What Is Referencing/Citation?
Whenever you use other people’s words, ideas, information, creations, or images in your own work, you need to identify the source accurately to 1) give credit to the original creators of the work and 2) provide your reader with a reliable path to the original source.

What Is Plagiarism?
Plagiarism is a form of academic misconduct that occurs when a student uses the work of others but fails to accurately cite it. Inaccurate citations make it difficult or impossible for your reader to locate the original source. Missing citations give the impression that you are trying to take credit for the work of others. Plagiarism commonly results in a 0% on the assignment; however, depending on the circumstances, the consequence could escalate to the student being required to leave MRU temporarily or permanently. To learn more about avoiding plagiarism, see the resources at www.mtroyal.ca/codeofstudentconduct.

What Is MLA?
MLA style was created by the Modern Language Association of America (MLA). There are many different style guides (e.g., APA, Chicago, SAA, Harvard), and each one is basically a set of rules for referencing and formatting documents. The MLA Handbook (8th ed.) is the main source of information for this handout, but we have also used the MLA Style Center (style.mla.org).

What Does MLA Referencing Look Like?
There are two parts:
1. In-text citations (within the body of your paper): Each in-text citation gives just enough information on a particular source to “point” the reader to the corresponding, more detailed entry on the Works Cited list at the end of your paper.

Educators and parents are becoming increasingly concerned about the addictive properties of social media. A recent study of secondary school students in the UK found that Instagram addiction was linked to declining mental health (Taprobane and Boucher 139). Previous studies found a connection between compulsive Facebook and Twitter use and anxiety (Kahale; Park). In addition to mental health concerns, social media use . . .

2. The Works Cited list (on a separate page at the end of your paper): This is the list of sources you used and cited in your paper.

<table>
<thead>
<tr>
<th>Works Cited</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.philtribune.com/2019/03/01/fake_news_twitter.html">www.philtribune.com/2019/03/01/fake_news_twitter.html</a>.</td>
</tr>
</tbody>
</table>

NOTE: Page numbers in square brackets refer to the MLA Handbook (8th ed.).

MRU’s Student Learning Services and Library revised this handout for 2019-2020. Additional APA resources are available at https://library.mtroyal.ca/researchsupport/citesources/citationguidesandresources
# In-Text Citations

## In-Text Citations: Two Elements

1. author’s last name
2. page number

## Two Options for Formatting the Elements

<table>
<thead>
<tr>
<th></th>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paraphrase</strong></td>
<td>The author writes that her early years of living in a small prairie town shaped her understanding of the world (Laurence 164). Place the period after the citation!</td>
<td>Margaret Laurence writes that her early years of living in a small prairie town shaped her understanding of the world (164). <strong>NOTE:</strong> The first time you mention the author, use first and last names (i.e., Margaret Laurence). For any subsequent mention of the same author, use only the last name (i.e., Laurence).</td>
</tr>
<tr>
<td><strong>Short quotation</strong></td>
<td>According to one prominent researcher, “one of the root causes of poverty is systemic barriers” (Johansson 15).</td>
<td>Johansson notes that “one of the root causes of poverty is systemic barriers” (15).</td>
</tr>
</tbody>
</table>

## Sources With More Than One Author or a Corporate Author

<table>
<thead>
<tr>
<th></th>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 authors</td>
<td>----- (Patel and Tuhoe 63).</td>
<td>Patel and Tuhoe propose that ----- (63).</td>
</tr>
<tr>
<td>3 or more authors</td>
<td>----- (Hacker et al. 14).</td>
<td>Hacker et al. argue that ----- (14).</td>
</tr>
<tr>
<td>Corporate author</td>
<td>----- (United Nations 11).</td>
<td>The United Nations recommends ----- (11).</td>
</tr>
</tbody>
</table>

## Sources With No Author

Sometimes the first element in a Works Cited list entry is not the author – either because the author is unknown, or the author is an organization that also published the source. In this case, use the second element in the Works Cited list entry – usually the title.

