MLA Style Guide for In-Text Citations and Bibliographies

In-Text Citations

You need to provide the **last name** of the author and the **specific page numbers** of the source. If such information is already given in the body of the sentence, then exclude it from the parenthetical citation (sweet!).

Place the parenthetical citation where there is a pause in the sentence – normally before the end of a sentence or a comma. The in-text citation will differ depending on how much information you provide within the sentence.

Where to put the parenthetical citations:

- Place parenthetical citations at the end of the sentence you are paraphrasing and quoting. For example: The destruction of the argentine is due to many socioeconomic factors (Taylor 33).

- Even when quoting, place the parenthetical citations after the quotations.

Example:

"Mamma always said stupid is as stupid does" (Gump 89).

Long quotes:

When quoting four lines or more, indent every line you are quoting by one inch (or 10 spaces) and do not use quotes.

Example:

> The use of nuclear weapons in today's society is strikingly alarming. Though the United States is the only country to employ it in the past, they are at the same time the country that condemns its use the most. While this may seem hypocritical, is it the most proper action for the United States to make as the global leader. (Taparia 9)

Examples of Different Types of Sources:

<u>Example with author's name in text:</u>
Johnson argues this point (12-13).

or

This point had already been argued (Johnson 12-13).

Citing sources with more than one author

If you use sources with the same author surnames, then include a first name initial. If the two sources have authors with the same initials, then include their full names:[su_spacer]

Example:

(J. Johnson 12-13).

or

(John Johnson 12-13).

If there are two or three authors of the source, include their last names in the order they appear on the source:

Example:

(Smith, Wollensky, and Johnson 45).

If there are more than three authors, you can cite all the authors with their last name, or you can cite the first author followed by "et al." Follow what is shown the works cited list.

Example:

(Smith et al. 45).

Citing sources without an author

Some sources do not have authors or contributors – for instance, when you cite some websites. Instead, refer to the name of the source in your parenthetical citation in place of the author. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your works cited (abbreviate the title starting with the same word in which it is alphabetized). Punctuate with quotations or italicize as you would in its works cited form (a book is italicized; an article is in quotes).

Examples:

Double agents are still widely in use (Spies 12-15, 17).

With prices of energy at new highs, bikes have been increasingly used ("Alternative Transportation" 89).

Citing online sources

Generally, follow the same principals of parenthetical citations to cite online sources. Refer to the author, and if possible, a permanent identifier that would be the same for any reader.

Examples:

The economy will rebound with the new monetary policies (Smith).

Solar power will become the primary source of energy (Williams 2).

Citing online sources with no author

If there is no author, use the title that begins the citation, either the article or website title. Be sure it also takes the same formatting, i.e. articles are in quotes and website titles are italicized. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your works cited (abbreviate the title starting with the same word in which it is alphabetized).

Examples:

Elephants are thought to be one of the smartest mammals ("Smart Elephants").

Nineteen men and women were convicted (Salem Witchcraft Trials).

Note: *Ideally, when citing online sources, try to reference the source within your sentence, with either the author or the title to avoid writing a parenthetical citation.*

Part of a multivolume work

Example:

It is arguably the most innovative period in history (Webster, vol 4).

Article in a periodical

Example:

Allen claims there is an inverse correlation between higher taxes and patriotic feelings worldwide (B2).

When citing a specific page(s) of a multivolume work, precede the page number by the volume number and a colon. Do not separate by a comma.

It was arguably the most innovative period in history (Webster 4:12-15).

Use "par." or "pars." when referring to specific paragraphs.

The marketing dollars of big studio films has overshadowed good indie movies (Anderson, pars. 12-34).

Citing group or corporate authors

In your parenthetical citation, cite a corporate author like you would a normal author. Preferably, incorporate the corporate author in your text instead of the parenthetical citation.

Example:

Facial transplants pose significant risk to the autoimmune system (American Medical Association 12-43).

As noted by the American Medical Association, facial transplants pose significant risk to the autoimmune system (12-43).

Citing multiple works by the same author

If you reference more than one source by the same author, distinguish the parenthetical citations by including the name of the source. Use a comma to separate the author from the source.

Example:

Wars can be economic catalysts (Friedman, World 77-80).

Industrialized nations are better equipped to rebound from recessions (Friedman, "High Tides" 56).

Citing indirect sources

When an original source is unavailable, then cite the secondhand source – for instance, a lecture in a conference proceedings. When quoting or paraphrasing a quote, write "qtd. in" before the author and pages.

