MLA Guide

2021 - 2022

This guide was written and prepared by the Librarians, English & Humanities Faculty, and Writing Area Staff at Tallahassee Community College.
# TABLE OF CONTENTS

PLAGIARISM ................................................................................................................................. 3

RESEARCH ESSAY: Basic Format ................................................................................................. 4

THE WORKS CITED PAGE ............................................................................................................ 4

Sample Works Cited page: ........................................................................................................... 5

THE CORE ELEMENTS .................................................................................................................. 6

Author ........................................................................................................................................... 7

Title of Source ............................................................................................................................... 10

Title of Container ......................................................................................................................... 12

Other Contributors ....................................................................................................................... 14

Version ........................................................................................................................................ 15

Number ....................................................................................................................................... 16

Publisher ..................................................................................................................................... 16

Publication Date ........................................................................................................................... 18

Location ....................................................................................................................................... 20

Locating Stable Web Locations - Databases .................................................................................. 22

UNEXPECTED TYPE OF WORK – (interview, brochure, ad, art, image, photo, powerpoint, podcast, song, tweet, legal work) ................................................................................................................. 23

SAMPLE CITATION EXAMPLES: ..................................................................................................... 27

Print Sources – (books, textbooks, encyclopedias, newspapers/magazines) ................................. 27

Web Sources – (websites, online dictionaries, newspapers/magazines) .......................................... 28

Library Databases – (magazines, newspapers, journal articles, videos, eBooks) .............................. 28

PARENTHETICAL DOCUMENTATION / In-Text Citations/ Indirect Quotes ................................. 36
MLA GUIDE 2021-2022

Former users of the MLA documentation style will notice three primary principles guiding the 8th Edition. First is the focus on identifying common traits found in most documents, such as author, title, and publisher. Next, keep in mind that the same document may be cited in different ways and is dependent upon the writer's purpose or focus. Finally, the overarching purpose of documentation is to make citations useful to readers by using an accurate and understandable format.

At TCC, many courses include written reports, term papers, presentations and/or creative projects that require research. A research essay that is based on facts and opinions derived from sources outside the writer's experience (books, magazines, personal interviews, films, television, the internet, newspapers, pamphlets, etc.) must identify those sources, called citations, within the text and in a list at the end of the essay, which is called “Works Cited” (or “Work Cited” if only one source is used). These citations give authority to the writer of the essay. The library subscribes to a number of electronic databases to aid you in the research process.

Different academic disciplines use different styles of writing and documentation. MLA, the style developed by the Modern Language Association, is the primary style used in English and Humanities courses. Other classes may also require MLA, or they might require the use of APA or Turabian style. This guide is meant to be only a brief introduction to MLA style, and as such, the examples included represent only a small sample of all the various information types that could be used. For additional citation examples or information regarding MLA style, consult the MLA Handbook for Writers of Research Papers, 8th edition (available at any library).

If you have any questions regarding...
- your assignment, consult your Instructor.
- this document or specific citations, consult a TCC Librarian or a TCC Writing Tutor.
- your written essay, consult a TCC Writing Tutor.

PLAGIARISM

The stealing of ideas and/or words of another and representing them as your own is plagiarism. TCC’s “Standards of Conduct” defines plagiarism as “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment” (Student Code of Conduct). Any student found guilty of plagiarism is subject to disciplinary sanction as defined within the TCC Student Code of Conduct.

Paraphrasing means taking another person’s words and restating the information into your own words as they relate to your thesis. Paraphrased ideas must be attributed by using both a parenthetical note and a full citation.

Examples:
RESEARCH ESSAY: Basic Format

✓ Leave margins of one inch at the top, bottom, and on both sides of the text.
✓ Use an easily readable font set to a standard size (e.g. Times New Roman, 12 point).
✓ Type your name, instructor’s name, course number and date, each on a separate line, one inch from the top of the first page and flush with the left margin. Double-space between lines.
✓ Double-space the whole document. Do not underline, italicize, use quotation marks, or use all capital letters in the title.
✓ Double-space the entire essay, including the Works Cited page.
✓ Indent the first word of a paragraph ½ inch (or 5 spaces) from the left margin.
✓ Insert page numbers at the top of each page, flush with the right margin. Include your last name (e.g., Smith 3).
✓ MLA does not require a title page. If your instructor requires a title page, format it according to his/her instructions.
✓ Titles should either be in italics or quotation marks (see page 39).

