



**MODERN LANGUAGES ASSOCIATION
(MLA)
STYLE OF REFERENCING**

Modern Languages Association (MLA) Style of Referencing

Following are basic guidelines and documentation examples in the MLA format derived from the sources listed in the “Works Cited” page at the end of this document. For additional details and samples of completed essays, consult these resources.

If your faculty has given you guidelines to follow in preparing the final copy of your essay or paper, follow those guidelines.

One of the main reasons for using referencing (also called citations or documentation) is to let readers know of the existence of resources and to give them enough information to help them locate these resources. The Modern Language Association (MLA) is a method of documentation generally used in the humanities such as literature and language.

- When writing a research paper, it is necessary to acknowledge the sources of your ideas, quotes and facts.
- Not acknowledging implies that the idea is your own.
- Using another person’s ideas or information in your writing without acknowledgement constitutes plagiarism.
- There may be penalties for even inadvertent plagiarism.
- Protect yourself by having accurate and complete citations.
- Learn to write like a specialist by using references.

What do I Document?

1. Direct quotations.
2. Familiar quotations if they are the subject of your paper. “Smoking is bad for your health” would not have to be documented unless you were writing an essay about smoking.
3. A paraphrased idea or opinion.
4. Factual information.
5. Do not document information that is considered “common knowledge” (e.g. Mr. Harris is the premier of Ontario).

Title Page

It is not necessary to have a separate title page unless required by faculty or if you include some introductory notes such as an outline.

If you include a separate title page, follow the instructions given by faculty or centre your information uniformly on a page. Include your name, title of essay, faculty name, course name and number, and date.

Opening Page

Begin one inch from the top and also from the left edge of the first page and place your identification, double-spaced, in the upper left corner in this manner:

- your name
 - faculty name
 - course name and number
 - date
- On a separate line, centre the title. Then begin the text on a separate line indented half an inch or 5 spaces.
 - Titles should not be underlined, put in quotation marks or printed in any special font. When capitalizing titles, capitalize the first word, the last word and all principal words, including words that follow hyphens, such as “French-Speaking Islands”.
 - Do not use subtitles or number divisions.

Example of Opening Page

↑ 1” ↓	↑ ½” Howell 1
←1”→ Pamela Howell	
<i>(Double space between every line)</i>	
English CS21	
Confederation College	
April 5, 2001	
	Creative Marriages
→ Judging by recent divorce rates, it would seem that the traditional marriage <i>(indent ½)</i> now fails to meet the needs of ...	

Font

- Fonts such as **Times Roman**, **Arial** or **Courier** are safe choices. Always use the same font throughout the text; however, you may choose a different font for tables or illustrations.

Page Numbers

- Place your last name in a running header followed by a space and the page number starting with opening page.
- Position this in the upper right-hand corner, one-half inch from the top and flush with the right margin.

Spacing

- Double space the entire paper. (All examples in this handout may not be double-spaced in order to save space.)

Margins

- Leave one-inch margins at the top, bottom and sides of pages except for the page number header.
- Indent the first word of each paragraph half an inch or five spaces.
- Quotations of four or more lines should be indented ten spaces or one inch from left margin.

Print in Bold

- Do not bold in-text citations and works cited in your essay. Examples in this handout have been bolded to help you find them quickly.

Citing Sources

MLA is a simple two-step process of acknowledging sources:

1. In the text of the paper, in parentheses, the author of the original work and the page number(s) of information used are cited.

Ancient writers attributed the invention of the monochord to Pythagoras, who lived in the sixth century BC (Marcuse 197).

2. In an alphabetical list of Works Cited on a separate page at the end of the paper, sources are explained in more detail so readers can access them.

Marcuse, Sibyl. A Survey of Musical Instruments. New York: Harper, 1975.

In –Text Citations

- a. Place the name of the author and the page number of the source in brackets as near as possible to the material it documents. Notice the citation follows the closing quotation mark and ends with the punctuation mark of the quoted material.

In many affluent households, cars have been replaced by “gas-guzzling, wilderness-conquering sports utility vehicles that ...never venture farther off road than the local car wash” (Laver 360).

- b. If the author’s name is introduced in the text, omit the name in the reference after the quote.

As Michael MacDonald points out, “It would be hard to think of a better case suited... passive drowning of a madwoman of high birth” (316).

- c. If you have used several books by the same author, include the author's name, an abbreviated version of the title and the page number.

Shakespear's King Lear has been called a "comedy of the grotesque" (Frye, Anatomy 237).

- d. If there is no author, cite the title (or an abbreviated version if the title is long) and the page number.

Simply put, public relations is “doing good and getting credit” for it (Getting Yours 3).

