MLA 9th Edition

What is MLA?

- MLA stands for Modern Language Association
- a way to document sources used within the paper

What does MLA affect?

- formatting of the paper
- in-text citations within the paper
- Works Cited page at the end of the paper

Why should sources be documented?
Sources should be documented to

- give credit to others’ work
- give the reader a way of verifying the information within the paper
- add strength (validity) to the information within the paper
- avoid plagiarism

How to use this booklet
This booklet contains information on many different aspects of the MLA 9th edition. See the table of contents on the next page for the particular sections that you need to use to help you with your paper.

The word plagiarism comes from the Latin word plagiarius meaning kidnapper.

Plagiarism is when a writer uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.

All information was taken from the MLA Handbook Eighth Edition. This resource is available at the campus bookstore. You may also come to the Writing Center or visit us online at www.cccti.edu/WritingCenter for assistance.
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MLA Formating

MLA format requirements

- 12-point, Times New Roman font
- double spacing
- 1-inch margins on all sides
- last name and page number in the upper right corner

To format page numbers:

In Microsoft Office 2016, select insert, then page number, top of page and select the third option: plain number 3.

Type your name before the page number so that it appears on every page. Change the size and type of font to 12 point, Times New Roman to match the rest of your paper.

Front Page formatting

- In the top left corner, put your name, instructor’s name, the course number, and the date
- Titles are centered on the next line; titles are not in bold, underlined, or italicized

Dates in MLA are written in this order: day, month, and year.

In-Text Citation formatting

- In-text citations are located within the work. There is a period after the in-text citation. See the individual examples that show how each in-text citation looks

Works Cited page formatting

- The Works Cited page should begin on a new page following the paper.
- Make sure to add the hanging indent to all entries.
- Alphabetize sources by the first item such as author’s last name or the title if no author’s name is given.

If your entry begins with the word the, use the next word to alphabetize.
Poet, author, and playwright: these are all accurate descriptions of Tennessee Williams, yet somehow, those words fail to express the broad impact of his works on American culture. Born in 1911, Thomas Lanier Williams was the second child of Cornelius and Edwina Williams. At age five, Thomas became very ill with diphtheria and nearly died. During his lengthy recovery young Thomas became more introverted, discovered the joys of reading, writing, and using his very fertile imagination (Heintzelman and Smith-Howard 4). Williams began writing stories at a very young age, and his first short story, “Isolated,” was published in his junior high school newspaper (Roudane svi). He later adopted his college nickname, dropped the name Thomas, and became Tennessee Williams. Williams’ “first critical acclaim came in 1944 when The Glass Managerie opened in Chicago and went to Broadway. It won a ‘Pulitzer Prize, the New York Drama Critics Circle Award and, as a film, the New York Film Critics’ Circle Award’” (“American Masters”). Like many authors, Williams often used his personal experiences as the foundation for his stories. Significant people and places in a writer’s life may be vaguely alluded to or blatantly caricatured in his or her works. Tennessee Williams uses his early family life for the basic structure of many of his works including his first successful play The Glass Managerie, vividly sketching a portrait of the interpersonal relationships and underlying tensions in his family.
The Basics

In-Text Citation Basics

- In-text citations are used throughout a paper when directly quoting, paraphrasing, or summarizing a source.
- In-text citations are the same no matter which way you choose to incorporate source material.
- MLA citations consist of author and page number.
- For *poetry*, use the author and the line numbers.
- If the source is electronic, no page number is required.

Quotation Basics

- **Quotations** from less than four lines of prose or three lines of poetry are considered short quotations.
- Quotations of more than four lines of prose or more than three lines of poetry must be set apart from the rest of the text in a block quotation.
- The quote should begin with an introductory phrase. Quotation marks should surround the quote and then be followed by the parenthetical (in-text) citation and then the sentence punctuation.
- When using the author’s name in the sentence, omit the name from the in-text citation.
- If there is more than one work from the same author, then the in-text citation requires the author’s name, title of work, and page number.
- When quoting *poems*, separate the lines with space backslash space ( / ).
Citation Styles

Quotation Examples

With author’s name in introductory phrase
In *The Glass Menagerie*, Williams pens Amanda as a Southern belle, and she recalls, “Among my callers were some of the most prominent young planters of the Mississippi delta” (981).

