

MLA IN-TEXT DOCUMENTATION IS ABOUT BEGINNINGS AND ENDINGS

The first time you use a source, be sure to introduce the source by giving

- 1) the author's full name,
- 2) the overall thesis or topic or purpose of the source, and
- 3) then the actual paraphrase or quote being used from the source.
- 4) At the end of the actual paraphrase or quote, place the correlating page number in parentheses (the in-text citation or parenthetical documentation).

Below is a sample showing how to include all four source elements the first time a text is used:

This is the thinking of many professors. For example, in "Dealing with Medium-Sized Media" Paul Roat has suggested that we use the word "mediums" instead of the plural "media." At the same time, Roat reminds us that we lose much of our history of language when we ignore such Latin endings (37), a point that we should remember as we choose between "media" and "mediums." One can conclude that while Roat prefers contemporary word usage, he is somewhat uneasy about it.

After the source has been introduced with full name(s) of author(s), statement of thesis or topic or purpose of the text, the source needs to be used by the writer. Below are examples of how sources are used in relation to a writer's point.

Lively texts are now quite common, for example the world history textbook by Jerry H. Bentley and Herbert F. Ziegler. Bentley and Ziegler use images throughout their textbook. For example, in chapter ten they insert a "wall painting from Stabiae" (239) and a "bust of Julius Caesar" (233), both of which compliment the writing. Sprinkling such images throughout the textbook keeps readers interested in the material.

Notice in the above usage, the signal phrase includes the names of the authors. This is needed for the sake of clarity even if their names have just been stated in the opening introduction to their text. Because the authors' names are in the signal phrase, no name appears in the in-text citation.

An in-text citation marks the end of the paraphrased or quoted material even if the material ends in the middle of a sentence or before the end of a paragraph. The MLA principle of documentation is to blatantly signal the precise beginning of a source each and every time it is used and then mark the end's exact location with the in-text citation. The author's last name must appear in either the signal phrase or the in-text citation each and every time because that is the word alphabetized on the "Words Cited" page. Also note the ABSENCE of "p." and "pp."

In the example below there is a clear signal phrase, but it does not include the authors' names. Therefore, the authors' names must appear in the in-text citation.

The history text *Traditions and Encounters: A Global Perspective on the Past* includes margin notes in order to help readers make sense of the historical information. Let us look at just one page, where there are four margin notes to guide the reader. These are notes on "Roman Deities," "Greek Influence," "Cicero and Stoicism," and "Religions of Salvation" (Bentley and Ziegler 242). The margin notes are important to understanding.

ELECTRONIC SOURCES: IN-TEXT CITATION

The Modern Language Association (MLA) expects writing to be clear about where any source usage begins and ends. Sources that have no page numbers (like internet web pages) can cause trouble for in-text citation. Below are two appropriate ways of citing an internet article.

The first example is a method that the MLA suggests. This method involves counting paragraphs of the article and placing the correct paragraph number in the parentheses:

All this trouble might be necessary if we are to have a just society. In "Women and Men Seek Parity" George Shrub reminds us of the broad goal of fair pay for all (par. 18). Changing pay scales might be trouble in the short run but will benefit us in the long run. As "Women and Men Seek Parity" argues, we should be guided by the idea of justice, not past traditions (Shrub par. 26). I agree completely with the focus on insuring justice.

The second method involves our understanding that a web page is technically just one page long. Although the MLA has not fully endorsed it, your teacher might suggest this method:

All this trouble might be necessary if we are to have a just society. In "Women and Men Seek Parity" George Shrub reminds us of the broad goal of fair pay for all (1). Changing pay scales might be trouble in the short run but will benefit us in the long run. As "Women and Men Seek Parity" argues, we should be guided by the idea of justice, not past traditions (Shrub 1). I agree completely with the focus on insuring justice.

MLA "WORKS CITED" ENTRY FOR A TEXT/WORK (essay/article, short story, poem, etc.) FROM AN ANTHOLOGY IN PRINT FORM

If you have cited a text/work from an anthology, create a "Works Cited" entry for the actual text you have cited out of the anthology, not just the anthology. You will need to consult the text pages of the work that you cited, the title page of the anthology, and the copyright page of the anthology in order to create an accurate "works cited" entry.

Include in the following order all that apply.

Include one space after any comma or period or colon in this type of entry.

