

MLA CITATION STYLE

(9th Edition)



**This handout is based on the
MLA Handbook, 9th edition, 2021**

Please check with your professor for any preferred variations.

While Library staff have made every effort to avoid errors in this document, we strongly encourage students to verify this information with the *MLA Handbook* itself or with your professor.

The Library, Durham College and Ontario Tech University
August 2021

Core Elements: Quick Guide

MLA uses a set of universal guidelines based on the facts common to most publication formats. When creating a citation for the Works Cited list, rather than focus on the *format* or *medium* of the resource being used, the writer would examine the resource and pull out the necessary information or **core elements** following the general guidelines [MLA Handbook 5.1].

The **core elements** (in bold) are:

1. **Author.** e.g. personal author(s), editor(s), corporate author, director
2. **Title of Source.** e.g. book title, article title, chapter title, title of TV episode
3. **Title of Container,** e.g. book title, journal/magazine/newspaper title, title of TV series
4. **Contributor,** e.g. translators, performers
5. **Version,** e.g. edition, abridged/unabridged
6. **Number,** e.g. volume and issue numbers, season and episode numbers
7. **Publisher,** e.g. publisher, university press, organization, government
8. **Publication Date,** e.g. use the most pertinent date; full dates in this format: 8 Sept. 2016
9. **Location.** e.g. page number or range, web address, DOI, stable URL, time on a recording

Each core element is followed by the punctuation mark as shown in bold above, unless it is the final element in the citation, which should end with a period. If an element is not relevant to the work being documented, then it is omitted. For example, if citing an entire print book then you might just use elements 1, 2, 7 and 8: author, title of source, publisher and publication date [MLA Handbook 5.1, 5.103].

MLA uses the idea of *containers*, core element #3. When the source being documented is part of a larger resource, the larger resource is thought of as the *container* [MLA Handbook 5.31-5.37, 5.101]. For example:

- Chapter of a book = the book is the container
- Article = the larger journal/magazine/newspaper is the container
- Section of a website = the larger website is the container
- Television episode watched on Netflix = Netflix is the container

It is possible to have more than one container e.g. an article in a journal that is accessed through a database of journals, such as EBSCOhost's Academic Search Premier or Scholars Portal. In this case, repeat core elements #3-9 at the end of the entry [MLA Handbook 5.102].

Additional Information

Please note: the examples listed in the following pages are guidelines only. Section references to the *MLA Handbook* are listed in square brackets. For complete information and additional examples, please consult the *MLA Handbook*, 9th edition, 2021, found in the Library at LB 2369 .M53 2021.

The MLA Style Centre, style.mla.org, lists additional information and examples, sample papers and a practice template of core elements. The MLA "What's New in the 9th Edition of the *MLA Handbook* (Spring 2021) webpage provides additional information: style.mla.org/ninth-edition-whats-new.

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Avoiding Plagiarism

When writing a research paper, lab report or any other type of academic assignment, you will likely use resources such as books, articles and websites written by other people to support your argument.

When using someone else's information, you must indicate where that information came from (credit must be given where credit is due). If you fail to acknowledge your sources, you are guilty of plagiarism. Plagiarism is a serious offence that may lead to lost marks or a failing grade.

There are numerous formats for providing credit (also known as bibliographic citation) to other sources within your research paper. This handout will provide a brief summary of the MLA (Modern Language Association) bibliographic style guidelines as outlined in the *MLA Handbook*, 9th edition, 2021, found in the Library at LB 2369 .M53 2021 in the reference and circulation sections.

PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS THAT MAY DIFFER FROM THOSE OUTLINED BY THE MLA.

When to Cite

It is important to understand when to cite to avoid plagiarism. A source must be cited or acknowledged within your paper when you:

- quote material verbatim (word for word)
- reword or paraphrase information
- include statistics or findings from a survey or study
- incorporate facts, ideas or opinions that are not common knowledge

Listed below are a few examples to illustrate when citations are required. Full details about your sources appear at the end of your paper in the Works Cited section. In the body of your essay or report, include a reference that directs the reader to the item in the Works Cited list. Usually this reference begins with the author's name, or title of the work if there is no author. If a specific part of the work is quoted or paraphrased, include a page number, line number or other way to direct the reader to that specific section.

Assume that you have been given an assignment on business expansion. You decide to use an article by Alexandra Sagan, called "Tim Hortons is Looking to Extend Reign into Spain" which appeared in the Toronto Star on August 3rd, 2017, on pages B1 and B6.

Here is a paragraph taken directly from the above-mentioned article:

They were down 0.8 per cent from a year ago, driven by falling sales in Canada of baked good and lunch items, a sign that the Tim Hortons brand may be losing its appeal in the country where it was made famous.

Citation is required if you were to use a direct quote from this source in your paper, as in the example below. The author's last name and the page number of the article is provided.

Despite the move to expand into Spain, Tim Horton's sales "were down 0.8 per cent from a year ago, driven by falling sales in Canada" (Sagan B6).

Paraphrasing or rewording the passage does not make it your own. Acknowledgement or citing is still required, as in the following example:

Despite the move to expand into Spain, Tim Horton's sales in Canada dropped slightly over the last twelve months (Sagan B6).

Similarly, when you summarize content for your readers of a book, article, website, etc., you must still cite your source.

Note: it is not necessary to cite information (common knowledge) that is widely known by your audience – for example: “milk is a good source of calcium” or “water freezes at zero degrees Celsius”.

What to Cite

Although the previous examples were taken from a newspaper article, proper citation applies to all types of formats (print or electronic) including books, journals, newspapers, works by associations or corporations, encyclopedias, dictionaries, technical reports, videos, websites, blogs, interviews, etc.

With so much concern over plagiarism, students may worry that an essay will simply be a string of cited lines and paragraphs. However, it is how you interpret the information from various sources and bring it together, that is uniquely yours. No other individual will come up with quite the same combination.

If you are in doubt if a citation is required, it is usually better to cite than not.

How to Cite

There are two components with MLA citation:

- the Works Cited list – alphabetical listing of all of the sources you used in writing your paper
- In-text citations – brief references to direct your reader to the Works Cited list entries for more information

See the following pages for specific examples on creating Works Cited list entries and in-text citations. For additional examples and explanation, see the *MLA Handbook* itself. Section references to the *MLA Handbook* are listed in square brackets.

