

# 2011 MLA Citation Guide

## Documenting sources in MLA style

In English and other classes, you will be asked to use the MLA (Modern Language Association) system for documenting sources. The guidelines in this booklet follow those set forth in the *MLA Style Manual and Guide to Scholarly Publishing*, 3rd edition (New York: MLA, 2008). MLA recommends in-text citations that refer readers to a list of works cited. An in-text citation names the author of the source, often in a signal phrase, and gives the page number in parentheses. At the end of the paper, a list of works cited provides publication information about the source; the list is alphabetized by authors' last names (or by titles for works without authors).

### IN-TEXT CITATION

Jay Kesan notes that even though many companies now routinely monitor employees through electronic means, "there may exist less intrusive safeguards for employers" (293).

### ENTRY IN THE LIST OF WORKS CITED

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

## MLA list of works cited

An alphabetized list of works cited, which appears at the end of your research paper, gives publication information for each of the sources you have cited in the paper. Unless your instructor asks for them in a list of works referenced, omit sources not actually cited in the paper, even if you read them.

Alphabetize entries in the list of works cited by authors' last names (if a work has no author, alphabetize it by its title). The author's name is important because citations in the text of the paper refer to it and readers will be looking for it at the beginning of an entry in the alphabetized list. Items 1–5 show how to begin an entry for a work with a single author, multiple authors, a corporate author, an unknown author, and multiple works by the same author.

1. **SINGLE AUTHOR** For a work with one author, begin with the author's last name, followed by a comma; then give the author's first name, followed by a period.

Tannen, Deborah.

2. **MULTIPLE AUTHORS** For works with two, name the authors in the order in which they are listed in the source. Reverse the name of only the first author.

Walker, Janice R., and Todd Taylor.

For a work with three authors, either name all of the authors or name the first author followed by *et al.* (Latin for *and others*).

Wilmot, Ian, Keith Campbell, and Colin Tudge.

Wilmot, Ian, et al.

For a work with four or more authors, name only the first author followed by *et al.*

Sloan, Frank A., et al.

3. **CORPORATE AUTHOR** When the author of a print document or a Web site is a corporation, a government agency, or some other organization, begin your entry with the name of the group.

First Union.

United States. Bureau of the Census.

American Management Association.

Make sure that your in-text citation also treats the organization as the author.

- 4. UNKNOWN AUTHOR** When the author of a work is unknown, begin with the work's title. Titles of articles and other short works, such as brief documents from Web sites, are put in quotation marks. Titles of books and other long works, such as entire Web sites, are italicized.

Article or other short work  
"Media Giants."

Book or other long work  
*Atlas of the World.*

Before concluding that the author of a Web source is unknown, check carefully. Also remember that an organization may be the author (see item 3 above).

- 5. TWO OR MORE WORKS BY THE SAME AUTHOR** If your list of works cited includes two or more works by the same author, use the author's name only for the first entry. For other entries, use three hyphens followed by a period. The three hyphens must stand for exactly the same name or names as in the first entry. List the titles in alphabetical order (ignoring the article *A*, *An*, or *The* at the beginning of a title).

Knopp, Lisa. *Field of Vision*. Iowa City: U of Iowa P, 1996. Print.

---. *The Nature of Home: A Lexicon and Essays*. Lincoln: U of Nebraska P, 2002. Print.

What comes after this first element of your citation, as indicated in numbers 1-5 above, will depend on the kind of source you are citing. Remember, for a book, an entry in the works cited list will sometimes begin with an editor.

## The proper way to list books on a works cited page

- 6. BASIC FORMAT FOR A BOOK** For most print books, arrange the information into four units, each followed by a period and one space: the author's name; the title and subtitle, italicized; the place of publication, the publisher, and the date; and the medium of publication ("Print").

Tan, Amy. *Saving Fish from Drowning*. New York: Putnam, 2005. Print.

Take the information about the book from its title page and copyright page. Use a short form of the publisher's name; omit terms such as *Press, Inc.*, and *Co.* except when naming university presses (*Harvard UP*, for example). If the copyright page lists more than one date, use the most recent one.

- 7. AUTHOR WITH AN EDITOR** Begin with the author and title, followed by the name of the editor. In this case the abbreviation *Ed.* means *Edited by*; therefore, it is the same for one or multiple editors.

Plath, Sylvia. *The Unabridged Journals of Sylvia Plath*. Ed. Karen V. Kukil. New York: Anchor-Doubleday, 2000. Print.

- 8. AUTHOR WITH A TRANSLATOR** Begin with the name of the author. After the title, write "Trans." (for "Translated by") and the name of the translator.

