

MLA Stylesheet

- Alfred C. O'Connell Library -

This handout covers MLA style basics, samples, formatting, and citation examples for sources used in-text throughout your paper and in the **Works Cited** list at the end of your paper.

Always consult your professor to learn if they have any special requirements for citations.

MLA Style 101

1. Cover page? No!
2. Margins = 1 inch
3. Spacing = Double
4. Header = Heck yes!
(see p. 15 for MS Word instructions)

Citing sources:

- **In-text** (in parentheses!)
- &
- **Works Cited** (list of all sources used in your paper)

Guide Contents:

Works Cited page examples

Books	p. 2
- Part of a Book	p. 3
Articles	p. 5
- Magazines	p. 5
- Journals	p. 6
Websites	p. 7
Multimedia	p. 8
Other Sources	p. 9

In-text Citation	p. 10
General Rules	p. 13–14
Sample Paper pages	p. 15–16

The Core Elements of MLA

You will not need to use all elements for every citation.

Author. (Last Name, First Name)

Title of Source. (Title of Book/Book Chapter/Article/Webpage)

Title of Container,
(Encyclopedia/Periodical/Website)

Other Contributors, (directed by/edited by/translated by)

Version, (Edition)

Number, (Volume, Issue, season)

Publisher, (Name of Publisher)

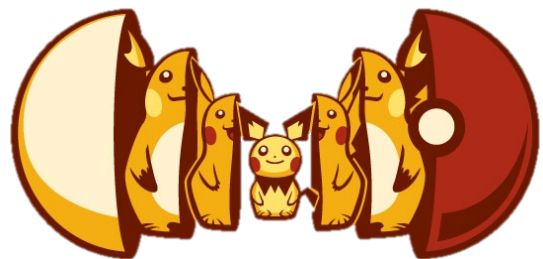
Publication Date, (Day Month Year/Month Year/Year)

Location. (Page Numbers/DOI/Web Address/Physical Location)

***Title of Container #2,** (Name of Library Database/Streaming Service)

***Location #2.** (Web Address of item in Library Database/Streaming Service)

****Add information about additional containers as needed to fully document your source.***



Citation is often a thing inside a container possibly inside another larger container.

Books

1. One Author
2. Two Authors
3. Three or More Authors
4. Edited book
5. Translated book
6. Chapter or Part of a Book (includes a *Gale in Context: Opposing Viewpoints* example)
7. Group/Agency as Publisher
8. Section in a Specialized Encyclopedia (Reference book)
9. eBook

The basic format for a book Works Cited entry is:

Author Last Name, Author First Name. *Title of Book*. Name of Publisher, Year of Publication.

1. One Author

Haskell, Molly. *From Reverence to Rape: The Treatment of Women in the Movies*.

U of Chicago P, 2016.

2. Two Authors

Holes, Paul, and Robin Gaby Fisher. *Unmasked: My Life Solving America's Cold*

Cases. Celadon Books, 2022.

3. Three or More Authors

Campbell, Linda, et al. *Teaching & Learning Through Multiple Intelligences*. 3rd ed.,

Pearson / Allyn and Bacon, 2004.

4. Edited Book

The New Cambridge Paragraph Bible with the Apocrypha. Edited by David Norton, King

James Version, Cambridge UP, 2005.

5. Translated Book

The Holy Qur'an. Notes by Mahdi Pooya, translated by S.V. Mir Ahmed Ali, 4th ed.,

Tahrike Tarsile Qur'an, 2004.

6. Chapter or Part of a Book

Dasgupta, Shreya. "Managing Natural Resources is Complex." *Hunting and Conservation*, edited by Marcia Amidon Lusted, Greenhaven Publishing, 2021, pp. 137-43.

Note: Begin the citation with the author and title of the part (in quotation marks), then give the title of the book, editor(s), publisher name, publication date, and page numbers of the part.

Shakespeare, William. "Tell Me Where Is Fancie Bred." *Come Hither: A Collection of Rhymes and Poems for the Young of All Ages*, edited by Walter de la Mare, Alfred A. Knopf, 1969, p. 197.