<table>
<thead>
<tr>
<th></th>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
</table>

## More Tips on Authors

- When an idea can be attributed to more than one source in your Works Cited list, separate the sources with a semicolon.
  **Example:** (Laurence 165; Richmond and Tanaka 5)  

- If your Works Cited list includes **more than one work by the same author**, provide a title or abbreviated title following the author’s name in your parenthetical citation.
  **Example:** (Harris, “The Unrepentant” 674)
Sources With No Page Numbers

<table>
<thead>
<tr>
<th>If the source has no page numbers, omit this element.</th>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> Do not create your own location indicators. Only use what is visible in the source.</td>
<td>----- (Huang).</td>
<td>Huang reported that ----- .</td>
</tr>
</tbody>
</table>

| Sometimes sources include location indicators other than page numbers. Some common indicators are chapter (ch., chs.), paragraph (par., pars.), section (sec., secs.) or volume (vol., vols.). **NOTE:** Only use paragraph numbers if the publisher has numbered them (i.e., the numbers are visible in the source) or your instructor has explicitly asked you to number paragraphs yourself. | ----- (Beck and Wilson, ch. 2) |
| Notice the comma | Beck and Wilson suggested that ----- (ch. 2). |

| For a time-based source (e.g., songs, videos), use a specific time or time range. | ----- (Grassy Narrows First Nation Youth, 00:01:32). |
| In the Grassy Narrows First Nation Youth video, ----- (00:01:32). |

Citing Long Quotations (more than four typed lines in your text)

Keep your quotations a brief as possible, but if the quotation extends beyond four lines of type in your text, format it as follows:

- Use a **block format** in which all lines of the quotation are **indented a half inch** from the left margin,
- Do not use quotation marks around the long quotation,
- Generally, the quotation should be **introduced with a complete sentence** followed by a colon, and
- Double space the lines of the quotation.

In “Where the World Began,” Margaret Laurence reflects on the influence that her hometown has on how she sees the world:

> A strange place it was, that place where the world began. A place of incredible happenings, splendors and revelations, despairs like multitudinous pits of isolated hells. A place of shadow-spookiness, inhabited by the unknown dead. A place of jubilation and of mourning, horrible and beautiful. It was, in fact, a small prairie town. Because that settlement and that land were my first and for many years my only real knowledge of this planet, in some profound way they remain my world, my way of viewing. (164)

For long quotations, the period goes **before** the parentheses.

Citing a Source Found in Another Source (Citing Indirect Sources)

If one of your sources quotes, paraphrases or mentions another source, and you wish to use this information in your work, the best course of action is to track down the original source. If this is not possible, you must give credit to the original source as well as the source in which you found it. Follow the format below, where Oliveira is the source you read, and Jamieson is the original source. (Remember that the author of the source **you** read goes after “qtd. in”). Include only the Oliveira source in your Works Cited list.

Jamieson found that food insecurity on Canadian university campuses is growing (qtd. in Oliveira 83).
Citing Poetry

Short Quotations

- Up to three lines of poetry can be incorporated within your sentence.
- Individual lines should be separated with a slash and a space on each side (/).
- Use the original poem’s numbering system such as lines, divisions, or page numbers.

In “The Death of the Loch Ness Monster,” Gwendolyn MacEwan writes, “Consider him tired of pondering the possible existence of man / whom he thinks he has sighted sometimes on the shore” (14–15).

Long Quotations

- Poetry quotations of more than three lines should begin on a new line.
- Indent lines a half inch from the left margin unless lines are indented inconsistently in the original poem, in which case, the quotation should reflect the original layout.
- Use the original poem’s numbering system such as lines, divisions, or page numbers.
- Individual lines should be double-spaced.

Al Purdy’s “The Country North of Belleville” portrays this region as a place bereft of youth:

And this is a country where the young
leave quickly
unwilling to know what their fathers know
or think the words their mothers do not say. (58–61)

The period goes before the parentheses.

Citing from a Play

A short quotation of fewer than four lines from a play, spoken by a single character, can be incorporated into your text.

Tomson Highway’s Aria begins with the lyrical reminiscences of the Kokum, who recalls that she “[t]aught these seven daughters to tell the many moods of wind, rain of tomorrow, my five sons to hold conversation with fire and the northern lights” (81).

