A Brief Guide to MLA Format, Seventh Edition
The College of Saint Rose Writing Center

Modern Language Association (MLA) Basics
Academic Integrity 1
MLA Format 1
Sample Format 2

Using Sources in the Paper
Guidelines for Citing Sources 2
In-Text Citations 2, 5-6
Quoting 3, 4
Short and Long Quotes 3
Quoting Poetry and Drama 4
Summarizing 5
Paraphrasing 5
In-Text Citations, Special Cases 5, 6
Authors with the Same Last Name 5
Multiple Authors 5
More than One work by the Same Author 5
No author Listed 5
Multiple Works in the Same Citation 6
Citing a Source Multiple Times in the Same Citation 6
Indirect Source 6

Works Cited Guidelines
Sample Works Cited Page 7
Books 7-9
Pamphlets 9
Journals 9
Articles from Library Subscription Service 9
Newspaper Articles 9, 10
Magazine Articles 10
Web Sources 10, 11
Interviews 11
Television and Films 11
Music 11, 12
Artwork and Other Visual Sources 12
Blogs, Tweets 12, 13
Special cases
Sources with More than One Author 13
Sources with No Author Listed 13
Sources with No Date Listed 13
Two or More Works by the Same Author 13

Additional Resources 13
This handout is based on the Modern Language Association handbook: *MLA Handbook, Seventh Edition*. It is not meant to serve as a substitute for the handbook but rather as an overview of the most common formatting guidelines. A newer *MLA Handbook, Eighth Edition* was published in 2016; the guide to the *Eighth Edition* is also available through the Writing Center. Check with your professor about which edition s/he prefers that you use.

MLA format is a system that specifies how academic papers should be formatted and how sources within the paper should be cited. The purpose of MLA format is to give appropriate credit to originators of work, enable readers to find original sources, provide a model for writing conventions, and preserve academic integrity. MLA is used most frequently in the fields of English and other Humanities, but check with your professor about what format s/he wants students to use.

**Saint Rose’s Academic Integrity Policy**
Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student’s own must be the product of her or his own efforts. Plagiarism, cheating, academic misconduct, or any other submission of another’s work as one’s own are unacceptable. Students working in groups are each individually responsible for the academic integrity of the entire group project. The College’s Policy on Plagiarism and Other Infringements of Academic Honesty, which includes the definition, detailed explication of plagiarism and academic misconduct, and procedures, is found at: [http://www.strose.edu/academics/academic_integrity/article2575](http://www.strose.edu/academics/academic_integrity/article2575)

The College of Saint Rose Catalog of Undergraduate Studies defines plagiarism as: including but not limited to “Purchasing, copying, down-loading, printing, or paraphrasing another’s book, article, paper, speech, exam, portfolio, creative work, argument, or any other work and presenting it as one’s own, either in whole or in part” or “Incorporating portions of another’s work without proper acknowledgement and documentation.” Plagiarizing can result in failure of the assignment, failure of the course, and/or expulsion from the college.

**General MLA Format:**
- Typed, double-spaced *(in the interest of space in this document, many examples will be single-spaced, though they would be double-spaced in an MLA paper)*
- Standard-sized paper (8.5 x 11), with 1 inch margins on all sides
- Times New Roman 12 pt. font is recommended
- Header in the upper right-hand corner: last name and the page number
- Title page is not required, though a heading is: your name, the professor’s name, the course number, and the due date in the upper left-hand corner (see example)
- The title of the paper follows on the next line, centered. This should be capitalized, but have no other emphasis (no bold, italics, quotation marks, larger font, etc.)
- The body of the paper follows the title on the next line.
- Capitalize major words in the titles of sources: verbs, nouns, adjectives, adverbs, pronouns
- Titles of long works (books, journals, plays, movies, CDs, paintings, etc.) are *italicized*
- Titles of short works (articles, essays, poems, short stories, songs, etc.) are placed in “quotation marks.”
- Research papers consist of a works cited page at the end of the document to properly document the research presented in the paper
Cite sources whenever you:

- quote from a text (use the exact wording of the original text)
- paraphrase from a text (put a section of text into your own words)
- summarize a text (present a condensed version of a text)
- use facts, statistics, or data from a text
- refer to an idea from a text
- use a photograph, painting, chart, table, graph, or other visual from a source.

