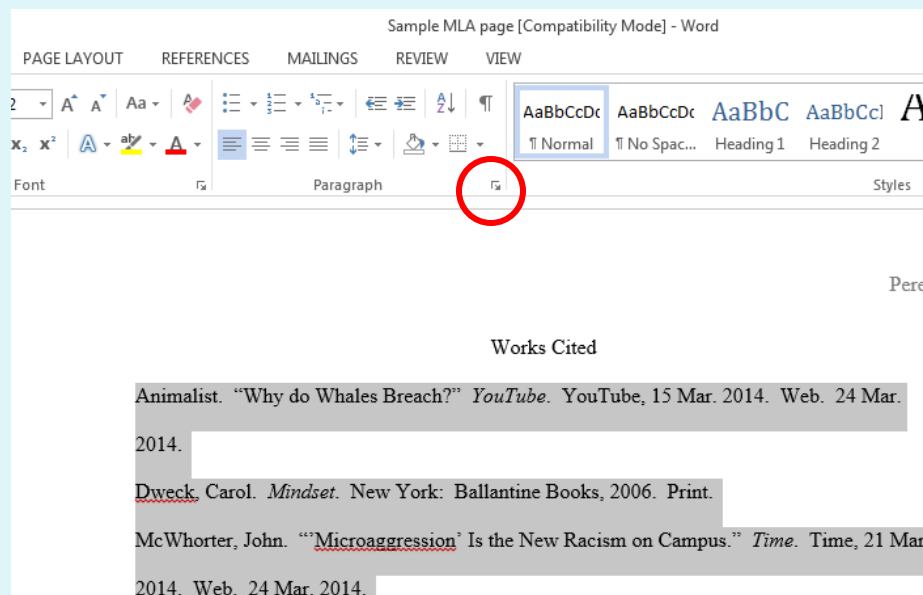
*ProQuest*. Web. 24 March 2014.

# TO FORMAT YOUR WORKS CITED PAGE

- You should still have a header that includes your last name and page number.
- Title the page Works Cited; do not use **bold**, underline, *italics*, or “quotation marks.”
- List all entries in alphabetical order. Do not number entries or use bullet points.
- Double space; do not include extra space between entries.
- Use hanging indentation (indents all lines after the first line of an entry).

# HOW TO DO HANGING INDENTATION IN WORD

- Highlight the citations.
- Click on the box next to Paragraph.
- Under Indentation, look for a box labeled Special.
- Select Hanging Indentation and click OK.



# SAMPLE WORKS CITED PAGE

Perez 3

## Works Cited

Animalist. "Why do Whales Breach?" *YouTube*. YouTube, 15 Mar. 2014. Web. 24 Mar.

2014.

Dweck, Carol. *Mindset*. New York: Ballantine Books, 2006. Print.

McWhorter, John. "'Microaggression' Is the New Racism on Campus." *Time*. Time, 21 Mar.

2014. Web. 24 Mar. 2014.

Pink, Daniel. "School's Out." *Reason* 33.5 (Oct. 2001): 28-35. *ProQuest*. Web. 24 March

2014.

Positive Psychology Center. *Positive Psychology Center*. University of Pennsylvania, 2007.

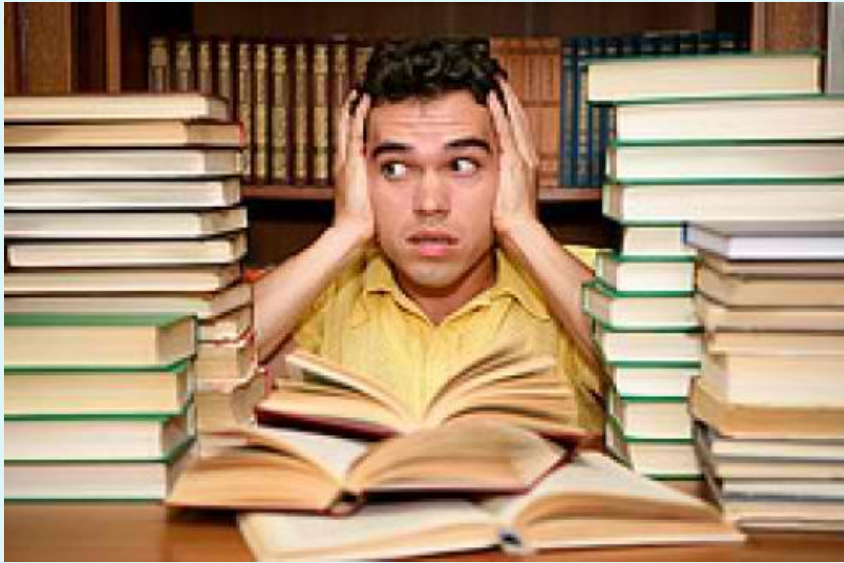
Web. 24 March 2014.

Steffen, Alex. "On Earth Day." *Envision in Depth*. Ed. Christine Alfano and Alyssa O'Brien.

Boston: Longman, 2011. 267-271. |Print.



# STILL CONFUSED?



If you're still confused, ask for help! You can use your resources:

- TLC Tutors
- College of the Canyons Library
- Your instructor

And don't forget to refer to your handbook!

# CAUTIONS

- **MLA format does have revisions and updates every few years. Make sure you're using the most recent version.**
- **Avoid automatic citation generators like [easybib.com](http://easybib.com). They sometimes make errors in your citation.**



# IF YOU LIKED THIS LESSON AND WOULD LIKE MORE INFORMATION, CONSIDER ATTENDING:

- **MLA 2**
- **Online Research**
- **Proofreading**



## **Why should you come back?**

**Students completing Supplemental Learning Activities had a 10% higher success rate across the disciplines, a 21% higher success rate in Math, and a 49% higher success rate in English courses.**