

MLA Documentation Basics (6th edition)

In-Text Citations

Whenever you use a source's words *or ideas* in the body of your paper, you must give credit. The basic pieces of information are the author's **name** and a **page** number (if possible). These may be included in parentheses following your quote or paraphrase, or you may mention the author's name in your sentence.

Example of exact quotation:

According to Kendra Perry, "students in many different classes visit the Writing Center" (2).

Example of paraphrase:

The Writing Center is a resource for students in many different classes (Perry 2).

Works Cited Page

In MLA style, the page listing your sources is called "Works Cited." Typically, it should only contain works that are actually mentioned in your paper (if your professor gives you other directions, however, follow them!). All entries should be in alphabetical order by their first word. This page should be **double-spaced**. Do *not* insert extra spaces between entries. Each entry should have a **hanging indent**.

To set these options in Word, choose Format → Paragraph. Under Indentation, find the "Special" drop-down menu and select "Hanging." Under Spacing, find the "Line Spacing" drop-down menu and select "Double."

Common Types of Citations

Please note that this list is *not* exhaustive – there are many different types of sources. If you cannot find an appropriate example, please see the MLA Manual for additional options.

Book (one author):

Perry, Kendra. Writing for College Success: How to Plan, Organize, and Execute Awesome Papers. Wichita, KS: Newman Press, 2004.

In-text: (Perry 2)

Book (two or more authors):

Golden, Cheryl, and Randall Austin. Lessons from History: What College Students Should Know. Wichita, KS: Newman Press, 2004.

In-text: (Golden and Austin 83)

Book (three or more authors):

Dietrich, Bryan, Kelly Latchaw, Steve Poulter, and Deanna Zitterkopf. Readings for Writing: An International Collection. Wichita, KS: Newman Press, 2004.

OR

Dietrich, Bryan, et al. ...

In-text citation: (Dietrich et al 33)

Chapter in an edited collection:

Kellogg, Krista. "Everything You Ever Wanted to Know about Graphic Organizers." Writing Resources for Busy Students. Ed. Kendra Perry. Wichita, KS: Newman Press, 2004. 23-30.

In-text: (Kellogg 25)

Journal Article (in print):

Koftan, Jennifer. "The Effects of Fish on Writing Center Atmosphere: A Qualitative Study." Pisces Quarterly 7.4 (2004): 33-41.

In-text citation: (Koftan 37)

Note: The numbers following the journal title are the volume number and the issue number. Page numbers follow the colon. Note that no abbreviations such as vol, iss, or p. are used. If there is no issue number (usually because the issues are paginated continuously), omit it from the citation.

Magazine Article (in print):

Smith, Robert L. "President Bush and the Road to Victory." Weekly Newsmagazine 5 November 2004: 20-25.

In-text citation: (Smith 22)

Magazine or Journal Article (retrieved from an online library database):

Koftan, Jennifer. "The Effects of Fish on Writing Center Atmosphere: A Qualitative Study." Pisces Quarterly 7.4 (2004): 33-41. EbscoHost. Newman University Library. 9 December 2004

In-text citation: (Koftan)

Notes: The retrieved date is the date *you* looked at the article. Because pagination can vary depending on browser and printer settings, do not include page numbers in the text, unless you have a PDF version of the article.

Web Site (author's name and date given):

Gates, Bill. "A plan to take over the world and part of the moon." 12 July 2000. Bill Gates' Master Plan Website. 9 December 9 2004 <<http://www.billgates.com/deviuousplan.html>>.

In-text citation: (Gates)

Note: The first date is the date the page was published or updated; the second date is the date on which you viewed the page.

The Bible:

The Holy Bible, New International Version. Grand Rapids, MI: Zondervan, 1984.

In-text citation: (New International Version, John 3.16)

Interview, e-mail, conversation or other personal communication:

Perry, Kendra. Personal interview. 9 December 2004.

In-text citation: (Perry)

Note: Specify the type of communication (i.e. E-mail interview, Telephone interview, etc.)

Special Situations

Source doesn't list an author: Omit author information from the citations.

Reference page: Place the title at the front of the citation.

"How to succeed in college: Prioritize, prioritize, prioritize." College Student Newsletter 6.3 (October 2004):9 16-17.

In-text citation: Use the first few words of the article title in place of the author's name. ("How to succeed" 16)

Source doesn't give a date (usually websites): Omit publication date from the citation, but be sure to include the retrieval date (date you viewed the page).