THE WORKS CITED PAGE

General formatting rules:

✓ The Works Cited is an alphabetical list of all sources used. It appears as the last numbered page of the essay.
✓ Center title, Works Cited, one inch from the top of the page; do not underline or put in quotation marks or all caps.
✓ Double space the entire page.
✓ Entries are arranged alphabetically by the author’s last name. If the author is unknown, alphabetize by title, ignoring A, An or The.
✓ Each entry begins with the first line flush against the left margin. Indent subsequent lines of this entry ½ inch. This is sometimes called a Hanging Indentation format. If using Microsoft Word, open the Paragraph formatting option and select the special indentation, hanging.

Paraphrased and No Citation = Plagiarism
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity.

Paraphrased and Cited:
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity (Robbins 32).

Direct Quotation:
✓ Use “quotation marks” to signal that you are using someone else’s words.
Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity” (Robbins 32).
Sample Works Cited page:

Mathers 5

Works Cited

Bain, Jenn. “Celebrate Graceland’s 70th Anniversary.” Travel + Leisure, Jan. 2009,


Celebrity-100.html.

“Johnny Cash Man in Black.” YouTube, uploaded by Ow3ndVid3os, 1 Dec. 2005,
www.youtube.com/watch?v=ZCqpPj87ekE.


www.theatlantic.com/magazine/archive/2006/12/the-100-most-influential-figures-in-
american-history/305384/.

Pratt, Linda Ray. “Elvis, Or the Ironies of a Southern Identity.” The Elvis Reader: Texts and
Sources on the King of Rock ‘N’ Roll. Edited by Kevin Quain, St. Martin’s, 1992, pp. 93-


“What They Got It For…Elvis’s Sideburns.” Maclean’s, 26 Oct. 2009, p. 74. Gale Academic
OneFile, link.gale.com/apps/doc/A211232718/AONE?u=lincllin_tcc&sid=bookmark-
AONE&xid=a2e8dbf6.
THE CORE ELEMENTS

The core elements of each citation are listed below in the order in which they should appear. An element should be omitted if it's not relevant to the work being documented. Each element is followed by the punctuation mark shown unless it is the final element, which should end with a period.

Basic Works Cited Entry Format

Author. Title of Source. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.

SEE EXAMPLES


### Basic Format

**Author’s Last Name, First Name.** Title of Source. *Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.*

|------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Three or More Authors | ✓ The first author should begin with the author’s last name, first name.  
✓ This should be followed by a comma and et al. (which means “and others”).  
| Corporate Author | ✓ If the author is a corporate author – an organization, institution, government agency, etc., include the name, unless the work is also published by the author.  
<p>| Corporate Author as Publisher | <em>Bait and Switch Selling.</em> Competition Bureau of Canada, 2014. Pamphlet. |
| Government Publication or Website | Florida Department of Education. “Bright Future Scholarship.” <em>Florida Student Scholarship &amp; Grant Programs,</em> <a href="http://www.floridastudentfinancialaid.org/ssfad/bf/">www.floridastudentfinancialaid.org/ssfad/bf/</a> |</p>
<table>
<thead>
<tr>
<th>Two Sources by the Same Author</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No Author Specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ If there is no author, skip the author element and begin your entry with core element #2 – Title of Source.</td>
</tr>
<tr>
<td>✓ Do not use the term “anonymous.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edited Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ If you are focusing on an edited volume of essays, the “author” would be the editor. When using an editor as an author, his/her name should be followed by the term editor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two or More Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Include editors in the order they are specified in the source.</td>
</tr>
<tr>
<td>✓ The first editor should begin with editor’s last name, first name.</td>
</tr>
<tr>
<td>✓ Make sure to use the term editors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A Scholarly Edition (includes an author and an editor)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ The “author” would be the translator. The creator of the work would still be included under core element #4 – Other contributors.</td>
</tr>
<tr>
<td>An Anthology</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Basic Format</strong></td>
</tr>
<tr>
<td>➢ <strong>Whole Anthology</strong></td>
</tr>
<tr>
<td>➢ <strong>Essay in an Anthology</strong></td>
</tr>
<tr>
<td><strong>Textbook</strong></td>
</tr>
<tr>
<td><strong>Basic Format</strong></td>
</tr>
<tr>
<td><strong>An Entry from a Reference Book</strong></td>
</tr>
<tr>
<td>➢ <strong>Author Listed</strong></td>
</tr>
<tr>
<td>➢ <strong>No Author Listed</strong></td>
</tr>
<tr>
<td><strong>Publisher Same as Author</strong></td>
</tr>
<tr>
<td>✓ When the work is published by an organization that is also its author, skip the author and begin the citation with the title. The organization is listed as the publisher.</td>
</tr>
</tbody>
</table>
| *The College Board College Handbook.* College Board, 2009–.
**Media Source**

