

## MLA Quickie Reference Guide For Quoting and Citing Sources

You **MUST** *identify* and *acknowledge* the intellectual property of other people when you use or are informed by their words and ideas in your own writing. In other words, you must inform readers of **ANYTHING AND EVERYTHING** you learned from your research, even if you do not actually end up quoting that information directly in your essay or research paper.

**How you ACKNOWLEDGE that you have used information depends on how you use it:**

### **Quoting an author's *exact words* in your paper:**

All words/passages that you quote in the exact words of the authors must have quote marks around the "borrowed" words. GOOD quotes are only the *most important and/or very specific* words of the author that *perfectly* complement your ideas. Three different examples are provided below:

**Most of the time, just a short phrase or fragment can be inserted directly and sensibly in a sentence of your own construction:**

Edith Hamilton, author of *Mythology: Timeless Tales of Gods and Heroes*, notes that Greek mythology marked the end of the "terrifying irrational" concept of gods, and in fact, that the Greeks "transformed a world full of terror into a world full of beauty" (18).

**Once in awhile, a full sentence that can be used directly in a sentence of your own construction, introduced with a colon:**

Even though Hamilton believes that religion is not a significant part of Greek mythology, she acknowledges that religion's importance starts with the Greeks: "There is a deepening realization of what human beings need and what they must have in their gods" (20).

**Infrequently, several sentences, part of paragraph, or a whole paragraph can be used in a "block" format that is indented and separated from your own writing that both precedes and follows it. (You do not need quote marks around the block quote, and you can use a smaller size font for the block quote):**

Edith Hamilton states that historians and anthropologists have not been able to fully explain how Greek mythology evolved:

Why it happened, or when, we have no idea at all. We know only that in the earliest poets a new point of view dawned, never dreamed of in the world before them but never to leave the world after them. With the coming forward of Greece, mankind became the center of the universe, the most important thing in it. This was a revolution in thought. Human beings had counted for little heretofore. In Greece, man first realized what mankind was. (16)

But no matter when or why, Greek mythology has gone on to be one of the most influential mythologies of all time.

When you quote the author's exact words, you must make the quoted text make "**sense**" in your writing. Do not "plunk" the quoted text into the paragraph. You need to integrate the words of the author in your sentences so that *your* sentence still makes grammatical sense. A good way to make sure you have not "plunked" your quote is to mentally remove the quote marks and read the sentence. If your sentence suddenly turns into nonsense or becomes a run-on sentence, then you have not integrated the author's words in a way that makes sense. Notice that in all the examples on this page, the quoted text has been gracefully integrated. Even the block quote is grammatically correct in that a colon has been used to introduce the block quote.

You may have to change or more precisely identify pronouns or alter the verb tenses of the words of the author in order to make the quoted text make sense in your sentence. Use brackets [ ] to note the change(s); do not use parentheses ( ) because parentheses function differently in sentences:

Siddhartha tells his father that he would “rather die than obey [his] father” (12). (original text is “obey my father”)  
Siddhartha “[gives] his clothes to a poor Brahmin on the road” (13). (original text is “Siddhartha gave his clothes...”)

### ***Paraphrasing an author’s words in your paper:***

When you do not use the exact words of an author but you rephrase his/her words and use them in your writing, you **MUST** tell the reader that you have done so:

Greek mythology was the first mythology to have human-like gods. The Greeks could personally relate to their gods, and their gods were accessible to everyone. Furthermore, the actions and concerns of the gods were often similar to the actions and concerns of the people who worshipped them (Hamilton 16-20).

### ***Some basic rules for using quotes and citing sources:***

1. Never use **Page** or **pg.** or **P.** or **pps.** or **pgs** inside the parentheses; as is shown in all the examples in this guide, put **ONLY** the page number itself inside the parentheses.
2. If you quote or paraphrase from just one source, you need to “formally introduce” the author and title of the source once; thereafter, you only need to note the page number(s) of the quoted text.
3. If you quote or paraphrase from more than one source, you need to “formally introduce” the author and title of each source the *first* time you quote or paraphrase each source. After you have “introduced” an author and a title, you only have to identify the author and the page number of the source each time you quote the author.
4. Students often use the same phrases and verbs to introduce quotes, such as “Edith Hamilton **says**....” or “Edith Hamilton **writes**....” But you can and should use a wide variety of verbs and phrases:

**In the words of** Edith Hamilton, “quoted text” (#).  
As Edith Hamilton **has noted**, “quoted text” (#).  
Edith Hamilton, author of *Mythology: Timeless Tales of Gods and Heroes*, **believes** “quoted text” (#).

Here are some other alternatives to “*the author says*”; learn their distinctive meanings and adopt them in your writing vocabulary!):

acknowledges	believes	denies	grants	offers	responds
adds	claims	describes	illustrates	points out	suggests
admits	comments	disputes	implies	reasons	thinks
agrees	compares	emphasizes	insists	refutes	
argues	confirms	endorses	notes	rejects	
asserts	contends	explains	observes	reports	

5. To avoid interrupting the flow of your writing, place the parenthetical reference (the page number and/or author’s name) where the first pause after the quoted material naturally occurs, directly preceding the punctuation mark that concludes the phrase, clause, or sentence that contains the cited material. (If you think about it, the parenthetical reference logically goes in the sentence or with the part of the sentence where the quote is, not hanging out in limbo between sentences or with other unrelated parts of the sentence!) Please see section 6.3 of *MLA Handbook for Writers of Research Papers* (239-242) for parenthetical reference location examples.