In-Text or Parenthetical Citations [MLA Handbook chapter 6]

General Layout and Format of In-Text Citations

Information from other sources must be acknowledged within the body of the text (called in-text or parenthetical citations) and at the end of the paper (in a Works Cited list). It is important that all references cited within the text appear in the Works Cited list, and vice versa.

In the body of your essay, acknowledge your cited material by including a piece of information that directs the reader to the item in the Works Cited list, usually the author's name or title of the work if there is no author. If a specific part of the work is quoted or paraphrased, also include the page number where the information was found (if page numbers are available).

Include the in-text citation in parentheses at an appropriate point, usually in a natural pause in the sentence as close as possible to the cited information (e.g. at a comma, after a quotation, or at the end of the sentence). For example, if citing information from page 97 of a work by the author David B. Starkey, you could write it this way:

Good academic writing takes practice (Starkey 97).

If you mention the author's name as part of the text, only the page number is required in the parentheses, as in the example below. The first time that you refer to an author this way, give the full name; in subsequent mentions, just include the last name [MLA Handbook 6.4].

As noted by David B. Starkey, good academic writing takes practice (97).

Either format is acceptable, although the second example may be easier to read as it is less fragmented.

The two examples above would lead the reader to the same item in the Works Cited list:

Starkey, David B. *Academic Writing Now: A Brief Guide for Busy Students*. Broadview, 2015.

Specific In-Text Citation Examples

Note: if a specific part of the item is paraphrased or quoted, include a page number, line number, time stamp or other location indicator to help the reader find the information [MLA Handbook 6.2]. Include this information in parentheses as in the examples below; if the item has no location indicators [MLA Handbook 6.26] OR if you are just referring to it generally, leave that information piece out. If an item is only one page long, you do not need to include a page number [MLA Handbook 6.17].

Where there is no pagination or when referring to the overall contents of a work, it is preferable to include the author's name in the text of the essay and not in a parenthetical reference if possible.

No Author - Citing a Work Listed by Title [MLA Handbook 6.9-6.10]

When an item does not have an author or editor and the Works Cited entry begins with its title, include that information in parentheses or in the sentence, as you would author information. For example, if you are referring to a book called *Reading at Risk*:

Reading at Risk notes that reading rates are declining (3).

Single Author [MLA Handbook 6.4]

Good academic writing takes practice (Starkey 97).

As noted by David B. Starkey, good academic writing takes practice (97).

Two Authors [MLA Handbook 6.5]

Individuals with strong problem solving skills share two common skill sets: highly automated recurrent skills and strong non-recurrent skills (Zhong and Xu 1531-1532).

As noted by Lin Zhong and Xinhao Xu, individuals with strong problem solving skills share two common skill sets: highly automated recurrent skills and strong non-recurrent skills (1531-1532).

In this example, the information is taken from two pages of the original source, 1531-1532.

Three or More Authors [MLA Handbook 6.5]

If the source has three or more authors, the entry in the Works Cited list starts with the first author's name, followed by *et al* (italics are for emphasis here only – do not italicize in your paper). Use this same format in the parenthetical citation. If you use the authors' names as part of the sentence, you can either list all of the names or just refer to the first author followed by "and others" or "and colleagues".

As well as offering physical benefits, increased physical activity has also been shown to increase self-esteem and lower depression rates (Racette et al. 1214).

Susan B. Racette and colleagues found that increased physical activity has not only physical benefits, but has also been shown to increase self-esteem and lower depression rates (1214).

Group as Author [MLA Handbook 6.6]

Use the same format as in the examples above for authors. If writing the group or government name within a parenthetical citation, shorten it if applicable. For example, the Modern Language Association of America can be shortened to *Modern Language Association*.

Two or More Works in a Single Reference [MLA Handbook 6.30]

If you wish to include two or more works in a single reference, separate them using semi-colons. If multiple pages are being referred to, indicate the range in the brackets.

(Sly and Mason 105-6; Wilson 456)

Two Authors with the Same Surname [MLA Handbook 6.7]

Include the author's first initial as well as the last name in parentheses or use the full name in the sentence.

The majority of human trafficking cases occur in larger urban centres (D. Ibrahim 5).

As noted by Dyna Ibrahim, the majority of human trafficking cases occur in larger urban centres (5).

Two or More Works by the Same Author or Authors [MLA Handbook 6.8]

Include a title as part of the in-text citation so your reader knows which source you are using. There are three ways to do this.

Use the author's name in the sentence and the title (or part of it) in parentheses:

Barnet notes that writing is a skill that improves with repetition (*Practical Guide* 87).

Include the author's name and title (or shortened version) in the sentence:

As Barnet notes in *Practical Guide*, writing is a skill that improves with repetition (87).

Include the author's name and title (or shortened version) in parentheses:

Writing is a skill that improves with repetition (Barnet, *Practical Guide* 87).

Citing a Table

If citing a table in a report that has page numbers as well as numbered figures and tables/charts, include the page number and table number (in square brackets) in the in-text citation:

(Karam 6 [chart 2])

Shortening Titles [MLA Handbook 6.10]

If using a title as part of the in-text citation, shorten it if it is longer than a noun phrase. For example, the full title *The Practical Guide to Writing* can be shortened to just the first noun phrase *Practical Guide*. If the title starts with *A*, *An*, *The* and so on, drop that as well.

Repeated Use of Sources [MLA Handbook 6.44-6.46]

If you cite a work more than once within a single paragraph, one after the other, you may provide a single in-text reference after the last instance in the paragraph. If applicable, include multiple page numbers as part of the citation.

Especially if you are pressed for time, it is so easy to fall into the trap of passing off another's work as your own. You need to remember "plagiarism is the failure to acknowledge borrowed material". It is fine to use other people's ideas in your work, but it is "plagiarism to present other people's ideas as your own" (Coggins 30, 32).

If multiple page numbers are used, you could also format the text so that the first in-text reference includes the author's last name and page number, and subsequent uses of that same work in the paragraph just list the page number (only if there are no other authors listed in between).

Remember that "plagiarism is the failure to acknowledge borrowed material" (Coggins 30).