Example:

John Murray calls Tim Smith "interesting but egotistical" (qtd. in Jesrani 34).

Citing literary / classic and religious works

For works such as novels, plays and other classic works, it's helpful to provide further identifying information along with the page information. Do this by adding a semicolon and then the identifying information following the page number.

Example:

(Tolstoy 5; pt. 2, ch. 3).

When citing classic poems and plays, replace page numbers with division numbers (part, book, scene, act). The below refers to book 10 line 5. Bear in mind the divisions and the way they are written can vary by source.

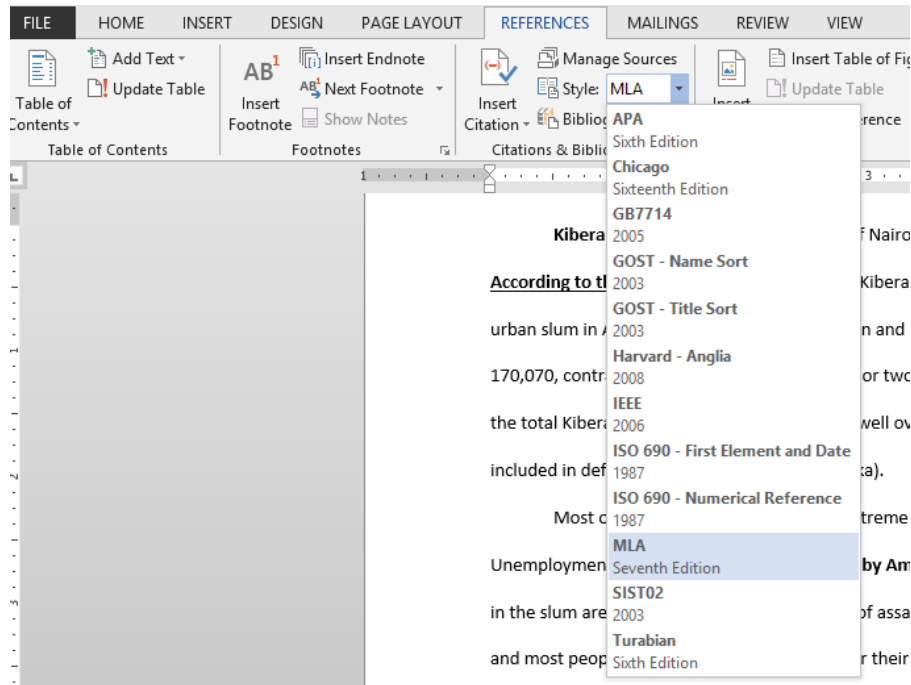**Example:**

Fear plays a role in Homer's Odyssey (10.5).

The title of books in the Bible and other famous literary works should be abbreviated.
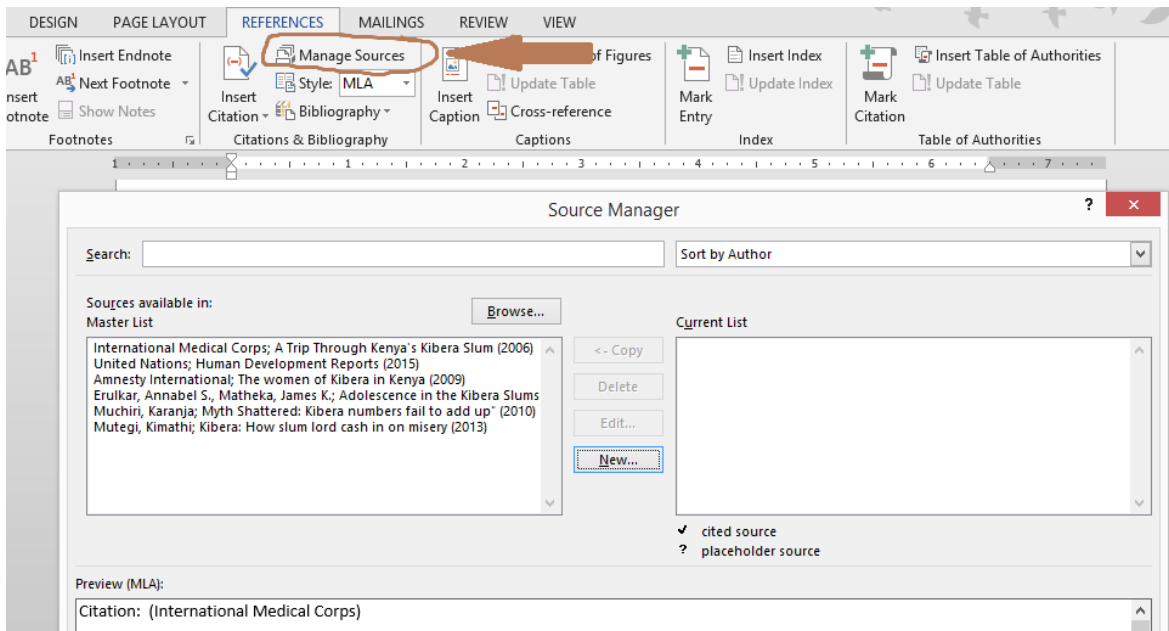
(New Jerusalem Bible, Gen. 2.6-9).