Gale in Context: Opposing Viewpoints – Viewpoint Essay

The citation provided by the database:

Source Citation

Abdul-Jabbar, Kareem. "It's time to pay the tab for America's college athletes." *Gale Opposing Viewpoints Online Collection*, Gale, 2021. *Gale In Context: Opposing Viewpoints*, link.gale.com/apps/doc/AWRLOG410456099/OVIC?u=gencc_main&sid=bookmark-OVIC&xid=810866bd. Accessed 22 July 2021. Originally published as "It's time to pay the tab for America's college athletes," *The Guardian*, 9 Jan. 2018.

Becomes this:

Abdul-Jabbar, Kareem. "It's Time to Pay the Tab for America's College Athletes." *Gale Opposing Viewpoints Online Collection*, Gale, 2021. *Gale*, link.gale.com/apps/doc/AWRLOG410456099/OVIC?u=gencc_main&sid=bookmark-OVIC&xid=810866bd.

Note: For long links, split them after a punctuation mark (in this case a "=") or shorten them to the first slash (in this example the link would become link.gale.com/.)

7. Group/Agency as Publisher

Weight Watchers International. *Weight Watchers New Complete Cookbook*. John Wiley and Sons, 2012.

8. Section in a Specialized Encyclopedia (Reference book)

The basic format for a specialized encyclopedia Works Cited entry is:

Author Last Name, Author First Name. "Section Used." *Title of Reference Book*, edited by Name of Editor(s), edition, vol. Volume Number, Name of Publisher, Year of Publication, p (or pp.) Page Numbers.

Add the access information (Name of Library Database, DOI/Permalink/Stable URL/Web Address.) at the end of the citation for online encyclopedias.

Note: It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links (not DOIs), but your instructor may require otherwise. **Always follow your instructor's rules.**

"10 December 1857, Gamaliel Bailey: Tense Situation in Kansas – Citizens of Territory Remaining Calm." *The Greenwood Library of American War Reporting*, edited by David A. Copeland, vol. 3, Greenwood P, 2005, pp. 23-24.

Thiede, Keith. "Learning to Learn and Metacognition." *Encyclopedia of Education*, edited by James W. Guthrie, 2nd ed., vol. 4, Macmillan Reference USA, 2002, pp. 1470-72. *Gale*, link.gale.com/apps/doc/CX3403200371/GVRL?u=genc_main&sid=bookmark-GVRL&xid=cf587bf1.

9. eBook

Chase, Robert T. *We Are Not Slaves: State Violence, Coerced Labor, and Prisoners' Rights in Postwar America*. The U of North Carolina P, 2020. *EBSCOhost*, search.ebscohost.com/login.aspx?direct=true&db=e091sww&AN=2316659&site=ehost-live.

Klaver, Elizabeth. *Sites of Autopsy in Contemporary Culture*. State U of New York P, 2005. *SUNY Press E Book Collection*, hdl.handle.net/1951/29144.

Rosenblum, Mort. *Chocolate: A Bittersweet Saga of Light and Dark*. North Point Press, 2005. *Google Books*, books.google.com/books?id=4HZLXTCUkJUC&lpg=PP1&pg=PP1#v=onepage&q&f=false.

Magazine, Journal, and Newspaper Articles

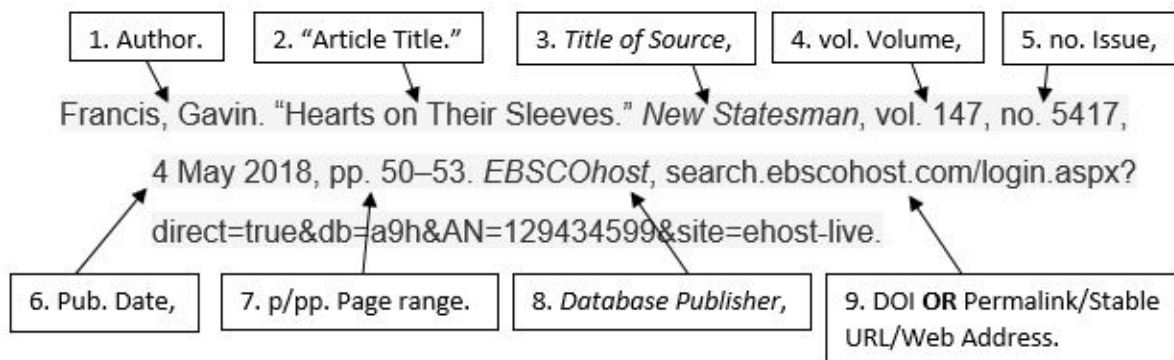
The basic format for an article Works Cited entry is:

Author Last name, Author First name. "Title of the Article." *Title of the Source*, vol. volume number, no. issue number, Publication Date, p./pp. page number(s). *Database Publisher*, DOI (if available) **OR** Permalink/Stable URL/Web Address (if no DOI is available).

