

The IWC QUICK GUIDE to MLA Style

MLA style refers to the academic format style developed by the Modern Language Association. It is generally used in the liberal arts and humanities (including literature, philosophy, religion, art, music, history, etc.) There are many style guides available online covering all aspects and requirements of MLA format. This Quick Guide focuses on basic MLA referencing and citation for academic writing. NOTE: For information on terms used in this guide, refer to the IWC Quick Guide to Referencing & Citation.

In-Text Citation Format

MLA uses an “author-page” system of referencing and citation.

- In-text citations provide the author’s last name and the page in the source from which the information was taken
- In-text citations appear in parentheses e.g. (Smith 275). This indicates that the source being cited was written by an author whose last name is “Smith”, and that the information or point being cited can be located on page 275. *Note that there is no comma between the author’s name and the page number.
- NOTE: Page numbers are not needed a) for general references to sources (e.g. when summarizing the main point of a book, article, etc.) or b) for references to sources that do not have page numbers (i.e. webpage articles).
- If the author’s name is not given, the name of the organization that published the material can be used instead (e.g. Department of Statistics; Graduate Management Admissions Council, etc.); or a shortened version of the “title of the work”.

Example (Note: bold text not required (used here for emphasis)).

As **Kellogg and Raulerson** point out, “Writers, just like musicians and athletes, must be trained, so that what they know is retrieved and creatively applied during composition” (**238**). Writing is a demanding task that requires various cognitive inputs like memory and language, and mental activities like analyzing and synthesizing (**Alamargot and Chanquoy**) as well as a combination of various actions such as planning, composing, revising, and proofreading (**Mulvaney and Jolliffe 34**). These actions do not necessarily follow a strict sequence; rather, they overlap and can be done in random order depending on the writer (**Wilkinson 4**).

Works Cited Page Format

A “Works Cited” list (the list containing specific information about the sources used, i.e. author, title, date of publication, etc.) appears as a separate page at the end of the essay.

- In the works cited list, sources are listed alphabetically, according the first letter of the author’s last name (or the first letter of the name of the company or organization that published the material).
- Each entry uses “hanging indentation” as shown below. This can be done using the paragraph settings in MS Word
- The information provided for each entry will depend on the type of source being referred to (article, book, website, etc.). Page 2 of this guideline provides formatting information on the types of sources most commonly used by students.

Example (Note: works cited list entries are normally double-spaced)

Works Cited

Alamargot, Dennis and Lucile Chanquoy. *Through the Models of Writing*. Norwell: Kluwer Academic Publishers, 2001.

Graduate Management Admission Council. “Corporate Recruiters Survey”, 2011. Web. 12 March 2014. <http://www.gmac.com/market-intelligence-and-research/research-library/employment-outlook/2011-corporate-survey-report.aspx>. Accessed 12 Jul. 2017

“How to Improve Your Academic Writing.” *essex.ac.uk*. University of Essex, 2008. Web. 12 March 2014. https://www1.essex.ac.uk/lddev/documents/study_guides/academic_writing.pdf. Accessed 12 Jul. 2017

Kellogg, Ronald T. and Bascom A. Raulerson, “Improving the Writing Skills of College Students.” *Psychonomic Bulletin & Review*. 14.2 (2007): 237-42. *Springer*. Web. 12 March 2014. http://www.writing.ucsb.edu/wrconf08/Pdf_Articles/Kellogg_&_Raulerson_Article.pdf. Accessed 10 Jul. 2017

Mulvaney, Matthew K. and David A Jolliffe, *Academic Writing: Genres, Samples, and Resources*. New York: Pearson, 2005.

Author Names (General Rules)

- In-text citations use the last name(s) of the author(s); exceptions apply, see below
- Works cited list entries provide the author’s last name, followed by the author’s first (and second) name, followed by a period (e.g. Harrison, Ronald Keith.; Jones, Mary.; Smith, James. etc.) NOTE: If you are unfamiliar with foreign names you may have to research the authors to determine which names are first names and which are last names
- When there are two authors, both names must be listed in the order they appear on the original source. The first should be written as the author’s last and first name(s); the second should be written as the author’s first name and last name.
- When there are more than two authors, the last name of the first author must be given followed by et al. (meaning there are other authors not listed in the citation). This applies for both the in-text citation and the works cited page
- If a source is published by a company, organization, or government department with no author provided, the name of the company, organization, or agency can be used instead. Otherwise, the “title of the work” can be given in the works cited list (with a shortened version of the title in the in-text citations)

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Works Cited List Entry Format

The following are MLA works cited guidelines for sources most commonly used by students.