Dinklage, Peter, performer. *Game of Thrones*. HBO, 2011–.


*Game of Thrones*. Created by David Benioff and D.B. Weiss, performance by Peter Dinklage, HBO, 2011–.

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### 2 – TITLE OF SOURCE

**Core Elements**

**Basic Format**

Author’s Last Name, First Name. *Title of Source: Subtitle If Included*. *Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location*.

**Part of a Larger Work (Magazine Article, Article from Website, TV Episode)**

- If a title is **part of a larger work** (such as an article from a magazine, an episode of a television show, a song on an album, or an article from a website), the title is formatted in **quotation marks**.
- The larger work (such as a magazine, television show, album, or website) is formatted in **italics**.


Self-Contained Work (Book, TV Series, Website)

➢ If a title is a self-contained work (such as a book, television series, album, or website), it is formatted in italics.

Beyoncé. Lemonade. Columbia Records Group. YouTube, 22 June 2016,

www.youtube.com/watch?v=QxsmWxxouIM.


Collection

➢ When a work that is normally self-contained (such as a book or play) appears in a collection, the work’s title remains in italics.


Capitalization

When formatting the title, the first word, last word, and all principal words should be capitalized.

Capitalize the following parts of speech:

✓ Nouns (game – A Game of Thrones)
✓ Pronouns (he, she, they, our, it – Civilization and Its Discontents)
✓ Verbs (kill – To Kill a Mockingbird)
✓ Adjectives (brave – A Brave New World)
✓ Adverbs (incredibly – Extremely Loud and Incredibly Close)

Subordinating conjunctions (e.g., after, although, as if, as soon as, because, before, if that, unless, until, where, while, when – What to Expect When You’re Expecting)

Capitalizing Race

According to MLA: “When the dictionary gives both the capitalized and lowercased form as acceptable options – as many do for black and Black, for example – choose one and be consistent” – p. 91
Do not capitalize the following parts of speech (unless they are the first or last word of the title).

✓ Articles (a, an, the – A Visit from the Good Squad)
✓ Prepositions (against, as, between, in, to, of – One Hundred Years of Solitude)
✓ Coordinating conjunctions (for, and, nor, but, or, yet, so – Crime and Punishment)
✓ The to in infinitives (How to Lose Friends and Alienate People)

3 - TITLE OF CONTAINER

Core Elements

The MLA now includes a category for containers. Sources are found within containers, and both the source and the container must be noted in the Work Cited entry. For example, if you cite from a journal article that was retrieved from a database, the journal is the container in which the article is housed, and the database is the container in which the journal is housed. The container is the third core element found in your citation, but you may have multiple containers in a single entry.

Basic Format

Author’s Last Name, First Name. Title of Source: Subtitle If Included. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.