Allende, Isabel. *Zorro*. Trans. Margaret Sayers Peden. London: Fourth Estate, 2005. Print.

- 9. EDITOR** An entry for a work with an editor is similar to that for a work with an author except that the name is followed by a comma and the abbreviation *ed.* for *editor* (or *eds.* for *editors*).

Craig, Patricia, ed. *The Oxford Book of Travel Stories*. Oxford: Oxford UP, 1996. Print.

- 10. WORK IN AN ANTHOLOGY** Begin with the name of the author of the selection, not with the name of the editor of the anthology. Then give the title of the selection; the title of the anthology; the name of the editor (preceded by *Ed.* for *Edited by*); publication information; the pages on which the selection appears; and the medium of publication.

Desai, Anita. "Scholar and Gypsy." *The Oxford Book of Travel Stories*. Ed. Patricia Craig. Oxford: Oxford UP, 1996. 251-73. Print.

You should cross-reference two or more works from the same anthology. Provide an entry for the anthology (see item 9 above). Then in separate entries list the author and title of each selection, followed by the last name of the editor of the anthology and the page numbers on which the selection appears. Do not indicate the medium of publication because it is included in the entry for the complete anthology.

Desai, Anita. "Scholar and Gypsy." Craig 251-73.

Malouf, David. "The Kyogle Line." Craig 390-96.

Alphabetize the entry for the anthology under the name of its editor (in this case, Craig); alphabetize the entries for the selections under the names of the authors (Desai, Malouf).

- 11. EDITION OTHER THAN THE FIRST** If you are citing an edition other than the first, include the number of the edition after the title (or after the names of any translators or editors that appear after the title): 2nd ed., 3rd ed., and so on.

Auletta, Ken. *The Underclass*. 2nd ed. Woodstock: Overlook, 2000. Print.

- 12. MULTIVOLUME WORK** Include the total number of volumes before the city and publisher, using the abbreviation *vols.* If the volumes were published over several years, give the inclusive dates of publication.

Stark, Freya. *Letters*. Ed. Lucy Moorehead. 8 vols. Salisbury: Compton, 1974–82. Print.

If your paper cites only one of the volumes, include the volume number before the city and publisher and give the date of publication for that volume. After the date, give the medium of publication followed by the total number of volumes.

Stark, Freya. *Letters*. Ed. Lucy Moorehead. Vol. 5. Salisbury: Compton, 1978. Print. 8 vols.

- 13. ENCYCLOPEDIA OR DICTIONARY ENTRY** When an encyclopedia or a dictionary is well known, simply list the author of the entry (if there is one), the title of the entry, the title of the reference work, the edition number (if any), and the date of the edition.

Posner, Rebecca. "Romance Languages." *The Encyclopaedia Britannica: Macropaedia*. 15th ed. 1987. Print.

"Sonata." *The American Heritage Dictionary of the English Language*. 4th ed. 2000. Print.

Volume and page numbers are not necessary because the entries in the source are arranged alphabetically and therefore are easy to locate. If a reference work is not well known, provide full publication information as well.

- 14. SACRED TEXT** Give the title of the edition of the sacred text (taken from the title page), italicized; the editor's or translator's name (if any); publication information; and the medium of publication.

*Holy Bible*. Wheaton: Tyndale, 2005. Print.

*The Qur'an: Translation*. Trans. Abdullah Yusuf Ali. Elmhurst: Tahrike, 2000. Print.

## The proper way to list articles in periodicals on a works cited page

**NOTE:** For articles appearing on consecutive pages, provide the range of pages. When an article does not appear on consecutive pages, give the number of the first page followed by a plus sign: 32<sup>+</sup>

- 15. ARTICLE IN A MAGAZINE** List, in order, separated by periods, the author's name; the title of the article, in quotation marks; and the title of the magazine, italicized. Then give the date and the page numbers, separated by a colon. If the magazine is issued monthly, give just the month and year. If the magazine is issued weekly, give the exact date. Abbreviate the names of the months except May, June, and July. Give the medium of publication at the end.

Fay, Michael. "Land of the Surfing Hippos." *National Geographic* Aug.2004: 100<sup>+</sup>. Print.

Lord, Lewis. "There's Something about Mary Todd." *US News and World Report* 19 Feb. 2001: 53. Print.

**16. ARTICLE IN A DAILY NEWSPAPER** Begin with the name of the author, if known, followed by the title of the article. Next give the name of the newspaper, the date, and the page numbers (including the section letter). If the article does not appear on consecutive pages, use a plus sign (+) after the page number. Include the medium of publication at the end.