Writing research papers usually involves looking at other authors' works and summarizing for your own purpose. It is fine to use other people's ideas in your work, but it is "plagiarism to present other people's ideas as your own" (32).

Another option is to refer to the work in the body of the text and just list page numbers throughout the paragraph.

According to the study by Coggins, plagiarism is theft (30). Presenting someone else's ideas as your own is wrong (32).

Using Quotations [MLA Handbook 4.9-4.11, 6.34-6.35]

When including a direct quotation to a source in your work, you must provide the author's name (or title information, if no author is available) to direct the reader to the item in the Works Cited list. Include the page information where you found the information. If your quote is less than five lines long integrate it into the body of your paper with the proper use of quotation marks [MLA Handbook 6.34].

Laughter is a gift and "the most significant characteristic of the human mind" (deBono 55).

As deBono notes, laughter is a gift and "the most significant characteristic of the human mind" (55).

If your quote is five lines or longer make sure that it stands out within the body of your paper. Indent the quotation half an inch from the left margin and double-space it like the body of your paper [MLA Handbook 1.2, 6.35]. Note that the page reference is outside of the punctuation.

Especially if you are pressed for time, it is so easy to fall into the trap of passing off another's work as your own. Leave yourself as much time for writing as possible. You need to remember that:

Plagiarism is theft. Plagiarism is copying. Plagiarism is the failure to acknowledge borrowed material. Plagiarism is illegal, immoral and punishable (usually by failure, in some colleges by expulsion and in the business world by legal action). It is not plagiarism to present other people's ideas in your essay; it is plagiarism to present other people's ideas as your own. (Coggins 32)

Quoting a Quote (Indirect Sources) [MLA Handbook 6.77]

When possible, take information from the original source and not a second-hand source. If you do need to quote an author's quote from another source (ie. indirectly cite a source), you must remember that you did not see the original source; you can only cite the second-hand or indirect source.

For example, a book or article that you are using by the author Runciman may refer to one of Shakespeare's plays, but you did not actually read the play itself as a source. Note: the abbreviation for "quoted" is "qtd".

In-text: As the three witches in Macbeth appropriately chant "Fair is foul, and foul is fair" (qtd. in Runciman 74).

Your Works Cited list would have an entry for the Runciman work (the source that you actually used) and not for the source that Runciman himself used (he read the play – you did not).

Works Cited List Layout and Arrangement [MLA Handbook 1.6, 5.123-5.130]

A sample Works Cited list, using the proper spacing and formatting, has been included at the end of this resource.

The list of works cited should start on a new page, continuing the page numbers of the text (e.g. if the text of your paper ends on page 8, the works cited list begins on page 9). Centre the words Works Cited at the top of the page. All entries should be double-spaced. MLA uses a hanging-indent format – the first line of each entry is flush left and subsequent lines are indented 5-7 spaces or one tab [MLA Handbook 1.6].

Arrange the entries alphabetically by the first information of each individual entry (author's surname, group name, title or description). If there is no author, alphabetize the entry by its title. If the title starts with an initial *A*, *An* or *The*, ignore it and alphabetize the title based on the next word [MLA Handbook 5.124].

If multiple entries start with the same surname, further alphabetize by the first given name or initial (e.g. Barnet, Barry comes before Barnet, Sylvan).

If using multiple entries by the same author, the author's name is only written out in the first entry [MLA Handbook 5.126]. Replace the author's name in the subsequent entries by three hyphens or three em dashes and a period (---). If the person was an editor, then it would be written as ---, editor.

If you had another work with the same author listed as the first of several co-authors, you would list all of the authors' names following the conventions listed in the other examples in this handout. In that case, the title(s) just by Barnet are listed first, followed by the work with additional authors [MLA Handbook 5.128].

Barnet, Barry. "Energy Recovery in Lab Air-Handling Systems." *ASHRAE Journal*,
vol. 55, no. 9, Sept. 2013, pp. 20+.

Barnet, Sylvan. *The Practical Guide to Writing*. Longman, 2003.

---. *A Short Guide to Writing about Art*. 11th ed., Pearson, 2015.

Barnet, Sylvan, et al. *An Introduction to Literature*. 16th ed., Pearson, 2010.

If two or more entries citing coauthors start with the same name, alphabetize them by the surnames of the second authors listed [MLA Handbook 5.127].

Wilson, Peter, and John Phillips

Wilson, Peter, and Samuel Ravit

Works Cited Entries Core Elements [MLA Handbook chapter 5]

To create the Works Cited entries, MLA has created a set of universal guidelines based on the facts common to most publication forms (title, author, etc.). When creating a citation, rather than focus on the *format* or *medium* of the resource being used, the writer would examine the resource and pull out the necessary information or **core elements** following the general guidelines [MLA Handbook 5.1].

The **core elements** (in bold) are:

1. **Author.** e.g. personal author(s), editor(s), corporate author, director
2. **Title of Source.** e.g. book title, article title, chapter title, title of TV episode
3. **Title of Container,** e.g. book title, journal/magazine/newspaper title, title of TV series
4. **Contributor,** e.g. translators, performers
5. **Version,** e.g. edition, abridged/unabridged
6. **Number,** e.g. volume and issue numbers, season and episode numbers
7. **Publisher,** e.g. publisher, university press, organization, government
8. **Publication Date,** e.g. use the most pertinent date; full dates in this format: 8 Sept. 2020
9. **Location.** e.g. page number or range, web address, DOI, stable URL, time on a recording

Each core element is followed by the punctuation mark as shown in bold above, unless it is the final element in the citation which should end with a period.

If an element is not relevant to the work being documented, then it is omitted. For example, if citing an entire print book then you might just use elements 1, 2, 7 and 8: author, title of source, publisher and publication date [MLA Handbook 5.1, 5.103].

MLA uses the idea of *containers*, core element #3. When the source being documented is part of a larger resource, the larger resource is thought of as the *container* [MLA Handbook 5.31-5.37, 5.101-5.103]. For example:

- Chapter of a book = the book is the container
- Article = the larger journal/magazine/newspaper is the container
- Section of a website = the larger website is the container
- Television episode watched on Netflix = Netflix is the container

It is possible to have more than one container e.g. an article in a journal that is accessed through a database of journals, such as EBSCOhost's Academic Search Premier or Scholars Portal. In this case, repeat core elements #3-9 at the end of the entry [MLA Handbook 5.102].

