

A photograph of two students sitting at a desk in a classroom or library. The student in the foreground is a young woman with long blonde hair, wearing a white sweater, looking down at a notebook and holding a pen. The student in the background is a young woman with brown hair, wearing a brown and blue jacket, looking at a laptop. The scene is brightly lit, suggesting a sunny day.

MLA

Citation Style

Student Academic Learning Services SSB 204

The background of the slide shows two students sitting at a desk. One student is in the foreground, wearing a white shirt, and is writing in a notebook with a pen. The other student is in the background, wearing a blue and red striped shirt, and is looking at a laptop. The image is slightly blurred and has a soft, warm light overlay.

Workshop Overview

This presentation will cover the following:

- Why you reference
- What MLA format is
- Where you reference
- When you reference
- How you reference
- Additional information



Why Reference?

- Acknowledge the ideas, work, or innovations of the originators.
- Provide further information so the reader can cross-reference your source material and follow up on additional information.
- Establish your credibility as a writer.
- Present information in a consistent format.
- Avoid plagiarism (the unacknowledged use of another author's words or ideas).

What is the MLA Format?

- A referencing style used mostly in the humanities and in business.
- A recognized format and style allowing for consistency in the way information is presented.
- Developed by the Modern Language Association.
- The 7th edition of the MLA Handbook for Writers of Research Papers began publication in spring 2009.



Highlights of Changes in the 7th Edition

- Titles of books and periodicals are now *italicized* rather than underlined.
- The medium in which a source was published i.e. Print, Web, DVD, Lecture, E-mail must be included in the Works Cited entry.
- URLs are no longer required in citations, unless your Professor requires it or if the audience is unlikely to find the source because the URL is likely to change.
- When publication information about a source is omitted, MLA recommends using abbreviations (n.pag., n.d., n.p.) in the Works Cited to indicate the omission.



Where do I Reference?

In two places:

- ***Parenthetical references*** (also known as **in text citations**) are needed when you include information that is not your idea. Basic identifying information such as the author's last name and page number must be included.
- ***Works Cited*** is the detailed listing of all sources that you cited to build your report, essay, or argument.

Parenthetical References

- Written within the text of the paper.
- Must correspond with items in the Works Cited.
- Placed in parentheses after a *quote*, a *paraphrased statement*, a *summary*, *statistics*, or an *image*.
 - **Quote** – a direct statement – word for word – taken from another source. It is not your idea.
 - **Paraphrase** - information that you have rewritten to fit your text. The idea belongs to someone else.
 - **Summary** – information linked in a concise manner to support your statement. It is still not your idea.

Parenthetical References

- Format=(author's last name page number)
- When there is no page #, use the author's last name.
- If the author is unknown, use the title or a shortened version of it.
- " A group of people meet to provide support and coaching to one another" (Hunter 34). **direct quotation**
- The work on group dynamics defines a support group as a unit of individuals who mentor each other (Hunter 34). **paraphrase**

Common Knowledge

- It is not necessary to cite common knowledge, information that is widely known and accepted.
- Statements such as 'Cows give milk' or 'Canada has 10 provinces and 3 territories' do not need to be cited.
- When in doubt about whether information should be cited or not, it is best to cite your source to avoid plagiarism.

Long Quotations

Direct quotations of approximately 40 words (5 lines of text or more) have their own style. They should be used sparingly.

Use a hanging indent, double-space, and do not include quotation marks as follows:

Rituals are a powerful way of building group identity and tapping into the full or synergistic potential of the group.

Another term for this could be *higher purpose*. (Hunter 34)

*Note: In the case of a long quote , the period is placed before the citation.

To improve readability...

- You may introduce the author as part of the sentence to make your writing flow better.
- If you mention the author's name prior to the quote or paraphrase, include only the page number in parentheses afterwards.
i.e. Hunter's work on group facilitation indicates.....and he later concludes...(79).
- If your next quote or paraphrase within the same paragraph is from the same source, you only need to include the page number. When you do this, the reader knows that the author is the same for both citations.

