

# YOUR GUIDE TO BIBLIOGRAPHIC CITATION

## MLA CITATION STYLE



*Please Note:*

*This handout is based on the 2003, 6<sup>th</sup> edition of  
MLA Handbook for Writers of Research Papers.*

*A 2009, 7<sup>th</sup> edition of the style guide does exist – please verify which version your  
professor wishes you to use!*

*While Library staff have made every effort to avoid errors in this document,  
we strongly encourage students to verify this information with the  
MLA Handbook for Writers of Research Papers or with your professor*

**The Library, Durham College & UOIT**

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## Avoiding Plagiarism

We learn a lot by studying the work of others. However, when writing a research paper, credit must be given where credit is due. **If you fail to acknowledge your sources, you are guilty of plagiarism.** Plagiarism is a serious offence which may lead to lost marks or a failing grade.

There are many different formats for providing credit (also known as bibliographic citation) to other sources within your research paper. Two common formats are the MLA (Modern Language Association) and the APA (American Psychological Association).

This handout will provide a brief summary of the **MLA** style guidelines as outlined in the MLA Handbook for Writers of Research Papers, 6<sup>th</sup> edition, found in the Library at LB 2369 .G45 2003 in both the reference and circulation sections.

PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS THAT MAY DIFFER FROM THOSE OUTLINED BY THE MLA.

## When to cite

Before examining the specific formats of the MLA citation style (which are explained in more detail in the following pages), it is important to understand when to cite to prevent plagiarism. A source must be cited or acknowledged within your paper when you:

- quote material verbatim (word for word)
- slightly reword or paraphrase information
- include statistics or findings from a survey or study
- incorporate facts, ideas or opinions that are *not* common knowledge

Listed below are a few examples to illustrate when citations are required. With respect to the examples below, you only need to know that MLA generally uses the author's surname and page number to cite information *within* the body of the essay. Full details about your source appear at the *end* of the essay.

Assume that you have been given an assignment on mergers and takeovers. You decide to use an article entitled "Cara makes unsolicited bid to gulp Second Cup" by Steven Theobald that appeared in the Toronto Star on Tuesday, August 14, 2001, on pages E1 and E12.

Here are two passages taken directly from the above-mentioned article:

The Toronto-based firm already owns 39 per cent of Second Cup and is now offering \$21 million, or \$7 a share, to get that stake up to 71 percent.

While Cara's offer may not be that tempting, it does solve the liquidity problem, said Dave Brodie, a retail analyst with HSBC Securities (Canada). He added that it makes sense to eventually take Second Cup private since it's a franchise operation that relies on franchisees, not the stock market, to provide capital.

### Example 1

Citation is required if you were to take a **direct quote** from a source in your paper. Note that the author's last name and the page number of the article appear directly after the quote.

Cara is currently trying to increase its holdings in Second Cup. "The Toronto-based firm already owns 39 per cent of Second Cup and is now offering \$21 million, or \$7 a share, to get that stake up to 71 percent" (Theobald E1).

**NOTE ABOUT SPACING:** While it is likely your essay will be double-spaced, it is worth noting that the Modern Language Association endorses double spacing especially for direct quotes. To save paper and

space, some single spacing has been done throughout this Guide. Please consult with your professor to confirm his or her spacing preferences.

**Example 2**

**Paraphrasing** or **rewording** the passage does not make it your own. Look at the following change; acknowledgement or citing is still required.

Cara, who is headquartered in Toronto, already owns 39 per cent of Second Cup. In order to increase their holdings up to 71 percent, they are now offering to buy out current shareholders for \$21 million or \$7 a share (Theobald E1).

**Example 3**

**Statistics** must always be cited. Below you have paraphrased and have made a logical conclusion (i.e. 71-39) based on the numbers given in the article. Acknowledgment of your source is required.

Cara wants to acquire an additional 32 per cent of Second Cup in order to increase its ownership from 39 per cent to 71 per cent (Theobald E1).

**Example 4**

When you **summarize the concept** for your readers, you must still cite your source.

Since Second Cup is a franchise and relies on its franchisees to supply its working funds, its cash flow or liquidity is limited. If Cara controlled Second Cup as a private company traded on the stock exchange, there should be more money for operations (Theobald E12).

Note: it is not necessary to cite information that is widely known by your audience – for example: “milk is a good source of calcium” or “water freezes at zero degrees Celsius”.

**What to cite**

Although the previous examples were taken from a newspaper article, proper citation applies to all types of formats including books, journals, newspapers, works by associations or corporations, encyclopedias, dictionaries, technical reports, videocassettes, websites, electronic journal articles or interviews.