A safe guideline to use is: **ANY** time you use **ANY** idea, from **ANYONE** or **ANYWHERE** else, it is necessary to document it.

**In-Text Citations** A brief mention of each source in the body of the paper.

Form 1- Author’s name and page number in parentheses after the idea:
One of the great stories of our generation begins, “Mr. and Mrs. Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much” (Rowling 1).

Form 2- Author’s name in the sentence and the page number in parentheses after the idea:
J. K. Rowling’s famous first book begins, “Mr. and Mrs. Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much” (1).

**NOTE:** No comma between the author’s name and page number; do not use no “p.” or “page.”

The first time that you mention an author, use the author’s full name. After that, use her/his last name only. **For special cases, see pages 5 and 6.**
**Quoting** involves presenting the exact wording of a text, signified by the use of quotation marks to bracket the material that is being used. The author’s last name must be provided for most sources, along with page numbers (with the exception of websites).

A quote cannot stand on its own but must be introduced and followed up with your own words:
- Introduce—the author and/or quote
- Cite—the quote
- Explain—how the quote relates to and/or supports your main idea

**Short Quotes:**
- Four or fewer typed lines
- Begin and end with “quotation marks” (double quotation marks, not single)
- A comma usually follows the introduction to the quotation
- Author’s last name and page number appear in the in-text citation
- Introduced, cited, and explained
- Punctuation:
  - A period is placed after the citation
  - A semicolon, question mark, or exclamation point is placed:
    - within the quotation marks when it is part of the quote
    - after the quotation marks when it is not part of the quoted material
- Quotes must be exactly as written by the author, except:
  - An ellipsis (…) is used to indicate where words are omitted words from a quote
  - Brackets [ ] are placed around words that have been added to the quote or altered, to facilitate readability
- Quoted words that appear within a quote (e.g., when you reference one author who is quoting another author) are marked by ‘single quotation marks.’

**Example of a short quote:**
In *Song of Solomon*, one character says to another, “And if [your life] means so little to you that you can just give it away…then why should it mean any more to him? He can’t value you more than you value yourself” (Morrison 331). As the character cautions his friend, he is also making a broader statement about the impact of self-worth on relationships.

**Long Quotes:**
- More than four typed lines
- Preceded by a colon
- Printed in a block, tabbed in ½ inch from the left margin
- No quotation marks used (the block does the same work as the quotation marks)
- End punctuation comes **before** the citation, the **only** time it does
- ICE
Example of a long quote:
Blanca’s complicated relationship with religion is shown when Isabel Allende writes:

Kneeling in her pew, Blanca would inhale the intense smell of the virgin’s incense and lilies, suffering the combined torment of nausea, guilt, and boredom. It was the only thing she disliked about school. She loved the high-vaulted stone corridors, the immaculate cleanliness of the marble floors, the naked white walls, and the iron Christ who stood watch in the vestibule. (142)

The passage mixes words like “immaculate,” “cleanliness,” and “white” with “nausea,” “guilt,” and “boredom” to show both positive and negative aspects of Blanca’s Catholic school.

**Quoting Poetry**
Poetry is cited by line number, not page number. When referencing a line or part of a line, follow guidelines for short quotes. Example:

In Edgar Allan Poe’s “The Raven,” the repetition of “nevermore” (1) contributes to the poem’s iconic tone of melancholy.

For two or three lines of poetry, maintain the punctuation and line breaks (end of a line) of the original. Line breaks are marked with a /. Example:

In “Stopping by Woods on a Snowy Evening,” Robert Frost’s final lines “But I have promises to keep, / And miles to go before I sleep, / And miles to go before I sleep.” (14-16) challenge the reader’s expectations. The repetition disturbs the reader, promoting further thought.

For four or more lines, the lines are set up like a long quote: tabbed in, and the punctuation comes before the citation. Example:

In Edgar Allan Poe’s poem “Alone,” the speaker of the poem’s fixation on the single cloud in an otherwise clear sky hints at his state of mind:

> From the thunder, and the storm—
> And the cloud that took the form
> (When the rest of Heaven was blue)
> Of a demon in my view—. (19-22)

This focus on the negative aspects—thunder, storm, and cloud—surrounded by positivity (“the rest of” the sky was blue) may indicate the speaker’s depressed or negative mental state.