Brummitt, Chris. "Indonesia's Food Needs Expected to Soar." *Boston Globe* 1 Feb. 2005: A7. Print.

If the section is marked with a number rather than a letter, handle the entry as follows:

Wilford, John Noble. "In a Golden Age of Discovery, Faraway Worlds Beckon." *New York Times* 9 Feb. 1997, late ed., sec. 1: 1<sup>+</sup>. Print.

When an edition of the newspaper is specified on the masthead, name the edition after the date and before the page reference (eastern ed., late ed., natl. ed., and so on), as in the example just given. If the city of publication is not obvious, include it in brackets after the name of the newspaper: *City Paper* [Washington].

**17. EDITORIAL IN A NEWSPAPER** Cite an editorial as you would an article with an unknown author, adding the word *Editorial* after the title.

"All Wet." Editorial. *Boston Globe* 12 Feb. 2001: A14. Print.

**18. LETTER TO THE EDITOR** Name the writer, followed by the word *Letter* and the publication information for the periodical in which the letter appears.

Shrewsbury, Toni. Letter. *Atlanta Journal-Constitution* 17 Feb. 2001: A13. Print.

**19. BOOK OR FILM REVIEW** Name the reviewer and the title of the review, if any, followed by the words *Rev. of* and the title and author or director of the work reviewed. Add the publication information for the periodical in which the review appears.

Gleick, Elizabeth. "The Burdens of Genius." Rev. of *The Last Samurai*, by Helen DeWitt. *Time* 4 Dec. 2000: 171. Print.

Lane, Anthony. "Dream On." Rev. of *The Science of Sleep and Renaissance*, dir. Michel Gondry. *New Yorker* 25 Sept. 2006: 155-57. Print.

## The proper way to list electronic sources on a works cited page

This section shows how to prepare works cited entries for a variety of electronic sources, including Web sites, online books, articles in online databases and periodicals, blogs, e-mail, and Web postings. MLA guidelines assume that users can locate most online sources by entering the author, title, or other identifying information in a search engine or a database. Consequently, the MLA Style Manual does not require a Web address (URL) in citations for online sources. MLA style calls for a sponsor or publisher for most online sources. If a source has no sponsor or publisher, use the abbreviation *N.p.* (for *No publisher*) in the sponsor position. If there is no date of publication or update, use *n.d.* (for *no date*) after the sponsor.

**20. AN ENTIRE WEB SITE** Begin with the name of the author or editor and the title of the site, italicized. Then give the sponsor or publisher of the site; the date of publication or last update; the medium (Web); and the date you accessed the source. If the Web site has no title, substitute a description, such as home page, for the title, neither italicized nor in quotation marks.

With author

Peterson, Susan Lynn. *The Life of Martin Luther*. Susan Lynn Peterson, 2002. Web. 24 Jan. 2006.

With corporate (group) author

United States. Environmental Protection Agency. *Drinking Water Standards*. EPA, 28 Nov. 2006. Web. 24 Jan. 2007.

Author unknown

*Margaret Sanger Papers Project*. History Dept., New York U, 18 Oct. 2000. Web. 6 Jan. 2007.

With editor

Halsall, Paul, ed. *Internet Modern History Sourcebook*. Fordham U, 22 Sept. 2001. Web. 19 Jan. 2007.

With no title

Yoon, Mina. Home page. Oak Ridge Natl. Laboratory, 28 Dec. 2006. Web. 12 Jan. 2007.

- 21. SHORT WORK FROM A WEB SITE** Short works include articles, poems, and other documents that are not book length or that appear as internal pages on a Web site. For a short work from a Web site, include the following elements: author's name (if there is one); title of the short work, in quotation marks; title of the site, italicized; sponsor of the site; date of publication or last update; medium; and date you accessed the source.

With author

Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. NativeWeb, n.d. Web. 22 Jan. 2007.

Author unknown

"Living Old." *Frontline*. PBS, 21 Nov. 2006. Web. 19 Jan. 2007.

- 22. ONLINE BOOK** When a book or a book-length work such as a play or a long poem is posted on the Web as its own site, give the title of the work and the print publication information, if available. Follow with the title of the Web site on which the book appears, the medium, and your date of access.

Rawlins, Gregory J. E. *Moths to the Flame*. Cambridge: MIT P, 1996. *The MIT Press*. Web. 17 Jan. 2007.

Jacobs, Harriet A. *Incidents in the Life of a Slave Girl: Written by Herself*. Ed. L. Maria Child. Boston, 1861. *Documenting the American South*. Web. 3 Feb. 2007.