With so much concern over plagiarism, students often complain that their essays will simply be a string of cited lines and paragraphs. However, it is how you interpret the information from various sources and bring it together, that is uniquely yours. No other individual will come up with quite the same combination. If you are in doubt if a citation is required, it is better to cite more often than not.

## Modern Language Association (MLA) Style:

### In Text Citations and Works Cited List

Information from other sources must be acknowledged within the body of the text (**in text** or parenthetical citations) *and* at the end of the paper (in a **works cited list**). It is important that all references cited within the text appear in the bibliography, and vice versa.

#### In Text Citations

In the body of your essay, you acknowledge your cited material with the **author's name** and the **page number** where the information was found. This will allow the reader to find the complete source listed in your works cited list at the end of your paper. The works cited list (also known as a bibliography) will provide enough information to identify or locate each source.

The surname of the author and the page reference are inserted in the text at the appropriate point, usually in a natural pause in the sentence as close as possible to the cited information (e.g. at a comma, after a quotation, or at the end of the sentence).

Most new research builds on past work done by others (Gibaldi 142).

If the author's name is already mentioned in the text, only the page number is required in the citation.

Gibaldi notes that most new research builds on past work done by others (142).

Either format is acceptable, although the second example may be easier to read as it is less fragmented. In the majority of the examples listed in the following sections, the in text citations are given as if the author's name was not used in the sentence.

If you wish to include two or more works in a single reference, separate them using semi-colons. If multiple pages are being referred to, indicate the range in the brackets.

(Sly and Mason 105-6; Wilson 456)

Where there is **no pagination** or when referring to the **overall contents of a work**, the citing of page numbers is not feasible. In this case, it is preferable to include the author in the text of the essay and not in a parenthetical reference if possible.

#### **Using Quotations**

If you quote from or refer to material where the author and the page number are known, simply put the surname and the page number in parentheses after the relevant section. If your quote is shorter than *five* lines integrate it into the body of your paper with the proper use of quotation marks.

Laughter is a gift and "Humor is probably the most significant characteristic of the human mind" (deBono 55). We tend to learn by...

If your quote is *five* lines or longer make sure that it stands out within the body of your paper. Indent the quotation 2.5 cm. from the left margin and be sure to double-space it (due to space limitations, our example below is not a true representation of double-spacing).

Especially if you are pressed for time, it is so easy to fall into the trap of passing off another's work as your own. You need to remember that:

Plagiarism is theft. Plagiarism is copying. Plagiarism is the failure to acknowledge borrowed material. Plagiarism is illegal, immoral and punishable (usually by failure, in some colleges by expulsion and in the business world by legal

action). It is not plagiarism to present other people's ideas in your essay; it is plagiarism to present other people's ideas as your own. (Coggins 32)

### **Works Cited List**

A sample Works Cited list, using the proper spacing and format, has been included at the end of this Guide. The list of works cited should start on a new page and the words *Works Cited* should be centered at the top of the page. All reference entries should be **double-spaced** (the examples used through most of the handout are single spaced due to space limitations). MLA uses a hanging-indent format – the first line of each entry is flush left and subsequent lines are indented 5-7 spaces or one tab. Entries should be arranged alphabetically by author's surname or name of a corporate body. If the author is unknown, alphabetize the entry in the list by its title (ignoring an initial *A*, *An* or *The*).

Elements that must be contained in Works Cited citations include author's names, titles, date of publication and publisher information. The following pages list some common MLA style examples of how to provide reference list citations. Note the type of information included in a bibliographic entry and its specific order. Also pay attention to correct punctuation.

**The examples listed in the following pages of this document are guidelines only.** For complete information and an exhaustive list of examples please consult the [MLA Handbook for Writers of Research Papers](#), 6<sup>th</sup> edition, 2003 found in the Library at LB 2369 .G45 in both the reference and circulation sections.

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**Examples of Print Materials:**

**Book  
(general reference format)**

Author. Title of Book. City: Publisher, Date.

There are three main parts to a book citation: the author's name, the title of the book, and publisher information. Give the author's name as it appears on the title page (e.g. if first names are provided list them, if only the author's initials are given, just use the initials). The title and any subtitles should be underlined. If more than one place of publication is given, only provide the first one listed. Publishers' names should be listed abbreviated as much as possible (e.g. omit articles (a, an, the), business abbreviations (Co., Corp, Inc., Ltd.) and descriptive words (Books, House, Press, Publishers)

Depending on the source, other elements that are sometimes included in a book citation are: the title of an individual document within the work, names of editors, edition, volume number, series name, and page numbers.