Without author’s name in introductory phrase
In *The Glass Menagerie*, the mother, Amanda, is a true Southern belle, and she recalls, “Among my callers were some of the most prominent young planters of the Mississippi delta” (Williams 981).

Author with more than one work cited
Tom says that Laura is “terribly shy and lives in a world of her own and those things make her seem a little peculiar” (Williams, *The Glass Menagerie* 999).

Quote from a poem
“‘Twas brillig, and the slithy toves / Did gyre and gimble in the wabe;” (Carroll lines 1-2).

Block Quotation
These must be set apart from the rest of the text by indenting the entire quote one inch from the left margin and omitting the quotation marks. The introductory phrase will be followed by a colon.

Tom sails from port to port in the Merchant Marines searching for some way to ease his guilt. In his essay “Entering the Glass Menagerie,” C.W.E. Bigsby comments:

[Tom Wingfield] revisits the past because he knows that his own freedom, such as it is, has been purchased at the price of abandoning others, as Williams had abandoned his mother and, more poignantly, his sister. He “writes” the play, more significantly, perhaps, because he has not affected that escape from the past which had been his primary motive for leaving. (37)

Tom’s memories of his life with his mother and sister are all the more painful because they are the incarnation of Williams’ real-life experiences.
Citing Secondary Sources

In some cases, the information that you use from one source may be quoted material from another source. In this case, both the originator of the quote and the source that you are looking at must get credit in the text.

For example, you are reading Smith’s article, and in the article, Smith quotes Jones’ work. If you want to use Jones’ ideas, you need to give credit for both the ideas (Jones) and where you found the information (Smith’s article). On the Works Cited page, cite Smith’s article because it is the source you found and read. There are two in-text citation options:

- With Jones’ name in the introductory phrase:
  In his book Conversations with Tennessee Wiliams, Robert Jones quotes Williams as saying, “the glass animals came to represent the fragile delicate ties that must be broken, that you inevitably break, when you try to fulfill yourself” (qtd. in Smith 37).

- Without Jones’ name in the introductory phrase:
  One author recalls Williams as saying, “the glass animals came to represent the fragile delicate ties that must be broken, that you inevitably break, when you try to fulfill yourself” (Jones as qtd. in Smith 37).

Citing Works with no Author Credited

When no author is associated with the work to be cited, the first thing that appears on the Works Cited page, i.e., the title of the work, is used in place of the author’s name.

The three storms that raged across the mid-west in January and February of 1978 are “collectively known as the Blizzard of 1978” (“1978 Ohio”).

A long title can be shortened in the citation, but the first words of the title must be used to signal the correct source on the Works Cited page.
Example MLA works Cited Page:

Works Cited

“Bullying and Teasing: No Laughing Matter.” *Scholastic*, 2016,


Timmerman, John H. “House of Mirrors: Edgar Allan Poe’s ‘The Fall of the House of Usher.’” *Papers on Language and Literature*, vol. 39 no. 3, summer 2003,
search.proquest.com/artshumanities/docview/198413454/46C09C95633B4E13PQ/10?accountid=9834.

The Core Elements of an MLA Citation

There are nine core elements to any works cited entry. They are listed in the chart below in the order in which they should appear.

<table>
<thead>
<tr>
<th>Nine Core Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Author,</td>
</tr>
<tr>
<td>2) Title of source,</td>
</tr>
<tr>
<td>3) Title of container,</td>
</tr>
<tr>
<td>4) Contributor,</td>
</tr>
<tr>
<td>5) Version,</td>
</tr>
<tr>
<td>6) Number,</td>
</tr>
<tr>
<td>7) Publisher,</td>
</tr>
<tr>
<td>8) Publication date,</td>
</tr>
</tbody>
</table>

Elements will be omitted from the works cited entry if it is not applicable to the work you are citing.