- A long quotation of four or more lines or dialogue between two or more speakers should be set off from your text.
- The citation should indicate the act, scene, and line numbers. If these details are not available, the citation should indicate the page number on which the quotation appears.
- When quoting stage directions, treat them as any other quoted prose. Reproduce them as they appear in the original, using ellipses ( . . . ) to indicate any deleted text.

Dialogue Between Speakers in a Play

Shakespeare’s use of rhyming couplets emphasizes the irony in the following exchange from A Midsummer Night’s Dream:

HERMIA I frown upon him, yet he loves me still.
HELENA O that your frowns would teach my smiles such skill!
HERMIA I give him curses, yet he gives me love.
HELENA O that my prayers could such affection move! (I.i.194–97)

= Act One, Scene One, lines 94-97
Tips for Incorporating Citations into Your Work

- Keep the citation as short as possible while still directing readers to the source in your Works Cited list. [MLA 54-58]
- Place citations where there is a “natural pause” in your writing (generally at the end of a sentence) to not interrupt the flow.
- Fit partial quotations grammatically within your sentences rather than inserting full-sentence quotations. [MLA 75-91]

In “Where the World Began,” Margaret Laurence describes her small prairie hometown as “a place of jubilation and of mourning, horrible and beautiful” (164).

- To leave out part of a quotation, insert ellipses (three periods with a space before and after each period) where the omission occurs. This may be necessary for grammar or removal of unnecessary information. In the example below, the first period is a full stop while the others are ellipses. [MLA 80-85]

Laurence reflects on her home as “a strange place it was, that place where the world began. . . . It was, in fact, a small prairie town” (164).

- To add or slightly change words within a quotation for grammar or clarity, put square brackets around the change. [MLA 86]

The researchers report that “embracing [capacity-building and knowledge formation] principles ensured that the research was conducted with Wabano in a culturally appropriate way” (Richmond and Smith 4).

- When citing material already enclosed in quotation marks, such as dialogue or a title within a title, replace the double quotation marks in the original with single quotation marks. Then, surround the entire quotation with double quotation marks. [MLA 71, 87]

Laurence recalls strange things in her town as being “‘funny ha ha’; others were ‘funny peculiar,’” while some were “not so very funny at all” (166).

Using Titles of Works in Your Writing [MLA 68-71]

You will sometimes need to mention the title of a work in your writing. Here are some hints:

Italicize the title of sources that are “self-contained and independent” (MLA 68).

Examples: books, websites, films, videos

In the film Bohemian Rhapsody, the main character ------.

Use quotation marks around the title of sources contained within larger works.

Examples: journal article (contained within a journal), short story (contained within an anthology), webpage (contained within a website), newspaper article (contained within a newspaper)

In her short story “First Cup of Coffee,” Martha Bátiz tells the story of ------.
Creating the Works Cited List

- Fill in the MLA Template (shown below) with as much information as relevant/available from each source.
- Assemble the information into a citation using the punctuation given in the Template.
- If information for a particular element is irrelevant or unavailable, simply omit that element.

**MLA Core Elements Template** (see detailed explanation starting on p. 6 of this guide)

| 1 | Author. |
| 2 | “Title of Source.” / Title of Source. |
| Container 1 | |
| 3 | Title of Container, |
| 4 | Other contributors, |
| 5 | Version, |
| 6 | Number, |
| 7 | Publisher, |
| 8 | Publication date, |
| 9 | Location. |
| 10 | Optional Elements (e.g. access date for online sources). |

**Formatting the Works Cited List** [MLA 111-16]

- Start the Works Cited list on a new page at the end of your assignment, including only sources cited within your writing.
- The title Works Cited, or Work Cited if there is only one source, should be centred and at the top of the page.
- Double-space the entire Works Cited list, including the title line. Do not add an extra blank line after the title.
- Put the first line of each new entry to the left margin (left justified). Use a hanging indent (standard half-inch tab) for all subsequent lines of the entry.
  - Tip: In MS Word, highlight all lines of the entry and press Ctrl + t
- Organize the list alphabetically according to the first letter of each entry. Ignore “A,” “An,” and “The” when alphabetizing.
- If you have more than one entry by the same author, use the author’s name in the first entry and use three hyphens (---) in place of the author’s name in subsequent entries. [MLA 113]
- Active links (clickable, underlined hyperlinks) can be a useful way to point readers directly to online sources. [MLA 48]