Creating a Bibliography or Works using Microsoft Word
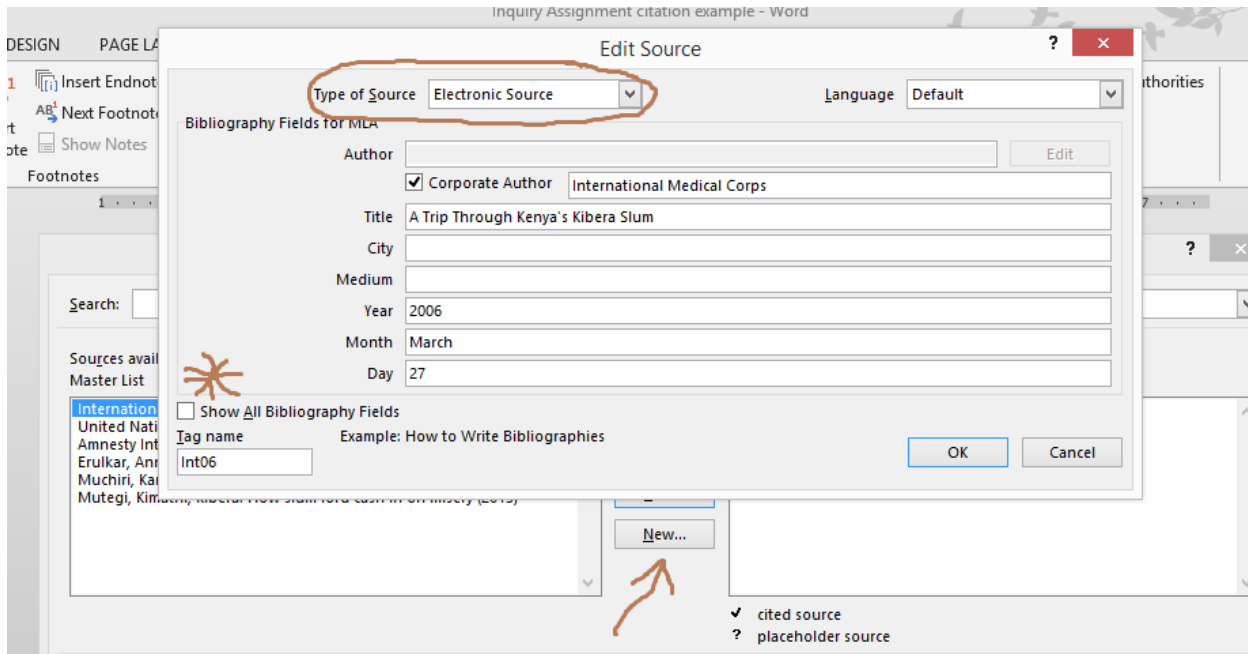
Step 1: In the **References** tab, select the **MLA** style guide.