Once all of the elements are found for the source that you are using, then you can put them together to form a citation.

Author. Title of Source. Title of container, Contributor, version, number, publisher, publication date, location.
1) Author.

The author is the person or persons responsible for writing the work. The citation will look a little different depending on the number of authors.

One author
Begin with the author’s last name followed by a comma and then write the rest of the author’s name. This is followed by a period.

Two authors
Include the authors in the order they are presented within the work. Reverse the name of the first author as you do with one author. Then, follow it with a comma and the word and then give the second author’s name in normal order.

Three or more authors
Write the first author’s last name followed by a comma and then write the rest of the author’s name. Then, write a comma after the first name and the words et al.

One author:
Smith, John R.

Two authors:
Stanley, Claire, and Robert Jones.

Three or more authors:
Holland, Marie, et al.

In-text citations for the above examples will look like:

(Smith)
(Stanley and Jones)
(Holland et al.)
Citation Styles

No Author?
For some works, there may not be a person’s name listed. However, you may have the name of an editor, translator, organization, etc. For these types of sources follow the examples below.

Editor, Translator, Performer, etc.
Write the last name followed by a comma and then the first name followed by a comma and their connection to the text.

If there is more than one name, follow the rules of more than one author.

common connections:
editor, translator, username, creator, performer

One person:
Wingfield, Tom, editor.

Two people:
Rickman, Alan, and Emma Watson, performers.

Three or more:
Mur, Cindy, et al., translators.

Organization:
United Nations.

Username:
@grammargirl.

Organization
Authors do not have to be individual persons. Works may be created by a corporation, institution, association, government agency, or any other kind of organization.

Username
Online usernames are mostly given like regular author names.
2) Title of source.

The title of the source is a required component of creating the MLA citation.

The formatting of the title is important so that your reader will know instantly what type of source you are talking about. If a source is self-contained, then it is written in italics. If a source is part of a larger work, then it will be formatted with “quotation marks” surrounding it.

**Titles in Italic**

Italics are used for big things. These are things that stand alone by themselves as a unit. The names of books, websites, journals, movies, and television series are written in italics.

Many times, these types of sources are listed as the container. If it is the only source, then it can be listed here.

**Titles in “Quotation Marks”**

Quotation marks are for smaller things that are often within the larger works; therefore, the names of chapters, web pages, articles, or particular episodes of a television show are all in quotation marks.

<table>
<thead>
<tr>
<th>The Great Gatsby</th>
<th>Amazon</th>
<th>The New York Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pride and Prejudice</td>
<td></td>
<td>Garfield and Friends</td>
</tr>
</tbody>
</table>

“A Rose for Emily”
“The Writing Center”
“Group Prenatal Care: An Analysis of Cost”
“Me, Garfield, and I”

Titles are given in the entry in full exactly as they are found in the source. The only exception is to capitalize and punctuate standardly.
3) Title of container,

When a source that is being documented is part of a larger source, then the larger source is considered the container that holds that source. The title of these containers is normally italicized.

Typical containers are
- book
- website
- journal
- magazine
- newspaper
- television series
- anthologies

Be careful when distinguishing between a web page and a website.
For example, on the school’s website. Caldwell Community College and Technical Institute is the name of the website and “The Writing Center” is the name of a particular page on the website.

4) Contributor,

This is a second type of author spot. So, if you have already included the editor as the author, then do not include it here. List these names in normal order, i.e. Firstname Lastname.

Common descriptions of contributors are
- adapted by
- directed by
- edited by
- illustrated by

- introduction by
- narrated by
- performance by
- translated by
If the source indicates that it is from a version other than the original, then write this information here.

Common words to indicate version are edition, version or cut.

Some sources may be part of a numbered sequence. If so, indicate the volume and number, or, in the case of television, season and episode, here.

Make sure to use the abbreviations for volume and number when writing out this information. For example, a source in volume 64 number 1 would look like: vol. 64 no. 1

The publisher of a work is the organization or person primarily responsible for paying for the work and making sure that it was produced.