- 23. PART OF AN ONLINE BOOK** Place the title of the book part before the book's title. If the part is a chapter or a short work such as a poem or an essay, put its title in quotation marks. If the part is an introduction or other division of the book, do not use quotation marks. If the book part has no page numbers, use *N. pag.* following the publication information. End with the Web site on which the work is found, the medium, and your date of access.

Adams, Henry. "Diplomacy." *The Education of Henry Adams*. Boston: Houghton, 1918. *N. pag.* *Bartleby.com: Great Books Online*. Web. 8 Jan. 2007.

- 24. WORK FROM A DATABASE SERVICE SUCH AS INFOTRAC** For sources retrieved from a library's subscription database service, such as InfoTrac, EBSCOhost, LexisNexis, or ProQuest, first list the publication information for the source. Then give the name of the database, such as Academic Search Premier or Expanded Academic ASAP, italicized; the medium; and your date of access.

Johnson, Kirk. "The Mountain Lions of Michigan." *Endangered Species Update* 19.2 (2002): 27-31. *Expanded Academic Index*. Web. 26 Nov. 2005.

Barrera, Rebeca María. "A Case for Bilingual Education." *Scholastic Parent and Child* Nov.-Dec. 2004: 72-73. *Academic Search Premier*. Web. 1 Feb. 2006.

Kolata, Gina. "Scientists Debating Future of Hormone Replacement." *New York Times* 23 Oct. 2002, late ed.: A20. *LexisNexis Academic*. Web. 26 Nov. 2005.

NOTE: When you access a work through a personal subscription service such as America Online (AOL), give the same information as for a library subscription database.

Conniff, Richard. "The House That John Built." *Smithsonian* Feb. 2001. *America Online*. Web. 11 Mar. 2006.

- 25. ARTICLE IN AN ONLINE MAGAZINE OR NEWSPAPER** For magazine and newspaper articles found online, give the author; the title of the article (in quotation marks); the title of the magazine or newspaper (italicized); the sponsor or publisher of the site (use *N.p.* if there is none); the date of publication; the medium; and your date of access.

An online magazine

Paulson, Steve. "Buddha on the Brain." *Salon.com*. Salon Media Group, 27 Nov. 2006. Web. 18 Jan. 2007.

An online newspaper

Rubin, Joel. "Report Faults Charter School." *Los Angeles Times*. Los Angeles Times, 22 Jan. 2005. Web. 24 Jan. 2005.

- 26. AN ENTIRE WEBLOG (BLOG)** Cite a blog as you would an entire Web site. Give the author's name; the title of the blog, italicized; the sponsor or publisher of the blog (use *N.p.* if there is none); and the date of most recent update. Then give the medium and your date of access.

Mayer, Caroline. *The Checkout*. Washington Post, 27 Apr. 2006. Web. 19 Jan. 2007.

- 27. AN ENTRY IN A WEBLOG (BLOG)** Cite an entry or a comment (a response to an entry) in a Weblog as you would a short work from a Web site (see item 21). Give the author of the entry or comment and the title of the entry, if any, in quotation marks; if the entry does not have a title, use the label *Weblog entry* or *Weblog comment*. Follow with the title of the blog, italicized, and the remaining information as for an entire blog in item 26.

Mayer, Caroline. "Some Surprising Findings about Identity Theft." *The Checkout*. Washington Post, 28 Feb. 2006. Web. 19 Jan. 2007.

Burdick, Dennis. Weblog comment. *The Checkout*. Washington Post, 28 Feb. 2006. Web. 19 Jan. 2007.

- 28. CD-ROM** Treat a CD-ROM as you would any other source, but add the medium (CD-ROM). For a book on CD-ROM, add the medium after the publication information. For an article in a CD-ROM database such as ERIC, give the medium and then the database title, italicized; the vendor; and the publication date of the database.

"Pimpernel." *The American Heritage Dictionary of the English Language*. 4th ed. Boston: Houghton, 2000. CD-ROM.

Wattenberg, Ruth. "Helping Students in the Middle." *American Educator* 19.4 (1996): 2-18. CD-ROM. *ERIC*. SilverPlatter. Sept. 1996.

- 29. E-MAIL** To cite an e-mail message, begin with the writer's name and the subject line. Then write *Message to* followed by the name of the recipient. End with the date of the message and the medium (E-mail).

Lowe, Walter. "Review questions." Message to the author. 15 Mar. 2007. E-mail.