Anthology


Textbook


Periodical (Journal, Magazine, Newspaper)


**Television Series**


"Imaginary Enemies." *Orange is the New Black*, created by Jenji Kohan, season 1, episode 4, Showtime, 2013. *Netflix*,
www.netflix.com/watch/70259446?trackId=14170104&tctx=0%2C3%2Ccbe7eb94-a560-41e3-978b-11e72bb2ea43-197327135.

**Website**

www.youtube.com/watch?v=QxsmWxxouIM.

www.ted.com/talks/susan_cain_the_power_of_introverts.

In addition to authors, other people may need to be credited as contributors. If their participation is important to your research or to the identification of the work, include them in your citation entry.

- When three or more other contributors perform the same function, give the name that is listed first in the source and follow it with et al.
- Precede each name or group of names with a description of the role.

Basic Format

Author’s Last Name, First Name. Title of Source: Subtitle If Included. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.

Source with Author and Editor*


*See page 9 for whether to use quotes or italics in the title

Multiple Contributors

If a source such as a film, TV episode, or performance has many contributors, include the one or ones most relevant to your project. If you are writing about an episode of a TV program and are focusing on a key character, you might mention the series creator and the actor who portrays the character.

In this example, Rose Leslie is the actress playing a character discussed in the paper:


Contributors Who Did Not Have a Role in the Entire Collection

A source contained in a collection may have contributors who did not have a role in the entire collection. For example, an anthology of stories or poems are often translated by various contributors. Identify this contributor after the title of the source, rather than after the title of the collection.


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**5 – VERSION**

**Core Elements**

Sources may include information about different versions, or editions.

**Basic Format**

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container*, Other Contributors, Version, Number, Publisher, Publication Date, Location.

**Multiple Editions**


**Multiple Versions**

The **number** section of the citation refers to sources that are part of a numbered sequence.

**Basic Format**

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.*

**Numbered Periodicals (Journal, Magazine, Newspaper)**

✓ Abbreviate *journal volume* as *vol.*
✓ Abbreviate *issue number* as *no.*
✓ Journal volume 22, issue number 1 --> *vol. 22, no. 1*

Williams, Tim I. “The Classification of Involuntary Musical Imagery: The Case for Earworms.”


**Multi-Volume Sets**

✓ Some books, such as encyclopedias, are published in multi-volume sets.
✓ If you use just one volume of the series, include the volume number.


**TV Seasons and Episodes**


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### 7 – PUBLISHER

**Core Elements**

The **publisher** is the organization primarily responsible for producing the source.

**Basic Format**

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.*
### One Publisher


### Two or More Publishers

- If there are multiple organizations named in the source and they are equally responsible for the work, cite each of them. Separate the publisher names with a forward slash (/).

Csikszentmihalyi, Mihaly. *Creativity: Flow and the Psychology of Discovery and Invention*.


### Film and TV Series


### Academic Websites

- Academic Web sites might be produced by museums, libraries or universities. The publisher’s name is often found in a copyright notice on the website’s home page.


### Blogs

- A blog network may be considered the publisher of the blogs it hosts.


YouTube or Wordpress

✓ The Publisher would be the organization involved in producing the work it makes available. YouTube would be considered the title of the container.


Skip Publisher When…

Publishers may be omitted from the citation for the following types of publications:

✓ Periodical (journal, magazine, or newspaper)
✓ A work published by its author or editor
✓ A Website whose title is essentially the same as the name of its publisher


8 - PUBLICATION DATE
Core Elements

Online sources may provide multiple publication dates. If the source includes more than one publication date, cite the date that is most relevant to your assignment. For example, a newspaper article originally published in print may also be published on the newspaper website. If you read the article online through the newspaper website, you will only need to cite the date that the article was published online.


Basic Format
Author’s Last Name, First Name. Title of Source: Subtitle If Included. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date (Day Month Year), Location.
Websites

www.youtube.com/watch?v=QxsmWxxouIM.

www.ted.com/talks/susan_cain_the_power_of_introverts.


Online Periodicals (Magazines, Newspapers)


Library Database Articles


Print Sources

➢ For print sources, cite the most recent publication date if multiple publication dates are provided.

