

## **Using MLA Style: Internal Citations and Works Cited**

### *Lesson Objective*

This mini-lesson is designed to cover the basic formats of MLA in-text citation and works cited.

### *Handouts:*

1. Handout One: "Citing Sources"
2. Handout Two: "Works Cited: MLA Format"
3. Hand out Three: "MLA Exercise: Test your Skills"

### *Length of Lesson:*

Depending on how many questions your students have, this lesson takes 20-30 minutes

### *Disciplines*

This mini-lesson is designed for any discipline using MLA Style

### *Source:*

Handouts designed by Lilia Melani, Brooklyn College English Dept. Reformatted/slightly revised by writing fellows. MLA "Test Your Skill Exercise" by writing fellow, Tahneer Oksman

*Approved 5/17/10*

### *File Name*

ML\_MLA Style Version 2.0\_Gen\_

### *Lesson Instructions*

- 1) Distribute Handout One and go over the examples of in MLA style in-text-citations. The handout covers many variations; for the sake of time, you may want to only go over the most common examples. You may want to write a few examples out on the board as you are going over them to reinforce the specificity of punctuation. Be sure to draw your student's attention to the proper placement of punctuation in the in-text citations. (10 Minutes)

### Suggested Lecture:

*Your professor has asked me here today to talk about the importance of using proper citation style and give you some of basic examples on how to cite your research material and how to create a works cited. Not only does proper citation help you to keep track of your research material but it also enables your reader to understand where you got the information you are using to support your thesis or argument. By citing your sources, you will avoid accidental plagiarism. There are different styles of citations for different disciplines and fields of study. Today we will focus only on MLA style which is common to English and many of the humanities. You need to cite whenever you paraphrase, summarize, or use a direct quote from another source. However, you do not need to cite facts that are considered common knowledge any very basic historical data such as "George Washington was the first president of the United States." Today I will give you some handouts that show you some of the most commonly cited forms. First we will look at how to use parenthetical in text citations which are intended for use Works Cited which we will look at second.*

- 2) Distribute Handout Two. Begin by discussing the differences between in-text MLA citations and Works Cited. Then go over the different examples of the most common works cited formats. Make sure to ask if there are questions. (5-10 minutes)
- 3) Distribute Handout Three. Have your students "Test Their Skills." Can they identify which examples have errors and which ones are correct? (5 minutes)
- 4) Go Over the answers. (5 minutes) Below is the answer key for the quiz.

### **ANSWER KEY**

1. a is correct (the period in b should be after the citation. Only in a long block quote does the period come before the citation)
2. a is correct (never put p. in a citation. That does happen in APA style, however. The styles are all different and you need to choose a style - or go with the one your prof tells you to - and stick with it)
3. B is correct. (For 3, 2 or 1 authors, all of their last names should be listed in the citation. If it were more than that, you would put the first author's name plus et al)

MLA documentation: works cited:

1. B is correct. (You need to include not online the date the source was published online, but also the date that you accessed it. Accessed date is always the last thing before the web link)
2. A is correct (more than three authors are listed as et al)
3. A is correct (if you are listing more than one author, only the first author's name listed gets flipped around).

### MLA Style: CITING SOURCES

You must indicate the source of these materials with a parenthetical note (also called a parenthetical citation). This is intended for use with MLA Style Works Cited.

- direct quotations, which may range from a phrase of a few words to one or more paragraphs,
- other writer's ideas, even though you have expressed them in your own words (paraphrase or summary),
- statistics
- unusual facts or theories (not common knowledge facts which might include basic historical data such as "George Washington was the first president of the U.S.")
- disputed facts or theories

By citing these materials, you will avoid the most common forms of unintentional plagiarism.

### MLA PARENTHETICAL CITATIONS: PRINT SOURCES

**Work with one author.** Use the author's last name and the page number.  
The book was written for the "everyday user" of Windows XP (Miller 2).

**Author named in your text.** Indicate the page number.  
Miller wrote the book for the "everyday user" of Windows XP (5).

**Work with two or three authors.** Use the last names of authors and the page number.  
Both non-Western and Western cultures are appropriate concerns of cultural anthropology (Sprandley and McCurdy 1-2).

**Work with more than three authors.** Use the name of author listed first and "et al." for other authors.  
One source puts the number of rebels at 100,000 (Lopez et al. 362).