**Sample Works Cited List**


Explanation of Core Elements

1. **Author.**

- Enter author’s name as Last, First. Write initials and middle names as they appear in the source. Do not reduce a spelled-out middle name to its initial.
- Include multiple authors in the same order as in the source material.
  - Two authors:
    - Example: Richmond, Chantelle A. M., and Dawn Smith.
      (Last Name, First Name) (First Name Last Name)
  - Three or more authors: Follow the first author’s name with “et al.”
    - Example: Doe, Jane, et al.
- The author is the creator of the work’s main content and can be a person or corporate author (government agency, organization, company, etc.).
- If someone other than an author is responsible for producing the work, it can be useful to enter their name followed by a label (editor, translator, performer, creator) to add clarity.
  - Example: Grassy Narrows First Nation Youth, performers.
- If there is no author, leave this field blank and begin the entry with the title.

2. **“Title of Source.” / Title of Source.**

- Capitalize each major word of the title, and end with a period. If there is a subtitle, use this format: Title: Subtitle.
- If the source is part of a larger work (e.g., an essay or chapter in a book, content on a web site, an article in a journal, a song on an album), place the title in quotation marks.
  - Example: “Where the World Began.”
- If the source is self-contained (e.g., a book, a web site, a journal, an album), italicize the title.
  - Example: The Broadview Anthology of Expository Prose.

3. **Title of Container,**

- The title of the container is normally italicized because most containers are self-contained. Follow it with a comma.
- Containers are the larger whole that a smaller source is a part of.
  - Examples of containers: journals, newspapers, books with individually authored chapters, web sites, or series (podcast, Netflix, etc.).
- Sources can have more than one container if the source is nested within other sources.
  - Examples of sources with two containers:
    - A short story is contained within a book, and that book is contained within Google Books.
    - A journal article is contained within a journal, and that journal is contained within the JSTOR database.
    - A TV episode is contained within its series, which is contained within Netflix.

4. **Other contributors,**

- Precede each name (or names) with “by” and a description of their role. Give the first name followed by the last name. If there are three or more contributors give only the first name, followed by “et al.,”
  - Example: edited by Laura Buzzard et al.,
- Book editor(s) need to be credited in addition to the author of a chapter/story/play/poem.
- List as many other contributors as are relevant to your assignment, or if they help differentiate the source from others like it.
  - Examples of contributor roles: adapted by, directed by, illustrated by, translated by.

5. **Version,**

- If the source has a version or edition statement, identify it using the language given in the source.
- Write ordinal numbers with arabic numerals. Example: 2nd ed.,

[MLA 21-25]
[MLA 25-29]
[MLA 30-36]
[MLA 37-38]
[MLA 38-39]
[MLA 104]
[MLA 24]
[MLA 107]
### Number,

- If the source is part of a numbered sequence, indicate the type of number, followed by the number.
  Examples of numbered sequences: volume (vol.), issue (no.), season, episode, year.
  Examples: vol. 3, no. 1, or Spring 2009.

### Publisher,

- The publisher produces the work or makes it available to the public.
- Shorten University Press to UP.
  Examples: Oxford UP, or U of Calgary P,
- Omit business words such as Company (Co.), Corporation (Corp.), Incorporated (Inc.), and Limited (Ltd.).
- Do not list a publisher if
  - the information is not given, or there is no publisher listed in the source,
  - the source is a periodical (journal, magazine, newspaper),
  - the publisher is the same as the container title (e.g., many web sites), or
  - your source is on a web site that was not involved in producing the source, such as Twitter or Blogger.

### Publication date,

- Give the publication date (and time if available) using as much information as listed in the source.
- Enter the date as day-month-year. Abbreviate names of months that are longer than four letters.
  Examples: 12 Jan. 2017, or 25 July 2017, or Spring 2016, or 10:30 p.m.,
- Sources may have multiple publication dates: give the date that corresponds with the specific source you have access to.
  Examples: For a book, give the most recent date (that corresponds to the specific edition/version you have). For an online publication, give the date it appeared online, not in print (if there is a difference).

