

The following is a summary of MLA Style standards relevant to RooWriter submissions. For other projects, please consult the MLA Style Manual and the Writing Studio's website for more comprehensive guidelines.

## Citing Sources

“To document” means to tell the reader the source of any material a writer uses in his or her essay. Material needing documentation includes facts, statistical data, and ideas as well as the words used to express such information. Writers need to document, or cite, sources whether or not they are using the exact words of the original. If using any of the exact words (even just a phrase), writers need to put quotation marks around those words in addition to citing the source. Failure to use quotation marks appropriately constitutes plagiarism.

For prose, writers need to find the author and page number of a work (Smith 76).

**Short Quotations (4 typed lines or less):** Place the quote within the text of the essay. Introduce the quote with a comma, and place the period after the parenthetical citation. Use quotation marks to show all borrowed material. Include author and page number.

**Block Quotations (More than 4 typed lines):** Place the quote one inch from the left margin, and omit quotation marks. Introduce the quote with a colon, and place the period before the parenthetical citation.

**Same author of multiple works:** When this occurs, group the works by the same author together, and alphabetize the works cited list by the first word of the title. At the beginning of the second and subsequent works, use three dashes instead of writing the author's name. Ex. - - -. In the essay, distinguish between the works by putting the first few words of the title in the parenthetical citation before the page number. Ex. (Four Wives 89).

**No author:** If no author is available, leave it out and alphabetize the works cited list by the first key word in the title. (Key words do not include “A,” “An,” and “The.”) In the essay, use the first key word of the title when citing. Ex. (*Art* 76).

**Missing Information:** In MLA, if a piece of information is not available, skip that piece, and move on to remaining information. Exceptions to this rule are pagination, publication date, etc. For a full list, see the MLA Handbook. Electronic sources often lack page numbers. If the electronic source uses paragraph numbers (par. or pars.) or screens numbers (screens), use this information in place of a page number.

**Documents on Websites or in Databases:** When citing sources from the Internet make sure to determine which type of online source is needed. Sometimes, writers need to combine or adapt entries to meet their needs. For example, if a writer finds an article posted on a personal website not written by the author of the website, the writer needs to adapt the website with a known author entry to fit his or her needs.

**Multiple authors:** When citing multiple authors internally, use a semicolon between internal citations. Ex. (Smith 45; Logan 22-23).

## Constructing and Organizing Your Works Cited

List sources alphabetically by the last name of the first author of each source. When there is no author, alphabetize by title. For references that run over one line, indent the second and subsequent lines one-half inch.

### Template

### Example

#### Book

Author. *Title*. Publishing City: Publishing Co, Year.  
Medium of Publication.

Diamant, Anita. *The Red Tent*. New York: Picador  
USA, 1998. Print.

#### Scholarly Journal

Author. "Title of Article." *Journal Title* Volume  
Number. Issue Number (Year): Page Numbers.  
Medium of Publication.

Mark, Elizabeth Wyner. "The Four Wives of Jacob:  
Matriarchs Seen and Unseen."  
*Reconstructionist* 63.1 (1998): 22-35. Print.

#### Work Cited Only on the Web

Author. "Title of Work." *Title of Website if different  
from Title of Work*. Version of edition if one.  
Publisher. Publication Date. Medium of  
Publication. Date Accessed.

McWard, Jim. "McWard's English Home Page."  
Johnson County Community College. n.d.  
Web. 12 July 2004.

#### Article from a Periodical

Author. "Title of Article." *Title of Periodical* Date:  
May  
  
1981: 49-53. Print.

Yakir, Dan. "The Sorcerer." *Film Comment* 17  
  
Page numbers. Medium of Publication

#### Article from a Newspaper

Author. "Title of Article." *Title of Newspaper* Date,  
Edition abbreviated: Page Numbers. Medium  
Of Publication.

Mills, Nancy. "Half-Mortal Merlin Full of Heart."  
*Chicago Tribune TV Week* 26 May 1998,  
Sunday ed.: 3+. Print.

#### Work on a Website with Print Publication Data

Start with the information you would use if the work was in print form. Then add (1) Title of database or Web site italicized, (2) Medium of publication (Web), and (3) Date accessed. If the original page numbers do not appear in the online version of the work, use N. pag.

#### Print Journal Accessed Online

Author. "Title of Article." *Journal Title*. Volume  
Number. Issue Number (Year): page numbers.  
*Title of Database*. Medium of Publication.  
Date Accessed.

Myers, Sharon A. "Reassessing the 'Proofreading  
Trap': ESL Tutoring and Writing Center  
Instruction." *The Writing Center Journal*. 24.1  
(2003): N. pag. *The Writing Center Journal  
Online*. Web. 24 July 2004.

## Additional Resources

<http://owl.english.purdue.edu/owl/resource/747/01/>

[http://www.mla.org/style\\_fa](http://www.mla.org/style_fa)