- e. When citing an article from a larger work with no author, cite the title of the article (or an abbreviation of a long title) in quotation marks.

(“Psychotherapy”)

- f. If you are citing several sources for a single passage, list them all in one parenthetical reference separated by semicolons.

American soccer may never achieve the popularity it enjoys in the rest of the world, an unfortunate fact that is integrally related to the nature of the game itself (Gardner 12; “Selling Soccer” 30).

- g. For quotations of four or more lines that are set off from the text, type a space after the concluding punctuation mark of the quotation and insert the parenthetical reference.

Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail:

**It was winter. It got dark
early. The waiting room
was full of grown-up people,
arctics, and overcoats,
lamps and magazines. (6 – 10)**

- h. If sources such as texts on CD-ROM or other on-line sources have no page numbers but there are paragraph numbers, cite the author’s name followed by a comma and the abbreviation **par.** or **pars.** followed by the paragraph number.

Hypertext, as one theorist puts it, is “all about connection, linkage, and affiliation” (Moulthrop, par. 19).

- i. If there are no page or paragraph numbers for on-line sources, simply cite the author’s last name.

Works Cited

The list of **Works Cited** can also be called a **Bibliography** or *Literature Cited* but the title **Works Cited** allows nonprint forms of material to be referenced in addition to books and articles. Check with faculty for preference.

The list of **Works Cited** should be set up in the following format:

- The title goes on a separate page without quotation marks with each page numbered as a continuation of the page numbers of the text.
- Centre the title **Works Cited** one inch from the top of the page.
- Double space between the title and the first entry. The entire list should be double spaced.
- Each entry begins flush with the left margin, with additional lines indented one-half inch or 5 spaces from the left margin. (If your software supports it, use the hanging indent.)
- List all sources from which you have quoted or taken ideas or information, including the primary text for your course.
- If the work was not referred to in your essay, it should not appear under **Works Cited**.
- Include films, videos, interviews and electronic sources in addition to printed material.
- List sources alphabetically by author's surname.
- Do not number entries but remember to double space.
- Do not abbreviate entry - give full name.

Example of Works Cited Page

↑
1"
↓

Works Cited

(Double space the entire page)

↑ (indent ½")
Howell 21

← 1" →

Brindle, Reginald Smith. "The Search Outwards: The Orient.

(indent ½ "→) Archaisms." The New Music: The Avant-Garde since 1945. New York:
Oxford UP. 1975. 133-45.

Burnett, James. "Ellington's Place as a Composer." Gammond 141-55. ← 1" →

Examples of Works Cited

1. Book by a Single Author

This common entry typically has three main divisions, each followed by a period and a space.

Author's name. Title of the book. Publication information.

Cressy, David. **Birth, Marriage, and Death: Ritual, Religion, and the Life Cycle in Tudor and Stuart England**. New York: Oxford UP, 1997.

1.1 Author's name

- Reverse the author's name for alphabetizing, adding a comma after the last name and a period after the complete name.
- Never abbreviate a name given in full.
- Omit titles, affiliations and degrees that precede or follow names such as *Ph.D., Sister, Lady or Sir*.
- A suffix, such as Jr., that is an essential part of the name, may appear after the given name, preceded by a comma, e.g. *Rust, Arthur George, Jr.*

1.2 Title of the Book

- State the full title of the book including any subtitles.

- Put a colon directly after the main title if the book has a subtitle.
- Place a period after the entire title (including the subtitle).
- Underline the entire title, including any colon, subtitle and punctuation in the title.
- Do not underline the period that follows the title.

1.3 Publication Information

- State the city of publication, publisher's name and the year of publication.
- Take the information from the title page and the copyright page, not from the cover.
- Use a colon between the place of publication and the publisher.
- Use a comma between the publisher and the date and a period after the date.

2. Two or More Books by the Same Author

- Give the author's name in the first entry only.
- After that, instead of the name, type three hyphens, followed by a period and the title.
- The three hyphens stand for exactly the same name as the one preceding it.
- If the person was the editor or translator or compiled the book, put a comma after the 3 hyphens and write the abbrev. (*ed.*, *trans.*, *comp.*) before the title. The abbreviation is not capitalized if it follows the person named.

Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton:
Princeton UP, 1957.
---, ed. Sound and Poetry. New York: Columbia UP, 1957.

3. A Book by Two or More Authors

- Give the authors' names in the same order as on the title page - this may or may not be in alphabetical order.
- Reverse only the name of the first author, add a comma, and give the other name(s) as necessary.
- State each author's name in full, even if the names are similar.
- If there are more than three authors, state only the first author and add *et al.* ("and others").

Welsch, Roger L., and Linda K. Welsch. Cather's Kitchens: Foodways in Literature and Life. Lincoln: U of Nebraska P, 1987.