Online (Electronic) Sources

Notes:

- For online materials the Access Date (the date when you located the material) is optional, but recommended
- Older MLA styles require the Type of Media for each source (i.e. Web, Print, etc.) This is optional, depending on course requirements or instructor preferences

Webpage Articles

Format:

Author's Last name, First Name. "Article Title in Quotation Marks." *Name of Webpage in Italics* Date Month Year Published. URL address. Accessed Date Month Year.

Examples:

Ellis, Carole. "How to List Author Names using MLA Style" *eHow.com*, n.d. http://www.ehow.com/how_4443005_list-author-names-using-mla.html. Accessed 17 Aug. 2017

Notes:

- If no date is given write (n.d.) in place of the year
- If there is no author, start with the "title of the article"

Online Newspaper/Magazine Articles

Format:

Author's Last name, First Name. "Article Title in Quotation Marks." *Magazine Title in Italics* Date Month Year Published: Page(s). *Website Title in Italics*. Type of Media. URL address. Accessed Date Month Year.

Example:

Robertson, Dave. "10 Steps to a Healthier You." *Modern Health Magazine* Jun. 2007: 108-13. *ModernHealth.org*. Web. https://www.modernhealth/archive_article/documents/ Accessed 16 Mar. 2013.

Notes:

- For printed newspaper and magazine articles, use the same format but without the URL address or access date

Online Journal Articles

Format:

Author's Last Name, First Name. "Article Title in Quotation Marks." *Name of Journal in Italics* Volume Number. Issue Number Date of publication, Pages. *Name of Database*. URL Address. Accessed Date Month. Year.

Example:

Tubaishat, Abdallah. and Azzedine Lansari. "Using Student e-Portfolios to Facilitate Learning Objectives". *Journal of Information Technology Education: Innovations in Practice*. Volume 12, 2013, pp. 113-127, <http://www.jite.org/documents/Vol12/.pdf>. Accessed 10 Sep. 2016

Notes:

- For printed journal articles, use the same format but without the URL address
- For articles found in an online database (SAGE Journals, ProQuest, ERIC, etc.) provide the name of the database after the page numbers, followed by the DOI code instead of the URL address.

Online Reports & Handbooks

Format:

Author's Last Name, First Name or Name of Organization. *Title of Work in Italics*. Place of Publication: Publisher, Date of Publication. URL address. Accessed Date Month Year. Date of Access.

Example:

Clinefelter, D. L. & Carole B. Aslanian. *Online college students 2016: Comprehensive data on demands and preferences*. Louisville, KY: The Learning House, Inc. 2016. <http://www.learninghouse.com/wp-content/uploads/2016/07/OCS-2016-Report.pdf>. Accessed 2 Aug. 2017

Online Videos

Format:

Speaker's Last Name, First Name. "Title of the video in Quotation Marks". *Name of Website or Publisher in Italics* (Month Year). URL address

Example:

McGregor, Wayne. "A Choreographer's Creative Process in Real Time." *TED.com*, June 2012. www.ted.com/talks/wayne_mcgregor_a_choreographer_s_creative_process_in_real_time Accessed 7 Apr. 2017

Printed Materials

Books

Format:

Author's Last Name, First Name. *Title of Book in Italics*. City of Publication: Publishing Company, Year of publication. Type of media.

Example:

Bratlinger, Patrick. *Rule of Darkness: British Literature and Imperialism, 1830-1914*. Ithaca: Cornell UP, 1988. Print.

Notes:

- MLA allows for the shortening of various words. E.g. University is often written as U; Press as P. Thus Cornell University Press becomes Cornell UP, University of Toronto Press becomes U of Toronto P, etc.

Article or Chapter in an Edited Book

Format:

Author's Last Name, First Name. "Title of Chapter in Quotation marks." *Title of Book or Collection in Italics*, edited by Editor's Name(s), Publisher, Year of publication, pages.

Example:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

Notes:

- For book chapters found online, include the URL address after the page numbers, followed by the Access Date

Bibliography

The following sources were used in the making of this Quick Guide:

Mount Royal University MLA Style for Academic Work:

http://www.mtroyal.ca/library/files/citation/mla_research.pdf

Purdue University Online Writing Lab:

<https://owl.english.purdue.edu/owl/resource/675/1/>

University of Maryland University College Library:

http://sites.umuc.edu/library/libhow/mla_examples.cfm

University of Victoria Library MLA Style Guide:

https://www.uvic.ca/library/research/citation/documents/MLAStyle_QuickGuide_Update_Sept_2014.pdf

Writing Commons.Org <https://writingcommons.org/open-text/writing-processes/format/mla-format/formatting-the-works-cited-page-mla?showall=&start=1>