Integrating Quotations

***(this also applies to paraphrased and summarized information)**

- Use a variety of ways to signal that you are using someone else's work. This improves flow.
- Choose an appropriate verb to match your intent and the writer's position:
i.e. The author states/asserts/proves/notes/
hypothesizes/adds/explains/disproves/
concludes. **Can you think of others?**
- Hunter found "... " (22).
- In his study of high school teachers, Hunter reported "... " (22).

Works Cited

- Lists the details of all the sources you have used to develop your paper; all parenthetical references will have a corresponding Works Cited entry.
- Includes print (books, magazine, newspaper, and journal articles) and non-print materials (Web publications, images, lectures, and interviews).
- Indicates the publication media used i.e. Print.
- Is written in alphabetical order by the author's last name; if the author's name is unknown, alphabetize by the title.
- Appears on a separate page at the end of the paper.

Print Publications

- Book by a single author:
Fowler, Alastair. *How to Write*. New York: Oxford, 2006. Print.
- Book by two authors:
Stewart, Kay L., and Marian E. Allen. *Forms of Writing*. 3rd ed.
Toronto: Prentice Hall, 2000. Print.
- Chapter or article in an edited book:
Ehrenreich, Barbara. "A Farewell to Work." *Canadian Content*. Ed.
Sarah Norton and Nell Waldman. Toronto: Holt, Rinehart and
Winston, 1992. 320-324. Print.
- Corporate author:
General Motors. *2008 Annual Report*. Detroit: Smith, 2008. Print.
- Government publication:
Statistics Canada. *2006 Census*. Ottawa: Queen's Press, 2007. Print.



Periodicals (print)

- Magazine article
McEvoy, Dermot. "Little Books, Big Success." *Publishers Weekly* 30
Oct. 2006: 26-28. Print.
- Newspaper article
Mckay, Peter A. "Stocks Feel the Dollar's Weight." *Wall Street
Journal* 4 Dec. 2006: C1. Print.
- Article in a Scholarly Journal
Williams, Linda. "Of Kisses and Ellipses: The Long Adolescence of
American Movies." *Critical Inquiry* 32.2 (2006): 288-340. Print.



Journal Article from a Library Database

If the document (journal, magazine or newspaper article) is from a library database such as Proquest or EBSCO, use the following format:

Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006): 613-616. *Academic Search Premier*. Web. 18 Oct. 2010.

Web Sources

Web Document

Author's last name, First name. "Name of Document." *Name of Website*. Publisher, publication date. Web. Date of access.

Quade, Alex. "Elite Team Rescues Troops Behind Enemy Lines." *CNN.com*. Cable News Network, 19 Mar. 2007. Web. 15 May 2010.

Note: URLs are not required when using web publications unless the reader is unlikely to find the source and/or if your professor requires it.

Image from the Web

Artist or Creator. "Description or Title of the Image." Date the image was created. Online Image. *Database Name or Title of the Site*. Date of Download. <url>

Online Encyclopedias & Dictionaries

- Online dictionaries may not have author information, so the title of the entry enclosed in parentheses and quotation marks (“Cohesion”) should be used for the in text citation. The Works Cited entry is as follows:

“Cohesion.” *Dictionary.com*. Dictionary.com. LLC, 2010. Web. 20 June 2011.

Citing Indirect Sources

- It is best to take material from an original source, not a secondhand source. If you haven't seen the original document, you must let the reader know that you quoted the information from a secondhand or indirect source.
- Put quotation marks around the quote and then use the abbreviation *qtd in*, which stands for quoted in, before the indirect source you cited in your parenthetical reference.
- i.e. Assume you read Smith, an author who quoted Einstein. You didn't read the original Einstein source yourself, so you can only cite Smith, the indirect source:
 - As Einstein noted, "Relativity..." (qtd. in Smith 71).
- Your Works Cited would show the details for the source you actually read and not the source you didn't read. In your Works Cited, you would include the details from the source written by Smith and not the original work by Einstein.

Personal Communication

(check with your professor re: the suitability and preferred citation method of these sources)

Class/lecture Notes

MLA does not have an official rule for citing class or lecture notes taken by a student during a class. Check with your professor.

