

SWC: MLA Citations Cheat Sheet

What is parenthetical documentation?

- For all students who are writing English and Humanities papers, it is a way to give credit to your source within your paper. Also known as in-text citations.
- Parenthetical means using (parentheses).

Why should students use it?

- Using MLA citations in your paper is required by the Modern Language Association (MLA) and all instructors, teachers, and professors are going to require you to use MLA if you are taking a Humanities course; this is usually in Humanities and English classes. Other courses, such as psychology and education, will ask you to use American Psychological Association (APA).
- Using MLA format ensures the reader that you are not plagiarizing any work. You are giving credit where credit is due for the ideas of other writers and researchers.

Now what?

- Follow the guidelines outlined below or Google: **OWL at Purdue**

A.) In Your Essay:

In-Text Citations: The Basics	Examples
Give the author's name and page number of the quotation that you are using within the paragraph. You must ALWAYS integrate/blend a quotation with punctuation – either before OR after the quotation.	Annie Proctor says, "My Grade Ten year represented the pinnacle in every young person's life: getting your driver's license" (Proctor 21) in <i>The New Yorker</i> magazine.
Use square brackets [] when adding extra information from you to clarify a point.	Proctor states, "some [Grade Ten students] identify that year with certain rites-of-passage, such as learning to drive" (Proctor 20).
PARAPHRASING: Follow the same directions even when not using a direct quotation (unless the information is your OWN or common knowledge, you must cite it).	The challenges of learning to drive are noted by 33% of high school students in the Niagara Region (Proctor 21).

Other Examples: Using Quotations from a Website, Longer Quotations, and Paraphrasing	Examples
Give the author's name and title of website within the paragraph. If the website has page numbers, use them. If the website has NO author, then just list the website.	Ernest Bennett wrote about his Grade Ten year on his <i>Young Driver</i> weblog page: "I often think of that year as a transition in my life from being a teen to becoming an adult" (Bennett 2). OR IF THERE IS NO AUTHOR OF A WEBSITE: Many drivers note that their "Grade Ten year is an important transition from being a child to becoming an adult" (<i>Young Driver</i>).
Use an ellipsis when citing a quotation and taking out information in the middle of the quotation. You never use the . . . at the beginning or at the end of a quotation, only the middle.	Some students identify their Grade Ten year "as a transition. . . from being a child to becoming an adult" (Bennett 17).

C.) For Your Works Cited:

Use this chart to follow the examples below by starting in alphabetical order by author's last name. If your source does not have an author, then use the title (but this will be in rare cases). Keep your entries to the Works Cited page in this order, but eliminate the numbers when you are typing your Works Cited page. Make certain that your entries are in ALPHABETICAL ORDER by the author's last name. NOTE: THE LIST BELOW IS ONLY FOR FOUR COMMON EXAMPLES. SEE **OWL at PURDUE** FOR A LIST OF OTHER SOURCES, INCLUDING SCHOLARLY JOURNALS, NEWSPAPERS, INTERVIEWS, ETC.

BOOK	Example
1. Author's Last Name then a comma,	Proctor,
2. Author's First Name then a period.	Annie.
3. <i>Title of Book Italics w/period.</i>	<i>Tales From Grade Ten</i>
4. City then colon: Then Publisher comma, date period.	New York: Prentice Hall, 2008.
5. Type of source period.	Print.
What your typed entry should look like:	
Proctor, Annie. <i>Tales From Grade Ten</i> . New York: Prentice Hall, 2008. Print.	

MONTHLY MAGAZINE (see OWL at Purdue for Scholarly Journal Examples)	Example
1. Author's Last Name then a comma,	Busterfield,
2. Author's First Name then a period.	Dustan.
3. "Title of Article in Quotation Marks w/period."	"Life of a Grade Ten."
4. <i>Title of Magazine/Periodical Italics w/period.</i>	<i>Sophomore</i>
5. (Date if applicable) Month Year then colon: page numbers period.	Sept. 2013: 33-34.
6. Type of source period.	Print.
What your typed entry should look like:	
Busterfield, Dustan. "Life of a Grade Ten." <i>Sophomore</i> . 19 Sept. 2013: 33-34. Print.	