Note: It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, **however**, you should insert **https://doi.org/** at the beginning of all DOIs if it is not there. **When in doubt, check with your professor for their citation preferences.**

Complete magazine Works Cited page entry:

See General Rules on p. 13 for explanations of each format type (i.e., Author, Source, Pub. Date, etc.).



NOTE: Whenever available, view the **PDF Full Text** or **Download** version of an article to look for missing citation information (full page numbers, DOI, etc.).

1. Magazine Article

Greenberg, Pam, and Kevin Frazzini. "Fighting Revenge Porn." *State Legislatures*, vol. 41, no. 9, Oct./Nov. 2015, p. 10. *EBSCOhost*, search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=110129275&site=ehost-live.

Mele, Rick. "What It's Like to Be a Professional Fat Guy." *Men's Health*, Rodale Inc., 12 Aug. 2015. www.menshealth.com/best-life/professional-fat-guy.

"Surge of Teen Vaping Finally Has Levelled Off." *USA Today*, vol. 149, no. 2909, Feb. 2021, pp. 4-5. *Gale*, link.gale.com/apps/doc/A653022933/ITOF?u=genc_main &sid=bookmark-ITOF&xid=4584888a.

Note: This article has **no listed author** and thus the citation begins with the **Title**.

2. Journal Article

Gleason, Tracy R. "The Psychological Significance of Play with Imaginary Companions in Early Childhood." *Learning & Behavior*, vol. 45, no. 4, Dec. 2017, pp. 432-40. *APA PsycNet*, <https://doi.org/10.3758/s13420-017-0284-z>.

Note: Start all DOIs with **https://doi.org/** replacing whatever comes before the 10.XXXX/ if it is not supplied.

Jones, Nick, and Matthew Hobbs. "Tattoos and Piercings – Are They Compatible with the Workplace?" *Nursing & Residential Care*, vol. 17, no. 2, Feb. 2015, pp. 103–04. *EBSCOhost*, search.ebscohost.com/login.aspx?direct=true&db=ccm&AN=103880453&site=eds-live.

Note: It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links (not DOIs), but your instructor may require otherwise. **Always follow your instructor's rules.**

Ratschen, Elena, et al. "Human-Animal Relationships and Interactions During the Covid-19 Lockdown Phase in the UK: Investigating Links with Mental Health and Loneliness." *PLOS ONE*, vol. 15, no. 9, 25 Sept. 2020, pp. 1-17. <https://doi.org/10.1371/journal.pone.0239397>.

Note: If your article has 3 or more authors use et al. after the first author's name.

3. Newspaper Article

Martin, Genna. "28th Annual Hempfest Wraps Up on Seattle's Waterfront." *Seattlepi*, 19 Aug. 2019. www.seattlepi.com/local/seattle-history/article/27th-annual-Hempfest-kicks-off-on-waterfront-14342275.php.

Rojas, Rick, and Kristin Hussey. "Town Scarred by Massacre Steels Itself for Another Season of Pain." *The New York Times (1923-Current file)*, 14 Dec. 2017, pp. A1+. *ProQuest*, www.proquest.com/historical-newspapers/town-scarred-massacre-steels-itself-another/docview/2463274696/se-2?accountid=45906.

Note: If your article is not printed on consecutive pages, use "pp." and only list the start page with a plus sign.

Websites

The basic format for a website Works Cited entry is:

Author Last name, Author First name. "Title of Article or Page within a Website." *Title of Website*, Name of Publisher (see note 1 below this box), Publication Date, Web address/URL (see note 2 below this box). Accessed Access Date (optional but good for items with no Publication Date – see "I Adopted..." example below).