**Book  
(no author or unknown author)**

If there is no author or the author is unknown use the title. Shorter titles can be included in full in the in text citation. Longer titles can be shortened for the in text citation but the first word (not counting articles like a, an, the, etc.) must remain so the title can still be found in the alphabetized bibliography at the end of your paper. Titles of entire works (e.g. book titles) are underlined.

**In Text:** (Encyclopedia of Virginia 212)

**Works Cited:** Encyclopedia of Virginia. New York: Somerset, 1993.

**Book  
(one author)**

**In Text:** (Barnet 97)

**Works Cited:** Barnet, Sylvan. The Practical Guide to Writing. Toronto: Longman, 2003.

**Book  
(two or three authors)**

**In Text:** (Dorland and Charland 190)

**Works Cited:** Dorland, Michael, and Maurice Charland. Law, Rhetoric and Irony in the Formation of Canadian Civil Culture. Toronto: University of Toronto, 2002.

The first author's name listed is reversed – the last name comes before the first name. The second and third author's names are given in normal form. List the names in the same order as on the title page.

**Book  
(four or more authors)**

Either list all authors, or list only the first author and abbreviate the remaining authors as *et al.* Use the same format for the in text citation and works cited entry.

**In Text:** (Barclay *et al.* 144-145)

**Works Cited:** Barclay, Michael, *et al.* Have Not Been the Same: The CanRock Renaissance, 1985-95. Toronto: ECW, 2001.

**Group as Author  
(government agency, associations, corporations, etc.)**

When citing a group author, the full form of the group's name is written out in the text citation. It is often better, however, to include a long name in the text, so that the reader is not interrupted with an extended parenthetical reference (the example below uses a long parenthetical citation).

**In Text:** Canada was the first nation to ratify the treaty (Canada. Dept. of Foreign Affairs and International Trade 17).

**Works Cited:** Dofasco. Annual Report 1999. Hamilton: Dofasco, 2000.  
Canada. Dept. of Foreign Affairs and International Trade. Freedom From Fear: Canada's Foreign Policy for Human Security. Ottawa: DFAIT, 2002.

Corporate publications (e.g. annual reports) are often published by the corporation itself. In these cases the corporation is listed as Author and Publisher. The place of publication is often the city of the corporation's head office. When citing government documents without individual authors, state the name of the government first, followed by the name of the agency.

**Edited, Translated or Compiled Book**

**In Text:** (Osberg and Fortin 36)

**Works Cited:** Osberg, Lars, and Pierre Fortin, eds. Hard Money, Hard Times. Toronto: James Lorimer, 1998.

When using an entire book that lists editors, translators or compilers on its title page use the appropriate abbreviation – *eds.*, *trans.*, or *comps.* (for editors, translators or compilers respectively).

**Article or Chapter in an Edited Book**

**In Text:** (Naremore 266)

**Works Cited:** Naremore, James. "Hitchcock at the Margins of Noir." Alfred Hitchcock: Centenary Essays. Ed. Richard Allen and S. Ishii-Gonzales. London: BFI, 1999. 263-77.

### Encyclopedia Entry

**In Text:** (Bercuson 101)

**Works Cited:** Bercuson, David Jay. "Canada." The World Book Encyclopedia. Chicago: World Book, 2006.

### Pamphlets

Pamphlets are treated as books. If the pamphlet does not have an individual author, then list it using the title information.

### Revised Editions

If an edition is given, specify it by number (2<sup>nd</sup> ed.), name (Rev. ed.), or year (2004 ed.).

**In Text:** (Castro and Huber 91)

**Works Cited:** Castro, Peter, and Michael E. Huber. Marine Biology. 4<sup>th</sup> ed. Boston: McGraw-Hill, 2003.

### Two or More Books by the Same Author

The title is included in the in text citation (in full or a shortened version) to distinguish the works. If the author's name is already mentioned within the text, it can be omitted from the parenthetical reference.

**In Text:** (Adams, Artificial-light Photography 87)

(Adams, Polaroid Land 17)

**Works Cited:** Adams, Ansel. Artificial-light Photography. Hastings-on-Hudson, NY: Morgan, 1968.

---. Polaroid Land Photography Manual: a Technical Handbook. New York: Morgan, 1963.

The author's name is only listed in the first entry in the Works Cited list. The author's name in additional entries will be replaced by three hyphens and a period (---.) Works listed under the same name are alphabetised by title.

### Periodicals (Journals, Magazines, Newspapers) (general works cited form)

Citations for journal articles include the author's name, the title of the *article*, title of the *journal*, volume and issue information, date, and the page range of the article.