Core Elements in More Detail [MLA Handbook chapter 5]

Author [MLA Handbook 5.3-5.22]

The Author is the primary creator of the work and could be a writer, editor, artist or other creator. It could be one or more people, an organization or government department. If there is no author's name, skip this element and begin the entry with the work's title.

Title of Source [MLA Handbook 5.23-5.30]

The Title element, including a subtitle if one is present, is either italicized (e.g. the title of a book) or written in quotation marks (e.g. title of an item such as an article, chapter or webpage held within a larger container). Most words are capitalized – see the *MLA Handbook* section 2.90 for more information. If there is no title given for the source, use your own concise description of the work as the title.

Title of Container [MLA Handbook 5.31-5.37]

A Container is a work that contains another work: a book containing a specific chapter, a journal, magazine or newspaper containing an article, a website containing a specific document, etc. The Title of Container element lists that information, but is omitted if there is no larger container, such as when an entire book is being referenced. Some items may have more than one container, such as an article from a journal that is accessed through a Library database like EBSCOhost Academic Search Premier or Proquest Central.

The Title of Container information is italicized in the Works Cited entry.

Contributor [MLA Handbook 5.38-5.47]

A Contributor can be a person or a group that contributes to a work but that isn't the main author or creator. For example, a translator, a film director, or an editor of a collections of works by other primary authors that you are citing by one of those individual authors. A key contributor may sometimes be listed in the Author element (e.g. an editor where you are referring to an entire work).

Version [MLA Handbook 5.48-5.50]

A source may have different versions, usually editions that have been updated or changed over time. This is usually written as *revised edition* or numbered such as *second edition*. In the Works Cited entry, this information is not written in italics, and is abbreviated to *rev. ed.* and *2nd ed.* Note that 2nd, 3rd, etc. are not superscripted.

Number [MLA Handbook 5.51-5.53]

A source may be part of a larger sequence, such as a numbered volume, issue or episode. Journals, some magazines and television series are examples.

Publisher [MLA Handbook 5.54-5.67]

The Publisher element may be the publisher of a book, the department that produced a government publication, or an institution that created a website's content. Publishing information is generally not included for periodicals (journals, newspapers, magazines), self-published works where the author and publisher are the same, or websites where the titles are essentially the same as the publishers' names (for example, the Modern Language Association publishes a website with the same name).

In Works Cited entries, include the word *Publishing* or *Publishers* if it is part of the name, but omit words like *Company (Co.)*, *Corporation (Corp.)*, *Incorporated (Inc.)*, and *Limited (Ltd)*, as well as *The* if it is the first word of the publisher's name.

For academic press publishers, shorten *University* and *Press* to the abbreviation UP in your Works Cited entries. For example, shorten Oxford University Press to Oxford UP, and University of Chicago Press to U of Chicago P.

If a publisher's name has an ampersand (&) or a plus sign as part of the name, write it out using *and*. For example, the publisher John Wiley & Sons is written as John Wiley and Sons.

Publication Date [MLA Handbook 5.68-5.83]

The Publication Date element lets the reader know when the version of the work you used was published – use the date provided by the version you are using. This might also be the composition date for letters or other unpublished items, the last revision or upload date of a wiki post, or the date that you viewed a source like a play if you watched it firsthand. Use the label *forthcoming* if a work is not yet published.

The Publication Date element could be a year, a day and month, a season, time stamp, or a range of dates or years. If the source includes month, day and year information, use the day-month-year format and abbreviate longer months (e.g. 27 Sept. 2020). A season is written in lower case (e.g. spring 2018).

Location [MLA Handbook 5.84-5.99]

Information listed in the Location element depends on the type of material. Use the information provided by the source.

For print or fixed-format works like a chapter in a book or a PDF, that are contained in a larger work, include the page range of the item e.g. an article might have the range of pp. 19-27. A newspaper article may appear as p. A7 or pp. B2-B3. One page is indicated as p. followed by the page number; a page range is indicated as pp. followed by the page number range. Some newspaper, magazine or journal articles may start on one page and then skip several pages before continuing; in that case, include the first page number and a plus sign e.g. pp. 1+.

Location: DOIs, Permalinks and URLs [MLA Handbook 5.84, 5.93-5.98]

For online works like a website or an article in a journal, include a DOI, permalink or URL in the Location element. For articles, a DOI is preferred, but if that isn't available, include a permalink. If a permalink isn't available, then include the URL. Your instructor may prefer that you include a URL as well as a DOI.

A DOI (digital object identifier) is assigned to a source by the publisher, and is often more reliable than a URL. It is usually a string of numbers and letters found on the first page of the document, and may or may not be preceded by <http://doi.org/> or <https://doi.org/>. When including it in your Works Cited entry, write it as <https://doi.org/> followed by the DOI number e.g. <https://doi.org/10.1353/mod.2016.0011>.

Some databases will create a permalink, or persistent link, for an article – this link will not change like the URL in your browser. Look for an option called permanent, durable, stable, persistent or permalink. Copy this link into your Works Cited entry.

List a URL in the Location element, if a DOI or permalink is not available, or if your instructor prefers that you include one. When including a URL, copy it in full from your browser.

The *MLA Handbook* suggests that if a URL is longer than three full lines then it can be truncated. Retain at least the host information. Always test the URL to be sure that it works.

Works Cited Examples

While it is impossible to list all resource types and variations, some common examples are listed below. Don't see what you need? The idea behind the *MLA Handbook's* core elements is that you can apply the concepts to any resource using the general principles. See the *MLA Handbook* itself for more information.

Section references to the *MLA Handbook* are listed in square brackets. As the *MLA Handbook* breaks down examples by core element components, not all relevant sections will be listed – you may need to look at a general format example and then at a specialized example.

Book – General Format [MLA Handbook 5.3, 5.103]

A book is an example of a work that is self-contained (i.e. not part of a larger container). Core elements 1, 2, 7 and 8 are generally included but this may vary depending on the specific item.

Author last name, first name. *Title of Book*. Publisher, year.

Barnet, Sylvan. *The Practical Guide to Writing*. Longman, 2003.