Print Periodicals (Newspapers, Magazines)


White, Ashley. "FSU Alum in Bachelorette Top Four." Tallahassee Democrat, 15 July 2016, p. 2A.
Books

9 – LOCATION

Core Elements

The location of the source will depend on the type of publication.

MLA recommends “the inclusion of URLs in the works-cited list, but if your instructor prefers that you not include them, follow his or her directions,” (*MLA 8th ed. Handbook* 48.)

Basic Format

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container*, Other Contributors, Version, Number, Publisher, Publication Date (Day Month Year), Location.

Basic Format – Print Sources

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container*, Other Contributors, Version, Number, Publisher, Publication Date (Day Month Year), Location (p. (for one page), pp. (for range of page numbers)).

Print Magazines and Newspapers


Print Anthologies

Basic Format – Electronic Sources

Author’s Last Name, First Name. Title of Source: Subtitle If Included. Title of Container, Other Contributors, Version, Number, Publisher, Publication Date (Day Month Year), Location (URL without http or https).

MLA recommends “the inclusion of URLs in the works-cited list, but if your instructor prefers that you not include them, follow his or her directions,” (MLA 8th ed. Handbook 48.)

Websites


Newspapers/ Magazines from a Website


Journals – with DOI Number


Library Database Articles

➢ Note: The use of permalinks for library database citations are up to instructor discretion. Please consult with your instructor beforehand to determine if you are required to include database permalinks.

✓ For library databases, the location is indicated by the DOI (Digital Object Identifier) or stable web location.
DOI are intended to provide a stable web location, since many web addresses and URLs may change over time. DOIs are found most commonly in scholarly journals, but most library databases will provide database-specific stable web addresses.

Other terms that may be used to describe stable web addresses include:

- Permalink (EBSCOhost Databases)
- Get Link (Gale Databases)
- Stable URL (JSTOR)

**Basic Format – Library Database Articles**

Author’s Last Name, First Name. Title of Source: Subtitle If Included. *Title of Container, Other Contributors, Version, Number, Publisher, Publication Date (Day Month Year)*, Location (DOI or stable web URL without http or https).

**LOCATING STABLE WEB LOCATIONS - DATABASES**

**Gale Databases:**

**EBSCOhost Databases:**

**JSTOR:**

Upon This Rock: The Black Church, Nonviolence, and the Civil Rights Movement
Allison Callhoun-Brown
*PS: Political Science and Politics*
Vol. 33, No. 2 (Jun., 2000), pp. 169-174
Published by: American Political Science Association
DOI: 10.2307/420886
Stable URL: http://www.jstor.org/stable/420886
Page Count: 7
Example Journal from Database [from screenshot above]


Newspapers/ Magazines from Databases


MLA recommends “the inclusion of URLs in the works-cited list, but if your instructor prefers that you not include them, follow his or her directions,” (*MLA* 8th ed. Handbook 48.)

**UNEXPECTED TYPE OF WORK**

If your source list includes any unexpected types of works not described in the previous sections, identify the source type in your citation.

**Basic Format (Interviews)**

Author (interviewee’s name). Interview. By interviewer. Date.

**Interviews**


**Brochures**


**Advertisements**


**Work of Art from Museum**

Image from a Website

Image from a Print Book
To cite an image from a book, treat the image as a work contained in another work. List any relevant information about the image supplied by your source. Then list the publication information for your source:


Library of Congress Manuscript


Photographs

PowerPoints

Podcasts

Songs

Tweet of written text

@poniewozik (James Poniewozik) et al. “I’ve Joked that ‘TV Critic’ and ‘Netflix Critic’ Should Maybe Become Separate Jobs, but Maybe it’s Not a Joke?” Twitter, 2 Mar. 2018, twitter.com/poniewozik/status/969604434547367936.

Tweet of an image

@pronounced_ing (Celeste Ng) et al. Photo of letter from Shirley Jackson. Twitter, 22 Jan. 2018, twitter.com/pronounced_ing/status/955528799357231104.

