

MLA Style Guide



The Modern Language Association (MLA) style requires you to cite your sources within the text of your paper. Cite the source of all material you paraphrase, summarize, or quote.

This guide shows the most common scenarios for MLA citing. For more examples, see *MLA Handbook for Writers of Research Papers*, 7th ed. (McPherson Library Reference, call number LB2369 M53 2009) and the *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed. (McPherson Library Reference, call number PN147 G526 2008).

Many publications used as examples in this guide are fictitious and created for illustration purposes.

NOTE: Some significant changes have been made for the new edition of the *MLA Style Manual*:

Titles are now italicized rather than underlined

URLs are no longer required for electronic sources (*unless* required by your instructor)

The document format (Print, Web, PDF File, DVD, etc.) must be included in every entry in the Works Cited list.

► General Rules: In-text Citations

- Place the reference where a pause occurs in the sentence (such as before a period, semicolon or comma), as near as possible to the relevant material.
- Cite the **author's last name** and the relevant **page number(s)**.
Example: Music is thought to be the food of love (Blair 135).
- If you include the author's name in the sentence, do not cite it in parentheses.
Example: Blair argues that music is the food of love (135).
- **Page numbers** may be omitted if a source lacks page numbers (for example, on many Web sources). If a source has numbered paragraphs or sections, use these in the citation.
Example: (Smith, para. 4)
- **Multiple sources** in the same reference: separate citations with a semicolon.
Example: (Matthews and Smith 88; Suzuki 105-107)
- **No author:** use the complete or shortened title – book titles are italicized and article titles are in quotations.
Example: (*History of Rome* 143)
- Two authors with the same surname: Add the first initial, or, if the authors have the same first initial, add the full first name.
- **Corporate author** (organization, company, association, etc.): cite the name. If it is long, include it in the sentence rather than the parentheses. Within parentheses, shorten commonly abbreviated terms (see chapter eight of the *MLA Style Manual* for a list of common abbreviations).
Examples: This figure doubled in 1991 (Natl. Research Council 65).
The Canadian Mental Health Association agrees (195).
- Multiple sources by the same author: add the title, shortened or full.
Example: "A single whisker twitched" (Jones, *Tiger Thief* 16).
Example: Finally, Jones sends her detective to Yemen (*Kat Tales* 207).
- When citing an **entire source**, or a source with no page or section numbers, avoid parenthetical references. Instead, include the author's name and the title in the sentence.
Example: This tone is evident in Bebbington's *History of Economics*.

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- **Indirect source:** avoid taking material from an indirect (secondhand) source. If quoting or paraphrasing a quotation in an indirect source, add **qtd. in** before the indirect source.
Example: Bedi praised the “meticulous brushwork” (qtd. in Paul 231).
- **Classic novel** or **classic prose play:** to help readers locate the material in other editions, cite the page number, add a semicolon, and give other identifying information.
Example: (Dostoevsky 5; pt. 1, ch. 1)
- **Classic poem** or **classic verse play:** omit page numbers. Cite by division (act, scene, canto, book, part) and line, placing a period between the numbers.
- You may abbreviate the title of a **famous literary work** if you include it in the parenthetical reference (see *MLA Style Manual* chapter eight).
Example: “As meditation . . . / May sweep to my revenge” (Ham. 1.5.36-37).

► General Rules: List of Works Cited

The list of works cited appears at the end of your paper and helps readers locate your sources.

Format

- Begin the list on a new page and give it the heading Works Cited. Centre the heading.
- Double space the entire list.
- For each entry, indent all lines other than the first line, one-half inch from the left margin.
- Provide page numbers where appropriate; for example, for journal articles or works from an anthology.
- Include the document format (i.e. Print, Web, DVD, etc.) in the citation.

List Order

- Alphabetize the list by authors’ last names. If an entry has no author, alphabetize by the title, ignoring any initial A, An, or The.

Authors and Editors

- Reverse the name (e.g., Shakespeare, William). If an entry has multiple authors or editors, only reverse the name of the first (e.g., Shakespeare, William, and Christopher Marlowe).
- Present names as given in the work you’re citing. If the full name is listed, use the full name (rather than initials).
- If there are four or more authors or editors, you have a choice: name all, or name the first and add et al.
- If there’s no known author or editor, begin the entry with the title.