Give the author's name as it appears on the title page (e.g. if a first name is provided, list it; if only the author's initials are given, just use the initials). Italicize the title and any subtitles. Publishers' names should be listed abbreviated as much as possible e.g. omit articles (a, an, the) and business abbreviations (Co., Corp., Inc., Ltd.), When listing academic presses, replace University with U and Press with P [MLA Handbook 5.64-5.66].

Book – Ebook from a Library Database [MLA Handbook 5.31, 5.35, 5.93-5.98]:

Follow the general book format and include information about the larger container (Library database or website name, written in italics) and the Location (DOI, permalink or URL) after the publication year.

Author. *Title of Book*. Publisher, year. *Title of Container*, Location.

Crowley, Dermot. *Smart Teams: How to Work Better Together*. John Wiley and Sons, 2018. *Skillsoft Books BusinessPro*, dproxy.library.dc-uoit.ca/sso/skillport?context=142468.

When including Location information, a DOI is preferred, as it does not change. If there is no DOI include a persistent link if one is available (also called a permanent or durable link). If there is no DOI or persistent link, then include the item's URL. See the Core Elements section of this document or *MLA Handbook* sections 5.93-5.98 for more information.

Book - Ebook, Read on a Personal Device like a Kobo or Kindle (No URL) [MLA Handbook 5.48]:

MLA Handbook. 9th ed., e-book ed., Modern Language Association of America, 2021.

This particular book example does not have an author, so the entry begins with the title, and it has an edition number so that information is listed in the Version element (see the Core Elements section). In the Version element, indicate that it is an e-book edition so your reader knows what version you used.

Book - No Author or Unknown Author [MLA Handbook 5.3]

If there is no author or the author is unknown, skip the Author element and start the entry with the title.

MLA Handbook. 9th ed., Modern Language Association of America, 2021.

This particular book example has an edition number so that information is listed in the Version element (see the Core Elements section).

Book - One Author [MLA Handbook 5.6, 5.103]

Starkey, David B. *Academic Writing Now: A Brief Guide for Busy Students*. Broadview, 2015.

Book – Two Authors [MLA Handbook 5.7, 5.103]

List the authors' names in the order they are shown on the item. The first author's name is reversed (last, first name) and the second author's name is written in first, last name order.

Gaillet, Lynee Lewis, and Michelle F. Eble. *Primary Research and Writing: People, Places and Spaces*. Routledge, 2016.

Book - Three or More Authors [MLA Handbook 5.8, 5.48-5.50, 5.103]

The first author's name is reversed (last, first name) and the names of the additional authors are replaced with a comma and *et al.* ("and others"). Note that *et al.* is not italicized when written in the entry.

Booth, Wayne C., et al. *The Craft of Research*. 4th ed., U of Chicago P, 2016.

This particular book example has an edition number so that information is listed in the Version element (see the Core Elements section).

Book - Edited, Translated or Compiled [MLA Handbook 5.3]

The primary creator of a book might be someone other than an author, such as an editor, with each chapter being written by different authors. When citing the entire book list the creator's name in the Author element, along with the appropriate label (e.g. *editor*). Follow the same conventions for multiple names as for authors.

Kupers, Roland, editor. *Turbulence: A Corporate Perspective on Collaborating for Resilience*. Amsterdam UP, 2014.

Chapter in an Edited Book [MLA Handbook 5.31, 5.37, 5.39, 5.101]

If you use just one chapter of an edited book where each chapter has its own author, you may choose to simply list that one chapter in your Works Cited list – this lets your reader know that you did not use the entire book but just that one specific section.

As a chapter is part of a larger book, it is cited as part of a larger *container* (see the Core Elements section). List the Author and Title of the specific chapter first, then the Title of the larger work (container), the editor and

publication information. The page numbers of the chapter or section are included at the end of the citation (pp. is used to indicate multiple pages; a single page would be p.).

Example where each individual chapter or section has its own author plus there is a general editor:

Smith, Mark. "Multi-Sector Collaboration for Resilience." *Turbulence: A Corporate Perspective on Collaborating for Resilience*, edited by Roland Kupers, Amsterdam UP, 2014, pp. 67-78.

Example where there is no separate author listed for each section or chapter, but there is a general editor:

"Is Abortion Immoral?" *Taking Sides: Clashing Views on Bioethical Issues*, edited by Carol Levine, 14th ed., McGraw Hill, 2012, pp. 142-146.

Book – Key Contributors [MLA Handbook 5.38-5.44]

When using classic titles or certain long-standing books that have had different contributors over time, you may need to include additional Contributor information. In the example below, the item has had various editors and different people writing annotations over time but the version being used lists just the name of the person that wrote the annotations. Include the information relevant to your particular version (found on the item's title page, verso, etc.) – earlier editions might have different information.

Martin's Annual Criminal Code 2021. Annotated by Marie Henein, Thomson Reuters, 2020.

Versions of a Book - Revised Editions [MLA Handbook 5.8, 5.48-5.50]

If an edition is given, specify it by number (2nd ed.) or name such as expanded ed., or updated ed. (placed after the title of the work). Note that it is written as 2nd and not 2nd.

Encyclopedia or Dictionary Entry [MLA Handbook 2.109, 5.31, 5.37-5.44, Appendix example]

As an entry from an encyclopedia or dictionary is part of a larger entity, it is cited as part of a larger *container* (see the Core Elements section). List the entry information first (Author, then "Title" or just "Title" if there is no Author information for the entry), then the Title of the larger work (container), the editor and publication information. The page numbers of the entry are included at the end of the citation (pp. is used to indicate multiple pages; a single page would be p.).

To cite an entire encyclopedia or dictionary, see the entries for books with authors or editors.

Example of a print encyclopedia or dictionary entry where each individual entry has its own author (note: if the item has an overall editor, include that information after the title of the larger source/container):

Author. "Title of Entry." *Title of Container*, publisher, date of publication, pp. x-xx.

Toorn, Penny van, and Daniel Justice. "Aboriginal Writing." *The Cambridge Companion to Canadian Literature*, edited by Eva-Marie Kroller, Cambridge UP, 2004, pp. 26-58.

