This handout is meant to be a supplement to, not a substitute, for the Modern Language Association's *MLA Handbook*, 8th ed. (2016). Students are strongly encouraged to consult with their instructor and with the *MLA Handbook* itself. The MLA also provides tips and additional examples at the MLA Web site: https://style.mla.org/

Copies of the *MLA Handbook* are located in the reference and circulating collections at the Philadelphia campus library and the Newtown LRC at call number: LB2369.G53 2016

I. WHEN TO CITE SOURCES

The purpose of using citations is to let the reader know where you obtained your information so sources can easily be located and consulted. Because knowledge is a cumulative process built on the research and writing of others, you MUST give credit when using other's research and information. Further, your instructor needs to see the quality of the sources you used and know how you developed your ideas. You must document your sources when you provide information that you ordinarily would not have known before conducting your research, and when you provide information that the reader cannot be assumed to know. You must cite when you:

- Provide a direct quotation
- Discuss or incorporate the ideas of another author
- Use statistical or other data

II. ELEMENTS OF CITATIONS

Organization is the key to successful research! When you locate sources, be careful and record all the essential information needed to locate the source. The Modern Language Association, publishers of the *MLA Handbook*, suggests visualizing sources as being made up of elements in containers, where parts are assembled to complete the entire reference.

Remember that correct and complete citations make it easy for your reader (your faculty member and others) to locate the sources you used in your writing.

This example includes all the information needed to locate the in-print version of this article.


Following the template in the *MLA Handbook*, (p.20), information needed to cite this article includes:

- Author of the article, chapter, web page, brochure, etc. (In the above example, Van Horn, Jennifer)
- Title of the article, book chapter, web page, brochure, etc. (In this example, “George Washington’s Dentures.”) Use quotation marks if what you are citing is part of a larger work.
- Title of the container when what you are referencing is part of a larger publication. (In this example, *Early American Studies, an Interdisciplinary Journal*). Containers might include the journal or book title, or web site title, for instance.
- Other contributors (none shown in this example)
- Version (none shown in this example)
- Publisher (none shown in this example)
- Publication date (in this example, Winter 2016). Include the FULL date as noted on the source.
- Location (in this example, pages 2-47)
- Additional containers (see specific examples following for more information)

See the *MLA Handbook* (pp. 20-53) for additional information.
Citations to sources in the text of your paper allow the reader to consult the full citation in the Works Cited section at the end of your paper. In text citations generally consist of the first element in the Works Cited list (usually the author's last name) and the location (e.g. page number) of the reference.

If you refer to an author, editor, or translator in the text of your paper, include the author’s full name in text and only the page number in parentheses. In subsequent discussions of the author use the surname:

In his article about fake news, Joseph Uscinski argues that, despite popular belief, conspiracy thinking has not proliferated in the age of the internet (57).

If including the author’s name and page number in the parenthetical citation, use the last name:

Despite popular belief, conspiracy thinking has not proliferated in the age of the internet (Uscinski 57).

**CITING AUTHORS –**

<table>
<thead>
<tr>
<th>Author</th>
<th>How to Cite</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two authors</td>
<td>List both last names in text in the order they appear on the original source (and the Works Cited list)</td>
<td>(Smith and Jones 10)</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>List the first author’s last name and follow with et al. in both the in-text citation and Works Cited list</td>
<td>(Ruppel et al. 20)</td>
</tr>
<tr>
<td>Corporate author</td>
<td>Some sources are published by associations, committees, and other groups</td>
<td>(American Cancer Society 53)</td>
</tr>
<tr>
<td>Government agency</td>
<td>List the name of the government first, then the agencies, working from broadest to specific. Abbreviate Department</td>
<td>(United States, Dept. of Labor, Bureau of Labor Statistics 151)</td>
</tr>
<tr>
<td>Author/publisher the same</td>
<td>If the author and publisher are the same, start the reference with the title</td>
<td>(Working After College 54)</td>
</tr>
<tr>
<td>No author?</td>
<td>Start the citation with the title</td>
<td>(“Baby Sings the Blues” 31)</td>
</tr>
</tbody>
</table>

**SOURCES WITHOUT PAGE NUMBERS**

When citing a source that does not have page numbers (but includes specific paragraph numbers), use par.; it is preferable to include the author’s name in the text, rather than in the parenthetical reference.

Hawthorne laments the self-deception now characterizing the minister’s thoughts: “No man, for any considerable period, can wear one face to himself, and another to the multitude, without finally getting bewildered as to which may be the true” (par. 266).

If there are no page, paragraph, or section numbers, **DO NOT** count or number the paragraphs; rather cite the work completely. You can indicate in your paper the approximate location in the source of the citation, for example: **in the last half of his article, Smith notes**...

