

MLA Quicksheet (2009 Update)

In your essay, you should cite the source of all quotes and paraphrases. The citations in your essay are called the “in-text citations” and their corresponding bibliography entries are called “Works Cited” entries. A “source” is any document (print, internet, or spoken) from which you are taking words or ideas.

Quoting

When you use the words of a source—even just part of a sentence—you must indicate that the words and ideas came from the source. To give credit to the author in the form of a quote, use the exact words of the source, place those exact words in quotation marks, and name the author.

Sample quotes with lead-ins:

To transition smoothly into a quote, add a lead-in before the quote. Include author and page number to cite the source.

- Annie Dillard writes, “The second before the sun went out, we saw a wall of dark shadow come speeding at us. We no sooner saw it than it was upon us, like thunder” (15).
or
- As the eclipse reached its totality, she “saw a wall of dark shadow” (Dillard 15).

To add a word or words to a quote for clarification, use square brackets to indicate an insertion:

- Annie Dillard writes, “The second before the [eclipsing] sun went out, we saw a wall of dark shadow come speeding at us. We no sooner saw it than it was upon us, like thunder” (15).

To leave words out of the middle of a quote, use an ellipsis (three dots in a row with a space before, after and between the dots) to indicate a deletion:

- Annie Dillard writes, “The second before the sun went out, we saw a wall of dark shadow come speeding at us . . . like thunder” (15).

Paraphrasing

Sometimes you will want to rephrase an idea instead of using a direct quote. When you want to put an author’s idea into your own wording, you must sufficiently paraphrase and still cite the source within your paper. ***A paraphrase is a complete rephrasing to the wording and sentence structure while maintaining the original idea. Since a paraphrase is a rewording, it should not include quotation marks, but you should still cite the source of the idea.***

Sample paraphrases— notice that these rephrase the wording and sentence structure (compared to the above quotes), but retain the original idea and cites the source:

- A rush of darkness raced towards her during the total solar eclipse (Dillard 15).
- During the eclipse, a spreading darkness seemed to quickly come upon the observers (Dillard 15).

In-text Citations

Citations should be used throughout your essay each time you quote or paraphrase from a research source. Citations within your essay are called “in-text citations.” You should only cite sources you have obtained and read yourself.

The in-text citation in your essay should match up with the beginning of an entry in your Works Cited (bibliography). For MLA style in-text citations, include the author’s last name and the page number(s) where the quote or idea is located. If there is no author, then give the title. If using a web source or other source lacking a page number, give a paragraph number.

One author with page number

- She also reminds us that connection “frees us of the past, present and future” (Goldberg 172).
- Natalie Goldberg writes, “Be who you are, breathe fully, be alive, and don’t forget to write” (14).

Two or three authors with page number

If you have two or three authors, place the word “and” before the final author’s name:

- The authors state, “We learn the world and test it through interaction and dialogue with each other” (Harjo and Bird 19).
- Joy Harjo and Gloria Bird note that interactions help us gain a deeper understanding (19).

Four or more authors with page number

If you have four or more authors, either list all of the names, or just give the first author’s last name followed by “et al.” (a Latin term that means “and others”):

- (Douglass et al. 412)

No page numbers, such as with web pages

If there are no page numbers, use the abbreviation “par.” (stands for “paragraph”) and the paragraph number:

- (Greenwald, par. 4)

Unknown author

If the author is unknown, give the title of the source. This title should match the beginning of a corresponding Works Cited entry:

- An anonymous blogger argued that many have a love-hate relationship with the band (“The Beatles: Best or Worst Band of All Time, ” par. 5).

If using several works by the same author, add the article title to citations

- In his poem “Stopping by Woods on a Snowy Evening,” Robert Frost repeats the final line: “And miles to go before I sleep” (416).
- The poem ends with the word “sleep” (Frost, “Stopping by Woods on a Snowy Evening” 416).

Citing Indirect Sources

While it is best to use original/primary sources, you may need to cite a source cited in another source. To show that the citation is indirect, use “qtd. in” (short for “quoted in”) to indicate the source you consulted. For example if you were using a source in which your author Parker Palmer quoted Evelyn Fox Keller, cite it like this:

- Evelyn Fox Keller calls the “highest form of love” one in which “intimacy . . . does not annihilate difference” (qtd. in Palmer 23).