### Location,

- Location may be a location within a source (page numbers, disc number), a web address (URL), a digital object identifier (DOI), or a physical location (building, venue, city).
  - Note that location does not refer to the city of publication.
- For online journal articles, cite a DOI if there is one. If there is no DOI, cite the web address (URL).
  - A DOI is a series of numbers (and sometimes letters) preceded by ‘doi:’. DOIs can be searched in web browsers.
    Example: doi:10.1080/07377363.2013.836823
- When citing a web address (URL):
  - Omit http:// and https://.
  - It may be helpful to your reader to make your links clickable, especially if you are submitting an assignment electronically.
  - When citing sources from MRU subscription databases, look for URLs labeled *permalink, document URL, or stable URL*, or ones that include the string *libproxy.mtroyal.ca* within the URL. Avoid copying and pasting URLs from the address bar.
- For single page numbers, use p. For a range of pages, use pp.
  Example: p. 165 (single page), or pp. 164-69 (a range of pages)

### Optional elements.

- If a source has been republished, it can be useful to provide the date of original publication. Place this date after the title of the source.
  [MLA 50]
- For online sources without a listed publication date or with content that may change or be removed, give the date you accessed the source.
## Sample Citations Using the MLA Core Elements Template

### A Source in One Container: An Essay in a Book

<table>
<thead>
<tr>
<th>Container 1</th>
</tr>
</thead>
</table>
| 1 | **Author.**  
Laurence, Margaret.  |
| 2 | "Title of Source." / *Title of Source.*  
"Where the World Began."  |
| 3 | **Title of Container,**  
*The Broadview Anthology of Expository Prose,* |
| 4 | Other contributors,  
edited by Laura Buzzard et al., |
| 5 | Version,  
2nd ed., |
| 6 | Number,  |
| 7 | Publisher,  
Broadview Press, |
| 8 | Publication date,  
2011, |
| 9 | Location,  
pp. 164–69. |

**Work Cited Entry**

### A Source in One Container: A Music Video Embedded on a Web Site

<table>
<thead>
<tr>
<th>Container 1</th>
</tr>
</thead>
</table>
| 1 | **Author.**  
Grassy Narrows First Nation Youth, performers.  |
| 2 | "Title of Source." / *Title of Source.*  
"Home to Me."  |
| 3 | **Title of Container,**  
*N’we Jinan,* |
| 4 | Other contributors,  |
| 5 | Version,  |
| 6 | Number,  |

A descriptive label can be added when there is a focus on specific creators of a source.  
[MLA 24]

Title is in quotation marks because the video is part of a larger work (the web site).  
[MLA 25-29]

The container is the web site where the video is embedded. Web sites are self-contained, so use italics.  
[MLA 25-29]
Work Cited Entry
**Work Cited Entry**

### More Sample Citations, By Type of Source

#### A. Books

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Citation Example</th>
</tr>
</thead>
</table>
### B. Entries or Chapters in Edited Books or Encyclopedia

**NOTE:** Book editor(s) need to be credited in addition to the author(s) of the chapter/story/play/poem.

<table>
<thead>
<tr>
<th>Type of Entry</th>
<th>Example</th>
</tr>
</thead>
</table>

### C. Articles: Periodicals (journals, newspapers, magazines)

<table>
<thead>
<tr>
<th>Type of Entry</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

**D. Web Sites and Web Pages**

<table>
<thead>
<tr>
<th>D1 Web page with author, but no listed publication date [MLA 48]</th>
<th>Tucker, Aaron. “Identity and Autobiography.” <em>League of Canadian Poets</em>, poets.ca/2016/05/20/identity-and-autobiography/. Accessed 22 Aug. 2017. NOTE: Access date is an optional item. It is useful to include one if the material may change or if no publication date is listed. [MLA 53]</th>
</tr>
</thead>
</table>

**E. Various Media**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>E6 TED Talk</strong></td>
<td>Galperin, Karina. “Should We Simplify Spelling?” <em>TED</em>, Sept. 2015, <a href="www.ted.com/talks/karina_galperin_why_don_t_we_write_words_the_way_pronounce_them">www.ted.com/talks/karina_galperin_why_don_t_we_write_words_the_way_pronounce_them</a>.</td>
</tr>
</tbody>
</table>