**QUOTING -** be sure to use quotes sparingly

When you **directly quote**, include the citation directly after the closing quotation marks:

“People have always put stock in dubious ideas, and the latest deluge of suspect headlines traversing the Internet smells more of continuity than it does of change” (Uscinski 55).
Quotations of more than four lines are included as a block quote (the quote starts on the next line, the entire block is indented ½ inch, and the quoted information is not placed in quotation marks).

**CITING INDIRECT (SECONDARY) SOURCES**

See MLA Handbook, p. 124

It is best to take information from the original source, not from a secondary source that has interpreted and re-worded the original content. If you must quote from a secondary source, use the abbreviation qtd. in for “quoted in.” In the text of your paper, acknowledge the ORIGINAL source of the information.

Benjamin Franklin never said “a penny saved is a penny earned” (qtd. in McCormick and Folsom).

In the Works Cited list, list the work you actually read - in this case the McCormick and Folsom article.


**IV. WORKS CITED- GUIDELINES FOR FORMATTING**

See MLA Handbook, pp. 111-112

Generally your paper will be double spaced, with one inch margins, and written using Times New Roman. Always check your faculty member’s preferences. For general information about formatting your paper, see the MLA web page: https://style.mla.org/formatting-papers/#textformatting

- Begin the Works Cited list on a new page at the end of your paper, centering the words Works Cited one inch from the top of the page. If you have only used one work, call it Work Cited.
- **Spacing:** Double-space between references and within individual references.
- Start each reference flush against the left margin. If a second or third line is necessary, use a hanging indent (indent the line one-half inch. This is equal to five spaces, or one tab.)
- Organize the list by the first author’s last name on a source. Don’t re-alphabetize the author’s names from a source.
- If there is no author, alphabetize by the first significant title word (ignore a, the or an).
- Capitalize the first letter of all words in a title except articles, prepositions, coordinating conjunctions, and "to" infinitives when they appear in the middle of a title. (See MLA Handbook, p. 67)
- **Italicize** “containers” such as the titles of books, periodicals, Web sites, and online databases. (See MLA Handbook, p. 69).
- Use quotation marks (" ") for articles, short stories, book chapters, articles/pages within a Web site, definitions, essay titles (See MLA Handbook, pp.68-69)

**V. WORKS CITED- FORMATTING THE CITATION**

All citations in MLA style follow the same basic format, although the elements for each item may vary. When you locate resources, make a habit of recording all the elements needed to cite a source. Start with the most specific elements. Note what “container,” or larger source, the element is associated with. (For example, an article is an element in a journal “container.” MLA no longer requires specific notation as to whether or not a source is a print or web format, but you will include, in your citation, information for online retrieval where applicable.

![Diagram of MLA citation elements](image)

**Elements of a Basic Citation**

<table>
<thead>
<tr>
<th>Elements</th>
<th>Container Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1 and 2)</td>
<td>(book title or journal name, and other elements)</td>
</tr>
</tbody>
</table>

1. **WHO** is the author of article, chapter, web page
2. **WHAT** is the title of article, chapter, web page
3. **WHAT** is the title of container (journal name, book title, website)
4. **WHO** are other contributors if any (editor of book)
5. Version (edition if any)
6. Number (volume and issue of article)
7. Publisher
8. Publication date
9. Location (includes page numbers. Place
10. Online information: web address or doi
11. Date of access for web/online sources
For a complete list of changes from the seventh to the eighth edition of the *MLA Handbook*, see:
https://style.mla.org/whats-new/

Selected changes in the 8th edition of the *MLA Handbook*:

- Spell out roles such as editor, translator, and review
- If an organization is the author and the publisher, start the citation with the title of the work and use the organization's name as publisher
- Use p. or pp. before page numbers in the Works Cited list (but not the in-text citation)
- Don’t list place of publication
- Don’t abbreviate publisher’s names. Don’t use common business terms like Company
- For university presses, continue to abbreviate “press” as P
- URLs (not including http:// or https:// and without brackets) are now included in web sources
- End the entire citation with a period (.) even when the citation ends with an URL

Use the examples below as guides ONLY. For complex citations, consult a copy of the *MLA Handbook*.

**BOOKS** - Be sure to DOUBLE-SPACE your references!

**A. Print Books (for eBooks, see Section B) “eBooks”)**

1) **One author**: (citing the *entire book*) (p.21)

   Westhoff, Patrick. *The Economics of Food: How Feeding and Fueling the Planet Affects Food Prices.*

2) **Two authors**: (citing the *entire book*) (p.21)

   List the authors' names in the same order as they appear on the title page. Do not re-alphabetize the order. Reverse the first and last name of the first author (Last name, First name). List the second author in their normal form (First name Last name). Separate authors by a comma. Include “and” before the name of the last author in the list.