Step 2: Click on "Manage Sources". The source manager will pop up on the screen. This is where you will input all of your source information & set what type of source it is (website, one-author, corporate author, Bible, etc.)
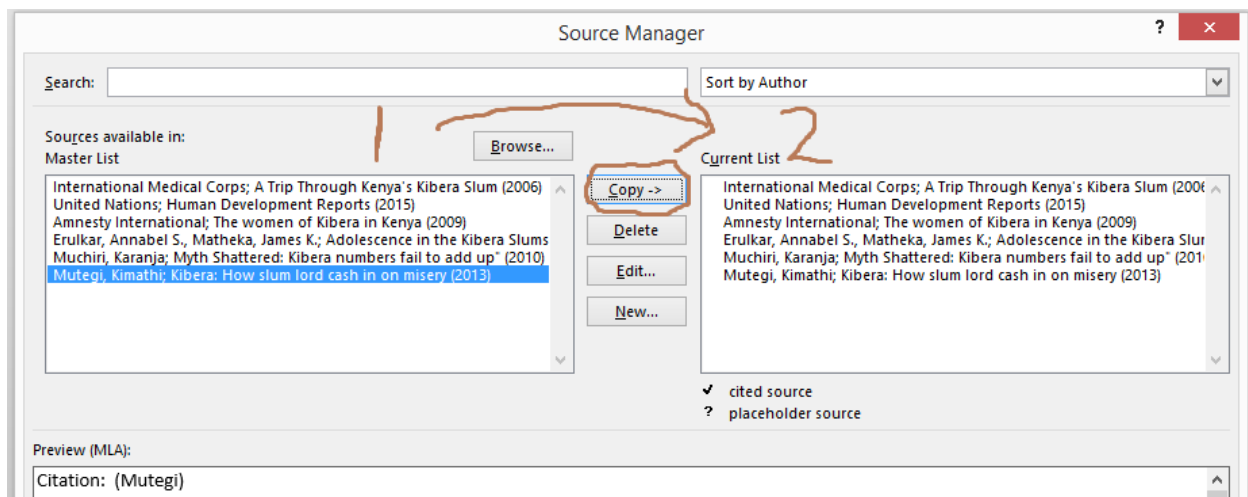
Step 3: Input all of your sources into the source manager (easier than it looks).

I. Select the type of source from the drop-down menu at the top
II. Fill out all the pertinent (important & relevant) fields. There is also an option on the bottom-left that will enable you to provide more information as well. Sometimes this is necessary (adding the **date accessed** for a website, for example). Every time you click on a new field, Word will show you an example of what your information should look like. This is useful when it comes to putting in dates and months (Numbers? Words? Roman numerals?) or whether to put an author's last name first. Click on **"OK"** to complete your entry.

Step 4: Copy over your sources from the "Master List" to the "Current List" by clicking on the copy button while each entry is selected.

Final Step: In the **References** tab, click on "Bibliography" and select the type of reference list:

- A **Works Cited** includes only the works you cited in-text. It does not include other works you might have used as reference but did not quote or cite within your assignment.
- A **Bibliography** includes ALL works you used as reference for your assignment, not just the ones that you cited in-text.

***Make sure you are on a **_separate page_**! Do not add your Bibliography onto the end of a page that already has writing on it. It gets its own separate page at the end of the document.

Example Social Studies 10 Assignment (Partial)

*All text in **bold** signals a valid in-text citation that mentions the author. Some do not have page numbers because they are websites or other online documents without page numbers.*

Kibera is a neighbourhood of the city of Nairobi, 5 kilometers (3.1 mi) from the city center.

According to the International Medical Corps, Kibera is the largest slum in Nairobi, and the largest urban slum in Africa. The 2009 Kenya Population and Housing Census reports Kibera's population as 170,070, contrary to previous estimates of one or two million people (Muchiri). Other sources suggest the total Kibera population may be 500,000 to well over 1,000,000 depending on which slums are included in defining Kibera (Erulkar and Metheka, 14).

Most of Kibera slum residents live in extreme poverty, earning less than $1.00 per day (Mutegi, 29). Unemployment rates are high. **A documentary by Amnesty International** claims persons living with HIV in the slum are many, as are AIDS cases. Cases of assault and rape are common. There are few schools, and most people cannot afford an education for their children. Clean water is scarce and therefore diseases caused by related poor hygiene are prevalent. A great majority of people living in the slum lack access to medical care. **While Kenya's UN Human Development score** has risen slightly since 1980, the country is still lacking the type of progressive growth that is needed to make slums like Kibera disappear.

Bibliography

Amnesty International. *The women of Kibera in Kenya*. Prod. Amnesty.org. 4 March 2009. 18 October 2010.

Erulkar, Annabel S. and James K. Matheka. *Adolescence in the Kibera Slums of Nairobi, Kenya*. New York: Population Council, 2007.

International Medical Corps. *A Trip Through Kenya's Kibera Slum*. 27 March 2006. 31 January 2013.

Muchiri, Karanja. *Myth Shattered: Kibera numbers fail to add up"*. Daily Nation, 3 September 2010. 4 September 2010.

Mutegi, Kimathi. "Kibera: How slum lords cash in on misery." *Journal of Sociology and Human Development* (2013): 29-58.

United Nations. *Human Development Reports*. 2015. <http://hdr.undp.org/en/countries/profiles/KEN>.