Legal Works

“Students and scholars working outside the legal profession and using MLA style should follow the MLA format template to cite laws, public documents, court cases, and other related material.” – MLA Style.org

Appeals

It is customary to title court cases by using the last name of the first party on each side of the v. You may also wish to shorten a long URL.


Cases


Constitutions

If a constitution is published in a named edition, treat it like the title of a book:


Executive Orders

Hearings

Statutes
“In MLA style, it will generally be clearest to create an entry for the United States Code in its entirety and cite the title and section number in the text, especially if you are referring to more than one section of the code.

If an online search directs you to the Web page for a specific section of the United States Code, it would not be incorrect to cite the page for that section alone. For example, if you want to use MLA style to document title 17, section 304, of the United States Code—commonly abbreviated 17 U.S.C. § 304 in legal citations—title 17 can be treated as the work and thus placed in the “Title of source” slot on the MLA template, or if you cite the United States Code in its entirety, title 17 can be placed in the “Number” slot.” – MLA Style.org


If you do not include the title and section in the text, you must include that information in the works-cited-list entry:

Public Laws


State Senate Bills


SAMPLE CITATION EXAMPLES: PRINT SOURCES

Book with One Author


Source within a Textbook


Dictionary or Encyclopedia

➢ Author Listed


➢ No Author Listed


Newspaper or Magazine

SAMPLE CITATION EXAMPLES: WEB SOURCES

Website with Author
Galik, Lauren. “The High Cost of Incarceration in Florida: Recommendations for Reform.”


Website with No Author
“Animal Testing 101.” PETA, People for the Ethical Treatment of Animals,

www.peta.org/issues/animals-used-for-experimentation/animal-testing-101/.

Online Dictionary

Newspaper/Magazine from a Website
Brassil, Gillian R. and Eleanor Lutz. “In 30 Years, Little Progress for U.S. Sports Leagues on
Leadership Diversity.” New York Times, 23 Dec. 2020,


SAMPLE CITATION EXAMPLES: LIBRARY DATABASES

Basic Format – Library Database Articles
Author’s Last Name, First Name. Title of Source: Subtitle If Included. Title of Container, Other
Contributors, Version, Number, Publisher, Publication Date (Day Month Year), Location (DOI or stable web URL without http or https).

➢ Note: The use of permalinks for library database citations are up to instructor discretion. Please consult with your instructor beforehand to determine if you are required to include database permalinks.

Academic Search Complete
➢ Periodical (Magazine/Newspaper/Journal)
Fox, Steve. “Facebook vs. Reality: Who Needs to Get a Life?” PC World, vol. 27, no. 6, June 2009,
p. 7. Academic Search Complete,
Careers & Job Search Videos / Films on Demand

➢ Video

CQ Researcher

➢ Report

eBook Collection

➢ eBook

Ferguson’s Career Guidance Center

➢ Article

Films on Demand

➢ Video
Florida Newspapers

➢ Newspaper (No Page)


Gale Literary Sources

➢ Literary Criticism


Gale PowerSearch

➢ PowerSearch is collection of five different databases (*Academic OneFile, General OneFile, General Reference Center Gold, Gale Virtual Reference Library, Professional Collection*). Use the database referenced in the article for your citation.

➢ Magazine or Newspaper


➢ Academic Journal


➢ Book

Gale Virtual Reference Library

➢ Encyclopedia

JSTOR

➢ Journal

Kanopy

➢ Documentary

New York Times – Historical (ProQuest)

➢ Newspaper
NewsBank: America’s News

➢ Newspaper


NewsBank,

Occupational Outlook Handbook

➢ Article

We advise using the last modified date.


Opposing Viewpoints (Gale in Context)

➢ Viewpoints (selection from an anthology or edited book)


➢ Magazine or Newspaper


Gale in Context: Opposing Viewpoints in Context,

➢ Academic Journals

Statistics

"In 19 Countries, Most People Express Willingness to be Vaccinated against COVID-19." Tribune Content Agency Graphics, 2021. Gale in Context: Opposing Viewpoints,

PsycArticles

➢ Academic Journal – with DOI Number

SIRS Issues Researcher

➢ Magazine or Newspaper

➢ Websites
SIRS links you to outside web sources. When citing a web source, use the outside URL of the website as your first container, and SIRS home URL as your second container. Refer below for example.