**Author with more than one work.** Include the title; shorten long titles.  
Most seven year olds begin to tell stories accurately (Gardner, *Arts* 144).  
Generally, five year olds can remember their phone numbers. (Gardner, "Childhood Development" 323).

**Authors with the same last name.** Use the author's first initial.  
"The house of fiction" is a famous metaphor (H. James 10).  
We exist in a constant state of chaos and disorder (W. James 32).

**Anonymous work.** Use the shortened title and the page number; however, if an article is only one page long, don't include the page number. This rule also applies to newspaper articles.  
One article notes that a death-row inmate may demand his own execution for fame ("Right").

**Reference to more than one work.** Separate the authors' names with a semicolon.  
Two recent articles claim that small businesses should not to rush to buy a personal computer because a computer used badly is less efficient than no computer at all (Richards 162; Gough and Hall 201).

**Reference to an indirect source.** You quote an author who was quoted by someone else; use “qtd. in.”

George Davino maintains that children as young as three "are experiencing nightmares about nuclear war" (qtd. in Boyd 22).

**Work with more than one volume.** You don't need the volume number if you use only one volume in the series; if you use more than one volume, give the volume number.

The Emancipation Proclamation was issued "after very full deliberation, and under a very heavy and solemn sense of responsibility" (Lincoln 5: 438).

**Essay or article in a book edited by someone else.** Use the name of the essay/article writer, not the editor's. The example below is from a collection of essays about *The Great Gatsby* edited by John Smith.

Is *The Great Gatsby* “a myth with the imaginative sweep of America’s historical adventure across an untamed continent” (Ornstein 54)?

**Encyclopedia or dictionary.** Use the author's name, if any. Otherwise use the title of the article. No ancient authority attributes the words “et tu brute” to a dying Julius Caesar (“Et Tu Brute”).

**Reference to a play or poem.** Omit the page number; give the appropriate act, scene, and line number(s) if any.

In *King Lear*, Edgar calls the prince of darkness “a gentleman” (3.4.147) or (III.iv.147).

#### MLA PARENTHETICAL CITATIONS: NON- PRINT SOURCES

**A Webpage with the writer's name.** Use the author's last name.

Aesthetic distance is the “degree of emotional involvement in a work of art” (Melani).

**A Webpage with a title.** Use the name of the page; you may shorten the name if it is very long. Underline or italicize the name of the Web page.

The Romance Languages and Literature Department regards its graduate students as “one of our greatest assets” (*Romance Languages Home Page*).

**A signed article in an online newspaper or magazine.** Use the author's last name.

Governor Spitzer explained his change concerning drivers' licenses for illegal aliens, “I am not willing to fight to the bitter end on something that will not ultimately be implemented” (Hakim).

**Anonymous article in an online newspaper or magazine.** Use a shortened headline or the title of the article. Headlines and names of articles and columns are enclosed in quotation marks.

The *Brooklyn Eagle* reflected the pride that all of Brooklyn felt when the Brooklyn Bridge opened (“Our Civic Pride”).

#### INDENTING LONG QUOTATIONS

**A long quotation.** Indent and single space prose quotations longer than four lines. Do not enclose the quotation in quotation marks. In this case only, the period precedes the parenthetical citations.

As mandated by the Child Nutrition Act of 1946, the school lunch program must not only satisfy the nutritional needs of children, but also assist the agriculture industry as an effective arm support program. In 1986, this mandate meant that U.S. schools received more than \$1 billion in government-donated agricultural commodities. (Montgomery 28)

**WORKS CITED: MLA FORMAT**

1. List works alphabetically by author's last name or the first main word of a title for anonymous works.
2. The lead author's last name precedes the first name; do not reverse names of second or more authors.
3. Abbreviate the publisher's name; for university presses, abbreviate *University* to U and *Press* to P.
4. The first line of an entry starts at the margin; subsequent lines of the entry are indented.

**Book with one author.** Include the name of the publisher, the place of publication, and the date.  
Allen, Walter. The English Novel: A Short Critical History. New York: Dutton, 1954.

**Book with two or three authors.** Give the names in the order printed on the title page.  
Hall, Walter Phelps, and Robert Greenhalgh Albion. A History of England and the British Empire. Boston: Ginn, 1953.