In this section, list the publisher only and not the location of the publisher.
8) Publication date,

The publication date is the date in which the source was printed. For this section, include all the material that is given (i.e., month(s), year, seasons).

If there are two dates, give the one that is most relevant to the text or source.

"Microsoft Pro 4 Tablet."
Walmart WalmartStores, Inc.,

9) Location.

Location depends on the type of source that you are using.

For print sources, include the inclusive page numbers.

For online sources, include the URL or doi

An article’s doi is the digital object identifier. It is like an ISBN for a book. It is assigned to only that article. It will be formatted with http://doi.org/

Print sources: p. 74. pp. 74-82.

Online Sources:

Creating a Works Cited Entry

The easiest way to formulate the citation is to:

1. Fill out the core elements chart with the information that you find about your source.
2. Use the chart to complete your works cited entry.
3. Use the information from the works cited entry to create the in-text citations throughout the paper.

Below is an example of going through this process step by step.

**Step One:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Author. <strong>Bronte, Charlotte.</strong></td>
</tr>
<tr>
<td>2) Title of source. <strong>Jane Eyre.</strong></td>
</tr>
<tr>
<td>3) Title of container,</td>
</tr>
<tr>
<td>4) Contributor,</td>
</tr>
<tr>
<td>5) Version,</td>
</tr>
<tr>
<td>6) Number,</td>
</tr>
<tr>
<td>7) Publisher, <strong>E.P. Dutton and Co.,</strong></td>
</tr>
<tr>
<td>8) Publication date, <strong>1922,</strong></td>
</tr>
<tr>
<td>9) Location. <strong>pp. 35-76.</strong></td>
</tr>
</tbody>
</table>

**Step Two:**


**Step Three:**

(Bronte 35).

See the examples that follow for how to cite specific printed, online, and other sources.
Citation Examples

Printed Sources

**Book with one author**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Author.</td>
<td>Fitzgerald, F. Scott.</td>
</tr>
<tr>
<td>2) Title of source.</td>
<td><em>The Great Gatsby.</em></td>
</tr>
<tr>
<td>3) Title of container,</td>
<td></td>
</tr>
<tr>
<td>4) Contributor,</td>
<td></td>
</tr>
<tr>
<td>5) Version,</td>
<td></td>
</tr>
<tr>
<td>6) Number,</td>
<td></td>
</tr>
<tr>
<td>7) Publisher,</td>
<td>Hayes Barton Press,</td>
</tr>
<tr>
<td>8) Publication date,</td>
<td>2007.</td>
</tr>
<tr>
<td>9) Location.</td>
<td></td>
</tr>
</tbody>
</table>

**Book with two authors**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Author.</td>
<td>Gerson, Sharon, and Steven Gerson.</td>
</tr>
<tr>
<td>3) Title of container,</td>
<td></td>
</tr>
<tr>
<td>4) Contributor,</td>
<td></td>
</tr>
<tr>
<td>5) Version,</td>
<td>7th ed.,</td>
</tr>
<tr>
<td>6) Number,</td>
<td></td>
</tr>
<tr>
<td>7) Publisher,</td>
<td>Prentice Hall,</td>
</tr>
<tr>
<td>8) Publication date,</td>
<td>2012.</td>
</tr>
<tr>
<td>9) Location.</td>
<td></td>
</tr>
</tbody>
</table>

Works Cited


Gerson, Sharon, and Steven Gerson.


In-text Citation

(Fitzgerald 55).

(Gerson and Gerson 102).
### Book with three or more authors

| 1) Author. | Daniels, David, et al. |
| 2) Title of source. | A Basic Reader for College Writers. |
| 3) Title of container, |  |
| 4) Contributor, |  |
| 5) Version, |  |
| 6) Number, |  |
| 7) Publisher, | Townsend Press, |
| 8) Publication date, | 1995. |
| 9) Location. |  |

### Anthology

| 1) Author. | Traherne, Thomas. |
| 2) Title of source. | “On Leaping Over the Moon.” |
| 3) Title of container, | The Norton Anthology of English Literature. |
| 4) Contributor, | Edited by Stephen Greenblat, |
| 5) Version, | 9th ed., |
| 6) Number, | vol. 1, |
| 7) Publisher, | W.W. Norton and Company, |
| 8) Publication date, | 2012, |
| 9) Location. | pp. 1883-1886. |

### Works Cited


### In-Text Citation

(Daniels, et al. 73).