1. Author's name in inverted form (family name, comma, then author's first and any other name) followed by a period (or followed by a comma if there is a second or third author)
2. Second author's name not inverted (typed just at the author states it) followed by a period (or followed by a comma if there is a third author) . . . do the same for a third author
3. "Full Title of the Cited Text: Don't Forget the Subtitle" with regularized capitalization and a period before the ending quotation mark
4. Trans. Un-inverted name of the translator of the text that was cited followed by a period
5. *Full Title of Anthology: Don't Forget Subtitle* in italic with regularized capitalization followed by a period
6. Trans. Un-inverted name of the translator of the anthology followed by a period
7. Ed. Un-inverted name(s) of the editor(s) of the anthology followed by a period
8. Comp. Un-inverted name(s) of the compiler(s) of the anthology followed by a period
9. 3rd ed. 7th ed. 2nd ed. Abbreviate any edition that is not the 1st edition (get info from the title page) followed by a period
10. Vol. 1 Vol. 3 Vol. 2 Abbreviate any special volume number (get info from the title page) followed by a period
11. Name of the city of publication (and the state or province or country if not a major city of the world) followed by a colon
12. Name of the publishing company followed by a comma
13. Date of publication of the anthology (get info from the copyright page) followed by a period
14. The **inclusive** page numbers (all of the page numbers) of only the text/work that you cited (not the whole anthology) followed by a period
15. Print (type this name of the publication medium) followed by a period
16. Name of the Capitalized Publication Series and series number followed by a period (this is rare)

Works Cited

Baldman, Jerome. "On Listening to 'Sonny's Blues' by James Baldwin: Why I Like Jazz." *The Norbert Commentary on Literature: The Atlantic Edition*. Ed. Jerome Beating and J. Paul Hunterston. 7th ed. New York: Norton and Harper and Rowson, 1998. 47-70. Print.

MLA "WORKS CITED" ENTRY FOR A PRINT-FORM BOOK, ALL OF IT WRITTEN BY ONE, TWO, OR THREE AUTHORS

If you have cited a book that is not an anthology, use the title page and the copyright page of the book to help you create an accurate "works cited" entry. If there are four or more authors, you are free to use only the first author followed by the phrase "et al."

Include *in the following order* all that apply.

Include one space after any comma or period or colon in this type of entry.

1. Author's name in inverted form (family name, comma, then author's first and any other name) followed by a period (or followed by a comma if there is a second or third author)
2. Second author's name not inverted (typed just at the author states it) followed by a period (or followed by a comma if there is a third author) . . . do the same for a third author
3. *Full Title of the Book: Don't Forget the Subtitle* in italic with regularized capitalization followed by a period
4. Trans. Un-inverted name of the translator of the book followed by a period
5. Ed. Un-inverted name(s) of the editor(s) of the book followed by a period
6. 3rd ed. 7th ed. 2nd ed. Abbreviate any edition that is not the 1st edition (get info from the title page) followed by a period
7. Vol. 1 Vol. 3 Vol. 2 Abbreviate any special volume number (get info from the title page) followed by a period
8. Name of the city of publication (and the state or province or country if not a major city of the world) followed by a colon
9. Name of the publishing company followed by a comma
10. Date of publication of the book (get info from the copyright page) followed by a period
11. Print (type this name of the publication medium) followed by a period
12. Name of the Capitalized Publication Series and series number followed by a period (this is rare)

(Note that no page numbers are given for a regular book because the *whole thing* is the text.)

Works Cited

Pokey-Hokey, Cecil L., and George W. Bushite. *Waiting for Lefty: The End of the Left in America*. Moscow, ID: University of Idaho Press, 1998. Print.

MLA "WORKS CITED" ENTRY FOR A TEXT/WORK IN A PERIODICAL (academic journals, newspapers, magazines) IN PRINT FORM

There are several quirky features of entries for articles, essays, short stories, etc. in periodicals. For example, some academic and literary journals have continuous pagination throughout all the issues of a volume but some start each and every issue of a volume with page one. When in doubt, type both volume and issue number with a period between them.

Punctuation and spacing are quirky. For example, there are no spaces between volume and issue numbers, only a period. Notice in the explanation for each type of entry below that the punctuation, *italic*, and correct spacings are demonstrated. Then a formatted example follows.

work in an academic journal that is published two, three, or four times a year

Author's last name, Author's other name(s). "Title of Work: Don't Forget the Subtitle."
Title of Journal volume number in arabic form.issue number in arabic form (year):
inclusive page numbers of the work. Name of medium.

Johnson, Barbara Fineberger. "A White Seal: The Workings of Space upon the Best
Literature." *Extrapolation* 21.3 (1997): 54-79. Print.

work in a monthly magazine

Author's last name, Author's other name(s). "Title of Work: Don't Forget the Subtitle."
Title of Magazine Month abbreviation. year: inclusive page numbers of the work. . . . or
include the + symbol if the work is spread throughout the magazine. Name of medium.

Johnson, Barbara Fineberger. "A White Seal: The Workings of Space upon the Best
Furniture." *House Beautiful* Nov. 1996: 48+. Print.

work in a weekly magazine or daily newspaper

Author's last name, Author's other name(s). "Title of Work: Don't Forget the Subtitle."
Title of Magazine date in European format: inclusive page numbers of the work. . . . or
include the + symbol if the work is spread throughout the magazine or newspaper.
Name of medium.