Kelly, Alfred H., Winifred A. Harbison, and Herman Belz. The American Constitution: Its Origins and Development. New York: Norton, 1983.

**Book with more than three authors.**  
Beienky, Mary Field, et al. Women's Ways of Knowing: The Development of Self, Voice, Mind. New York: Basic, 1986.

**Two or more works by the same author(s).** Use three hyphens for the author's name after the first entry.

Collins, Wilkie. The Moonstone and the Women in White. New York: Modern Library, 1937.  
—. "The Unknown Public." Household Words 18 (1858), 217-22.

**Book with an editor.** Use "ed." for one editor, "eds." for two or more editors.  
Vicinus, Martha, ed. Suffer and Be Still: Women in the Victorian Age. Bloomington: Indiana UP, 1972.

**Book with an author and an editor.**  
Acton, William. Prostitution. Ed. Peter Fryer. New York: Praeger, 1969.

**Book with an author and a translator.**  
Ariès, Phillippe. Centuries of Childhood: A Social History of Family Life. Trans. Robert Baldick. New York: Vintage, 1962.

**Multi-volume work.** Give the volume number if you consulted only 1 volume; give the total number of volumes of a work if you consulted two or more volumes of a work; "vol." = 1 volume; "vols." = volumes.

Anderson, Bonnie S., and Judith P. Zinsser. A History of Their Own: Women in Europe from Prehistory to the Present. Vol. I. New York: Harper, 1989.  
Lincoln, Abraham. The Collected Works of Abraham Lincoln. Ed. Roy P. Basler. New Brunswick: Rutgers UP, 1953. 8 vols.

**Article in a reference work.** Include edition for encyclopedias. For well known works whose articles are alphabetized, editors' name(s) and page numbers are not required.

Tedder, Henry Richard. "Periodicals." Encyclopedia Britannica. 9th ed. 1896.

**Signed article in a daily newspaper.** Do not include *a*, *an*, or *the* as part of the newspaper's name.

Battista, Judy. "Chrebet Returns to Practice, But Is No Longer a Starter." New York Times 1 May 2004:D1.

**Unsigned article in a daily newspaper.**

"Boro College Professor to Bare Teaching Red Aims as `English.'" Brooklyn Eagle 18 Aug. 1938: 1.

**Editorial.** If the name of the city—or college—is not part of the name, include it in square brackets. "The College and the Liberal," Editorial. Spotlight [Brooklyn College] 5 Oct. 1935:2.

**Interview you conducted.** Give the name of the person interviewed, the kind of interview (personal interview, telephone interview, or e-mail interview), and the date(s).

McLean, Helene. Personal interview. 22 June 2007.

**Interview broadcast on television or radio and published interview.**

Breslin, Jimmy. Interview with Neal Conan. Talk of the Nation. Natl. Public Radio. WBUR, Boston. 26 Mar. 2002.

**NOTE: Journals and magazines have different formats. Journal articles** are written to extend knowledge in a particular field by specialists for others in the field; they always cite sources.

**Magazine articles** are written to express opinions, to entertain, and to inform the general reader; they rarely cite sources.

**Article in journal with continuous page numbering for the whole year.** Do not include issue number.

Lever, Janet. "Sex Differences in the Games Children Play." Social Problems 23 (1976): 478-87.

**Article in journal that starts each issue with page 1.** Separate volume and issue numbers by a period.

Hashimoto, Irvin. "Pain and Suffering: Apostrophes and Academic Life." Journal of Basic Writing 7.2 (1988): 91-98.

**Article in a magazine published once or twice a month.** Abbreviate months, except May, June, and July.

Littman, Dan. "Color Fast." PC World May 2004:103-10.

**Article in magazine published every week or every two weeks.**

Roosevelt, Margot. "The Tragedy of Tar Creek." Time 26 Apr. 2004: 42-7.

**NOTE: Internet materials.** Include as many of the following as are applicable or provided: author, editor (ed.), compiler, or translator (trans.); title of article, short story, poem, or chapter in quotation marks; publication information for print versions of the source; underline title of periodical, professional or personal site, database, or scholarly project—for untitled site, a description like Home page; editor of the database or scholarly project; volume number, issue number, etc. for a journal; date of electronic publication; name of library database or information service and library name and city; the number range or total number of pages, paragraphs,

sections or chapters, if numbered; name of institution or organization connected with the site; date when researcher accessed source; Web address in angle brackets.

