

Short Guide for MLA Documentation

In-Text Citation Rule:

Wherever you include borrowed language, a paraphrase, or information (that is not common knowledge) from another source, you must add an in-text citation.

For Print Sources

*IF you have a print source **with an author**, THEN use the author last name and page number.*

Examples: for source titled *The Rules of Using Quotes* by Ben Franklin

A) **Print source with author not cited in the set up**

The rule for in-text citations states: "If you don't include the author's last name in the set up to the quote, you need to include his or her last name in the in-text **citation**" (**Franklin 54**).

B) **Print source with author cited in the set up**

As **Franklin** states about in-text citations: "If you state the author's last name in the set up to the quote, you don't need to include it in the in-text **citation**" (**54**).

*IF you have a print source **with no author**, THEN use the title of the source instead.*

Examples: for source titled "Report on 2016 Election" with no author

C) **Print source not cited in the set up**

As recently has been reported, "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" ("**Report on 2016 Election**" **54**).

D) **Print source title cited in the set up**

As stated in the "**Report on 2016 Election**," "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" (**54**).

For a Web Source

Because websites don't have page numbers, no page numbers are used with in-text citations.

*IF you have a web source **with an author**, THEN only use the author last name.*

Examples: for website source titled "*How to Use Quotes*" by Ben Franklin

A) **Web source author not cited in the set up**

One important point is made about in-text citations: "If you don't state the author's last name in the set up to the quote, you need to include the last name in the in-text **citation**" (**Franklin**).

B) **Web source author cited in the set up**

As **Franklin** states about in-text citations: "If you state the author's last name in the set up to the quote, you don't need to include it in the in-text **citation**."

*IF you have a web source **with no author**, THEN use the title of the source instead.*

Examples: for source titled "Report on 2016 Election" with no author

C) **Print source not cited in the set up**

As recently has been reported, "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" ("**Report on 2016 Election**").

D) **Print source title cited in the set up**

As stated in the "**Report on 2016 Election**," "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation."



Works Cited Page Guidelines

Content Rules:

1. ANY source that is cited in the text, must also be fully referenced in the Works Cited page.
2. ONLY sources cited in the text can be included in the Works Cited page.

Format Rules: Works Cited pages should

1. be on a separate page with the centered title "Works Cited"
2. be double-spaced throughout (no extra spaces between references)
3. be in alphabetic order
4. use a hanging indent for all references

The diagram shows a sample Works Cited page with four callout boxes pointing to specific formatting features:

- double-spaced throughout**: Points to the spacing between the two entries.
- Title centered**: Points to the centered title "Works Cited".
- alphabetic order**: Points to the first entry, "Bouie, Jamelle", which is the first in the list.
- hanging indent**: Points to the second line of the second entry, "Hill, John", which is indented.

The sample text in the diagram is as follows:

Works Cited

Bouie, Jamelle. "Why Obama Can't Do Anything About Guns." *Slate Magazine*, 14 June 2016, slate.com/blogs/xxfactor/2017/06/07/president_who_bragged_about_extramarital_sex_appoints_top_abstinence_advocate.html. Accessed 8 July 2017.

Hill, John. "North to the future of the right to bear arms: analyzing the Alaska Firearms Freedom Act and applying firearm localism to Alaska." *Alaska Law Review*, June 2016, p. 125+. *Academic OneFile*, login.aclibproxy.idm.oclc.org/login?url=http://go.galegroup.com/ps/i.do?p=AONE&sw=w&u=txshracd2904&v=2.1&it=r&id=GALE%7CA457562542&asid=d3e2f7b17a9edaa9dc884d7cbb7490a. Accessed 8 June 2017.

"Opinions on Gun Policy and the 2016 Campaign." *Pew Research Center for the People and the Press*, 26 Aug. 2016, people-press.org/2016/08/26/opinions-on-gun-policy-and-the-2016-campaign/. Accessed 8 June 2017.

See also the Purdue OWL [Sample MLA paper](#)

See also the Purdue Owl [MLA Formatting and Style Guide](#)