Note 1: Only include Publisher if it is different from the *Title of Website*.

Note 2: It is proper MLA format to **remove** the **http://** or **https://** from all URLs/web links, but your professor may require otherwise. **Always follow your professor's rules.** You may split long links after a punctuation mark.

"I Adopted a Dog, Now What?" *Wags & Walks*, www.wagsandwalks.org/what-to-do-after-adopting-a-dog/. Accessed 7 June 2023.

Inman, Matthew. "We Need to Have a Conversation About Wombats." *The Oatmeal*, 2020, theoatmeal.com/comics/wombats.

Riess, Rebekah. "School Mask Debate in Tennessee Grows Heated as Local Board Requires Masks in Elementary Schools." *CNN*, 12 Aug. 2021, www.cnn.com/2021/08/12/us/tennessee-covid-mask-mandate-school-board-protest/index.html.

"Same-Sex Marriage." *Wikipedia: The Free Encyclopedia*, Wikimedia Foundation, 23 August 2022, en.wikipedia.org/wiki/Same_sex_marriage.

"The United States Constitution." 1787. *The Avalon Project: Documents in Law, History and Diplomacy*, Lillian Goldman Law Library / Yale Law School, 2008, avalon.law.yale.edu/18th_century/usconst.asp.

"Veterinary Technologists and Technicians." *Occupational Outlook Handbook*, Bureau of Labor Statistics, 18 Apr. 2022, www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm.

Multimedia

1. Film
2. Online Video
3. Television Show Episode
4. Music
5. Artwork

1. Film

Highlight the aspects that are **most relevant** to your paper (director, creator, performers, etc.). If the director's influence is most important, lead with that, otherwise list the *Film Title* first, and include director/actor information after the title.

The Giver. Directed by Phillip Noyce, performances by Jeff Bridges and Meryl Streep, The Weinstein Company, 2014. *Hulu*, www.hulu.com.

Hitchcock, Alfred, director. *Vertigo*. 1958. Universal Studios Home Entertainment, 2012. DVD.

2. Online Video

The basic format for an online video Works Cited entry is:

Creator/Author (if known). "Title of Video." *Publisher*, uploaded by Name, Date of Posting, Web address/URL.

"Poet Amanda Gorman Reads 'The Hill We Climb'." *YouTube*, uploaded by ABC News, 20 Jan. 2021, youtu.be/Wz4YuEvJ3y4.

Urban, Tim. "Inside the Mind of a Master Procrastinator." *YouTube*, uploaded by TED, 6 Apr. 2016, youtu.be/arj7oStGLkU.

3. Television Show Episode

Highlight the aspects that are most relevant to your paper (director, creator, performers, etc.)

The basic format for a television show episode Works Cited entry is:

"Title of Episode." *Title of Show*, created by and/or directed by Name, season #, episode #, Publisher, Broadcast Date, *Streaming service* app/Web address/URL.

"Bed Bugs and Beyond." *Orange is the New Black*, created by Jenji Kohan, season 3, episode 2, Netflix, 2015. *Netflix* app.

Note: The first Netflix is the Publisher/Production company as this was a Netflix-produced show. The second *Netflix* is how the episode was accessed.

4. Music

The basic format for a music Works Cited entry is:

Author/Singer. "Title of Song." *Title of Album*, Publisher/Label, Release Date, *Streaming service app/Web address/URL*.

Adele. "Hello." 25, XL Recordings, 20 Nov. 2015, music.youtube.com/watch?v=YQHsXMgIC9A&feature=share.

They Might Be Giants. "When Will You Die?" *Join Us*, Idlewild, 19 July 2011, *Spotify app*.

4. Artwork

The basic format for an art Works Cited entry is:

Author/Artist. *Title of Work*. Creation Date./Creation Date, Physical Location, Name of City (if not part of Physical Location)/*Title of Website*, Web address/URL. Medium (optional).

Ralston, Crawford. *Whitestone Bridge*. 1939-1940, Memorial Art Gallery, Rochester.

Saar, Alison. *Bareroot*. 2007. *Albright-Knox*, www.albrightknox.org/artworks/200821a-b-bareroot. Sculpture.