Author's name. "Article Title." Journal Name volume (year): page-range.

### Scholarly Journal Article

**In Text:** (Keary 614)

**Works Cited:** Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." Canadian Journal of History 41 (2006):613-616.

Most scholarly journals have continuous pagination throughout the issues in one year or volume. If the journal does not have continuous pagination, but begins each issue on page 1, then you will need to include the issue number as well as the volume number, separated by a period.

Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." Young Children 58.6 (2003): 12-18.

### Magazine Article

For magazines published every week or every two weeks, the complete date (day, month, and year) should be provided in the citation. If the magazine is published monthly or every two months only the month and year needs to be provided. Do not provide volume and issue numbers even if they are listed. If there is no author, begin the entry with the title.

**In Text:** (Geddes 21)

("An Unlikely Champion")

Note that no page numbers are used in one of the examples above, as the entire article is being cited.

**Works Cited:** Geddes, John. "A Natural Remedy?" Maclean's 4 June 2007:20-22.  
 "An Unlikely Champion of the Rule of Law." Maclean's 11 June 2007:31.

### Newspaper Article

Similar to magazine articles, provide the date of the publication (abbreviate months with the exception of May, June and July) and do not include volume and issue information, even if provided. For articles that begin on one page and then continue or conclude on a different page, only provide the first page number with a plus sign (e.g. C4+)

**In Text:** ("Ignorance" AA2)

**Work Cited:** "Ignorance, Politics and the Way of Democracy." Toronto Star 16 June 2007:AA2.

## Examples of Electronic Sources:

### **Website Document (with no print equivalent)**

**In Text:** (Wong)

Most websites will not have page numbers; **you may omit the page number in your citation, if none are given in the original document.** Using the author's name in the text is preferable to using a parenthetical citation in most cases. The source may indicate paragraph numbers instead of page numbers; if so, the abbreviation *par.* or *pars.* is given, as shown below.

(Wong, pars. 10)

**Works Cited:** Wong, Jessica. "Celebrating the Kid Inside". CBC News. 30 July 2004. Canadian Broadcasting Corporation. 20 Aug. 2007 <<http://www.cbc.ca/arts/features/rejuvenile/>>.

### **Entire Website**

**In Text:** (Canadian Museum of Civilization)

Most websites will not have page numbers; **you may omit the page number in your citation, if none are given in the original document.** In this instance, using the author's name or website in the text is preferable to using a parenthetical citation in most cases.

**Works Cited:** Canadian Museum of Civilization. 2007. Canadian Museum of Civilization Corporation. 19 June 2007 <<http://www.civilization.ca/>>.

The typical works cited entry for an entire website consists of the title of the site (underlined), the name of the editor of the site (if given), the electronic publication information (date of last update and name of any sponsoring institution or organization) and the date of access and URL. Quite often, not all of the desired information is given, so cite what is available

### **Online Journal (general works cited form)**

Author's name. "Title of Document". Name of Print Publication if Applicable Date of print publication if applicable: page range if applicable. Title of Website. Date of electronic publication. Name of Sponsoring Institution or Organisation. Date of access <URL>.

### **Online Journal with Print Equivalent**

If there is a previous or simultaneous print equivalent to an online document, the print publication information is listed in addition to the electronic publisher, access date, and URL (taken from section 5.9.1 of the MLA Handbook for Writers of Research Papers, 6<sup>th</sup> ed.).

**In Text:** (Lederberg)

If the document is in a PDF format, there will be page numbers that you can use in your in text citation. If you are using a format that does not include page numbers or paragraph numbers, you may omit the

number reference as shown above. If paragraph numbers are used in the document, use the abbreviation *par.* or *pars.*

(Lederberg, pars. 10-12)

**Works Cited:** Lederberg, Joshua. "Infectious History." *Science* 14 April 2000: 287-93. *Science Magazine*. 2000. American Association for the Advancement of Science. 20 Aug. 2006 <<http://www.sciencemag.org/content/vol288/issue5464/index.shtml>>.

In the case of very long and complicated URLs, the URL of just the site's search page can be given.

Verma, Sonia. "400 Face Arrest in War on Crime." *Toronto Star* 6 Aug. 2003. 6 Aug. 2007 <<http://www.thestar.com>>.

### **Journal Article from a Library Subscription Service (e.g. Proquest, EBSCO)**

**In Text:** (Keary 614)

If the document is in a PDF format, there will be page numbers that you can use in your in text citation. If you are using a format that does not include page numbers or paragraph numbers, you may omit the number reference. If paragraph numbers are used in the document, see the example listed under *Website Document (with no print equivalent)*.