**Quoting Drama**
When referencing drama dialogue, the names of speakers appear in ALL CAPS. Lines that wrap are half-tabbed in (five spaces). The text is otherwise set in a block like a long quote. Example:

One of the most misquoted lines in cinema history is from *Star Wars: Episode V - The Empire Strikes Back*:

> VADER: Obi-wan never told you what happened to your father.
> LUKE: He told me enough! He told me you killed him.
> VADER: No. I am your father.

Darth Vader does not say, “Luke, I am your father,” as many people seem to believe.
Summarizing

Summarizing is taking information from a longer passage and condensing it, then putting it into your own words (similar to a book report). The author’s name and page number(s) are necessary.

Original text: These excerpts explain the very important role of emotions in sanctioning or promoting violence. First of all, the inability to experience empathy and thus the complete lack of self-restraint in the use of violence relies on one particular emotion: fear, or more precisely, the fear of death. For much of human history, the fear of death has pushed people to extreme behavior (Lacassagne 324). **Summary:**

Throughout history, the fear of mortality has often been the driving force behind individuals resorting to violence (Lacassagne 324).

Paraphrasing

Paraphrasing involves presenting, in your own words, an interpretation of the author’s idea. The author’s last name and relevant page number(s) must be provided for most sources. In order for a paraphrase to be correct, it is important to use **not only** different wording **but also** different sentence structure. Check the paraphrase against the original for wording, structure, and accuracy.

**Original text:** “Violence is depicted in multifaceted ways in the series in accordance with the varied perspectives of the characters” (Lacassagne 320).

**Incorrect paraphrase** (incorrect because only words have been changed, not sentence structure):

Brutality shown many novels

“Violence is depicted in multifaceted ways in the series in accordance with the varied perspectives of the characters” (Lacassagne 320).

**Example of a correct paraphrase:**

Throughout the series, it is the characters’ differing viewpoints that depict violence in a variety of ways (Lacassagne 320).

In-text Citation Special Cases

**Authors with the same last name:**

Add the first initial of each author’s name (N. Smith 76).

**Two authors:** Smith and Jones state… (76).

**Three or more authors:** Use the first author’s last name followed by et al. (Smith et al. 76).

**More than one work by the same author:**

Use the author’s last name and the first important word from the title (Smith, “Strategizing” 76) and (Smith, “Failing” 92).

**No author:** Cite by the first important word in the title (“Youth” 47).
Two or more works in the same citation: Separate with semicolons (Smith 76; Jones 100).

Citing the same source multiple times in one citation: Separate multiple citations within the same sentence with commas (Smith 76, 80, 100-102).

Indirect source: When using information that is cited in the text (when the author is quoting, summarizing, or paraphrasing someone else), it is preferable to find and cite the original material, when possible. If that is not possible, use (qtd. in ____ ) in the citation.

Example:
According to Elias, “literature enables scholars to study ‘the structures of the human psyche, the structures of human society, and the structures of human history’” (qtd. in Lacassagne 321).

Works Cited Page
The works cited page (or work cited, if only one source is referenced) is a complete list of every source that is referenced in a paper. It provides the information that would be needed for a reader to locate the sources that were used. Each source on the works cited page should appear in the paper, and each source in the paper should appear on the works cited page.

Format:
• The words “Works Cited” appear centered at the top of the page—no bold, underline, quotation marks, large font, or other emphasis
• Header continues to appear
• Double-spaced throughout (in the interest of space in this document, the examples given are single-spaced)
• Sources are arranged alphabetically according to the first word in each entry (Author’s last name, First name)
• If no author is named, alphabetize by the first word of the title, without considering the first word(s) if they are insignificant (i.e., A, An, The, etc.)
• Hanging indent—the first line of each entry is left-aligned, and any subsequent lines are tabbed in.
  o To do this: Hit “Enter” at the end of the first line and “Tab” at the beginning of each of the next lines
• Italicize titles of long or complete works (e.g., books, journals, plays, movies, CD’s, paintings, etc.)
• Use “quotation marks” for titles of short works or works that appear in collections (articles, essays, poems, short stories, songs, etc.).