One possibility might be to quote your professor in your text and indicate the date, course, and professor's name. There wouldn't be an entry in the Works Cited as the reader couldn't look up the source.

MLA does not have an official rule for citing class or lecture notes that are provided to the class by the professor. Check with your professor regarding his/her preferred format.

Personal Interview

MacIntosh, James. Personal Interview. 22 May 2010.

Additional MLA Information

- Some sources have information such as page numbers, a date, or a publisher missing.
- MLA advises, where applicable, to use the following abbreviations in the Works Cited:

n. pag. for those sources without pagination

n.d. for those sources without a date of publication given

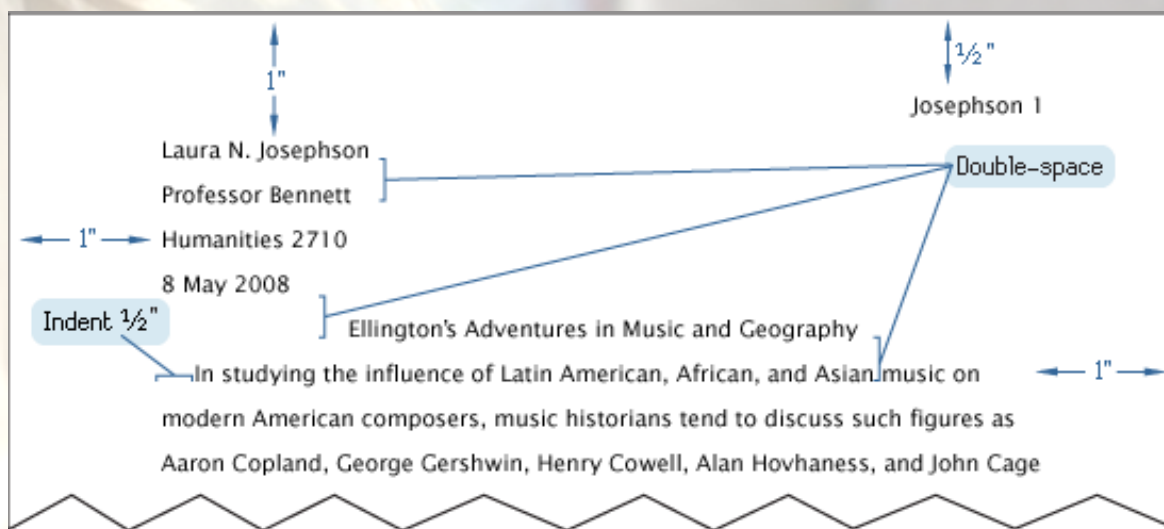
n.p. for those sources without a place of publication and/or a publisher given

MLA Format

- If your professor requires any special formatting , follow those instructions, but if not, use MLA format.
- 8 ½ x 11 inch white paper
- Margins: 1" margin at top, bottom, sides
- Page numbers: top right corner, ½ inch and flush
- Type last name before the page number.
- Standard, easily readable typeface (i.e. Times Roman) and type size (i.e. 12 point font)
- Single space after all punctuation marks.
- Indent first word of paragraph ½ inch from left margin.
- Double space throughout including quotations and Works Cited.
- Ask your professor regarding title page requirements or refer to the 'Heading and Title' page that follows.

Heading and Title

- If your professor does not require a title page, the 7th edition of the MLA Handbook recommends the following format:



Resources to help with MLA

- MLA Guide available online and from the DC/UOIT library [MLA library guide](#)
- MLA Handbook for Writers of Research Papers, 7th Edition (in the campus bookstore and at the library)
- Peer writing tutors in the Student Academic Learning Services (SALS) Centre
- The Writing Specialist at the SALS Centre in SSB204



Questions from the audience...

- Please feel free to contact us with any questions you have regarding this presentation.
- You can reach us...
 - By phone: 905.721.2000 extension 2491
 - By email: Leslie.Linstrum@durhamcollege.ca



Feedback

- Please help us gather some feedback to improve the service we provide in Student Academic Learning Services.
- If you are viewing this presentation online, please email us any suggestions you have to improve the experience:
 - email: Leslie.Linstrum@durhamcollege.ca