3) **Three or more authors** (citing the *entire book*) (p. 22)

   Always use et al. (meaning “and others”) when referencing three or more authors


4) **Edited book (one editor)**: (citing the *entire book*) (p. 23)

   If the person listed on the title page is an editor, translator, or compiler, place a comma after the name and add the label describing the person’s role.


Use this same format for two editors, reversing the first name and adding the second name such as: Kindness, Kathy, and Sally P. Jones, editors.
5) **Edited book (three or more editors):** (citing the *entire book*) (p. 23)

If there are three or more names listed on the title page as editors, translators, or compilers, list the first editor and use et al. Then add the label describing their role.


6) **Corporate author:** (citing the *entire book*) (p. 104)

A corporate author may be a group (commission, association, or committee) responsible for the creation of the work. Provide the group as corporate author when no individuals are listed on the title page. Do not include articles such as *A, An*, or *The*, and do not abbreviate the group’s name.


7) **Corporate author is also publisher** (citing the *entire book*)

Sometimes a group is both the author and publisher; if so, start the entry with the *title* and only list the corporate author as the publisher.


8) **No Author** (citing the *entire book*)

Start the reference with the title


9) **Chapter in a book**

Often you will use a portion of a book, not the entire source, in your research. In academic writing, chapters are often written by different authors and included in a book edited by others; therefore it is important to cite the exact chapter(s) that you use.


10) **Entry in a Reference Book (Encyclopedia or Dictionary, for example)**

- Start with the author’s name or the entry title if no author
- According to OWL (https://owl.english.purdue.edu/owl/resource/747/06/) you don’t need to include the publisher or volume
- Page numbers are not necessary if the reference work entries are listed alphabetically

11) **Work in an Anthology** (poems, short stories, etc). (pp. 46, 50)

Begin citation with the author and title of the individual work you are citing. Next, include the title of the book that the work appears in. List the editor or translator of the entire book and provide the publication information. Include the page numbers of the individual cited work. Check with your faculty member’s preferences for including the original year.


12) **Book as part of a series** (*MLA Handbook*, p. 52)

If the title page indicates that the book is part of a series, include the series name and series number (if available) at the end of the citation. The book in the example below is a part of the series: The Reference Shelf.


13) **Multi-volume books** (*MLA Handbook*, p. 36, 39)

**Entry in a Multi-Volume Reference Book**

Begin citation with the author (if available) and title of the entry that you are citing. Next, include the title of the reference book where you found the entry. Include the editors and edition.

If using one volume, include the volume number that you used.


**When Using Several Volumes of a Book:**

If using two or more volumes, include the total number of volumes in the set.

B. Ebooks

1) Ebooks from Holy Family’s Research Databases:

When citing eBooks retrieved from Holy Family Research Databases, follow the same rules as when citing Print Books (see Section A) but include the following: (see MLA Handbook, pp. 34-35):

- Database name in italics (Ebook Collection (Ebscohost), or PsycBOOKS for example)
- Permalink - URL (without http:// or https)
- Date of access can be helpful for items without a date, if your faculty suggests it


2) Ebook downloaded from a service (Kindle, Nook, ITunes, etc.):

When citing eBooks downloaded or purchased through a service (not retrieved from Holy Family research databases) list the device or service you used


MISCELLANEOUS

Interviews:

Personal Interview:

When citing an interview you conducted, provide the name of the person interviewed, the type of interview (Personal interview, Telephone interview), and the date.


For more information on interviews, see the MLA’s blog:
https://style.mla.org/category/ask-the-mla/?s=interview
**ARTICLES**

**Articles from Periodicals: Journals, Magazines, Newspapers**

Journals, magazines, and newspapers (known as *periodicals*) are published at regular times throughout the year. Some journals may be published only several times a year (several *issues* throughout the year equaling one annual *volume*.) Magazines and newspapers may be published monthly, weekly, or daily.

The following information identifies where the article can be found. The components to be included in your citation will vary depending on whether you are citing a journal article, magazine article, or newspaper article, and whether or not it is in print or online. Consult with your faculty member about including permalink URLs and date of access.

- Author’s name (s)
- “Title of the article”
- *Name of the Periodical (Journal, Magazine, or Newspaper)*
- Volume number
- Issue number
- Date of publication (include month/season for scholarly sources per the *MLA Handbook*, p. 43)
- Page numbers/page range
- If the article was obtained from a Holy Family database include the *Database Name* in italics
- Include the permalink URL of the article
- If a DOI (Digital Object Identifier) is included in the article, it is preferable to include that instead of the permalink
- Date of access (check with your faculty member as to her/his preference)

**A note about authors:**

For one author, list last name, first name, and initial, if any: **Ruppel, Katherine K.**

For two authors, list last name, first name, initial if any; then first name, initial, last name:

**Ruppel, Katherine K., and James E. Jones**

For three plus authors, list last name, first name, initial, and et al.:

**Ruppel, Katherine K., et al.**

**A note about DOI numbers:**

- DOI numbers (Digital Object Identifier numbers) are unique numbers assigned by the International DOI Foundation. DOI numbers make it easy for the reader to retrieve information about the text of a document
- DOI numbers may be available on print and electronic items
- DOI numbers are normally located on the first page of an article and on the landing page of the database used to locate the article
- For best results, copy and paste the DOI number into your Works Cited list
- To note the DOI number, use the format doi:
- When a DOI is available, note that in your citation instead of the URL
- End your citation with a period after the DOI

Sample doi located at the top of an article:

November 2009 ● American Psychologist

© 2009 American Psychological Association 0003-066X/09/$12.00
Vol. 64, No. 8, 639–641 DOI: 10.1037/a0017026
SCHOLARLY JOURNALS

1) Journal Article in a Holy Family database, no DOI:  
(MLA Handbook, p. 32)
Note examples 1) and 2) have only one author.

Text, holyfamily.idm.oclc.org/login?url=http://search.ebscohost.com/

2) Journal Article in a Holy Family database, DOI included:  
(MLA Handbook, p. 48)

Meldrum, Claire. “Yesterday’s Women: The Female Presence in Neo-Victorian Television

3) Journal Article in an ONLINE JOURNAL (not from a HF database)  
(MLA Handbook, p. 48)

journals.iupui.edu/index.php/advancesinsocialwork/article/view/21014/20690.

4) Journal Article in an IN-PRINT Scholarly Journal:

This example has more than two authors; use et al. after the first author’s name. The example also
includes a doi; ask check with your faculty member about including when citing an in-print source.

Schunn C., et al. ”The Reliability and Validity of Peer Review of Writing in High School AP
English Classes.” Journal of Adolescent and Adult Literacy, vol. 60, no. 1, Jul/Aug. 2016,
MAGAZINES AND NEWSPAPERS

1) Magazine Article accessed through a Holy Family database:

Include the full date and page numbers of the article; do not include volume or issue number.


2) Magazine Article in web-based magazine:

Include the full date the article was posted. Generally, page numbers aren’t available or used.


3) Magazine Article in a PRINTED magazine:

Include the full date and page numbers of the article. Do not include volume or issue number of magazine, but include page numbers.


4) Newspaper Article accessed through a Holy Family database:

Include full date; do not include volume or issue number. If the city is not included in the newspaper name or if the newspaper is not well known, include the city name in square brackets after the newspaper’s title. (*MLA Handbook*, p. 111).


5) Newspaper Article from an IN-PRINT newspaper

Include full date; but not the volume or issue number. If the city is not included in the newspaper name or if the newspaper is not well known, include the city name in square brackets after the newspaper’s title. (*MLA Handbook*, p. 111).

WEBPAGES, WEB SITES and other Electronic Media

- Creator of the webpage (if no author is given, begin with the title)
- “Title of the webpage”
- Title of the overall Web site
- Publisher or sponsor of Web site
- Date of publication if available (if not available, do not use n.d.)
- Web address (minus the http:// or https://)
- Date of access

Entire Web Site


A Page on a Web Site:

“Infographic: Benefits of Language Learning.” Modern Language Association,

www.mla.org/content/download/60860/1861060/Language-Learning-Infographic.pdf.


Email:

Include:
- Writer's name
- “Title of message” (from subject line)
- Description of the email (including the recipient's name)
- Date the message was sent

Ruppel, Kathy. "Library Hours on Sundays." Received by Laura McNamara, 12 Dec. 2016.

Tweet:

Include:
- Writer’s name
- “complete text of Tweet”
- Date and time of Tweet
- Url

@kruppel. "Library is open 1-8 on Sundays." Twitter, 10 Sept. 2017, 12:30 p.m.,

Twitter.com/kruppel/status/1234556.

Faculty Files from Canvas:

Treat PowerPoint slides or other files downloaded from Canvas as digital files. Include the type of file as the “medium of publication.” (Example: Microsoft PowerPoint file, PDF file) If the file type cannot be determined, use Digital file. Check with your faculty to see if they want additional information included such as course name, date. etc.

Video from YouTube (or other Web site):

After YouTube or web site name, include who or which organization uploaded the video if available


The Online Writing Lab (OWL) at Purdue University lists many examples of how to cite other types of sources. For additional information, go to their website:

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

The MLA also provides tips and additional examples at the MLA Web site: https://style.mla.org/

QUESTIONS? Holy Family librarians are available to assist you!

Call: 267-341-3316 (Philadelphia Campus Library) or 267-341-4010 (Newtown LRC)

Email: reference@holyfamily.edu

Visit: www.holyfamily.edu