Print entry, with no author for each section and no general editor:

"Existentialism." *The Shorter Routledge Encyclopedia of Philosophy*, Routledge, 2005,
pp. 252-260.

For online dictionary or encyclopedia entries from a website where the title is the same as the website's name, just list that information once as in the first example below [MLA Handbook Appendix, From a Dictionary examples].

"Monarchy." *Merriam-Webster Dictionary*, 30 July 2021, www.merriam-webster.com/dictionary/monarchy.

"Emoticon, N." *Oxford English Dictionary*, Oxford UP, 2018, www.oed.com/view/Entry/249618.

Government Documents [MLA Handbook 5.2-5.4, 5.63, 5.75]

Government documents may have individual authors or may have an entire department as an author (see the 'Group as Author' section below). The government department may also be the publisher.

The Fitzgerald example below is of a print government document and follows the general book citation format.

Fitzgerald, Robin. *Fear of Crime and the Neighbourhood Context in Canadian Cities*. Statistics Canada, 2008.

The Ibrahim example below is of a PDF resource from the Statistics Canada website. The release date or last date the item was updated is included as the publication date, followed by the publication's URL. Remove the hyperlink and <http://> from the URL and end it with a period.

Ibrahim, Dyna. *Trafficking in Persons in Canada, 2019*. Statistics Canada, 4 May 2021,
[www150.statcan.gc.ca/n1/en/pub/85-005-x/2021001/article/00001-
eng.pdf?st=HKDQ1X5i](http://www150.statcan.gc.ca/n1/en/pub/85-005-x/2021001/article/00001-eng.pdf?st=HKDQ1X5i).

Group as Author - Government Agency, Association, Corporation, etc. [MLA Handbook 5.17-5.22, 5.63]

A work may be created by a group or corporate author, rather than an individual. If the work's author and publisher are different entities, give both names, starting with the author (as in the United Nations example below). If the author and publisher are the same entity (as in the *Nuclear Competence Building* example), omit the author information and start the Works Cited entry with the work's title. If the author of the work is a division or committee of the organization, list the division or committee as the author and the ????

When citing a government department as the author, list it in this order: name of the government, name of the department or agency (e.g. Canada, Department of Foreign Affairs and International Trade).

Nuclear Competence Building. OECD Nuclear Energy Agency, 2004.

United Nations Environment Program. *Inclusive Wealth Report 2014: Measuring Progress
Toward Sustainability*. Cambridge UP, 2015.

Citing Periodicals (Journals, Magazines, Newspapers) – General Format and Print Sources [MLA Handbook 5.31, 5.51-5.53, 5.72-5.73, 5.91-5.92, 5.102, 5.104, 5.122]

The term 'periodical' refers to journals, magazines and newspapers that are published at regular intervals. An article from a periodical is an example of an item within a container: the article is contained within the larger journal, magazine or newspaper.

The Works Cited entries for journals (Zhong example), magazines (Geddes example) and newspapers (Sagan example) follow the same basic format. Print format examples are below and online examples are in the next section.

Author. "Title of the Article." *Title of the Container*, number, publication date, location.

Geddes, John. "Stuck in the Middle." *Maclean's*, vol. 126, no. 39, 25 Sept. 2013, p. 16.

Sagan, Aleksandra. "Tim Hortons is Looking to Extend Reign into Spain." *Toronto Star*, 3 Aug. 2017, pp. B1+.

"Sports Digest." *Toronto Star*, 2 May 2019, p. S7.

Zhong, Lin, and Xinhao Xu. "Developing Real Life Problem-Solving Skills Through Situational Design: A Pilot Study." *Educational Technology Research & Development*, vol. 67, no. 6, Dec. 2019, pp. 1529-1545.

Format the author information as already shown in the earlier book examples. Place the title of the article in quotation marks and italicize the title of the source (journal, magazine or newspaper) that the article comes from. For journals and magazines that have volume and/or issue numbers, list that information in the Number element. In the Publication Date field, include the issue date - this may be just a year, a year and a season (e.g. spring 2020), a month and a year or a specific date (written in day, month, year format).

For articles with page numbers (e.g. PDF formats), use *p.* if only one page or *pp.* if multiple pages. If an article is not printed on consecutive pages, include only the first page number and a plus sign (as in the *Toronto Star* newspaper example).

If the city of publication is not included in the name of a locally published newspaper, add the name of the city in square brackets, not italicized, after the name of the paper. This additional information is not required for nationally published newspapers [MLA Handbook 5.122]:

Author. "Title of the Article." *Telegraph-Journal* [Saint John], date of article, p. A1.

Citing Periodicals (Journals, Magazines, Newspapers) – Online Databases [MLA Handbook 5.31, 5.35-5.37, 5.51-5.53, 5.71-5.73, 5.93-5.98, 5.102, 5.104]

An article from a periodical (a journal, newspaper or magazine) found and read in an online database (through the Library) would have two containers: the article is contained within the journal, newspaper or magazine, which is in turn contained within the online database.

Follow the general format as laid out in the section above. At the end of the final element (the Location if the article has page numbers or the Publication Date if no page numbers are available), include the title of

the larger container (the database) in italics, and the location information (DOI, permalink or URL of the article). See the Core Elements section for more information on using DOIs, permalinks and URLs.

Author. "Title of the Article." *Title of the Container*, number, publication date, location. *Title of Container/Database*, Location.

Geddes, John. "Stuck in the Middle." *Maclean's*, vol. 126, no. 39, 25 Sept. 2013, p. 16. *Proquest Canadian Business & Current Affairs*, search.proquest.com.dproxy.library.dc-uoit.ca/magazines/stuck-midde/docview/1436163480/se-2?accountid=26375.

"Sports Digest." *Toronto Star*, 2 Aug. 2017, p. S7. *Proquest Canadian Newsstream*, search.proquest.com.dproxy.library.dc-uoit.ca/docview/1925103155?accountid=26375.

Zhong, Lin, and Xinhao Xu. "Developing Real Life Problem-Solving Skills Through Situational Design: A Pilot Study." *Educational Technology Research & Development*, vol. 67, no. 6, Dec. 2019, pp. 1529-1545. *Academic Search Premier*, <https://doi.org/10.1007/s11423-019-09691-2>.