Example Works Cited:
Format for Works Cited Entries
Many types of sources may be used, and a summary packet cannot list them all. Below are some examples of various types of entries. For more information, see our list of additional resources on the final page of this handout and on the Writing Center page of the Saint Rose website.

Book, 1 Author: If multiple places of publication are listed, use the first one.

Last Name, First Name of Author. Title of Book. Place of Publication: Publisher, Year of Publication. Medium.


Online Book: Include the print publication information of the book, followed by the title of the website, the word Web, and the date of access.

Last Name, First Name of Author. Title of Book. Place of Publication: Publisher, Year of Publication. Title of Website or Database. Medium. Day Month Year of access.

A Specific Edition: Give the edition number (using ed.) directly after the title of the book.


Book/Antithology with an Editor: Begin with the name of the editor(s) followed by a comma and the abbreviation ed. (or eds. for multiple editors).


Work in an Anthology or Collection (an essay, short story, play, poem, etc.):
Last Name, First Name of author of the smaller work. “Title of the Smaller Work.” *Title of the Larger Work/Antithology*. Editors. Place of Publication: Publisher, Year. Page numbers where the smaller work appears. Medium.


A Multivolume Work: If citing only one volume, state the number and publication information of that volume only.


If using two or more volumes, note the total number of volumes after the title/edition. Refer to specific volumes and page numbers in your in-text citations.


A Translation: State the author and title followed by Trans. plus the name of the translator. If the translation also has an editor, include this information as well. Arrange this information based on the order it appears on the title page of the book.


Article in a Reference Book: An encyclopedia or dictionary entry is considered a piece in a collection, as is a work in an anthology, and should be treated the same. The editor does not have to be included. If there is a signed author, include his/her name first. Volume and page numbers may be omitted if the text arranges the entries alphabetically.

Introduction, Preface, Foreword, or Afterword: Begin with the author of the part being cited. If the author of the entire work is the person who wrote the specific section, write “By” followed by the author’s last name after the book title. Include the section page numbers at the end of the citation.


If the author of the part differs from the author of the entire work, begin the entry with the author of the part, then the word “By,” followed by the author of the entire book, after the book title.


Pamphlet: Treat a pamphlet like a book. If no author is listed, begin with the pamphlet title.


Scholarly Journal Article: The words “volume” and “issue” are not written, only the numbers.

Last Name, First Name of Author. “Title of Article.” Title of Journal. volume.issue (Date of publication): page number range of the entire article. Medium.


Article from an Online Journal’s Website: Follow the requirements of a print version, but if no page numbers are included, use the n. pag. Include the date of access at the end of the citation.


Article from a Library Subscription Service (JSTOR, Academic Search Premier, etc.): Use n. pag. for “no pages,” unless PDF or html articles specify the original print page numbers.

Last name, First name of Author. “Title of Article.” Title of Journal. volume.issue (Publication Date): page number range of the entire article. Database name. Medium. Date of access.


Article in a Newspaper: For locally published newspapers whose names are not in the titles, add the city name in brackets after the title, [Albany]. Specify which edition (if known). The page numbers of the article (including section) appear at the end of the citation. If the article starts on one page and continues on a non-consecutive page, include only the first page and a plus sign. (ex. A5 +).
Last Name, First Name of Author. “Title of Article.” Title of Newspaper Day Month Year of Print, Edition: Pages. Medium.


Article in a Magazine: If the article appears on non-consecutive pages, include only the first page and a plus sign (ex. 58+). If there is no author given, begin the entry with the article title.

Last Name, First Name of Article Author. “Article Title.” Magazine Title Day Month Year of publication: page numbers. Medium.


Article in an Online Magazine or Newspaper: Following the title of the magazine or newspaper, include the name of the sponsoring organization (which may be the same), the date of posting, the word Web, and the date of access.