**Article in an online newspaper.**

"The Dreyfus Case." Brooklyn Eagle 2 Sept. 1898: 1. Brooklyn Daily Eagle Online 1841-1902. 2003. 12 March 2008 <<http://www.brooklynpubliclibrary.org/eagle/index.htm>>.

**Article in an online journal.**

Bieder, Robert A. "The Representation of Indian Bodies in Nineteenth Century American Anthropology." American Indian Quarterly 20.2 (1996). 28 Mar. 2000 <<http://uoknoar.edu/aig202.html#beider>>.

**Article in an online magazine.**

Mark, Tracy L. "What Can You Learn from a Rainbow?" Interracial Voice Mar.-Apr. 1999. 2 February 2008 <<http://www.webcom.com/~intvoice/tracy.html>>.

**Work in a professional, scholarly, business, or organizational site.**

Melani, Lilia. "John Keats Page." 3 Feb. 2003. Brooklyn College of the City University of New York. 12 March 2008 <<http://academic.brooklyn.cuny.edu/english/melani/cs6/keats.html>>.

**Exercises: Test Your Skill**  
**MLA Documentation: In-text Citations:**

*Instructions: Look at the examples below and see if you can find any mistakes.*

1. The student is quoting from page 26 of the following source:

Hawley, Richard A. Thinking about Drugs and Society: Responding to an Epidemic.

New York: Walker, 1988.

a. Richard A. Hawley reports that although the ancient Chinese used marijuana for medical purposes, “there is no record of the Chinese using it as a pleasure-producing drug” (26).

b. Richard A. Hawley reports that although the ancient Chinese used marijuana for medical purposes, “there is no record of the Chinese using it as a pleasure-producing drug.” (26)

2. The student is quoting from page 26 of the same source.

a. “The use of cannabis has been traced back four thousand years to ancient China,” writes Richard A. Hawley (26).

b. “The use of cannabis has been traced back four thousand years to ancient China,” writes Richard A. Hawley (p. 26).

3. The student is summarizing information from page 63 of the following source:

Henningfield, Jack E., and Nancy Almand Ator. Barbiturates: Sleeping Potion or

Intoxicant? New York: Chelsea, 1986.

a. Drugs classified as Schedule I by the Drug Enforcement Administration are illegal, even for medical purposes, but they are allowed in authorized experiments (Henningfield 63).

b. Drugs classified as Schedule I by the Drug Enforcement Administration are illegal, even for medical purposes, but they are allowed in authorized experiments (Henningfield and Ator 63).



### MLA Documentation: Works Cited

*Instructions: Look at the examples below and see if you can find any mistakes.*

1. The student has quoted from an online version of a June 18, 2001, New York Daily News article, “Dapper Don’s Time Gone,” by Pete Hamill. The writer accessed the site on July 7, 2001. The URL is <http://www.petehamill.com/nydnews61801.html>.

a. Hamill, Pete. “Dapper Don’s Time Gone.” New York Daily News. 7 July 2001

< <http://www.petehamill.com/nydnews61801.html>>.

b. Hamill, Pete. “Dapper Don’s Time Gone.” New York Daily News. 18 June 2001.

7 July 2001 < <http://www.petehamill.com/nydnews61801.html>>.

2. The student has quoted from page 580 of The American Promise: A History of the United States, 2<sup>nd</sup> compact edition, written by James L. Roark, Michael P. Johnson, Patricia Cline Cohen, Sarah Stage, Alan Lawson, and Susan M. Hartmann and published in 2003 by Bedford in Boston.

a. Roark, James L., et al. The American Promise: A History of the United States.

2<sup>nd</sup> compact ed. Boston: Bedford, 2003.

b. Roark, James L. The American Promise: A History of the United States.

2<sup>nd</sup> compact ed. Boston: Bedford, 2003.

3. The student has cited a book, Cinema India: The Visual Culture of Hindi Film, by Rachel Dwyer and Divia Patel. The book was published in New Delhi by Oxford University Press in 2002.

a. Dwyer, Rachel, and Divia Patel. Cinema India: The Visual Culture of Hindi Film.

New Delhi: Oxford UP, 2002.

b. Dwyer, Rachel, and Patel, Divia. Cinema India: The Visual Culture of Hindi

Film. New Delhi: Oxford UP, 2002.