WEBSITE	Example
1. Author or Creator's Last Name then a comma,	Bennett,
2. Author or Creator's First Name then a period.	Ernest.
3. "Title of Web Page in Quotation Marks w/period."	"My Life."
4. <i>Title of Website Italics w/period.</i>	<i>Young Driver</i> .
5. Day Month Year it was posted or updated period.	30 Oct. 2007.
6. Site Sponsor period. OR N.p. (for "No publisher" if there is not a sponsor/publisher.)	Youngdriver.com.
7. Web period. (For type of source.)	Web.
8. Day Month Year YOU accessed the website	23 Nov. 2014
9. IF TEACHER REQUESTS IT: URL <web address in carrots> period.	<http://youngdriver.com>.
What your typed entry should look like:	
Bennett, Ernest. "My Life." <i>Young Driver</i> . 30 Oct. 2007. Youngdriver.com. Web. 23 Nov. 2014.	

FILM	Example
1. The film's title period.	<i>The Usual Suspects.</i>
2. A shorthand version of Director, then his/her first and last name with a period.	Dir. Bryan Singer.
3. If relevant, list the main performer names after the director's then add a period.	Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro.
4. List the film studio or distributor with a comma,	Polygram,
5. Type the year of the film's release period.	1995.
6. Type of source period.	Film.
What your typed entry should look like:	
<i>The Usual Suspects.</i> Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Film.	

D.) An Example of a Works Cited page: Follow the example below exactly as it is typed. Do NOT put any titles in larger font, do not bold anything, and keep the running header. See the explanation after this example for ALL detail and rules.

Brown 1

Works Cited

Bennett, Ernest. "My Life." *Young Driver*. 30 Oct. 2007. Youngdriver.com. Web.
23 Nov. 2014.

Busterfield, Dunstan. "Life of a Grade Ten." *Sophomore*. 19 Sept. 2013:33-24. Print.

Proctor, Annie. *Tales From Grade Ten*. Prentice Hall. New York, USA: 2008. Print.

Explanation of Example Above:

***Format:** Type your Works Cited page on a separate page, using 12 point font for both the title AND the entries. Alphabetize authors by their last name. Double-space every entry.

Indent/tab five (5) spaces the second line of each entry. All font size is the same. Do NOT underline Works Cited. If you are only using one source, it's called Work Cited (one citation so NO "s" in Work).

***Wondering about when to underline titles and when to put " " around titles?** Here is a fun way to remember the rules: for heavy objects (books, films, albums, anthologies of stories) put them on a shelf – this means either underline OR italicize the title; for lighter objects (short stories, poems, songs) you hang them with quotation marks " " .

The Best Website to Help You: OWL AT PURDUE

<https://owl.english.purdue.edu/owl/resource/747/01/> will take you directly to the MLA Section.

2009 Changes for Works Cited:

Italics

* Titles of works are now italicized, not underlined – both in the text and in the Works Cited page. Your teacher may, however, have you underline titles instead. Remember also that books, movies, albums, and plays are underlined or *italicized*. Articles, songs, short stories, and poems are put in "quotation marks." (SEE THE RULE ABOVE. This is so important, I've written it twice on this page, so pay attention!)

Medium of Publication

* Each entry in the works cited list must specify the medium of publication, such as "Print," "Web," "Film," or "DVD."

Citing Web Publications - URLs

* MLA format NO longer requires URLs in the works cited list. Readers are now more likely to find web resources by searching for titles and authors' names than by typing URLs. Therefore, MLA style now indicates that writers should include a URL as supplementary information ONLY when the the reader probably cannot locate the source without it, or when a teacher/instructor requires it. Check with him/her to be certain!

All information used in this document is based on the *MLA Handbook for Writers of Research Papers*, 7th edition, 2009.