Gilman, Sander, et al. Hysteria beyond Freud. Berkeley: U of California P, 1993.

4. A Book by a Corporate Author

- This occurs when an individual author is not identified on the title page.
- The book may be published by a commission, an association or a committee.
- The corporate author can list the book, even if the corporate author is the publisher.

Carnegie Foundation for the Advancement of Teaching. Campus Life: In Search of Community. Princeton: Carnegie Foundation for the Advancement of Teaching, 1990.

5. A Work in an Anthology

- This refers to the citing of an essay, a short story, a poem, or another work that appears within an anthology or some other book collection.
- State the author's name, then enclose the title of the work in quotation marks.
- Then state the title of the anthology and underline it.
- Use *Trans.*, *Ed.*, or *Comp.* (*Translated by*, *Edited by*, or *Compiled by*) as necessary after the book title and give that person's name. Capitalize the word if it is introducing the person's name.
- Include the page numbers for the entire piece which you are citing (not just the material you used) following the publication date and a period.

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plum, 1992. 83-88.

6. An Article in a Reference Book

- This could be an article from an encyclopaedia or a dictionary.
- Do not cite the editor of the reference.
- The author's name appears first if it is given; otherwise, state the title first.
- Omit volume and page numbers if the articles in the encyclopaedia or dictionary are arranged alphabetically.
- Full publication data is not necessary.
- List only the edition (if stated) and the year of publication.

Mohanty, Jitendra N. "Indian Philosophy." The New Encyclopaedia Britannica: Macropaedia. 15th ed. 1987.

7. An Edition

- This refers to a work prepared for publication by someone other than the author. For example, the 1975 printing cited below was obviously not prepared for publication by Crane; the Editor, Bowers, prepared a version of Crane's work for publication.
- Begin with the author's name, and then cite the title, then editor's name preceded by the abbreviation *Ed.* (*Edited by*).
- If you choose, you may cite the year of the original date of publication directly after the title.

Crane, Stephen. The Red Badge of Courage: An Episode of the American Civil War. 1895. Ed. Fredson Bowers. Charlottesville: UP of Virginia, 1975.

8. A Book Published in a Second or Subsequent Edition

- If there is no edition number on the title page, it is probably a first edition.
- Use a number to state that it is a later edition of a work, such as 2nd ed., 3rd ed., or *Rev. ed.* for "*Revised edition*"; *Abr. ed.* for "*Abridged edition*"; or by year (*1998 ed.*)

Newcomb, Horace, ed. Television: The Critical View. 5th ed. New York: Oxford UP, 1994.

9. A Multi-volume Work

If referring to two or more volumes in a multi-volume work, state the total number of volumes (*5 vols.*).

- Place this information after the title or editor's name but before the publication information.

Sadie, Stanley, ed. The New Grove Dictionary of Music and Musicians. 20 vols. London: Macmillan, 1980.

10. A Book in a Series

- Include the series name and the series number, followed by a period, before the publication information.
- The series name should not be underlined or placed in quotation marks.

Pihl, Marshall R. The Korean Singer of Tales. Harvard-Yenching Inst. Monograph Ser. 37. Cambridge: Harvard UP, 1994.

11. A Pamphlet

- Cite the sources for a pamphlet the same way that you would treat a book.

Renoir Lithographs. New York: Dover, 1994.

12. An Article in a Scholarly Journal

- Do not leave any spaces when stating the volume and issue number, which are separated by a period. "*14.2*" indicates volume 14, issue 2.
- This is followed by the year of publication and the page numbers.

Vickeroy, Laurie. "The Politics of Abuse: The Traumatized Child in Toni Morrison and Marguerite Duras." Mosaic 29.2 (1996): 91-109.

13. An Article in a Magazine

- If the magazine is published every week or two weeks, give the complete date: the day, abbreviated month (except for May, June, and July), and the year followed by a colon and the page numbers of the article.
- If the magazine is published every month or every two months, give the month or months and year. No volume or number is necessary.
- If the page numbers are not consecutive, write only the first page number and a plus sign.

Kaminer, Wendy. "The Last Taboo." New Republic. 14 Oct. 1996: 24+ .

Giovannini, Joseph. "Fred and Ginger Dance in Prague." Architecture. Feb. 1997: 52-62.

14. An Article in a Newspaper

- Omit any introductory article when citing the name of an English-language newspaper (*New York Times*, not *The New York Times*).
- Add the city in square brackets after the name "*Chronicle Journal [Thunder Bay]*".
- Do not state the city of publication if the paper is nationally published.
- Give the complete date using abbreviations for all months except May, June, July.
- Volume and issue numbers are not included.
- Add a comma after the date and state the edition if it is listed on the masthead, i.e. *late ed.* or *natl. ed.*

Rosenberg, Geanne. "Electronic Discovery Proves an Effective Legal Weapon." New York Times 31 Mar. 1997, natl. ed.: C5.