Title

- Capitalize the first word and all principal words, including those that follow hyphens in compound terms.
- Separate a title from a subtitle with a colon and one space. Omit the colon if the title ends in ? or — or !
- Italicize the title of a work published independently, such as a book, play, periodical, or Web site.
- Place quotation marks around the title of a work within a larger work, such as an article, essay, poem, short story, or page on a Web site.

Publisher’s Name

- Omit articles such as The, business abbreviations such as Co. and Ltd., and descriptive words such as Books, House, and Publishers.
- If no publisher is provided, use **n.p.**
- For a university press, abbreviate university as U and press as P (e.g., Oxford UP; U of Toronto P).
- If the name includes a personal name (e.g., Harry N. Abrams), cite the surname alone (e.g., Abrams). If it includes several personal names (e.g., Farrar, Straus, and Giroux), cite only the first (e.g., Farrar).

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Place of Publication

- If multiple cities are listed, use only the first.
- If no place of publication is provided, use n.p.
- If the city is outside of the United States, add an abbreviation of the country or province name if the name of the city may be ambiguous or unfamiliar to the reader.

Date of Publication

- If the date of publication is unknown, use n.d. in place of the date.
- If more than one date of publication is listed, use the most recent one.
- Abbreviate the names of the months except May, June, and July.

Electronic Publications

- **NOTE:** MLA does not require you to include URLs in citations, but your instructor may. Be sure to confirm the assignment requirements.
- If you must include a URL, place it after the date of access, enclose in angle brackets, and conclude with a period.
Example: Smith, John. "Political Science." *Encyclopaedia Britannica Online*. 2007. Encyclopaedia Britannica. Web. 15 Aug. 2007. <<http://www.search.eb.com/>>.
- If possible, provide the entire address (including <http://> or <ftp://>) for the work you are citing.
- If the URL must be divided over two lines, break it only after a slash, and do not insert a hyphen at the break.
- If no publisher is provided, use **n.p.**
- If the document has no page numbers, use **n. pag.**
- Always provide the **date you accessed the publication** at the end of the citation.
- State the **document format** after the publication date and before the date of access.

Digital Files and Multimedia

- Give the type of media format at the end of every citation (DVD, Videocassette, Print, Web, Performance, Lecture, Film, JPEG file, PDF File, MP3 File, etc.). If you do not know the file type, use **Digital File**.

Grey Literature

- For examples of citations for technical reports, pamphlets, advertisements, fact sheets, annual reports, etc., see *MLA Style Manual and Guide to Scholarly Publishing*.

Legal Sources

- The *MLA Style Manual* refers you to uniform legal citation styles for the country of the legislation or case law.
- For Canadian legal sources, use the *Canadian Guide to Uniform Legal Citation*, 6th ed. (KE259 C36 2006). Examples for some common sources are included at the end of this guide.
- **Bill** citations should be constructed as follows: Number, *title*, session, legislature, jurisdiction, year, pinpoint (additional information, e.g. passed by House or Senate – optional).
- **Statute** citations should be constructed: *Title*, statute volume, jurisdiction, year, (session or supplement), chapter, pinpoint.
- **Case Law** citations should be constructed: *Style of Cause* (year of decision), neutral citation, [year of reporter] volume reporter (series – if any) page (court – if required).

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► Reference (Works Cited) List Examples¹

