CCD Writing Center
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Denver, CO 80217
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Citing Sources in MLA Style

In-Text Citations

When using direct quotes, facts and figures not commonly known, or paraphrased information from an outside source, you must indicate the source of that information in the body of your paper using in-text citations. This is done using signal phrases and/or parentheses, and it is your choice, as the writer, to decide the most effective method for incorporating your sources.E = Evidence

When you use a signal phrase:

A signal phrase mentions the author and/or title of the work within your sentence to let your reader know where the information came from. If the page number is available, list it at the end of the sentence in parentheses. Do not repeat the author's name in the parentheses at the end of the sentence, only add the page number if it's available.

For Example: Signal phrase with direct quote

In his article, "TV Makes a Too-Close Call," James Poniewozik states, "They did

accurately award Florida to the winner. The bad news: they also awarded it to the

loser" (70).

For Example: Signal phrase with paraphrase

In his article, "TV Makes a Too-Close Call," James Poniewozik suggests television's

significant and unsettling power over U.S. election results (70).

When you do not use a signal phrase:

If you choose not to use a signal phrase, list the author's last name in parentheses at the end of the sentence containing the quoted or paraphrased information. Also, list the page number, if available, after the author's name in the parentheses:

For Example, paraphrase without signal phrase:

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It has been said that the media, particularly television, has a strong influence on election results (Poniewozik 70).

*Notice: Please see Additional Citation Guidelines for more on unknown authors, multiple authors, and page numbers.

Block Quotations

When using a quote that is longer than four lines, you must create a block quote. First, provide a signal phrase in the form of a complete sentence that introduces the quote. Next, begin the quote on a new line below the signal phrase and indent every line one-half inch (tab key) from the left margin. Last, place the period at the end of a block quote before the citation in parentheses.

For Example:

In his article, "TV Makes a Too-Close Call," James Poniewozik describes the

awkward position TV news anchors found themselves in on election night:

In a week of general humiliation, there was some good news for the TV

networks: they did accurately award Florida to the winner. The bad news:

they also awarded it to the loser. Dan Rather assured viewers they could take

CBS's election-night projections "to the bank"; then the networks had to

make two costly withdrawals. It was, in the words of CBS and CNN election

consultant Warren Mitofsky, "embarrassing as hell." (70)

*Notice: Do not place quotation marks around the block. Make sure the quoted text appears exactly as it appears in the original source. As such, you may have to place quotation marks inside the block quote around any words or phrases your source quoted.

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Additional in-text citation guidelines:

Unknown author: Cite the article or essay title in quotes:

Signal Phrase: According to "Volunteers: A Social Profile," "quote"/paraphrase (6).

Parentheses: "quote"/paraphrase ("Volunteers" 6).

Notice: You only use the first word or two of an article's title for parentheses.

Two authors: Always cite both authors' last names in either a signal phrase or parentheses:

Signal Phrase: Gillespie and Lerner state "quote"/paraphrase (15).

Parentheses: "quote"/paraphrase (Gillespie and Lerner 56).

Three or more authors: List the last name of the first author followed by 'et al.' in either the signal phrase or parentheses:

Signal Phrase: According to Carter et al., "quote"/paraphrase (56).

Parentheses: "quote" or paraphrase (Carter et al. 56).

Page Numbers: Always place page numbers at the end of the sentence inside parentheses. If there is no page number listed, then you will leave it blank.

No Web Links anywhere in your essay except on your Works Cited page (see next section).

The Works Cited Page:

In addition to your In-Text Citations, you must create a properly formatted Works Cited page (sometimes also referred to as Bibliography or References page) at the end of your paper so that readers can effectively find detailed information about your sources if necessary.

Formatting your Works Cited page:

Start a new page at the end of your essay, and make sure your last name and page number appear in the upper right header as in your previous pages.

Although the Works Cited is its own page, it is still a part of your overall essay, so it must be numbered appropriately.

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Type 'Works Cited' at the top of the page and center it.

Do not use bold, underlined, or italic type, only Times New Roman with size 12 font

If you only have one entry, the title should be 'Work Cited'.

To center the text, use either the Center Alignment quick key located in the Home menu bar of MS Word or press CTRL + E. Do not use the tab key/space bar to center.

Make sure all of your citation entries are double-spaced.

List citations alphabetically according to the first letter (or first couple of letters) that begins each citation respectively.

If a citation begins with a number, alphabetize it as if the number were spelled out (e.g. 1 = O, 2 = T, 11 = E, etc.).

Create a hanging indent for each source when necessary.

The first line of the entry will line up at the left margin of the paper, and any subsequent lines will be indented (the opposite of the way you indent a paragraph).

For more information about formatting, ask a tutor or lab assistant to show you A Writer's Reference, or visit the Purdue Online Writing Lab at OWL Purdue website.

