A Guide to MLA Documentation

Section I: Citing Print Sources in the Works Cited List

BOOKS
One, Two or Three Authors--

More Than Three Authors--

Edited Book--

Corporate Author (a group such as a council, a commission, an association, etc.) --

Essay, Article, or Work Within an Anthology or Collection--

Scholarly Journal Article Reprinted in a Collection--

Book Excerpt Reprinted in a Collection—
Most Encyclopedias, Dictionaries, or Other Reference Books -- **Signed Article**

Include volume number when referencing only one volume of a multivolume work. For additional guidelines, see *MLA Handbook*, p. 168-170.

Most Encyclopedias, Dictionaries, or Other Reference Books -- **Unsigned Article**

If you are using two or more volumes of a multivolume work, cite the total number of volumes in the work. For additional guidelines, see *MLA Handbook*, p. 168-170.

An Exception…
Citations for very well-known reference books or encyclopedias such as *World Book Encyclopedia* may be shortened as in the following examples. It should be noted, however, that it is never incorrect to provide the full publication information.

**Signed Article—very well-known encyclopedia**

**Unsigned Article—very well-known encyclopedia**

A Graphic Narrative Created by One Person –
A citation for a graphic narrative created by one person is formatted like that for any other print publication.


A Graphic Narrative Created through Collaboration –
A citation for a graphic narrative created through collaboration should identify each person’s role using the terms provided in the source.


PERIODICALS (printed)

**Magazine Article -- Signed**


**Magazine Article -- Unsigned**

Use a plus sign (+) when article is not printed on consecutive pages.

**Scholarly Journal**

**NEWSPAPERS (printed)**


**Section II: Citing ELECTRONIC Sources in the Works Cited List**
Computerized sources of information must be documented as carefully as print sources, regardless of whether the information has been retrieved from a commercial online vendor such as *ProQuest* or *EBSCOhost*, an Internet web site, or any other electronic source.

*Treat a source as "electronic" when it provides the complete text (article, book, encyclopedia, etc.), not just a citation.*

**Regarding URLs (Web Addresses):** In the past it was recommended to include the URL of a source in works-cited-list entries. It is now recommended to only include a URL *if your instructor requires it*, or if your reader would not be able to locate the source without it. If you include a URL, it should be placed immediately following the date of access, a period and a space. Enclose the URL in angle brackets followed by a period. The following is an example:


**THE LIBRARIES’ SUBSCRIPTION DATABASES:**
A citation for an article taken from an online subscription database will include the same elements required in a citation for a corresponding print source. Additional information, however, is required in order to identify the electronic source.

The following example illustrates a typical citation for a journal article found in one of the libraries’ subscription databases. Examples by *database* are provided on the following pages.

SAMPLE CITATIONS FOR JCC’S LIBRARY ONLINE DATABASES

**Business and Company Resource Center**

**Magazine article**


**Journal article**


**CountryWatch**

*CountryWatch* makes its Country Reviews available in print, in PDF, and in HTML formats. For their most recent updates, use the HTML version. *CountryWatch* recommends that you start your citation with a reference to the print version. See 5.6.2.c., p.187 in the *MLA Handbook* for a work on the web that also appears in print.

The HTML version of an article from Country Review:


*When inclusive page numbers are not present in the source, use N. pag. (Capitalize n after a period.)
**The URL is included as it is not obvious in the database how to access it.

The PDF version of an article from Country Review:


*Use inclusive page numbers for an article from a specialized reference work if it is not arranged alphabetically. See 5.5.7. p, 160 for more information.
**MLA covers multiple versions of a document in section 5.7.18 of its handbook, p.211.
***The URL is included as it is not obvious in the databases how to access it.

**CQ Researcher Online**

Magazine article


Journal article


Newspaper article
Include as many of the elements of the following citation as the newspaper database provides.


**Gale Virtual Reference Library**

Encyclopedia/Reference Source Article

Web. 3 Sept. 2006.