Book: one author (p. 186)	Smith, Serena. <i>In the Skin of a Lawyer</i> . Markham, ON: Penguin, 2005. Print. In-text citation: (Ableson 65)
Book: two or three authors (p. 189)	Adams, Sam, Carol Jones, and John Russell. <i>When in Rome: Rediscovering the Roots of the Romance Languages</i> . New York: McGraw, 2008. Print.
Book: four or more authors (p. 190)	Adams, Sam, Carol Jones, April Liu and John Russell. <i>When in Rome: Rediscovering the Roots of the Romance Languages</i> . New York: McGraw, 2008. Print. In-text citation: (Aquila, Gordon, Liu and Russell 78) Or: (Aquila et. al. 79)
Several books by the same author(s) (p.173)	Bedi, Sarah. <i>New Metaphors for Ancient Greece</i> . Toronto, ON: U of Toronto P, 2002. Print. ---. <i>Children as Muses in Ancient Greece</i> . Berkeley: U of California P, 2004. Print.
Book: group as author (organization, company, agency, etc.)	Canadian Institute for Health Information. <i>Improving the Health of Canadians: Mental Health and Homelessness</i> . Ottawa, ON, Canada: CIHI, 2007. PDF File. First in-text citation: (Canadian Mental Health Association [CMHA] 54) Subsequent citations: (CMHA 54)
Book: with editor(s) and no named author	Barnes, Tina M., ed. <i>The Medieval Studies Reader</i> . New York: Garland, 2001. Print. In-text citation: (Bebbington 43)
Book with author and editor (p.196)	Barnes, Tina M. <i>Portraits of Women in Medieval Japan</i> . Ed. Danielle Russell. Cambridge, Eng.: Cambridge UP, 1999. Print.
Book: edition (p.200)	Brooks, Daniel. <i>World Religious Traditions</i> . 3rd ed. New York: Crossroad, 1999. Print.
Book: reprint (p.203)	Jones, Jennifer. <i>Distance Education</i> . 1994. New York: Springer, 2007. Print.
Book: illustrated (p.198)	White, Nancy. <i>The Big Book of Terriers</i> . Illus. Liz Ball. Vancouver, BC, Canada: West Coast Books, 2008. Print.
Book: online (p.216)	Kerns, Miranda. <i>Environmental Tourism in Asia</i> . Amsterdam: Butterworth-Heinemann, 2007. <i>NetLibrary</i> . Web. 15 Aug. 2007.
Book: translated (p.197)	Kilgour, Beverley. <i>Shorter Stories</i> . Trans. Bette Kirchner. New York: Knopf, 2001. Print.
Essay, short story, or poem in an anthology	Blair, Willy. "The Doane Ukulele Method." <i>Music Education in Canada</i> . Ed. Carlie Graham. St. Catharines, ON: Vanwell, 2003. 197-203. Print.

¹ Page numbers refer to *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed.

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(p.190)	
Encyclopedia entry (p.194)	Cooley, Karl H. "Library, Digital." <i>The New Encyclopaedia Britannica: Macropaedia</i> . 15th ed. 2002. Print.
Encyclopedia entry in a less-familiar source (p.194)	Hansen, Beth. "Electronic Books." <i>Encyclopedia of Digital Media</i> . Ed. June Smith. 5 vols. Vancouver: U of British Columbia P., 2002. Print.
Encyclopedia entry online	Harrison, James. "Political Science." <i>Encyclopaedia Britannica Online</i> . 2007. Encyclopaedia Britannica. Web. 15 Aug. 2007.
Journal article from a print journal (p.185)	Lines, Mitchell. "Law Enforcement in the High Middle Ages." <i>Journal of Medieval Law</i> 7 (2006): 234-241. Print.
Journal article from an online journal (p.218-219)	Ma, Olivia. "Visualizing the Aquatic Food Web." <i>The Art of Science</i> 9.3 (2000): 71-75. Web. 15 Aug. 2007.
Journal article from an online database (p.220)	Matthews, Cassandra. "Dancing with Data." <i>Big Numbers</i> 45.1 (2004): 13-14. <i>Academic Search Premier</i> . Web. 15 Aug. 2007.
Magazine article (p.180)	Nelson, Caron. "Is Pluto a Planet?" <i>Discover</i> Apr. 1998: 85-86. Print.
Magazine article: online	Paul, Melissa. "Nursing the Economy." <i>Newsweek</i> 11 Feb. 2006. Web. 15 Aug. 2007.
Magazine article: review (p.181)	Rollins, Beth. "Florence Through the Wrong End of the Telescope." Rev. of <i>The Fountain of Neptune</i> , by Lynne Woodruff. <i>New Yorker</i> 5 Feb. 2001: 34-35. Print.
Newspaper article (p.178)	"The Happiness Drugs." <i>Globe and Mail</i> [Toronto] 13 Nov. 2003: B3. Print.
Newspaper article online	In-text citation: ("The Happiness Drug") Robin, Anna. "Too Much Sex in Teen Fiction?" <i>Washington Post</i> 19 May 2005. Web. 15 Aug. 2007.
Film/video recording (p.225)	<i>It's a Wonderful Life</i> . Dir. Frank Capra. Perf. James Stewart, Donna Reed, and Lionel Barrymore. 1946. Republic, 2001. DVD.
Television episode (p.221)	"See Homer Run." <i>The Simpsons</i> . Fox, Los Angeles. 21 Sept. 2003. Television.
Sound recording (p.223)	Barnes, Bruce. "It's All Uphill." <i>Wandering Blues</i> . Nettwerk, 2007. CD.