Notes: For artworks viewed **in person**, the creation date is **followed by a comma**, then the Physical Location of the art, comma, and Name of City (if required). For artworks viewed **online**, the Creation Date is **followed by a period** (because this date only applies to the art, not the website), then the *Title of Website*, comma, Web address of the art.

You may also conclude the citation with the **Medium** of the art (painting, black and white photograph, marble sculpture, etc.) if you feel it is worth including.

Other Sources

1. Personal Interview
2. Class Lecture/Notes

1. Personal Interview

LaFontaine, Patrick. Interview. Conducted by Nicki Lerczak, 16 Feb. 2021.

2. Class Lecture/Notes

Instructor's Last Name, Instructor's First Name. "Title of Lecture (if known)." Medium. Course Name, Date of Lecture, College Name.

Penner, N. Jane. "Stephen King's Use of Music to Set Mood." Lecture. English 214: Introduction to Creative Writing, 19 Sept. 2020, Genesee Community College.

Parenthetical (In-Text) Citation

The MLA style of parenthetical citation includes the author's last name and page number(s). Parenthetical citations do **NOT** include the word "page" or "pages" or the abbreviations "p." or "pp."-- just the page numbers. See p. 15 for sample paper pages containing in-text citation examples.

Direct Quotations and Paraphrases

A page number is **always** included, whether material is copied word for word (presented in quotation marks) or paraphrased (presented in your own words, without quotation marks) from a source.

Format of in-text citations in your paper

There are **two ways** to cite another's work. One way puts the author's last name and the page number in parentheses at the end of the sentence. The second way is to include the author's name as part of your sentence and put just the page number in parentheses. **Either format is correct and acceptable. You may mix and match throughout your paper.**

1. Work with One Author
2. Work with Two Authors
3. Work with Three or More Authors
4. Two or More Works by the Same Author(s)
5. Authors with the Same Last Name
6. Work with No Author
7. Work with No Page Numbers
8. Time-based Media
9. Work with More than One Volume
10. Religious/Sacred Text
11. Indirect Source
12. Long Quotations

1. Work with One Author

Paraphrase example: Dust plays a larger role in our lives than we realize (Holmes 5).

OR

Direct quotation example: Holmes points out that, "between 1 and 3 billion tons of desert dust fly up into the sky annually" (5).

Note: Author's last name is used in the sentence and so does not have to be repeated within the parentheses.

2. Work with Two Authors

Many changes occurred during the Renaissance (Kerrigan and Smith 57).

OR

Kerrigan and Smith found that many changes occurred during the Renaissance (57).

3. Work with Three or More Authors

Cite the last name of the first author followed by et al.

Karas et al. discussed the ways that the extended family is important in Asian society (110-111).

4. Two or More Works by the Same Author(s)

Put a comma after the author's last name and add a shortened version of the title and end with the page number (when available). Place the short title within quotation marks if it is an article or chapter, or italicize it if it is a book.

(Lewandowski, *Symbolism* 56)

(Lewandowski, "White Whale" 347)

5. Authors with the Same Last Name

Add the first name initial to tell the difference between authors with the same last name. If they share the same first initial, include the first name of each author.

(M. Eichelberger 20)

(A. Eichelberger 56-57)

6. Work with No Author

Cite the first few words of the title and capitalize each word of your shortened version. Place the short title within quotation marks if it is an article or chapter, or italicize it if it is a book. Omit the page number if it cannot be specified (e.g., an internet source).

Research has shown that some cats favor one paw over the other ("Is Your Kitty").

(The full title of the webpage was "Is Your Kitty Just Plain Bored? Entertaining the Indoor Cat.")

Children are raised differently depending on their culture (*Six Cultures* 63).

(The full title of the book was *Six Cultures: Studies of Child Rearing*.)

7. Work with No Page Numbers

If an electronic source does **not** provide page numbers, leave them out. Some electronic sources (e.g. library databases) will sometimes include a PDF/Download version of the text. If so, use the page number from the PDF version of the document.

"Students who use the library get higher grades than those who don't" (Seward and Wegner).

8. Time-based Media

For audio or video citations include the relevant time or range of times as Hours:Minutes:Seconds.

An introduction to the band members halfway through the song is a surprise twist

(They Might Be Giants 00:01:10-20).