15. A Film or Video Recording

- Begin with the title, underlined, and include the director, the distributor and the year of release.
- Other important information, such as the names of the writer, performers and producer may be stated between the title and the distributor.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKP, 1946.

Electronic Citation

This information is a general guideline as the area of citing on-line information is continually evolving. Check with faculty for preference.

Information is listed in the following order:

- Author's name (last name first). Document title. Date of Internet publication. Date of Access <URL>.

Rodrigues, Dawn. The Research Paper and the World Wide Web Site. 9 Oct. 1996. 25 Feb 1998 <<http://www.prenhall.com/rodrigues>>.

- Cite two dates if available for electronic-source citations: *the date of electronic publication* and *the date of access* (when you retrieved the information).

- Is it also in print? If the article you are using originally appeared in print, include the print information.
- Include the Internet address in angle brackets at the end of your citation, such as <<http://juno.concordia.ca/faqs/mlanetscape.html>>.
- It is not necessary to include the words *Online* or *Internet* in your citations.
- Do not include punctuation before the URL as it may be considered part of the address.
- Be very careful to record the Internet address accurately and to make sure that the slash marks are going in the right direction.
- It is important that the upper and lower case characters are correct, as the Internet addresses are case sensitive.
- If the Internet address must go on two lines, have the break occur after a slash, and don't use an end-of-line hyphen to mark the break.

Examples of Formatted Online Citations

1. An Article in an Online Journal, Magazine, or Newspaper

Put the title of the article in quotation marks and underline the title of the journal or newsletter.

Haynes, Cynthia and Jan R. Holmevik. "Enhancing Pedagogical Reality With MOOs." Kairos: A Journal for Teachers of Writing in a Webbed Environment 1.2 (1996): 1 pg. 28 June 1996
<<http://english/ttu.edu/kairos/1.2/index.html>>.

2. An Online Book

Remember to include the publication information (if available) about the original printed version.

Twain, Mark. The Adventures of Huckleberry Finn. New York: Harper, 1912.
22 July 1996 <gopher://wirtap.spies.com/00/Library/Classic/huckfinn.html>.

3. An Online Reference Database

Britannica Online. Vers. 97.1.1 Mar. 1997. Encyclopaedia Britannica. 29 Mar. 1997 <<http://www.eb.com/>>.

4. An Article in a Scholarly Journal

McDonald, Henry. "The Narrative Act: Wittgenstein and Narratology." **Surfaces 4.4 (1994): 21 pp.** Jan. 1997
<gopher://surfaces.umontreal.ca:70/00/Articles/Ascii/Vol4/A-McDonald.txt>.

5. A Newspaper Article

"Actor Urges Film Preservation." **AP Online 10 Mar. 1997.** 10 Mar. 1997
<<http://www.nytimes.com/aponline/e/AP-James-Earl-Jones.html>>.

6. A Magazine Article

Landsburg, Steven E. "Who Shall Inherit the Earth?" **Slate 1 May 1997.**
2 May 1997 <<http://slate.com/Economics/97-05-01/Economics.asp>>.

7. A Personal or Professional Web Site

Battalio, John. Home page. 26 May 1998
<<http://www.idbsu.edu/english/jbattali>>.

8. An Online Posting

Alvoeiro, Jorge. "Neurological Effects of Music." Online Posting. 20 June 1996.
10 Aug. 1996 <news:sci.psychology.misc>.

9. An E-Mail Message

Tobin, Lad. "Teaching the TA Seminar." E-mail to the author. 8 July 1996.

10. An Interview

Boukreev, Anatoli. Interview. **Outside Online 14 Nov. 1997.** 27 May 1998
<<http://outside.starwave.com/news/123097/anatolitrans.html>>.

Works Cited

- Ballenger, Bruce. The Curious Researcher: A Guide to Writing Research Papers. Toronto: Allyn and Bacon, 1999.
- Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. New York: The Modern Language Association of America, 1995.
- Gibaldi, Joseph. MLA Style Manual and Guide to Scholarly Publishing. 2nd ed. New York: The Modern Language Association of America, 1988.
- Lester, James D., and James D. Lester, Jr. The Essential Guide to Writing Research Papers. Don Mills, Ontario: Longman, 1999.
- Stewart, Kay L., Chris J. Bullock and Marian E. Allen. Essay Writing for Canadian Students (with readings). 4th ed. Scarborough, Ontario: Prentice Hall Allyn and Bacon Canada, 1998.