Websites (non-periodical and non-book-based): These components may be included in a Works Cited entry for an Internet source, though rarely will all of the components be listed:
- The name of the author, editor, or compiler of the specific part of the website being used
- Title of short works (ex. article, essay, short-story) on the larger site, in quotation marks
- Title of the larger Internet website, italicized
- Version number or edition
- Publisher or sponsor of the site; if none is listed use N.p.
- Date of publication, posting, or last update; if none is listed use n.d.
- Medium (Web)
- Date of access
- URL (customarily used only when readers would have difficulty finding the source without it)

Last Name, First Name of author. “Title of Section.” Title of overall website. Edition. Publisher or Sponsor, Date of publication or posting. Medium. Day Month Year of access.

An Entire Website:

Specific Part of a Website:

Web Source, URL provided: Place the URL between angle brackets, followed by a period.

**YouTube or other Online Video:** List the username of the person/group who posted the video, the title of the video, the title of the website, the name of the sponsoring organization, the date of posting, the word Web, and the date of access.


**Published Interview:** Begin with the name of the person interviewed, then the interview title or the word Interview, if there is no title. Follow with the name of the person who conducted the interview and information about the type of source (ex. book, journal article, website, video, etc.).

Last Name, First Name of person being interviewed. “Title of the Interview (if any).” OR Interview. Person who conducted the interview. Bibliographic information of the source.


**Personal Interview:** Last name, First name of person interviewed. Type of Interview. Day Month Year of interview.

Doe, Jane. E-mail Interview. 15 Sept. 2006.

**Television Program:**

“Title of the Episode.” *Program Title.* Network Name. Call letters and city of local station. Broadcast date. Medium.


**Online Television Program:** Use only the relevant bibliographic information above (local station information is irrelevant). Add the website title, the word Web, and the date of access.


**Movie/Film:**

*Film Title.* Director. Relevant Performers. Distribution Studio, Year. Medium.


**Online Movie/Film:** Use the relevant bibliographic information above, add the website title, the word Web, and the date of access.


**Music Album:**

Last Name, First Name of Performer (or musical group). *Title of Album.* Year of Original Recording. Studio, Year of release (if different from original). Medium.

Song:
Last Name, First Name of Songwriter. “Song Title.” Performer Name. Album Title. Studio, Year of release. Medium.


Sound File: Use the bibliographic information above, but change the medium to the file type.


Painting, Sculpture, or Photograph, etc.:
Last Name, First Name of Artist. Title of Work. Year of creation. Type of composition. Institution that houses the work, City.


Online Painting, Sculpture, Photograph, etc.: Use the relevant bibliographic information above. Add the title of the website, the word Web, and the date of access.


Digital file: Files that are not connected to a specific website (e.g., a file e-mailed to you). Use the standard bibliographic information for the art, but add the type of file.


Map or Chart: For maps published as independent documents, titles are italicized; for maps appearing in other documents, titles are in quotation marks.

Title of Document. Type of Document. Place of Publication: Publisher, Year. Medium.


Online Map or Chart:
“Title of the website.” Type of Document. Sponsoring Organization. Date of Posting. The word Web. Date of Access.


Blog:
Author of Blog. “Title of Blog Post.” Title of the Overall Website. Publisher or Sponsor of the Site, Date of Publication. Web. Date of Access.

Tweet:
Author’s Real Name (also include User Name, if different). “Entire text of tweet.” Date of Message, Time of Message. Tweet.


Works Cited, Other Special Cases
Source with Two Authors: Last Name, First Name and First Name Last Name.


Source with more than Two Authors: Authors are listed in the order in which they appear. Last name, First Name, First Name Last Name, and First Name Last Name.


Source without a Date: Use n.d. where the date would normally appear


Two or more works by the same Author: List alphabetically according to title. In place of the author’s name for the second and subsequent entries, type 3 hyphens followed by a period.


ADDITIONAL RESOURCES: This packet and many other resources, are available on The College of Saint Rose Writing Center’s webpage at: www.strose.edu/academics/division-of-student-success-and-engagement/academic-success-center/writing-center/

The College of Saint Rose Writing Center is located in the Academic Success Center, on the second floor of Saint Joseph Hall. Stop by or call 518-454-5299 to make an appointment.

Additional resources for student writers:
- The Online Writing Lab at Purdue University. http://owl.english.purdue.edu/
- The Modern Language Association’s website: http://www.mla.org/style_faq