9. Work with More than One Volume

In a work with more than one volume, cite the author's last name, the volume and then the page or pages. Put a colon after the volume.

Smith noted the essential role played by the grandmother (2: 30-31).

10. Religious/Sacred Text

The first time you cite from a religious source, include the first part of the Works Cited entry for that item. Use commonly accepted abbreviations for sections of the Bible (Gen. for Genesis, Rev. for Revelation, etc.). Subsequent citations to the same source should just include the section info. See the examples for Edited & Translated books (p. 2) for how to create a Works Cited entry for Religious/Sacred texts.

The opening of the seventh seal was not very dramatic (*New Cambridge Paragraph Bible with the Apocrypha*, Rev. 8.1). It's only fitting that the tone of that verse matches the matter of fact tone from the beginning of everything (Gen. 1.1). If you wish to see good in the world, you should work to make it so and you will be rewarded, similar to the Buddhist concept of karma (*Holy Qur'an*, 53:39-41).

11. Indirect Source

If you are citing an author who was quoted by another author, include both names. In your sentence give the name of the author whose words you are citing. In the parentheses put "qtd. in" then the author from whom you found the quote and the page number.

In-text citation:

Smith claims that "grandparents fill many essential roles in the lives of their grandchildren" (qtd. in Jones 68).

Works Cited page:

Jones, Shoshana. *The Intergenerational Bond*. O'Connell Press, 2016.

12. Long Quotations

If a quotation continues for **more than** four (4) lines in your paper, use a block quotation style.

Holmes informs us that:

Every time you inhale, thousands upon thousands of motes swirl into your body. Some lodge in the maze of your nose. Some stick to your throat. Others find sanctuary deep in your lungs. By the time you have read this far, you may have inhaled 150,000 of these worldly specks—if you live in one of the cleanest corners of the planet. If you live in a grubbier region, you've probably just inhaled more than a million. (5)

Notice that the block of text is indented half an inch (only on the left), the quotation is given without quotation marks, and the page number follows the period.

General Rules

Authors

- An item with **three or more** authors should be listed by the first author's name, followed by a comma and then the Latin abbreviation et al. (Penner, Jane N., et al.).
- In the Works Cited list, when citing **two or more works by the same author**, instead of repeating the author's name, use three hyphens and alphabetize by item title:
 - Drengst, Ian. *Minecraft in Popular Culture*. Macmillan, 2014.
 - ---. *Other Worlds: A Study of Minecraft and Terraria*. State U of New York P, 2015.

Titles

- Capitalize all **Major Words**, **plus** the first word of the title, **and** the first word of the subtitle (right after the colon). Do not capitalize words, such as a, an, the, against, between, in, of, to, and, but, for, and so, **unless** they are the first word of the title or subtitle, or an important part of speech (pronoun, adverb, etc.).
- Whole book titles are *italicized* while article, chapter, or webpage titles are put in "quotation marks."
- Titles of books are taken from the title page (first printed page of the book) and not from the cover.
- If the title begins with a number (1984), alphabetize it as if it were spelled out ("Nineteen...").
- If the title of an item (article, webpage, video, etc.) **has no author** and starts with "A," "An," or "The," be sure to alphabetize by the second word of the title, not by the initial article. Do not reorder or omit any words in the title:

"The Organic Fable." *The New York Times*, 7 Sept. 2012. *Gale*, link.gale.com/apps/doc/A301804497/OVIC?u=gencc_main&sid=bookmark-OVIC&xid=da7c9faf.

"A Struggle Over Standards in a Fast-Growing Food Category." *The New York Times*, 1 Nov. 2005. *Gale*, link.gale.com/apps/doc/A138161997/OVIC?u=gencc_main&sid=bookmark-OVIC&xid=9e6f8d03.

"O" comes before "S" and we ignore the "The" and the "A."

Dates

- For books just use the publication year.
- See **Abbreviations** section below for how to abbreviate dates.
- For periodical articles use whatever information is provided, such as day month year (16 Feb. 2016), month year (Feb. 2016), season year (winter 2016), or just plain year (2016).
- For online sources (webpages, YouTube videos) use the most relevant date available to you (posted/uploaded/current revision/copyright).
 - For online sources with **no publication or visible copyright date**, adding an optional **Accessed** date at the end of the Works Cited citation is recommended.