“Our Plan for Countering Violent Extremism.” Humanrights.gov, 19 Feb. 2015. SIRS Issues Researcher,
Primary Sources
Primary source citations vary depending on source type. Cite according to the source type of your primary source: magazine, newspaper, website, government document, etc. Refer below for examples.

SIRS Government Reporter

SIRS government documents are a separate collection in SIRS titled SIRS Government Reporter. Thus, the database name for government documents should be SIRS Government Reporter.

Government Document (Government as Author)

Government Document (Personal Author)
Parry, James D. “Reshaping Schools for the Information Age.” What’s Noteworthy on Education Issues…In the Heartland. Education Department, 1997. SIRS Government Reporter,

Swank

Film

Tallahassee Democrat (ProQuest)

Newspaper
Theatre in Video (Alexander Street Video)

➢ Video

_A Midsummer Night's Dream._ British Broadcasting Corporation, 2016. _Theatre in Video_,

search.alexanderstreet.com/view/work/bibliographic_entity%7Cvideo_work%7C4031884?account_id=14233&usage_group_id=96710.

US Newsstream (ProQuest)

➢ Newspaper


**PARENTHETICAL DOCUMENTATION / In-Text Citations**

After completing your research and selecting your sources, it’s time to start writing the essay. Any sources used in your writing, whether quoted or paraphrased, must include a parenthetical citation, as well as a corresponding citation in the Works Cited page. The parenthetical citation is simply a brief reference to where the information was obtained and guides to the correct entry in your Works Cited page. Most often it includes the author’s last name and the page number from where the information was taken.

**Example- Quotation:**

“Though some would argue that he stole Black music and sold it to a White audience, what Elvis did was daring and dangerous, and American music has never been quite the same” (McGraw 83).

Refers to this citation from the _Works Cited_ page:


36
Example-Paraphrase:

In 1956, Elvis’s self-titled debut album was released; the cover would both define the accepted rock and roll persona and determine the important positioning of the genre’s lead instrument, the guitar (Rodman 28).

Refers to this citation from the Works Cited page:


General Rules:

✓ Use in-text parenthetical notes for direct quotations; for paraphrases or summaries of someone else’s words; and for facts, figures, or ideas that are the result of someone else's effort.
✓ You do not need to identify a source of information that is common knowledge or belief. For example: The American Civil War lasted from 1861-1865 during which time hundreds of thousands of Americans lost their lives.
✓ For an article, if there is no author, include the first word or words in the title in quotation marks.
✓ For a book, if there is no author, use the first word or words in the title and format in italics.
✓ The author should be omitted from the in-text parenthetical citation if mentioned in the same sentence or if referenced previously within the same paragraph.
✓ Following the author, include the page number from which the quoted information was taken. Page numbers may be omitted when referencing an entire work or a website.

One Work by Two or Three Authors:

“The vegan diet, as defined by the Vegan Society, refers to a diet that excludes all animal produce such as meat, fish, poultry, eggs, animal milks, honey and their derivatives” (Hood and Ford 97). Quotation example

One Work by More Than Three Authors:

Active markets existed in medieval Europe (Lassiter et al. 67). Paraphrase example

Organization or Institution as Author:

Corporate authors or organizations may be abbreviated. Common abbreviations are Amer. (America, American), Assn. (association), Dept. (department), Natl. (national), Org. (organization) and Univ. (university).
New diseases are a constant threat and “research needs to have more funding in order to keep up” (Natl. Research Council on Health and Medicine 2-4, 6-9).

**Quotation example**

**Author Named in Text (Author Tag):**
English professor and Elvis essayist Linda Ray Pratt claim that Elvis and his music played an important role in exposing those definitions as inaccurate by crossing such cultural boundaries (98). **Paraphrase example**

**Citation Found in Narrative:**
Equally, in 2006, *The Atlantic* dubbed Elvis one of the most influential figures in American history and secured his spot among presidents such as George Washington, Thomas Jefferson, and inventors such as Thomas Edison. **Paraphrase example**

**Website or Database Article without Page Numbers:**
Websites generally do not have page numbers; therefore, no pagination is given.