**Works Cited:** Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006):613-616. *Academic Search Premier*. EBSCO. UOIT-Durham College Library. 19 June 2007 <<http://search.epnet.com>>.

In the case of very long and complicated URLs, the URL of just the site's search page can be given.

### **Electronic Book from a Library Subscription Service**

**In Text:** (Poe 213)

**Works Cited:** Poe, Edgar Allan. *The Cask of Amontillado*. Charlottesville, VA : University of Virginia Library Electronic Text Center, 1993. *NetLibrary*. UOIT-Durham College Library. 18 June 2007 <<http://www.netlibrary.com.uproxy.library.dc-uoit.ca/Reader/>>.

## **Personal Communication**

### **Personal E-mail**

**In Text:** (Robinson)

There will generally be no page number to refer the reader to. You may wish to include the source as part of your sentence rather than place it in brackets.

**Works Cited:** Robinson, Martha. "Vacation Plans." E-mail to Susan Smith. 22 Mar. 2006.

### Personal Interview

**In Text:** (Nesbit)

There will generally be no page number to refer the reader to. You may wish to include the author's name as part of your sentence rather than place it in brackets.

**Works Cited:** Nesbit, Louise. Personal Interview. 17 July 2006.

### Class/Lecture Notes

MLA does not have an official rule for citing class or lecture notes taken by a student during a class. *Please check with your professor for his or her personal preferences.*

Depending on your professor's personal preference, one possibility would be to simply quote your professor in your text, indicating date, course and the professor's name. There would be no entry in the Works Cited list as it is not an item that your reader could look up.

**In Text:** In a lecture on 15 January 2008, in a course on composition theory, Dr. Robert Smith stated, "...

MLA also does not have an official rule on class or lecture notes that are provided to a class by the professor using PowerPoint. *Again, please check with your professor for his or her personal preferences.*

### Quoting a Quote (Citing an Indirect or Secondary Source)

If you quote a quote or indirectly cite a source, you must remember that you did not see the original source; you are using a second-hand or indirect source and can only acknowledge it. For example, you may make reference to a Shakespearian play, but you didn't actually use the play. Note: the abbreviation for "quoted" is "qtd".

**In Text:** As the three witches in Macbeth appropriately chant "Fair is foul, and foul is fair" (qtd. in Runciman 74).

Your **Works Cited** list would have an entry for the Runciman work (the source that you actually used) and not for the source that Runciman used.

## Works Cited List Sample

Here is a sample of a Works Cited page that will appear as a separate page at the end of your paper. Remember, the title "Works Cited" should appear centred at the top of the page. The works cited page should be double-spaced; including the line between the title and the first entry. Each entry will begin flush with the left margin and if the entry is more than one line, the subsequent lines are indented 5-7 spaces (one tab) from the left margin.

When citing two works by the same author, the author's name in the second entry is replaced by three dashes as shown in the Adams example below.

### Works Cited

Adams, Ansel. Artificial-light Photography. Hastings-on-Hudson, NY: Morgan, 1968.

---. Polaroid Land Photography Manual: a Technical Handbook. New York: Morgan, 1963.

Barclay, Michael, et al. Have Not Been the Same: The CanRock Renaissance, 1985-95.

Toronto: ECW, 2001.

Bercuson, David Jay. "Canada." The World Book Encyclopedia. Chicago: World Book, 2006.

"Beware the Puppet Masters." Newsweek 11 Aug. 2003: 33.

Canada. Dept. of Foreign Affairs and International Trade. Freedom From Fear: Canada's

Foreign Policy for Human Security. Ottawa: DFAIT, 2002.

Canadian Museum of Civilization. 2007. Canadian Museum of Civilization Corporation.

19 June 2007 <<http://www.civilization.ca/>>.

Dorland, Michael, and Maurice Charland. Law, Rhetoric and Irony in the Formation of

Canadian Civil Culture. Toronto: University of Toronto, 2002.

"Ignorance, Politics and the Way of Democracy." Toronto Star 16 June 2007:AA2.

Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact."

Canadian Journal of History 41 (2006):613-616. Academic Search Premier. EBSCO.

UOIT-Durham College Library. 19 June 2007 <<http://search.epnet.com>>.

Lederberg, Joshua. "Infectious History." Science 14 April 2000: 287-93. Science

Magazine. 2000. American Association for the Advancement of Science. 20 Aug.

2004 <<http://www.sciencemag.org/content/vol288/issue5464/index.shtml>>.

Osberg, Lars, and Pierre Fortin, eds. Hard Money, Hard Times. Toronto: James Lorimer,

1998.