**How you IDENTIFY your sources depends on how you use the information you got from them:**

1. All literally quoted or paraphrased sources that are used in your essay or research paper) are listed on a **WORKS CITED** list. This list is provided at the end of your paper.
2. All sources that you research but *do not* literally quote or paraphrase in your essay or research paper are listed on a **BIBLIOGRAPHY** list. This list is also provided at the end of your paper.
3. The two different lists inform readers exactly how you use or became more knowledgeable from the information that you researched. **Therefore, the two lists *never* reference the same sources.**
4. For *both* the **WORKS CITED** and the **BIBLIOGRAPHY**, the following rules apply:
  - List all sources, **regardless of type**, in alphabetical order by author's last name
  - Do not use bullets, numbers, or other formatting; just list in alphabetical order by author's last name
  - Indent all sources that extend to more than two typed lines one tab space on succeeding lines
  - *Italicize* all titles of major works (published or produced independently; have ISBN #)
  - Use quote marks for essays, poems, & other minor works (**not** published in other works; have **no** ISBN #)
  - If the two lists can fit on one page, by all means put them on one page. They only need to be on separate pages if they individually fill most of a page.

**REMEMBER:** Because you ***MUST*** acknowledge that you have borrowed the intellectual property of other people, you must always ***remember*** to get complete bibliography/works cited information for ***EVERY*** source you research. Use the examples as a way to make sure that you get all the information you need. Here are examples of typical source types and the ways that they should be formatted:

**Book with a single author:**

Morrison, Toni. *Song of Solomon*. New York, NY: Penguin Books USA, 1977.

**Book with two or more authors:**

Herz, Sarah K., with Donald R. Gallo. *From Hinton to Hamlet: Building Bridges Between Young Adult Literature and the Classics*. CT: Greenwood Publishing, 1996.

Delahunty, Andrew, Sheila Dignen, and Penny Stock. *The Oxford Dictionary of Allusions*. New York, NY: Oxford University Press, 2001.

**Book with an author AND an editor:**

Greene, Rebecca. *The Teenager's Guide to School Outside the Box*. Ed. Rebecca Greene. Minneapolis, MN: Free Spirit Publishing, 2001.

**Book with only an editor:**

Carey, John. Ed. *Eyewitness to History*. Cambridge, MA: Harvard University Press, 1987.

**Book with multiple editors:**

Augenbraum, Harold and Ilan Stavans, eds. *Growing Up Latino: Memoirs and Stories*. New York, NY: Houghton Mifflin Company, 1993.

**Introduction, Preface, Foreword, or Afterword from Book:**

Hamilton, Edith. Foreword. *Mythology: Timeless Tales of Gods and Heroes*. By Hamilton. New York, NY: Warner Books, 1942.

Knox, Bernard. Introduction. *The Odyssey*. By Homer. Translated by Robert Fagles. New York, NY: Penguin Books, 1996.

**Film/Movie/Documentary:**

*O, Brother, Where Art Thou?* Dirs. Coen, Ethan and Joel Coen. Perf. George Clooney, John Turturro, Tim Blake Nelson, John Goodman, Holly Hunter, and Chris Thomas King. Touchstone Pictures, 2000.

**Essay/Article that is printed in a published book:**

Pipkin, Gloria T. "The Young Adult Novel Under Fire." In *Reading Their World: The Young Adult Novel in the Classroom*. 2<sup>nd</sup> ed. NH: Boynton/Cook Publishers, 2000.

**Essay/Article/Editorial that is printed in a newspaper:**

Townsend, Peggy. "A World of Stories." *Santa Cruz Sentinel*. October 3, 2004. B3.

**Essay/Article/Editorial that is printed in a magazine or journal:**

Small, Jr., Robert C. "The Literary Value of the Young Adult Novel." *Journal of Youth Services in Libraries*, Spring 1992: 227-285.

Armstrong, Larry. Dori Jones Yang, and Alice Cuneo. "The Learning Revolution: Technology is Reshaping Education – at Home and at School." *Business Week* 28 February, 1994: 80-88.

**Encyclopedia: Essay/Article/Informational Entry that is printed in an encyclopedia:**

"Mandarin." *The Encyclopedia Americana*. 1994 ed.

**Essay/Article/Informational Entry that is printed in a multi-volume published work:**

Reed, Arthea J.S. "Using Young Adult Literature to Modernize the Teaching of *Romeo and Juliet*." *Adolescent Literature as a Complement to the Classics*. Volume 1. Ed. Joan F. Kaywell. Cambridge, MA: Christopher-Gordon Publishers, 1993.

**CD ROM: CD ROM itself or Essay/Article/Informational Entry from CD ROM:**

*Magill's Survey of Science*. CD-ROM. 1998 ed. Pasadena, CA: Salem Publishers, 1998.