**Health Reference Center Academic** or **Health & Wellness Resource Center (Gale)**

Magazine article


Journal article

**LexisNexis Academic**

Newspaper article
Newswire Service

Literature Resource Center
The LRC provides a wealth of information from a variety of sources, including many of the Gale publications as well as articles/excerpts collected from journals and books. Because the sources are so varied, citations will also vary somewhat. Several representative citations are provided below. For other cases, consult the MLA Handbook or talk with a librarian.

NOTE: Citations should include original dates and places of publication, when furnished by the database.

Excerpt from a book, republished in Literature Resource Center.

NOTE: Citations should include original dates and places of publication, when furnished by the database.

Journal article, reprinted in Contemporary Literary Criticism & republished in Literature Resource Center.

Original article in Poetry for Students, republished in Literature Resource Center.

Original unsigned Gale article in Contemporary Literary Criticism, republished in Literature Resource Center.

Original unsigned Gale article in Contemporary Authors Online, republished in Literature Resource Center.

MagillOnLiterature Plus

Opposing Viewpoints


ProQuest
Magazine article

Journal article

Newspaper

PsycArticles
Journal article

Science Direct
Journal Article

Twayne’s Authors Series
### Web Publications

**IMPORTANT NOTE:** To accurately document a source found on the world wide web, it may be necessary to go to the home page or “about us” page of the sponsoring website for elements of the information required for a citation.

**Articles from a Web Source** (i.e., articles accessed by connecting directly to the online source, not by going through a subscription service such as ProQuest or EBSCOhost). Use publication information as provided on the website.


**Article from a Scholarly Journal Published Online Only**


**A Web Site**


**A Document or Work within a Scholarly Project or Information Database on the Web**


A Professional or Personal Site


<http://www.english.udel.edu/lemay/franklin/>.

Publication/Article from an Association or Organization


A Listserv, Discussion Group, or Blog Posting

Section III  Documenting Sources in the Body of the Paper

Give credit to all sources from which you have taken information, whether you have directly quoted, paraphrased, or summarized the author’s words. Failing to document your sources constitutes plagiarism. MLA style calls for briefly identifying a source at the point of reference within the text (body) of your paper. In parentheses, include as specified only the information required to identify the source in the Works Cited list at the end of the paper.

If the author’s name is mentioned in your sentence--
In his 1994 study of fifth graders, Howard McKenzie reported that more than half the students tested were reading at or above grade level (121-22).

If the author’s name is omitted in your sentence--
A 1994 study of fifth grade students found that more than half the students tested were reading at or above grade level (McKenzie 121-22).

If the work cited has two or three authors--
A parallel study in the suburban Detroit schools reported a positive correlation between parents reading to children and children’s reading readiness (Brown and Livingston 289).

If more than one source by the same author is cited--
A five-year follow-up to students’ reading levels found that a significant number of students who had been reading below grade level in the fifth grade were still reading below grade level (McKenzie, When Johnny 221).

If the source does not give the name of the author--
Begin with the title. Use the full title if it is brief; otherwise, use a shortened version, disregarding the words a, an, and the.

Book:
Curriculum changes were made in response to a study of reading readiness and gender differences among first graders (Reading 144).

Periodical article:
A Central University study confirmed a negative correlation between reading achievement of primary grade children and number of hours spent watching television (“TV” 37).

If an ELECTRONIC source does not provide page numbers—
*Use paragraph numbers, section numbers or even chapter numbers if they are given (abbreviate par., sec., or ch.).
  (Goldsmith, par. 7)
  (McKenzie, ch. 4, sec. II)
  (Johnson, sec. 2)
  (Albright, ch. 3, sec. 1)

*If no page, paragraph, section, or chapter numbers are provided, cite the entire work, not just a section of it.

For additional examples and for cases not covered by this handout, see the MLA Handbook for Writers of Research Papers, 7th edition, Chapter 6, “Documentation: Citing Sources in the Text,” pages 213-232.

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