- 30. POSTING TO AN ONLINE DISCUSSION LIST** When possible, cite archived versions of postings. If you cannot locate an archived version, keep a copy of the posting for your records. Begin with the author's name, followed by the title or subject line, in quotation marks (use the label *Online posting* if the posting has no title); the title of the Web site on which the discussion list is found, italicized; the sponsor or publisher of the site (use *N.p.* if there is none); the date of publication; the medium; and your date of access.

Fainton, Peter. "Re: Backlash against New Labor." *Media Lens Message Board*. Media Lens, 7 May 2008. Web. 2 June 2008.

## The proper way to list multimedia sources on a works cited page

Multimedia sources include visuals (such as works of art), audio works (such as sound recordings), audiovisuals (such as films), podcasts, and live events. Give the medium for all multimedia sources, usually at the end of the citation and not italicized or in quotation marks (for instance, print, web, radio, television, CD, audiocassette, film, videocassette, DVD, performance, lecture, PDF file, Microsoft Word file, JPEG file).

- 31. WORK OF ART** Cite the artist's name; the title of the artwork, italicized; the date of composition; the medium of composition (for instance, lithograph on paper, photograph, charcoal on paper); and the institution and city in which the artwork can be found. For artworks found online, omit the medium of composition and include the title of the Web site on which you found the work, the medium, and your date of access.

Constable, John. *Dedham Vale*. 1802. Oil on canvas. Victoria and Albert Museum, London.

van Gogh, Vincent. *The Starry Night*. 1889. Museum of Mod. Art, New York. *MoMA: The Museum of Modern Art*. Web. 14 Jan. 2007.

- 32. CARTOON** Give the cartoonist's name; the title of the cartoon if it has one, in quotation marks; the label *Cartoon* or *Comic strip*; publication information; and medium. To cite an online cartoon, instead of publication information give the title of the Web site; the sponsor or publisher; the medium; and your date of access.

Sutton, Ward. "Why Wait 'til November?" Cartoon. *Village Voice* 7-13 July 2004: 6. Print.

- 33. ADVERTISEMENT** Name the product or company being advertised, followed by the word *Advertisement*. Give publication information or online information for the source in which the advertisement appears.

Truth by Calvin Klein. Advertisement. *Vogue* Dec. 2000: 95-98. Print.

Arbella Insurance. Advertisement. *Boston.com*. NY Times, n.d. Web. 3 June 2008.

- 34. SOUND RECORDING** Begin with the name of the person you want to emphasize: the composer (Comp.), conductor (Cond.), or performer (Perf.). For a long work, give the title, italicized, followed by names of pertinent artists (such as performers, readers, or musicians) and the orchestra and conductor (if relevant). End with the manufacturer, the date, and the medium (CD, Audiocassette).

Bizet, Georges. *Carmen*. Perf. Jennifer Laramore, Thomas Moser, Angela Gheorghiu, and Samuel Ramey. Bavarian State Orch. and Chorus. Cond. Giuseppe Sinopoli. Warner, 1996. CD.

For a song, put the title in quotation marks. If you include the name of the album or CD, italicize it.

Blige, Mary J. "Be without You." *The Breakthrough*. Geffen, 2005. CD.

- 35. FILM OR VIDEO** Begin with the title, italicized. Cite the director (Dir.) and the lead actors (Perf.) or narrator (Narr.); the distributor; the year of the film's release; and the medium (Film, DVD, Videocassette).

*Finding Neverland*. Dir. Marc Forster. Perf. Johnny Depp, Kate Winslet, Julie Christie, Radha Mitchell, and Dustin Hoffman. Miramax, 2004. DVD.

*The Hours*. Dir. Stephen Daldry. Perf. Meryl Streep, Julianne Moore, and Nicole Kidman. Paramount, 2002. Film.

- 36. RADIO OR TELEVISION PROGRAM** Begin with the title of the radio segment or television episode (if there is one), in quotation marks; then give the title of the program or series, italicized; relevant information about the program, such as the writer (By), director (Dir.), performers (Perf.), or host (Host); the network; the local station (if any) and location; the date of broadcast; and the medium (Television, Radio). For a program you accessed online, after the information about the program give the network, the title of the Web site, the medium (Web), and your date of access.

"New Orleans." *American Experience*. Narr. Jeffrey Wright. PBS. WGBH, Boston, 12 Feb. 2007. Television.

"Elif Shafak: Writing under a Watchful Eye." *Fresh Air*. Host Terry Gross. Natl. Public Radio. *NPR.org*. Web. 22 Feb. 2007.