New to the 9th edition of the *MLA Handbook*: include the date that you accessed an online resource only if the resource does not list a publication date or if you think that the work has been altered or removed [*MLA Handbook* 5.111]. Add this information as the last element e.g. after the DOI, permalink or URL, written as Accessed 12 April 2021.

Citing Periodicals (Journals, Magazines, Newspapers) - From a Website [*MLA Handbook* 5.31, 5.33-5.34, 5.51-5.53, 5.72-5.73, 5.93-5.98, 5.102, 5.104]

A periodical article found on a website can be cited in two ways, depending on how it is set up:

- Is the title of the journal/magazine/newspaper the same as the website you found it on? For example, an article from the *Toronto Star* newspaper found on the *Toronto Star's* website [*MLA Handbook* 5.72, 5.73].
- Is the title of the journal/magazine/newspaper different from the name of the website you found it on (larger website provides access to a large number of different resources e.g. a publisher's website)? This is treated as an item with two containers; see the Racette article from the journal *Physical Therapy* below [*MLA Handbook* 5.102, 5.104].

When citing an article from the *Toronto Star* newspaper taken from the *Toronto Star's* website, include the website's URL in the Location element. The article from *Maclean's* magazine was taken from the *Maclean's* website so would be formatted in the same way (Note: if either article was found using a Library database then it would be cited following the database examples).

Author. "Title of the Article." *Title of the Source*, date of the article, URL.

Lewis, Michael. "One of Canada's Fastest Growing Economies is in...Oshawa." *Toronto Star*, 3 Aug. 2017, www.thestar.com/business/2017/08/03/one-of-canadas-fastest-growing-economies-is-in-oshawa.html.

Treble, Patricia. "COVID-19 in Canada: How our Battle to Stop the Pandemic is Going." *Maclean's*, 15 July 2021, www.macleans.ca/society/health/covid-19-in-canada-how-our-battle-against-the-second-wave-is-going/.

The article by Racette from the journal *Physical Therapy* listed in the example below is from a larger website of a different name (Oxford Academic) that is a publisher's site containing a number of journals. This is an example of an item with two containers: the article is contained within the journal, newspaper or magazine, which is in turn contained within the larger website.

Follow the general article format as laid out in the Citing Periodicals sections above. At the end of the final element (the Location if the article has page numbers or the Publication Date if no page numbers are available), include the title of the larger container (the name of the website), and the location information (DOI, permalink or URL of the article). See the Core Elements section for more information on using DOIs, permalinks and URLs.

Racette, Susan B., et al. "School-Based Physical Activity and Fitness Promotion." *Physical Therapy*, vol. 90, no. 9, 1 Sept. 2010, pp. 1214-1218. *Oxford Academic*,
<https://doi.org/10.2522/ptj.20100039>.

New to the 9th edition of the *MLA Handbook*: include the date that you accessed an online resource only if the resource does not list a publication date or if you think that the work has been altered or removed [*MLA Handbook* 5.111]. If required, include this information as the last element e.g. after the DOI, permalink or URL, written as Accessed 12 April 2021.

Websites [*MLA Handbook* 5.31, 5.34, 5.111]

The date you access the material is considered an optional element [*MLA Handbook* 5.111]. Include an access date if the work does not have a publication date or if you think the item has been altered or no longer exists. Include an access date for frequently updated sites like wikis (see Wikipedia example).

Author of Specific Page or Section. "Title of Page or Section." *Title of Website*, Date of publication or last update, URL. Date of Access if required.

"Title of Page or Section." *Title of Website*, Date of publication or last update, URL. Date of Access if required.

"Olympic Wake-Up Call: Canada's Decathletes Make a statement, De Grasse Golden in 200m." *CBC*, 4 Aug. 2021, www.cbc.ca/sports/olympics/summer/olympic-wake-up-call-august-4-tokyo-1.6128761.

Wikipedia Articles [*MLA Handbook* 5.31, 5.34, 5.111]

Wikipedia can be a good place to find a topic's keywords and main concepts, but wouldn't generally be used as a main information source. Check with your instructor to verify whether it is an acceptable source. As with any other online resource, assess the accuracy and reliability of the information. If the entry has a note indicating that the information needs to be checked or may have errors, use another source of information. If using Wikipedia, check the sources that the entry uses as references to see if they are valid.

"Monarchy." *Wikipedia*, 5 Aug. 2021, en.wikipedia.org/wiki/Monarchy. Accessed on 6 Aug. 2021.

Follow the same format that is laid out in the Websites section above. The date you access the material is usually an optional element [*MLA Handbook* 5.111], but is included in this entry as wikis are often updated frequently.

Tables and Statistical Information

Follow the examples listed throughout this handout to create a Works Cited entry for the source that contains the table, statistic, etc. The Karam example below is for a Statistics Canada document accessed in PDF format (page numbers are available for the in-text citation).

Karam, Maisie. *Trafficking in Persons in Canada, 2014*. Statistics Canada, 12 July 2016,
www.statcan.gc.ca/pub/85-002-x/2016001/article/14641-eng.htm.

This report has page numbers as well as numbered figures and tables/charts, so include the page number and table number (in square brackets) as below for your in-text citation:

In-text: (Karam 6 [chart 2])

In some cases (e.g. when citing a table from an extensive data set), it might be practical to create a Works Cited entry for an individual table or chart [MLA Handbook appendix 2, 'Maps, Charts, and Tables' example]:

"Table 311.80: Number and Percentage Distribution of Course Enrollments in Languages Other Than English at Degree-Granting Postsecondary Institutions, by Language and Enrollment Level: Selected Years, 2002 through 2013." *Digest of Education Statistics*, National Center for Education Statistics, 2015, nces.ed.gov/programs/digest/d15/tables/dt15_311.80.asp.

Social Media (Twitter, Instagram, TikTok, etc.) [MLA Handbook 2.107, 5.16, 5.84]

When citing a social media post, include information about the post itself (Author's name and Title or description of the resource), the Title of the Container (social media platform, italicized), and the Date of the post. Location information (a URL) is usually included.

If an author's online handle is different from the author's account name, it may be helpful to include the online name in square brackets after the actual name. If the names are very similar, you can usually omit the online name if you include the URL in the entry. Include a URL for the entry unless using a mobile version of the site (in this case, include the handle as it may help the reader find the post). If using a short, untitled message such as a tweet, reproduce its full text in the title field, enclosed in quotes as below.

