



Tutorials on how to cite your sources correctly

MLA 9 Coaching Sheet

The approach to using the Modern Languages Association (MLA) is typically, but not strictly, used for your English classes, as well as Languages, Cultural Studies, and Humanities courses.

- [MLA sample paper from Owl Purdue](#)
- [Official MLA Guidelines](#)

Direct quoting

For a quote using the original words of another text.

- Four lines or fewer:
 - Keep the quotation in the body of paragraph.
 - Use quotation marks.
 - Include an in-text parenthetical (or narrative) author-location citation, followed by a period.
 - Include an accompanying works cited listing.
- More than four lines:
 - Use a block quotation by indenting the margin of a paragraph by ½ inch.
 - Omit the quotation marks.
 - Include an in-text parenthetical (or narrative) author-location citation, preceded by the punctuation.
 - Include an accompanying works cited listing.

Tips to fit a quote into a sentence:

- Comments or changes added to a quotation are marked with square brackets. Changes for this example could include, “Increasing numbers of graduates are overqualified and economic participasion is limited”:
 - **Letter capitalization:** e.g., Increasing → [i]ncreasing
 - **Omission:** ...graduates are overqualified...
 - **Clarification:** [many] graduates are overqualified
 - **Spelling mistakes:** economic participasion [sic]
 - **Emphasis:** Increasing numbers are *overqualified* [emphasis added]

Step 4. Cite your sources

In-text citation

Refer to your source in parentheses immediately following the paraphrased idea or directly quoted text, generally by adding the author’s last name, and the location, such as the page range, the time stamp. Do not include a URL or DOI as locations.

Works cited list

The works cited list is a complete list of references cited, referred to, or consulted in writing a paper. Centre the title at the top of this page and enter your last name and the page number in a header in the top right corner.

In each listing, include a full reference for your source, starting with the first author’s last name and first name. Continue with the title and subtitle in italics, followed by any additional information available for the first container: other contributors, version, number, publisher, publication date and the location. If a second container is applicable, add this information afterwards in the same order as the first container.

The list is arranged alphabetically by the first author’s last name, or title. Format it double-spaced with a hanging indent. See the examples at the end of this document.

Step 5. Format your document

Document format

According to the basic formatting rules, the pages in MLA, including the title page, are double-spaced and have 1” margins. Stick to a commonly available font that is easy to read at 11–13 points and is aligned at the left margin.

In the top left corner of the first page, list your name, your instructor’s name, the course title and the date written in the format day, month and then year.

A header 0.5” down from the top right corner of every page should include your last name and the page number.

Title

MLA style does not include a title page. However, your first page must include a title and other relevant information.

After a double space, add your title, centered and written in title case. Paragraphs begin with the first line indented by 0.5”.

Sample citations

Template – items in **blue** will be replaced with relevant details, items in **red** represent the required formatting that must be included.

Book/e-book

In-text citation	
Template	(Author's last name Location).
Example	...(Chadwick 33).

Works cited listing (use Title of container, location for e-book only)	
Template	Author's last name, first name. <i>Title: Subtitle</i> . Version, number, publisher, publication date. <i>Title of container</i> , location.
Examples	<p>Chadwick, Whitney. <i>Significant Others: Creativity and Intimate Partnership</i>. 2nd ed. Thames and Hudson, 1993.</p> <p>Chadwick, Whitney. <i>Significant Others: Creativity and Intimate Partnership</i>. Kindle ed. Thames and Hudson, 1993. <i>Open Library</i>, https://openlibrary.org/works/OL2433573W/Significant_others?edition=ia%3AsignificanttotherOOmaup.</p>

Film/online film

In-text citation	
Template	(<i>Title</i> Time stamp).
Example	...(Significant Others 0:45:19).

Works cited listing (use Title of container, location for online film only)	
Template	<i>Title</i> . Contributor, version, number, publisher, publication date, location. <i>Title of container</i> , location.
Examples	<p><i>Significant Others</i>. Directed by Whitney Chadwick, Director's cut, <i>Thames Motion Pictures</i>, 2020.</p> <p><i>Significant Others</i>. Directed by Whitney Chadwick, Director's cut, <i>Thames Motion Pictures</i>, 2020. <i>Films Cloud</i>, www.filmscloud.com/tag/films-on-demand.</p>

Journal/e-journal

In-text citation	
Template	(Author's last name Location).
Example	...(Chadwick 33–34).

Works cited listing (use Title of container, location for e-journal only)	
Template	Author's last name, first name. "Article Title." <i>Title of container</i> , contributor, version, number, publication date, location. <i>Title of container</i> , location.
Examples	<p>Chadwick, Whitney. "Significant Others." <i>Thames Entomological Science</i>, edited by Bella Boothe, vol. 24, no. 3, July 2023, pp. 33–40.</p> <p>Chadwick, Whitney. "Significant Others." <i>Thames Entomological Science</i>, edited by Bella Boothe, vol. 24, no. 3, July 2023, pp. 33–40. <i>JSTORAGE</i>, www.jstor.org/51404155.</p>

Newspaper/online newspaper

In-text citation	
Template	(Author's last name Location).
Example	...(Chadwick A4).

Works cited listing (use Title of container, location for online newspaper only)	
Template	Author's last name, first name. "Article Title." <i>Title of container</i> , publication date, location.
Examples	<p>Chadwick, Willy. "Significant others." <i>Thames Times</i>, 20 Nov. 2016, A4.</p> <p>Chadwick, Willy. "Significant others." <i>Thames Times</i>, 20 Nov. 2016, http://thamestimes.com/1079653/en/2023.</p>

Website

In-text citation	
Template	(Author's last name or <i>Website name</i>).
Example	...(Chadwick).

Works cited listing	
Template	Author's last name, first name. "Page title." <i>Title of container</i> , publication date, location.
Example	Chadwick, Willy. "Others who are significant." <i>Science Network</i> , 23 Jan 1999, http://www.science.net/6789/ .

Article in an edited collection/online edited collection

In-text citation	
Template	(Author's last name Location).
Example	...(Chadwick 33).

Works cited listing (use Title of container, location for online edited collection only)	
Template	Author's last name, first name. "Title." <i>Title of container</i> , edited by contributor's first and last name, version, number, publisher, publication date, location. <i>Title of container</i> , location.
Examples	<p>Chadwick, Willy. "Significant Others." <i>Creativity and Intimate Partnership</i>, edited by Brandon Booth, Hudson Publishing, 1993, p. 33-37.</p> <p>Chadwick, Willy. "Significant Others." <i>Creativity and Intimate Partnership</i>, edited by Brandon Booth, Hudson Publishing, 1993, p. 33-37. <i>Open Library</i>, https://openlibrary.org/works/OL2433573W/Significant_others?edition=ia%3.</p>

Photograph or work of art/online photograph or work of art

In-text citation	
Template	(Artist's last name Year).
Example	...(Chadwick 2023).

Works cited listing (use Title of container, location for online photograph or work of art only)	
Template	Artist's last name, first name. <i>Title</i> . Publication date, location. <i>Title of container</i> , location.
Examples	Chadwick, William. <i>Significant others</i> . 1993, Museum of Photography, London. Chadwick, William. <i>Significant others</i> . 1993. <i>MPP</i> , http://www.mpp.co.uk/chadwick

Wiki entry

In-text citation	
Template	("Article title").
Example	...("Significant other").

Works cited listing	
Template	"Article Title." <i>Title of container</i> , publisher, publication date, location.
Example	"Significant other." <i>Wikipedia</i> , Wikimedia Foundation, 23 Jan 1999, https://en.wikipedia.org/wiki/Significant_other .