- 37. LIVE PERFORMANCE** For a live performance of a play, a ballet, an opera, or a concert, begin with the title of the work performed, italicized. Then give the author or composer of the work (By); relevant information such as the director (Dir.), the choreographer (Chor.), the conductor (Cond.), or the major performers (Perf.); the theater, ballet, or opera company, if any; the theater and location; the date of the performance; and the label *Performance*.

*Art*. By Yasmina Reza. Dir. Matthew Warchus. Perf. Philip Franks, Leigh Lawson, and Simon Shephard. Whitehall Theatre, London. 3 Dec. 2001. Performance.

Cello Concerto no. 2. By Eric Tanguy. Cond. Seiji Ozawa. Perf. Mstislav Rostropovich. Boston Symphony Orch. Symphony Hall, Boston. 5 Apr. 2002. Performance.

**38. LECTURE OR PUBLIC ADDRESS** Cite the speaker's name, followed by the title of the lecture (if any), in quotation marks; the organization sponsoring the lecture; the location; the date; and a label (Lecture or Address, for example).

Wellbery, David E. "On a Sentence of Franz Kafka." Franke Inst. for the Humanities. Gleacher Center, Chicago. 1 Feb. 2006. Lecture.

**39. PERSONAL INTERVIEW** To cite an interview that you conducted, begin with the name of the person interviewed. Then write *Personal interview* or *Telephone interview* followed by the date of the interview.

Franklin, Joseph. Personal interview. 11 Aug. 2007.

## The proper way to list other types of sources on a works cited page

**40. GOVERNMENT PUBLICATION** Treat the government agency as the author, giving the name of the government followed by the name of the agency. For print sources, add the medium at the end of the entry. For online sources, follow the model for an entire Web site or a short work from a Web site.

United States. Dept. of Labor. *America's Dynamic Workforce*. Washington: US Dept. of Labor, 2004. Print.

United States. Dept. of Transportation. Natl. Highway Traffic Safety Administration. *An Investigation of the Safety Implications of Wireless Communications in Vehicles*. Natl. Highway Traffic Safety Administration, Nov. 1999. Web. 20 May 2008.

**41. LEGAL SOURCE** For the United States Constitution and laws in the United States Code (USC), give the title, section, or article number, as appropriate. Add the medium at the end of the entry for a print source or before the date of access for an online source. For a US Code item, alphabetize under U, as if United States Code were spelled out.

12 USC. Sec. 3412. 2000. Print.

For a legislative act, begin with the name of the act, neither italicized nor in quotation marks. Then provide the act's Public Law number; its Statutes at Large volume and page numbers; its date of enactment; and the medium of publication.

Electronic Freedom of Information Act Amendments of 1996. Pub. L. 104-231. 110 Stat. 3048. 2 Oct. 1996. Print.

For a court case, name the first plaintiff and first defendant. Then give the law report number; the court name; the year of the decision; and information about the medium in which you found the case. In a works cited entry, the name of the case is not italicized; however, the name of the case **is** italicized in your in-text citation.

Utah v. Evans. 536 US 452. Supreme Court of the US. 2002. Supreme Court Collection. Legal Information Inst., Cornell U Law School, n.d. Web. 30 Apr. 2008.

**42. PAMPHLET** Cite a pamphlet as you would a book.

Commonwealth of Massachusetts. Dept. of Jury Commissioner. *A Few Facts about Jury Duty*. Boston: Commonwealth of Massachusetts, 2004. Print.

**43. PUBLISHED INTERVIEW** Name the person interviewed, followed by the title of the interview (if there is one). If the interview does not have a title, include the word *Interview* after the interviewee's name. Give publication information for the work in which the interview was published.

Armstrong, Lance. "Lance in France." *Sports Illustrated* 28 June 2004: 46+. Print.

If the name of the interviewer is relevant, include it after the name of the interviewee.

Prince. Interview by Bilge Ebiri. *Yahoo! Internet Life* 7.6 (2001): 82-85. Print.

- 44. PERSONAL LETTER** To cite a letter that you have received, begin with the writer's name and add the phrase *Letter to the author*, followed by the date. Add the medium (MS for manuscript, or a handwritten letter; TS for typescript, or a typed letter).

Primak, Shoshana. Letter to the author. 6 May 2007. TS.

## MLA in-text citations

MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase introduces information taken from a source (a quotation, summary, paraphrase, or fact); sometimes the signal phrase includes the author's name. The parenthetical reference, which comes after the cited material, normally includes at least a page number. Note the difference between citing a source whose author is included in the sentence and one whose author is not.

### IN-TEXT CITATION

Kwon points out that the Fourth Amendment does not give employees any protections from employers' "unreasonable searches and seizures" (6).