Abbreviations

- Abbreviate all months **except** May, June and July.
- Abbreviate publisher names as follows:
 - Do not include initial articles (*A*, *An*, *The*) or business abbreviations (*Co.*, *Corp.*, *Inc.*, *Ltd.*).
 - The words "University" and "Press" should always be shortened to "U" and "P" even if separated by other words (State U of New York P).
 - If a publisher's name has "Press" but not University, spell out "Press."
 - Do **not** abbreviate phrases, such as Edited by, Translated by, Directed by, Performance by, Illustrated by, or Narrated by.

Publishers

- Omit the city of publication for print books unless you have: a book published before 1900; an international edition of a book (e.g., a British version of a Harry Potter book which differs slightly from the American version); or a book published by an unfamiliar publisher located outside the U.S.
- If a book is published by a division of a larger company, only cite the division, not the larger parent corporation.
- If a book is published by an imprint (it has a special name “An October Book”), ignore the imprint and cite the publisher’s name.

Page numbers

- Do **not** put p. or pp. when citing page numbers in an in-text citation, but include them in the Works Cited.
- If an article is printed on non-consecutive pages, put only the first page number and a plus sign (10+). Non-consecutive pagination is when an article starts on one page and then has a break and continues ten pages later.
- You may need to view the PDF/Download version of an article to find complete pagination information for some articles. For sources without listed page numbers or PDF versions (some periodicals and almost all websites) leave the page numbers section blank.

DOIs/Permalinks/Stable Web Addresses/URLs

- If your online source (library database article, webpage, online book) provides a DOI, use it instead of a web address/URL.
 - The accepted format for a DOI is: **https://doi.org/10.XXXX/XXX.XXXX.XXX**. Some DOIs will be a string of numbers, some will be numbers and letters, and some are longer, while others are quite short.
- The MLA 9th edition **requires the editing of URLs/web addresses to remove the http:// or https:// from the beginning of the address**, but your instructor may require otherwise. **Always follow your instructor’s rules.**
- If a web address/URL runs for longer than 3 full lines, truncate (cut it) off after the first slash.

Common Knowledge

- If you are including widely known facts, such as, “Albany is the capital of New York State,” of which it is reasonable to expect that your audience (your instructor/other students) is generally aware, a citation is unnecessary. If you are including a specific phrase, fact, or opinion of an author, “Albany, the home of the baker’s dozen, is the capital of New York State” you must provide a citation. Even when you are summarizing information and not directly quoting, you must provide a citation for information that is not common knowledge. ***When in doubt, include a citation!***

Sample Paper Pages

Your professor may prefer specific variations to the way your in-text and Works Cited citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

The diagram illustrates two pages of a sample paper with callout boxes explaining various citation and formatting rules. The first page (top) shows the header information, title, and the start of the main text. The second page (bottom) shows a continuation of the text with several in-text citations. Callout boxes provide instructions on how to format these elements.

Page 1:

Alfred O'Connell
Professor Smith
English 101
29 September 2009

O'Connell 1

The Asian Longhorned Beetle:
Another Alien Among Us

The latest "alien" to invade the United States is an inch-long, shiny, black beetle with white (or yellow) spots on its back. It is called the "starry sky beetle" in its native China, and the Asian longhorned beetle here in the United States, and it has, according to entomologists quoted in *The New York Times*, the potential for creating the "worst ecological disaster North American forests have ever seen" (Woodsen 7). An article by Milius in *Science News* also quotes Richard Hoebeke, an entomologist and assistant curator of Cornell University's insect collection, as saying that this infestation of the beetle could "easily be on the same level as the gypsy moth and the Mediterranean fruit fly." Already 5,000 hardwood trees in the New York City area, and nearly 1,500 in the Chicago environs, have been destroyed since the beetle was first identified in this country in 1996, and beetles have been found in over 20 other cities in the United States (Woodsen 7). With no natural enemies here in this country, and no known legal pesticide to curb its spread, the beetle and many scienti

Callout Boxes for Page 1:

- To insert your **Header**, go to the **Insert** tab, click on **Page Number**, choose **Top of Page**, and then **Plain Number 3**. Type your last name and then hit space.
- Center the title but do **not** underline, italicize, bold, use all capitals, or quotation marks.
- For variety in your paper use signal phrases to introduce sources in the text of your sentence ("An article by," "According to," "The author reports") instead of always using parentheses at the end of your sentence.