“The Chemistry of Air Pollution.” *Magill’s Survey of Science*. CD-ROM. 1998 ed. Pasadena, CA: Salem Publishers, 1998.

**Electronic Sources:**

The Internet is constantly evolving, and citing electronic sources can be tricky. Please see Section 5.9 of *MLA Handbook for Writers of Research Papers* (207-235) for answers to specific questions regarding how to cite particular electronic sources. Remember, the best Internet sites are those that identify 1) an author who takes credit for the information and 2) a home page owner that takes responsibility for the information provided by specific authors. The best sites are also those that are updated regularly. Here are a few examples of *scholarly* Internet sources:

**An entire Internet site:**

*History Channel.com*. 2007. History Channel. 13 March 2007 <http://historychannel.com/>>.

*Jane Austen Information Page*. Ed. Henry Churchyard. 6 September 2006. 13 March 2007 <http://www.pemberley.com/janeinfo/janeiof.html>>.

**An online book:**

Hawthorne, Nathaniel. *Twice-Told Tales*. Ed. George Parsons Lathrop. Boston, MA: Houghton, 1883. 5 May 2007 <http://www209.11.144.65/eldritchpress/nh/ttt.html>>.

**An article in an online newspaper:**

Achenbach, Joel. “America’s River.” *Washington Post* May 5, 2007. 10 June 2007 <http://www.wsashingtonpost.com/wp-dyn/articles/A13425-2202May1.html>>.

**An article in an online magazine:**

Levy, Steven. “Great Minds, Great Ideas.” *Newsweek* 27 May 2002. 13 August 2002 <http://www.msnbc.com/news/754336.asp>>.

**An article in an online journal or periodical:**

Tolson, Nancy. “Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children’s Literature.” *African American Review* 32 (1998): 9-16. JSTOR. 3 October 2006 <http://www.jstor.org/search>>.

**A review:**

Ebert, Roger. Review of *Memento*, dir. Christopher Nolan. *Chicago Sun-Times Online* 13 April 2001. 18 May 2002 [http://www.suntimes.com/ebert/ebert\\_reviews/2001/04/041302.html](http://www.suntimes.com/ebert/ebert_reviews/2001/04/041302.html)>.

**An anonymous article:**

“Senior Fitness.” *USNews.com* 27 May 2002. 13 September 2002 <http://www.usnews.com/usnews/issue/0200527/biztech/27home.b.htm>>.

**A television or radio program:**

Keillor, Garrison. *A Prairie Home Companion*. With Ledward Ka'apana and Owana Salazar. 12 October 2002. Minnesota Public Radio. 18 October 2002 <http://phc.mpr.org/ri/smil/021012.ram>>.

**A sound recording or sound clip:**

McFerrin, Bobby. "Kalimba Suite." *Beyond Words*. Blue Note, 2002. 21 May 2002 <http://www.liquid.com/promo/fulfill?key+3e9d38799614>>.

**An interview:**

Ackroyd, Peter. Interview. *Bold Type*. Nov. 2001. 25 June 2002 <http://www.randomhouse.com/boldtype/1101/ackroyd/interview.html>>.

**A HELPFUL NOTE:** Two automated citation generators are available online. Both require you to generate a form in order to get assistance for correct MLA formatting:

<http://www.noodletools.com/quickcite>  
[http://www.landmark-project.com/citation\\_machine/index](http://www.landmark-project.com/citation_machine/index)

**AND A FINAL ACKNOWLEDGMENT:** This "MLA Quickie Reference Guide for Quoting and Citing Sources" document has been adapted from the following text:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> Ed. NY: Modern Language Association of America, 2003.

Here is a sample of what a **WORKS CITED** and **BIBLIOGRAPHY** might look like (on one page):

### **WORKS CITED**

*O, Brother, Where Art Thou?* Dirs. Coen, Ethan and Joel Coen. Perf. George Clooney, John Turturro, Tim Blake Nelson, John Goodman, Holly Hunter, and Chris Thomas King. Touchstone Pictures, 2000.

Paulsen, Gary. *The Island*. NH: Dell Publishers, 1988.

“Selected Seventeenth-Century Events.” *Romantic Chronology*. Ed. Laura Mandell and Alan Liu. October 2001. University of California, Santa Barbara. 22 November 2003. <http://humanties.ucsb/projects/pack/rom-chrono/chronola.htm>.

Small, Jr., Robert C. “The Literary Value of the Young Adult Novel.” *Journal of Youth Services in Libraries*, Spring 1992: 227-285.

### **BIBLIOGRAPHY**

Delahunty, Andrew, Sheila Dignen, and Penny Stock. *The Oxford Dictionary of Allusions*. New York, NY: Oxford University Press, 2001.

Hamilton, Edith. Foreword. *Mythology: Timeless Tales of Gods and Heroes*. By Hamilton. New York, NY: Warner Books, 1942.

*Romance Languages and Literatures Home Page*. 1 Jan 2003. Dept. of Romance Languages and Literatures, University of Chicago Press. 8 July 2003. <http://humanities.uchicago.edu/romance/>.