

MLA Format and Citations

**Why do they make us
do this?**



Reasons for MLA format:

- So information can be presented in a consistent way.
- To credit sources: you are reporting from someone else's hard work!
- Having good sources gives your work more credibility.



Paper Format: Quick and Easy

- Set margins at 1", all the way around
- Use Times New Roman or Ariel font, size 10-11-or 12
- Double-space
- Insert a header to print your last name and page number on every page



What Do You Need to Cite?

The ideas of others

- Direct Quotes
- Paraphrases
- Others words, facts, or ideas
- Summaries
- Images or any creative work
- Statistical/Numerical Data
- Charts, maps, etc.

If you are not sure—cite it!



Three Places to Credit Sources

1. **Works Cited Page**
2. **In-Text Citation**
3. **Works Consulted Page or Bibliography**



What is a Works Cited Page?

- A page that lists all of the information about the sources you cited in your paper in alphabetical order.
- This way, whoever reads your paper can see exactly where you got your information and, using the in-text citations, see where you used it in your paper



What are In-Text Citations?

- **Brief citations in the paragraph of your writing (*in-[your]-text!*)**
 - *Show where in your paper you used each source from your works cited list*
 - **Placed at the end of a sentence or paragraph before the period**
 - **If paraphrase goes into more than 1 paragraph you must repeat the in-text citation at the end of EACH paragraph**
- **For every work cited on your Works Cited Page you *must* have a corresponding citation within the text of your paper**



Example: In-Text Citation and Matching Entry on the Works Cited Page

A Very Short Paper

In-text citations must clearly point to specific sources in the works cited list (Gibaldi 238). Each reference in the works cited list must have a corresponding in-text citation.

Works Cited

Gibaldi, Joseph. *MLA Handbook*. Sixth. New York, NY: Modern Language Association, 2003. Print.

NOTE: The 1st attribute of the in-text citation must match the 1st attribute used in the works cited list.



Sample Works Cited Page

Works Cited

Dunan, Paul and Lichtenberg, Franz. *Mummies*.
New York: Doubleday, 1996. Print.

Lord, Lewis. "Where is My Mummy?" *Journal of
Archaeology*, 19 Feb. 2001. Print.

Shiva, Vandana. *Mummies Online*. 1999. Web. 10
Oct. 2007. <<http://mummiesonline.com>>.



Corresponding in-text
Citations:

(Dunan 23)

(Lord 389-412)

(Shiva)

So what is a Works Consulted page (bibliography) then?

- An alphabetical list of all of the sources you read for the paper (articles, books, websites).
- Even the ones you didn't take a direct quote or paraphrase from.
- For this assignment you will have to include a works consulted page.



Good News!

- Both the Works Cited page and the Works Consulted page (Bibliography) look the same.
- They are formatted the same way, with the same rules.



What Information do I need

- Author
- Title
- Publisher & City of Publication
- Date of Publication
- Medium of Publication
- Name of Website
- Sponsor of Website
- Date you Found the Article on the Web



Reminders:

- Books, databases, and websites are all cited differently.

- Use the citation worksheet I give you as a guide. Extras are available in the library and on the school library *Research Guide* webpage at

<http://www.bishopgrimes.org/library/research-guide/>



Comments...

- If no author, use last name of editor, translator, narrator, etc.
- Do not use titles such as ed., trans., after the name in in-text citations
 - ex. (Jones 12) *not* (Jones, ed. 12)
- If two authors have the same last name, use first initial also
- If there are more than three authors, use last name of 1st followed by et al.
 - ex. (Smith et al. 123)



Comments (Continued)...

- Sometimes, the author, editor, and page number info can be hard to find, especially in web sources.
- **USE WHAT YOU HAVE.** If you can't find author or editors name, use title. If no page number, just use author name.



Tools to Help Cite Sources

- **MLA Citation Worksheets at Circulation Desk**

AND

- **Research Help page of our website at**

<http://www.bishopgrimes.org/library/research-guide/>



Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6th ed. New York: Modern Language Association, 2003. Print.



Review Quiz



What Order are citations on the Works Consulted page arranged?

Alphabetically



What size margins do you use?

1" all the way around



What spacing do you use?

Double Spacing



If you can't find an author or person responsible for creating the document what do you use for the 1st entry of the citation?

The Title



What information do I need for a citation?

- Author
- Title
- Publisher & City of Publication
- Date of Publication
- Medium of Publication
- Name of Website
- Sponsor of Website
- Date you Found the Article on the Web
- URL (not needed for databases)



How do I know what order to put this Information in?

Follow the [Citation Fill-IN- The Blank Work Sheet](#) on the Research guide page at <http://www.bishopgrimes.org/library/research-guide/>



What do I do if I can't find all
the citation information?

USE WHAT I CAN FIND!



What is most important when citing a source?

- Giving my teacher enough information so that he or she can find the source.



The END