Page 2:

O'Connell 14

To improve detection, Smith and Teale are developing an acoustic beetle detector with which searchers can hear beetles boring around inside of trees. According to Milius, thus they will not need to wait until the adult beetle emerges from the tree in order to detect an infested tree. Woodsen reports that fairly quickly, researchers at the United States Department of Agriculture Otis Plant Protection Center on Cape Cod "made a connection to China's export trade with the United States" (7). Third, work has begun on ways to control the beetle. So far, scientists have been able to identify one natural predator, a nematode. Research has shown that 61-94% of the longhorned beetles are killed when infected by the nematode, which is one or another of a strain known as *Steinemema bibeonis* (Qin et al. qtd. in "NPAG Report"). Joe McCarthy, Chicago's senior forester, acknowledges the sadness of many residents in Ravenswood. "People in the neighborhood comment on how exposed they feel" as streets lose their canopy (Woodsen 9). One 76-year-old woman "remembers vividly" when the maple was planted in front of her house in 1966; at 35 feet high, the tree has provided shade over her front porch for many summers. It was too painful for her to watch the tree being cut down. "I'll never see a full-grown tree on this street again...I'm too old...it's an extremely big hurt" ("Naked City" 6). At least one scientist is optimistic. Mike Stefan, a USDA botanist says that eradication is "tougher than rocket science, because with a biological pest there are a lot of gray areas. But if we keep going, I think we can get rid of it" (Raver 49).

Callout Boxes for Page 2:

- When putting the author into the sentence, be sure to still include a page number in parentheses at the end before the period.
- Qin et al. was cited by "NPAG Report." They both get credit in the parentheses with the use of "qtd. in" (quoted in) but only "NPAG Report" will end up on the Works Cited page. This is called an **indirect source** (see example 11 on p. 12 of this stylesheet for more details).

Sample Works Cited

The **Works Cited** list includes **all the sources used** in the research and writing of your paper and should be **double-spaced** and in **alphabetical order** by the authors' last names (or by title when no author is given).

Your professor may prefer specific variations to the way your in-text and Works Cited citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

O'Connell 15

Note that Works Cited is **not** underlined, **not** boldface, and **not** in quotation marks. If you are only citing **one item** this should say Work Cited.

Works Cited

When you have no author, you alphabetize by the first title word, **unless** the title begins with "a," "an," or "the," in which case, use the second word. See **Titles** section on p. 13.

"Asian Beetle Poses Threat to Urban Trees." *American City and Country*, vol. 12, no. 3, Mar. 1999, p. 18. *Gale*, link.gale.com/apps/doc/A54246050/AONE?u=gencc_main&sid=bookmark-AONE&xid=ecbabf42.

Milius, Susan. "Son of Long-Horned Beetles." *Science News*, vol. 155, no. 24, 12 June 1999, p. 380. *EBSCOhost*, <https://doi.org/10.2307/4011462>.

"NPAG Report on Asian Longhorned Beetle." *APHIS*, USDA, 25 Sept. 1996, www.aphis.usda.gov/ppq/bbnpag.html.

Raver, Anne. "Imported Pest Raises Fear for Forests." *The New York Times (1923-Current file)*, 3 Dec. 2000, p. 49. *ProQuest*, www.proquest.com/historical-newspapers/cuttings/docview/91626807/se-2?accountid=45906.

For More Information

For more information, the MLA Handbook (9th ed., 2021) **REF LB2369 .M52 2021** is available at the Alfred C. O'Connell Library Information Desk.

For help in deciding what is responsible writing and what is plagiarism, see the following websites: https://owl.purdue.edu/owl/avoiding_plagiarism/index.html or <https://guides.genesee.edu/copyright/plagiarism>.

Questions? Contact a Librarian:

In Person: Library Information Desk
Phone:..... 585-343-0055 Ext. 6419
Email: Click on Email from the library's webpage
Chat:..... Click on Chat online from the library's webpage