The Fourth Amendment does not give employees any protections from employers' "unreasonable searches and seizures" (Kwon 6).

Readers can look up the author's last name in the alphabetized list of works cited, where they will learn the work's title and other publication information. If readers decide to consult the source, the page number will take them straight to the passage that has been cited. Other rules determine how to cite a source from an author who has more than one work in the list of works cited.

## Basic rules for print and electronic sources

- 1. AUTHOR NAMED IN A SIGNAL PHRASE** Ordinarily, introduce the material being cited with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

Frederick Lane reports that employers do not necessarily have to use software to monitor how their employees use the Web: employers can "use a hidden video camera pointed at an employee's monitor and even position a camera so that a number of monitors [can] be viewed at the same time" (147).

The signal phrase—Frederick Lane reports that—names the author; the parenthetical citation gives the page number of the book in which the quoted words may be found. Notice that the period follows the parenthetical citation. When a quotation ends with a question mark or an exclamation point, leave the end punctuation inside the quotation mark and add a period after the parentheses: ". . . ?" (8).

- 2. AUTHOR NAMED IN PARENTHESES** If a signal phrase does not name the author, put the author's last name in parentheses along with the page number.

Companies can monitor employees' every keystroke without legal penalty, but they may have to combat low morale as a result (Lane 129).

Use no punctuation between the name and the page number.

- 3. AUTHOR UNKNOWN** Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are italicized; titles of articles are put in quotation marks.

A popular keystroke logging program operates invisibly on workers' computers yet provides supervisors with details of the workers' online activities ("Automatically").

NOTE: Often the author's name is available but is not easy to find. For example, it may appear at the end of the source, in tiny print. Or it may appear on another page of the site, such as the home page. If a source has no author and is sponsored by a corporate entity, such as an organization or a government agency, name the corporate entity as the author.

- 4. PAGE NUMBER UNKNOWN** You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don't always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated in the in-text citation. (When the pages of a Web source are stable, as in PDF files, supply a page number in your in-text citation.)

As a 2005 study by Salary.com and America Online indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).

If a source has numbered paragraphs, sections, or screens, use *par.* (or *pars.*), *sec.* (or *secs.*), or “screen” (or “screens”) in the parentheses: (Smith, par. 4). Note that a comma follows the author's name.

- 5. TWO OR MORE TITLES BY THE SAME AUTHOR** If your list of works cited includes two or more titles by the same author, mention the title of the work in the signal phrase or include a short version of the title in the parentheses.

The American Management Association and ePolicy Institute's 2003 survey found that one-third of companies had a policy of keeping and reviewing employees' e-mail messages (“2003 E-mail” 2); in 2005, more than 55% of companies engaged in e-mail monitoring (“2005 Electronic” 1).

Titles of articles and other short works are placed in quotation marks, as in the example just given. Titles of books are italicized. In the rare case when both the author's name and a short title must be given in parentheses, separate them with a comma.

A 2004 survey found that 20% of employers responding had employees' e-mail “subpoenaed in the course of a lawsuit or regulatory investigation,” up 7% from the previous year (Amer. Management Assn. and ePolicy Inst., “2004 Workplace” 1).

- 6. MULTIPLE AUTHORS** For two authors, name the authors in a signal phrase, as in the following example, or include their last names in the parenthetical reference: (Kizza and Ssanyu 2).

Kizza and Ssanyu note that “employee monitoring is a dependable, capable, and very affordable process of electronically or otherwise recording all employee activities at work and also increasingly outside the workplace” (2).

When three authors are named in the parentheses, separate the names with commas: (Alton, Davies, and Rice 56). You may also use—and it is highly recommended—the *et al.* option for three authors, and you must use it for four or more authors: (Alton et al. 56). Include only the first author's name followed by *et al.* (Latin for *and others*). The format you use should match the format you use in the works cited entry; if you use the *et al.* option in the works cited entry, then you must use it for parenthetical documentation.

The study was extended for two years, and only after results were reviewed by an independent panel did the researchers publish their findings (Blaine et al. 35).

- 7. CORPORATE AUTHOR** When the author is a corporation, an organization, or a government agency, name the corporate author either in the signal phrase or in the parentheses.

According to a 2001 survey of human resources managers by the American Management Association, more than three-quarters of the responding companies reported disciplining employees for “misuse or personal use of office telecommunications equipment” (2).

In the list of works cited, the American Management Association is treated as the author and alphabetized under A. When a government agency is treated as the author, it will be alphabetized in the list of works cited under the name of the government, such as United States. For this reason, you must name the government in your in-text citation.

The United States Department of Transportation provides nationwide statistics on traffic fatalities.