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Image: reproduction in a print source

(p.228)

Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. Woodruff, Lynne. *A History of Spanish Painting*. 5th ed. Toronto, ON, Canada: Suncoast Books. 224. Print.

In-text citation: *The Family of Charles IV* (see figure 2) was one of several royal portraits Goya painted as court painter to the king.

caption in text (below image):

Figure 2. Goya, Francisco. *The Family of Charles IV*. 1800. Museo del Prado, Madrid. Source: Woodruff, Lynne. *A History of Spanish Painting*. 5th ed. Toronto, ON, Canada: Suncoast Books. 224. Print.

Note: In the Works Cited, cite the source only, not the individual image.

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

Romanesque. Ed. Jill Smith. 4 July 2007. Architecture Education Society. Web. 15 Aug. 2008.

Russell, Dana. "A Timeline of English Literature." *History in a Nutshell*. 3 Dec. 2006. The History Society. Web. 15 Aug. 2007.

"Sarah Bernhardt." *Theatre Greats*. n.d. Web. 15 Aug. 2007.

Harris, Julian. "The Comedic Tradition in Canadian Short Films." ENGL 335 Class. University of Victoria, Victoria, BC. 4 October 2008. Lecture.

Harris, J. (2009). *The economic impact of resource development in BC*. 24 Jan. 2008. <http://moodle.uvic.ca/>. Course Notes.

Smith, Jessica. "Conflict resolution in multicultural households." *Canadian Multicultural Studies* 74.4 (1998): 20-34. Rpt. in *DR 502: Conflict, Culture and Diversity Course Reader*. Comp. Laurie Jones. Victoria, BC: University of Victoria Bookstore, 2008. 255-64.

Paul, Michael. "Can students survive on Google alone?" *The Searching Librarian*. 14 January 2009. Web. 5 April 2009.

Brooks, Tina. "Re: Thoughts on today's class discussion." Message to author. 27 February 2009. E-mail.

Jones, Leslie. Personal Interview. 26 Nov. 2008.

Nelson, Patricia. "How to encourage girls to study engineering," Host Sam Matthews. *Science and Technology Education Today*. Canadian Public Science Association, 13 Oct. 2008. MP3 file. 10 Jan. 2009.

Bill 59, *An Act to amend the Civil Code as regards marriage*, 1st Sess., 37th Leg., Quebec, 2004, (assented to 10 November 2004), S.Q. 2004, c.23.

Bill S-36, *An Act to amend the Export and Import of Rough Diamonds Act*, 1st Sess., 38th Parl., 2005, cl. 3 (as passed by the Senate 20 June 2005).

Image: online

(p.217-218)

Web site, entire

(p.214-215)

Web page

(p.214-215)

Class Lecture

(p.230)

Notes or slides posted to Blackboard or Moodle

Reprinted custom course materials

Blog

Personal communication (email, interview, etc.)

(p.229, 231)

Podcast

Legal: Bill

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Statute

Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, S. 18(1)(m)(iv)(c).

Agricultural Land Commission Act, S.B.C. 2002, c. 36.

Canadian Charter of Rights and Freedoms, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11.

Case Law

R. v. Latimer, 2001 SCC 1, [2001] 1 S.C.R. 3 at para. 10, 193 D.L.R. (4th) 577.

R. v. Byfield (2005), 74 O.R. (3d) 206 (C.A.).