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Sample Works Cited Page

McStudent 5

Works Cited

Cooper, Christopher and H. Gibbs Knotts. "Rethinking the Boundaries of the South."

Southern Cultures, vol. 16, no. 4, Winter 2010, pp. 72-88. Academic Search

Premier, doi: 10.1123/04492569218032162.

"8 Hot Dog Gadgets put to the Test." *YouTube*, uploaded by Crazy Russian Hacker,

6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.

"Koalas and their Habitat." *Biology Worldwide*, www.bioworld.com/koalas. Accessed

27 Oct. 2017.

Leonard, Elmore. *Pagan Babies*. Delacorte Press, 2000.

Leonhardt, David. "America's Great Working Class Colleges." *The New York Times*,

18 Jan. 2017, www.nytimes.com/2016/12/13/opinion/make-colleges-

diverse.html?_r=0.

Onion, Rebecca. "An Odd and Obsolete Nickname Map of the United States." *Slate*,

18 Jan. 2017, www.slate.com/5454826/34636.

Vonnegut, Kurt. "Fates Worse Than Death." *The Norton Anthology of American*

Literature, edited by Nina Baym, W.W. Norton & Company, pp. 2183-2189.

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Formats for Common Sources

The following are the most common types of sources used by students in the digital age, but there are many other types of sources you can cite. For help with citing other types of sources, visit the MLA Formatting and Style Guide at the Purdue Online Writing Lab or ask a writing tutor to show you the MLA section of *A Writer's Reference.*

Article from a Website, Online Newspaper, or Online Magazine

Author's Last Name, Author's First Name. "Title of Article." *Title of*

website/newspaper/magazine, Date of publication, URL. Accessed Day Month

Year (only if publication date is unavailable).

For Example:

Leonhardt, David. "America's Great Working Class Colleges." *The New York Times*,

18 Jan. 2017, www.nytimes.com/2016/12/13/opinion/make.

Article from on Online Journal

Author's Last Name, Author's First Name (2nd author first/last name). "Title of

Article." *Title of Journal*, volume number, issue number, date of publication,

URL.

For Example:

Butler, Janine. "Where Access Meets Multimodality: The Case of ASL Music Videos."

Kairos, vol. 21, no. 1, Fall 2016,

kairos.technorhetoric.net/21.1/topoi/butler/index.html.

Scholarly Journal Article from an Online Database

Author's Last Name, Author's First Name (2nd author first/last name). "Title of

Article." *Title of Journal*, volume number, issue number, date of publication,

page numbers. Title of Database, doi: or URL of database.

For Example:

Cooper, Christopher and H. Gibbs Knotts. "Rethinking the Boundaries of the South."

Southern Cultures, vol 16, no. 4, Winter 2010, pp. 72-88. Academic Search

Premier, doi: 10.1123/04492569218032162.

Unknown Author for Article from an Online Source

"Title of Article." *Title of Website*, date of publication, URL. Accessed Day Month

Year (only if publication date is unavailable).

For Example:

"Koalas and their Habitat." *Biology Worldwide*, www.bioworld.com/koalas. Accessed

27 Oct. 2017.

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Online Document from Government Agency

Government, Department, Agency (or Agencies). Title of the work. *Website title*,

date of publication, URL.

For Example:

United States, Department of Agriculture, Food and Nutrition Services, Child

Nutrition Programs. Eligibility Manual for School Meals: Determining and

Verifying Eligibility. *National School Lunch Program*, July 2015,

www.fns.usda.gov/sites/default/files/cn/SP40_CACFP18_SFSP20-2015a1.pdf.

YouTube Video

Author's Last Name, Author's First Name. "Title of Video." *Title of website*, uploader

name (if different from author), date of publication, URL.

For Example:

"8 Hot Dog Gadgets put to the Test." *YouTube,* uploaded by Crazy Russian Hacker,

6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.

McGonigal, Jane. "Gaming and Productivity." *YouTube,* uploaded by Big Think, 3

July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

Book: Print

Author's Last Name, Author's First Name. *Title of Book*. Publisher, year of

publication.

For Example:

Leonard, Elmore. *Pagan Babies*. Delacorte Press, 2000.

Book: e-Book

Author's Last Name, Author's First Name. *Book title*. e-book (or specific reader type

followed by 'ed.'), Publisher, year.

For Example:

Beard, Mary. SPQR: *A History of Ancient Rome.* Nook ed., Liverlight Publishing,

2015.

Article or Selection in an Anthology

Author of selection's Last Name, First Name. "Title of Selection." *Title of Anthology*,

edited by Name of Editor, Publisher, Year of publication, pp. page range.

For Example:

Vonnegut, Kurt. "Fates Worse Than Death." *The Norton Anthology of American*

Literature, edited by Nina Baym, W.W. Norton & Company, pp. 2183- 2189.

Remember to save often!

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