Your Works Cited (bibliography) entry should begin with Palmer’s name and cite the work you read by Palmer.

Sample Works Cited Entries

To create an MLA-style bibliography at the end of the paper, enter the phrase "Works Cited" at the top of a new page. Include an entry for every work you cited in your paper. Double-space the entire Works Cited page. Begin each entry at the left margin, and indent subsequent lines of the same entry by ½ inch. To order your entries, alphabetize by each author's last name. Here are some sample entries with 2009 formatting update:

Book

For books, MLA style now includes the type of publication, Print, at the end of the entry. Use this format: Last Name, First Name. *Book Title*. City of Publication: Publisher, Year of publication. Type of publication.

Goldberg, Natalie. *Wild Mind: Living the Writer's Life*. New York: Bantam, 1990. Print.

Online Version of Book

Online versions of books begin with the same format as print versions. Then include the webservice in italics, the sponsoring organization of the webservice if the book is only available online, the type of publication as Web, and the date of access. The date of access is the date you obtained/visited the article through the database:

Goldberg, Natalie. *Wild Mind: Living the Writer's Life*. New York: Bantam, 1990. *NetLibrary*. Web. 14 Aug. 2009.

Two or more authors

For the Work's Cited entry, begin with the last name of the first author but give the subsequent author names in standard name format:

Harjo, Joy and Gloria Bird, eds. *Reinventing the Enemy's Language: Contemporary Native Women's Writings of North America*. New York: Norton, 1997. Print.

[In the above entry "eds." stands for "editors" and "Print" means you had the paper/non-electronic version].

Chapter/Section of Book-- or Essay from Anthology (book collection of essays)

When using a book in which each section has a different author, begin with the author you cited in your essay. You will also need to give the name of the book's editor later in the entry. "Ed." stands for "Edited by" in the following example. End with the entire page range of the book section.

Gould, Janice. "Coyotismo." *Reinventing the Enemy's Language: Contemporary Native Women's Writings of North America*. Ed. Joy Harjo and Gloria Bird. New York: Norton, 1997. 52-4. Print.

A Page/Section of a Web Site

For an individual page on a Web site, the new MLA guidelines now allow you to leave off the URL, but you should indicate the type of publication as Web before the date of access. After the author's name and article/section title, include the name of the overall website in italics, the publisher or sponsor, the date of publication, the type of publication as Web, and the date you accessed the page.

Bourne, Joel. "Redwoods—The Super Trees." *NationalGeographic.com*. National Geographic Society, 2009. Web. 12 May 2009.

Scholarly Publication (Journal Article)

Print copy

For print journal articles (bound, paper copy from library —not from online), use this format:

Last Name, First Name. "Article Title." *Journal Title* Volume #: Issue # (Year of Publication): Page range of entire article. Give the type of publication as Print if you used the original bound journal.

Manning, Kathleen. "Engaging the Six Cultures of the Academy." *Review of Higher Education* 33.1 (2009): 130-2. Print.

From Online Database

For online journal articles, the citation begins with the same format as a print journal article citation. Then provide the database name in italics. You no longer need to name the library. Give the type of publication as Web, and end with the date of access. The date of access is the date you obtained/visited the article through the database.

Manning, Kathleen. "Engaging the Six Cultures of the Academy." *Review of Higher Education* 33.1 (2009): 130-2.

ProQuest. Web. 25 Sept. 2009.

Online Periodical (online magazine or newspaper, not from database)

Online periodicals (such as online magazines/newspapers) include both the main name of the website in italics (note that this is usually not the URL) and the website publisher or sponsor. If publisher is unknown, use N.p. to indicate that no publisher's name is given. Give the publication date, and then indicate the type of publication as Web. End with the date of access.

Devlin, Ron. "Chile Pepper Food Festival in Bowers is so Hot it Earns a Postmark." *Readingeagle.com*. Reading Eagle, 11

Sept. 2009. Web. 14 Dec. 2009.

For More Examples

For examples not included here, try these sources:

- Chapter 40 on "MLA Documentation" in the 17th edition of *The Hodges Harbrace Handbook* (the red book used in ENG 101/102 classes)
- OWL at Purdue MLA Update 2009: <http://owl.english.purdue.edu/owl/resource/557/15/>

This document is under continual revision. To recommend changes, please contact the Albright Writing Center at writingcenter@alb.edu.