Fogarty, Mignon [@GrammarGirl]. "Everyone once in a while, that Gmail notice asking if you meant to reply to a 5-day-old message is quite helpful." *Twitter*, 13 Feb. 2019,
twitter.com/GrammarGirl/status/1095734401550303232.

Thomas, Angie. Photo of *The Hate U Give* cover. *Instagram*, 4 Dec. 2018, www.instagram.com/p/Bp_PaXKgqPw/.

Personal E-mail [MLA Handbook 5.23, Appendix 2 example]

When citing personal communication that you received such as an email or a letter, list the sender's name in the Author field. Refer to yourself by name or as *author* in the Title of Source element. There are no page numbers so the in-text citation would just include the sender/author's name.

Robinson, Martha. Email to the author. 22 Mar. 2020.
Robinson, Martha. Email to Daniel Smith. 22 Mar. 2020.

Personal Interview (that you conducted) or Personal Communication [MLA Handbook Appendix 2, Personal Communications example]

In the works cited entry, include the interviewee's name, type of interview (personal, telephone, etc.) and the date. For the in-text citation, you may wish to include the interviewee's name as part of your text rather than place it in brackets.

Nesbit, Louise. Personal interview with the author. 17 July 2016.

Singh, Ravit. E-mail interview with the author. 22 Sept. 2020.

Audio Visual Materials [MLA Handbook 5.32, 5.41, 5.58, 5.80, 5.101]

Depending on what you are citing, you may include the names of creators, directors, major contributors or performers after the series/movie title information. If relevant, include a specific time within an episode or work after the date [MLA Handbook 5.80].

Citing an Entire TV Series or Movie [MLA Handbook 5.32, 5.41, 5.58]

Series/Movie Title. Created by John Doe, Production Company ABC, Date.

Citing an Episode from a TV Series [MLA Handbook 5.31, 5.41, 5.58, 5.76, 5.101/fig. 5.92]

List the title of the episode as the Title of Source element, the title of the series in the Title of Container field, season and episode information in the Number field, and the production company in the Publisher element. In the Publication Date field, list the year that the show aired; if you watched it on the original airing date, give the full date (day month year). If including director or producer information for the specific episode, include it after the episode title. If including information such as creator of entire series, include that after the series information.

The first general format example below is from network television, the second example is from a streaming service such as Netflix. Netflix is a larger, second container that holds the television series.

"Episode Title." *Series Title*, season #, episode #, Production Company ABC, episode
date or year.

"Manhattan Vigil." Directed by Jean de Segonzac. *Law and Order: Special Victims Unit*, created by
Dick Wolf, season 14, episode 5, Wolf Films, 24 Oct. 2012. *Netflix*, www.netflix.com.

YouTube Video [MLA Handbook 5.41]:

If the video has a credited author, include that information. If not, then start the entry with the title. As the video was viewed through the platform/host YouTube, that information is listed in the Title of Container element.

"Buffy the Vampire Slayer: Unaired Pilot 1996." *YouTube*, uploaded by John Doe, Posting date, URL.

Online Images [MLA Handbook 5.3, 5.23, 5.31, 5.34]

This information refers to images found on websites. If the image is part of an online database, then include the database information as the container.

If there is no artist or creator listed, start the citation with the title or description of the image. If the image does not have a title, list a description of the image in that field. Do not enclose the description in quotes in that case.

Creator's Last name, First name. "Title of Image." *Title of Website*, Date of publication or last update, URL. Date of Access.

"Title of Image." *Title of Website*, Date of publication or last update, URL. Date of Access.

As this is a resource accessed through a website, you may include a date of access if the content is likely to change or be removed (not required otherwise).

Class Lectures and PowerPoints [MLA Handbook 2.109, 5.34, 5.112, Appendix 2 examples]

When citing a live lecture, include the professor's name and the title and date of the lecture in the Works Cited entry, as well as the name of the institution.

Wilson, Sarah. Lecture. Introduction to the History of Science, 12 Feb. 2019, Ontario Tech University.

When you are citing a class lecture or slides published on a learning management system like DC Connect, Canvas or Blackboard, you would list the name of the learning management system in the Container field.

"Title of Item." Course Information. *Learning Management System*, Institution, Date, URL of Item.

"Slides 239." Introduction to the History of Science, taught by Sarah Wilson. *Canvas*, Ontario Tech University, 12 Feb. 2019, learn.ontariotech.ca/courses/9895472.

There are no page numbers to include in the in-text citation. For ease of reading, include the instructor's name and date of the lecture in the sentence.

In a lecture on 12 Feb. 2019, in a course on effective research, Dr. Sarah Wilson stated, "Grammar is an essential part of communication".

When citing a PowerPoint presentation or class handouts, indicate the format at the end of the citation as supplemental information [Note: the MLA Handbook does not offer specific guidelines for these resources; please check with your instructor for his or her personal preferences].

Instructor's Last name, First name. "Title of PowerPoint Presentation." Title of Course, Institution Name, Date of Presentation. *Microsoft PowerPoint* presentation.

Smith, John. "Learning Your Way Around Chemistry." Introductory Chemistry, ABC Institution, 27 May 2020. *Microsoft PowerPoint* presentation.

Instructor's Last name, First name. "Title of Handouts/Notes." Title of Course, Institution Name, Date. Course handout.

Smith, John. "Chemistry Basics." Introductory Chemistry, ABC Institution, 27 May 2020. Course handout.

Works Cited List - Sample [MLA Handbook 1.6, 5.123-5.130]

Centre the title "Works Cited" at the top of the page. Begin each entry flush to the left margin and indent any subsequent lines of the entry 5-7 spaces (one tab). Alphabetize and double-space the entries.

Works Cited

Barnet, Barry. "Energy Recovery in Lab Air-Handling Systems." *ASHRAE Journal*, vol. 55, no. 9, Sept. 2013, pp. 20+. *Proquest Central*, search.proquest.com.dproxy.library.dc-uoit.ca/scholarly-journals/energy-recovery-lab-air-handling-ystems/docview/1445174846/se-2?accountid=26375.

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