**8. AUTHORS WITH THE SAME LAST NAME** If your list of works cited includes works by two or more authors with the same last name, include the author's first name in the signal phrase or first initial in the parentheses.

Estimates of the frequency with which employers monitor employees' use of the Internet each day vary widely (A. Jones 15).

**9. INDIRECT SOURCE (SOURCE QUOTED IN ANOTHER SOURCE)** When a writer's or a speaker's quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation *qtd. in*.

Researchers Botan and McCreddie point out that "workers are objects of information collection without participating in the process of exchanging the information . . ." (qtd. in Kizza and Ssanyu 14).

**10. ENCYCLOPEDIA OR DICTIONARY** Unless an encyclopedia or a dictionary has an author, it will be alphabetized in the list of works cited under the word or entry that you consulted—not under the title of the reference work itself. Either in your text or in your parenthetical reference, mention the word or the entry. No page number is required, since readers can easily look up the word or entry.

The word *crocodile* has a surprisingly complex etymology ("Crocodile").

**11. MULTIVOLUME WORK** If your paper cites more than one volume of a multivolume work, indicate in the parentheses the volume you are referring to, followed by a colon and the page number.

In his studies of gifted children, the author describes a pattern of accelerated language acquisition (Terman 2: 279).

If your paper cites only one volume of a multivolume work, you will include the volume number in the list of works cited and will not need to include it in the parentheses.

**12. AN ENTIRE WORK** Use the author's name in a signal phrase or a parenthetical reference. There is of course no need to use a page number.

Lane explores the evolution of surveillance in the workplace.

**13. WORK IN AN ANTHOLOGY** Put the name of the author of the work (not the editor of the anthology) in the signal phrase or the parentheses.

In "A Jury of Her Peers," Mrs. Hale describes both a style of quilting and a murder weapon when she utters the last words of the story: "We call it--knot it, Mr. Henderson" (Glaspell 210).

In the list of works cited, the work is alphabetized under Glaspell, not under the name of the editor of the anthology.

Glaspell, Susan. "A Jury of Her Peers." *Literature and Its Writers: A Compact Introduction to Fiction, Poetry, and Drama*. Ed. Ann Charters and Samuel Charters. 3rd ed. Boston: Bedford, 2004. 194-210. Print.

**14. LEGAL SOURCE** For well-known historical documents, such as the United States Constitution or Declaration of Independence, provide the document title, abbreviated and neither italicized nor in quotation marks, along with relevant article and section numbers: (US Const., art. 1, sec. 2). It is not necessary to provide a works cited entry.

**15. LITERARY WORKS WITHOUT PARTS OR LINE NUMBERS** Many literary works, such as most short stories and many novels and plays, do not have parts or line numbers that you can refer to. In such cases, simply cite the page number.

At the end of Kate Chopin's "The Story of an Hour," Mrs. Mallard drops dead upon learning that her husband is alive; in the final irony of the story, doctors report that she has died of a "joy that kills" (25).

**16. VERSE PLAYS AND POEMS** For verse plays, MLA recommends giving act, scene, and line numbers that can be located in any edition of the work. Use Arabic numerals, and separate the numbers with periods. Shakespearean references typically use a combination of Roman and Arabic numerals.

Gloucester, blinded for suspected treason, learns a profound lesson from his tragic experience: “A man may see how this world goes / with no eyes” (Shakespeare, *King Lear* IV.ii.148-49).

For a poem, cite the part (if there are a number of parts) and the line numbers, separated by a period.

When Odysseus comes to the hall of Circe, he finds his men “mild / in her soft spell, fed on her drug of evil” (Homer 10.209-10).

For poems that are not divided into parts, use line numbers. For a first reference, use the word *lines*: (lines 5-8). Thereafter use just the numbers: (12-13).

- 17. SACRED TEXTS** When citing a sacred text such as the Bible or the Qur’an, name the edition you are using in your works cited entry. In your parenthetical citation, give the book, chapter, and verse (or their equivalent), separated by periods or colons, if biblical. Common abbreviations for books of the Bible are acceptable.

Consider the words of Solomon: “If your enemies are hungry, give them food to eat. If they are thirsty, give them water to drink” (*Holy Bible*, Prov. 25:21).

***A sample works cited page follows on page 13. Notice that it follows the MLA format not only for citation but also manuscript form: one-inch margins, Times New Roman 12 point font, double spaced.***

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(Material in this pamphlet is based upon the MLA guidelines exemplified in *Documenting Sources: A Hacker Handbooks Supplement* published by Bedford/St. Martin's in Boston.)