(Traherne 1883).
<table>
<thead>
<tr>
<th>Book with editor as author</th>
<th>Selection within book with editor as author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Author. <strong>Hughes, Ted, editor.</strong></td>
<td></td>
</tr>
<tr>
<td>2) Title of source. <strong>The Collected Poems: Sylvia Plath.</strong></td>
<td></td>
</tr>
<tr>
<td>3) Title of container,</td>
<td></td>
</tr>
<tr>
<td>4) Contributor,</td>
<td></td>
</tr>
<tr>
<td>5) Version,</td>
<td></td>
</tr>
<tr>
<td>6) Number,</td>
<td></td>
</tr>
<tr>
<td>7) Publisher, <strong>Harper Perennial,</strong></td>
<td></td>
</tr>
<tr>
<td>8) Publication date, <strong>1992,</strong></td>
<td></td>
</tr>
<tr>
<td>9) Location. <strong>p. 72.</strong></td>
<td></td>
</tr>
<tr>
<td>1) Author. <strong>Hughes, Ted, editor.</strong></td>
<td></td>
</tr>
<tr>
<td>2) Title of source. <strong>“Mirror.”</strong></td>
<td></td>
</tr>
<tr>
<td>3) Title of container. <strong>The Collected Poems: Sylvia Plath.</strong></td>
<td></td>
</tr>
<tr>
<td>4) Contributor,</td>
<td></td>
</tr>
<tr>
<td>5) Version,</td>
<td></td>
</tr>
<tr>
<td>6) Number,</td>
<td></td>
</tr>
<tr>
<td>7) Publisher, <strong>Harper Perennial,</strong></td>
<td></td>
</tr>
<tr>
<td>8) Publication date, <strong>1992,</strong></td>
<td></td>
</tr>
<tr>
<td>9) Location. <strong>p. 72.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Works Cited**


**In-Text Citation**

(Hughes 72).

(Hughes 72).
### Bible or Other Religious Work

| 1) Author. |
| 2) Title of source. **The New Testament** |
| 3) Title of container, |
| 4) Contributor, |
| 5) Version, **King James Version**, |
| 6) Number, |
| 7) Publisher, **The National Publishing Company**, |
| 8) Publication date, **1968**. |
| 9) Location, |

### Print Periodical

| 1) Author. **Wenner, Jann S.** |
| 2) Title of source. “**How Chris Martin Fixed Himself.**” |
| 3) Title of container, **Rolling Stone**, |
| 4) Contributor, |
| 5) Version, |
| 6) Number, **1335**, |
| 7) Publisher, **Penske Business Media**, |
| 8) Publication date, **January 2020**, |
| 9) Location. **pp. 68-71**. |

### Works Cited


### In-text Citation


*(Wenner 68).*

There are numerous types of periodicals including newspapers, magazines and journals. Each of these can have their own way of ordering their volume and issue numbers. Look on the cover or title page to find how a particular source organizes this information.
### Citation Styles

#### Brochure

1. Author. **Parent Information Center.**
2. Title of source. **Dyslexia: Characteristics and Coping Strategies.**
3. Title of container, 
4. Contributor, 
5. Version, 
6. Number, 
7. Publisher, **Parents Helping Parents of Wyoming, Inc.** 
8. Publication date, 
9. Location.

#### Handouts

1. Author. **Williams, Matt.**
2. Title of source. **Making a Solid Argument.**
3. Title of container, 
4. Contributor, 
5. Version, 
6. Number, 
7. Publisher, 
8. Publication date, **2016.** 
9. Location.

For uncommon sources such as these, you may want to add additional information at the end of the citation indicating the type of source. This helps the reader understand what type of source is being used. Common sources include handouts, brochures, lectures, and transcripts.

