

4<sup>th</sup> Gear:  
Stage 4 - Transferring Learning  
Documenting and Citing Sources

## MLA Style

To avoid plagiarism, you must acknowledge borrowed material in two places:

- With in-text parenthetical citations within your essay
- With a Works Cited List at the end of your essay

### Documenting Sources in Your Text

When using MLA format, follow the author-page # method of in-text citation. This means that the author's last name and the page number for the source should appear in the text, whether you are quoting directly or paraphrasing an idea from another work. A complete reference must appear in your Works Cited list. You may use the author's name in the sentence or in parentheses after the quotation, but the page number must always appear in the parentheses.

### Short and Long Quotations

If quotations are shorter than four lines, put the quotation in double quotation marks in the main body of your text. Provide the author and page # in brackets following the quote.

If the quotation is longer than four lines, start a new line, indent, and single-space the quotation. The parenthetical citation should appear after the closing punctuation mark.

### Examples:

#### Direct quotation, one author

She states, "By August 22, the Overlanders reached The Great Divide and the headwaters of the Fraser River" (Merritt 44).

#### Direct quotation, more than one work by same author

Holidays are enticing only for the first week or so (Laurence, *Jest* 60).

### **Paraphrase of author's idea**

Wolf believes that women compulsively seek beauty (54).

### **Long quotation**

Rachel agonizes over every little thing:

I honestly do not know why I feel the daft sting of imagined embarrassments. The ones that occur are more than plenty., God knows. I must not let myself think like this. I don't know why I do. Unless to visualize something infinitely worse than anything that could possibly happen, so that whatever happens may seem not so bad in comparison.

(Laurence 61)

### **Citing Sources Using MLA Format**

MLA Style is used to cite sources for English or History assignments. Your Works Cited list should appear on a separate page at the end of your essay. It must include all the sources you have quoted or paraphrased. This list gives the reader the information necessary to find each source. Keep in mind the following procedures:

- The title for your list of citations is *Works Cited/Consulted*, centered at the top of the page.
- Citations are put in alphabetical order according to the author's last name. If the author is not given, begin with the title, but ignore 'A', 'The', or 'An' when alphabetizing entries.
- They are not numbered.
- All types of citations are listed together. Do not separate them according to source.
- Double space citations.
- Punctuation, order and indentation need to be exact.
- Capitalize titles and proper names.
- Indent the second and subsequent lines of each citation.
- Either underline or italicize titles, but be consistent.

**Book with no author:**

*The Canadian Global Almanac.* Toronto: Global Press. 2001.

**Book with one author:**

Buckley, Joanne. *Fit to Print: The Canadian Student's Guide to Essay Writing.* Toronto: Harcourt, Brace, Jovanovich, 1987.

**Book with two authors:**

Cartlidge, Cherese, and Charles Clark. *The Central Asian States.* California: Greenhaven Press, 2001.

**Book with more than two authors:**

Gilman, Sander, and others. *A Comprehensive Grammar of the English Language.* London: Longman, 1985.

**Book prepared by an editor:**

Lopate, Phillip, ed. *The Art of the Personal Essay: An Anthology from the Classical Era to the Present.* New York: Anchor-Doubleday, 1996.

**Part of a book:**

Fraser, Donald M. "Protecting Free Speech." *Pornography and Sexual Violence.* Gary E. McCuen. Hudson, Wisconsin: GEM Publications, 1985.

**Article, with author, from a magazine:**

Millard, Candace S. "Keepers of the Faith". *National Geographic* July 1999: 110-125.

**Article, with author, from a newspaper:**

Corbin, Martha. "What Every Student Should Know About Writing". *Toronto Star* 30 Nov. 2001:A4.

**Article, no author, from a newspaper:**

"Mad Cow Disease a Threat." *Toronto Sun* 3 Feb.1999: B13.

**Article, with author, from a print encyclopedia:**

Likens, Gene E. "Acid Rain." *World Book.* 2001 ed.

**Article, no author, from a print encyclopedia:**

"Calgary." *The Canadian Encyclopedia*. 1998 ed.

**Article, with author, from encyclopedia on CD-ROM:**

Good, Carol. "The Globe Theatre." *World Book Multimedia Encyclopedia*.  
CD-ROM. 1998 ed. Chicago: World Book Inc. 1999.

**Magazine article from online database:**

Bartlett, Tom. "Youth Detention Systems". *Canadian Housing Magazine* Apr.  
1999: 217. *Electric Library*. B.C.I.&V.S. Library. 20 Sept. 2001.  
<[www.elibrary.ca/plusca](http://www.elibrary.ca/plusca)>

**Newspaper article, no author, from online database:**

"Hacklers Protest Bomb". Toronto Star 14 March 1998. *SIRS Researcher*.  
B.C.I.&V.S. Library. 10 Nov. 2001 HYPERLINK "<http://sks8.sirs.com>"

**Web site, with date posted:**

Smith, Waldo. "The Globe". *Shakespeare's Theatre*. 23 March 2001.  
14 April 2001<<http://www.shks.edu/english/theatre.html>>

**Videotape:**

*CBC News in Review, December 2000*. "Yugoslavia After Milosevic: Tentative  
Hope." Prod. Hans Pohl. Videocassette. Canadian Broadcasting  
Corporation, 2000.

**Television Show:**

"The Soup Nazi." *Seinfeld*. Television Program. Fox. Global, Toronto 13 Feb.  
2003.

**Government Publication:**

The Ontario Federation of Anglers and Hunters. *Hunter's Guide*. Ottawa:  
Ministry of Natural Resources, 1982.

**Pamphlet:**

*Saving Our Youth*. Just Say No Foundation, 1992.

**Stage Play:**

*The Drawer Boy*. By Paul Jones. Dir. Gayle Hensley. Tarragon Theatre,  
Toronto 6. April, 2001.

**Interview:**

Barton, Jeremy. Personal Interview. Brantford. 2003.