Johnson, Barbara Fineberger. "A White Seal: The Workings of Space upon the Best
City." *New Yorker* 15 Apr. 1998: 20-27. Print.

MLA "WORKS CITED" ENTRY FOR AN ESSAY/ARTICLE IN A SCHOLARLY JOURNAL THAT EXISTS IN BOTH PRINT AND WEB FORM

If you have cited an essay/article in an academic journal that exists in both print and internet form . . . **and you are using the internet form**, it is important to give the print publication information before typing the web information. Notice how little web information is needed.

Include in the following order all that apply.

1. All information from the print source in the order specified on page 5 for “work in an academic journal that is published two, three, or four times a year” . . . **except the word *Print*** (the publication you are citing does not happen to be in print form)

By the way, if the web source does not include the original page numbers, the place where page numbers are to be typed should say this: n. page.

2. Web (type this name of the publication medium) followed by a period
3. Researcher’s date of access in European format followed by a period

Works Cited

Shay, Talia. “Who Takes Care of the Loved Ones?” *American Quarterly* 77.2 (2004): 289-301.

Web. 12 Aug. 2009.

MLA "WORKS CITED" ENTRY FOR A BOOK (or work in an anthology) ORIGINALLY IN PRINT BUT CITED FROM A WEB SOURCE

If you have cited a work from an anthology or a book that was originally in print but you found it on the web, give the original print publication information before typing the web information.

Include in the following order all that apply.

1. All information from the print source in the order specified on page 3 or page 4 . . . **except the word *Print*** (the publication you are citing does not happen to be in print form)

By the way, if the text/work is from an anthology and the web source does not include the original page numbers, the place where page numbers are to be typed should say this: n. page.

2. *Title of the Database* in italic or *Full Title of Web Site: Don't Forget Subtitle* in italic with regularized capitalization followed by a period
3. Web (type this name of the publication medium) followed by a period
4. Researcher’s date of access in European format followed by a period

Works Cited

Moe, Barbara A. *Adoption: A Reference Handbook*. 2nd ed. Santa Barbara, CA: ABC-CLIO,

2007. *OhioLink Electronic Book Center*. Web. 15 Aug. 2009.

MLA "WORKS CITED" ENTRY FOR AN ESSAY/ARTICLE FROM A PRINT PERIODICAL BUT FOUND THROUGH A DATABASE (like a library database)

If you have cited an essay/article that you found through a database, but it was originally in print in some sort of periodical (scholarly journal, magazine, newspaper, etc.), you need to give the original print publication information before typing the database and web information.

Include *in the following order* all that apply.

1. All information from the print source in the order specified on page 5 . . . **except the word **Print**** (the publication you are citing does not happen to be in print form)

By the way, if the web source does not include the original page numbers, the place where page numbers are to be typed should say this: n. page.

2. *Title of the Database* in italic followed by a period
3. Web (type this name of the publication medium) followed by a period
4. Researcher's date of access in European format followed by a period

Works Cited

Jamaludin, Azilawati, Chee, Yam San, and Ho, Caroline Mei Lin. "Fostering Argumentative Knowledge Construction through Enactive Role Play in Second Life." *Computers and Education* 53.2 (2009): 317-329. *Academic Search Complete*. Web. 14 Aug. 2009.

MLA "WORKS CITED" ENTRY FOR A TEXT/WORK AVAILABLE ONLY IN A WEB SITE (not originally in print, film, or video form)

If in your essay you have cited information from an internet web site using a search engine like *Google* or *Yahoo!*, create a "Works Cited" entry that gives the basic author and title information, as well as necessary internet information.

Include *in the following order* all that apply.

1. Author/editor's name in inverted form (family name, comma, then author's first and any other name) followed by a period (or followed by a comma if there is a second or third author)
2. Second author/editor's name not inverted (typed just as the author states it) followed by a period (or followed by a comma if there is a third author) . . . do the same for a third author
3. If the work is part of a larger site, "Full Title of the Cited Text inside the Site: Don't Forget the Subtitle" with regularized capitalization and a period before the ending quotation mark
4. If the work is part of a larger site but the work has no distinctive title, type a genre label without quotation marks followed by a period—e.g. Home page. Blog page. Introduction.
5. *Full Title of Web Site: Don't Forget Subtitle* in italic with regularized capitalization followed by a period
6. Version or edition used followed by a period—e.g. Vers. 2.3.
7. Publishing company name or name of the web site sponsor followed by a comma; if not available, type N.p. (which is the abbreviation for *No publisher information*)
8. Date of publication in European format followed by a period; if no date is available, type n.d. (which is the abbreviation for *no date*)
9. Web (type this name of the publication medium) followed by a period
10. Researcher's date of access in European format followed by a period

Works Cited

Cope, Virginia H. "Mark Twain's *Huckleberry Finn*: Text, Illustrations, and Early Reviews."

Electronic Text Center. University of Virginia Library, 17 Jan. 2005. Web. 13 Aug. 2009.