#### Works Cited


#### In-text Citation

(Parent Information Center).

(Williams).
Online Sources

Webpage with author

1) Author. Hitchens, Christopher.
2) Title of source. “The Road to West Egg.”
3) Title of container, Vanity Fair,
4) Contributor,
5) Version,
6) Number,
7) Publisher, Conde Nast,
8) Publication date, May 2000,

Webpage without author

1) Author.
2) Title of source. “Bullying and Teasing: No Laughing Matter.”
3) Title of container, Scholastic,
4) Contributor,
5) Version,
6) Number,
7) Publisher,
8) Publication date, 2016,

Works Cited


“In-text Citation (Hitchens). (“Bullying and Teasing: No Laughing Matter”)

24
## Corporation as author

1) **Author.** *Centers for Disease Control and Prevention.*

2) **Title of source.** “Making the Vaccine Decision.”

3) **Title of container,** *CDC,*

4) **Contributor,**

5) **Version,**

6) **Number,**

7) **Publisher,** *U.S. Department of Health and Human Services,*

8) **Publication date,** *27 Apr. 2016,*

9) **Location.** [http://www.cdc.gov/vaccines/parents/Vaccine-decision/index.html](http://www.cdc.gov/vaccines/parents/Vaccine-decision/index.html).

## Online Dictionary

1) **Author.**

2) **Title of source.** “Wherewithal.”

3) **Title of container,** *Dictionary.com,*

4) **Contributor,**

5) **Version,**

6) **Number,**

7) **Publisher,**

8) **Publication date,** *2016,*

9) **Location.** [http://www.dictionary.com/browse/wherewithal](http://www.dictionary.com/browse/wherewithal).

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### Works Cited

*Centers for Disease Control and Prevention.*


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### In-text Citation

(Centers for Disease Control and Prevention).

(“Wherewithal”).
### Citation Styles

#### Online Periodical

1) Author. **Smith, Robyn Yiğit.**

2) Title of source. *“The Warmth of Glass & Stone.”*

3) Title of container, **Our State: Celebrating North Carolina,**

4) Contributor,

5) Version,

6) Number,

7) Publisher, **Coach House Books,**

8) Publication date, **March 2009,**


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#### E-book

1) Author. **Helwig, Maggie.**

2) Title of source. **Girls Fall Down.**

3) Title of container,

4) Contributor,

5) Version,

6) Number,

7) Publisher, **Coach House Books,**

8) Publication date, **14 Apr. 2004,**


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### In-text Citation

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(2) (Helwig).
**Works Cited**


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**In-text Citation**

(Timmerman).

(Gandomi).
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1) Author.
2) Title of source. “Grammar Girl: How to Use ‘Who vs. Whom.’”
3) Title of container, *YouTube*.
4) Contributor, Ragan Communications.
5) Version,
6) Number,
7) Publisher,
8) Publication date, 4 Mar. 2014.
9) Location. 
   https://youtube.com/watch?v=x3aEGmsZ5c.

**Film**

1) Author. Stanton, Andrew, et al., writers.
2) Title of source. *Finding Dory*.
3) Title of container,
4) Contributor, Directed by Andrew Stanton and Angus MacLane,
5) Version,
6) Number,
7) Publisher, Pixar,
8) Publication date, 17 June 2016.
9) Location. Netflix

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**Works Cited**


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**In-text Citation**

(Ragan Communications).

(Stanton, et al.).
Photographs, charts, and other images should be labeled as Figures (Fig.) and cited within the body of your paper as shown.

### Blank Formatting Boxes

1) Author.

2) Title of source.

3) Title of container,

4) Contributor,

5) Version,

6) Number,

7) Publisher,

8) Publication date,

9) Location.

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1) Author.

2) Title of source.

3) Title of container,

4) Contributor,

5) Version,

6) Number,

7) Publisher,

8) Publication date,

9) Location.
**Citation Styles**

1) Author.

2) Title of source.

3) Title of container,

4) Contributor,

5) Version,

6) Number,

7) Publisher,

8) Publication date,

9) Location.