Throughout his career, Elvis had 114 songs on the Billboard Top 40 and 18 number one pop hits (Scrivani-Tidd). **Paraphrase example**

**Work with no Author:**
When a work does not have an author, cite only the title, and include the page number if available. A shortened version of the title may be used but always begin with the word by which it is alphabetized and used in the Works Cited.

Likewise, in 2002, one fan paid $115,000 for a jar of Elvis’s hair (“What They Got It For”).

Faulkner in his novel wrote about hopeful perseverance in the face of mortality (*Faulkner’s Novels*).

**Titles – Quotes or Italics**
A title is placed in quotation marks if the source is part of a larger work such as a journal article. A title is italicized if the source is self-contained.

**Contained versus Self-Contained (Short vs. Long Work):**

<table>
<thead>
<tr>
<th>Part of a Long Work – “Quoted Titles”</th>
<th>Self-Contained – <em>Italicized Titles</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>If the source is a short work like an article, put the shortened title in quotation marks.</td>
<td>For longer works (books, plays, websites, etc.), italicize the shortened title.</td>
</tr>
</tbody>
</table>

**Example:**
("Piece of the Pie" 4)  

**Example:**
(No More Global Warming)
In Sentence:
Likewise, in 2002, one fan paid $115,000 for a jar of Elvis's hair (“What They Got It For”).

In Sentence:
Faulkner in his novel wrote about hopeful perseverance in the face of mortality (Faulkner’s Novels).

Examples of short works: Article titles, title of a website article, song titles, poem titles, story title etc.

Examples of long works: Books, website name, eBooks, anthology name, newspaper, magazine, journal publication name, record name.

Abbreviate Titles

Abbreviate the title if it is longer than a noun phrase. For example, Faulkner’s Southern Novels consists entirely of a noun phrase and would not be shortened. But, Faulkner’s Novels of the South can be shortened in the in-text citation to the initial noun phrase, Faulkner’s Novels.

If a title does not begin with a noun phrase, cite the first word if it is enough to direct the reader to the correct entry. For example, for Philocophus; or, The Deafe and Dumbe Mans Friend, Exhibiting the Philosophical Verity of That Subtile Art, Which May Enable One with an Observant Eie to Have What Any Man Speaks by the Moving of His Lips you can abbreviate it to Philocophus.

Work with page number and no author:
When a work has a page number, but no author, list the shortened version of the title and the page number.

Twitter is changing the way marketing strategies within the music industry (“Tweet Child O’Mine” 23). Paraphrase example

For Example:

<table>
<thead>
<tr>
<th>Titles Beginning With First Major Word</th>
<th>In Text</th>
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</thead>
<tbody>
<tr>
<td>The Double Vision: Language and Meaning in Religion</td>
<td>Double Vision</td>
</tr>
<tr>
<td>You Say You want a Revolution? Hypertext and the Laws of Media</td>
<td>You</td>
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<tr>
<td>Traveling in the Breakdown Lane: A Principle of Resistance for Hypertext</td>
<td>Traveling</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles Not Beginning with Noun Phrase</th>
<th>In Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>And Quiet Flows the Don</td>
<td>And</td>
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<tr>
<td>Can We Say No? The Challenge of Rationing Health Care</td>
<td>Can</td>
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<tr>
<td>Under the Volcano</td>
<td>Under</td>
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</tbody>
</table>
Indirect Quotes

An indirect quote is when you quote a source that is cited and/or quoted in another source. As a general rule, you should try to avoid using indirect quotes. Find the original source, if possible, and quote from it. Only use an indirect quote when absolutely necessary.

When you paraphrase or quote information that has been quoted from another source, you must put “qtd. in” before the indirect source. If available, include the page number of the quotation.

Example 1:

John Lennon once said, “Before there was Elvis, there was nothing” (qtd. in “Quotes About Elvis”).

Example 2:

In her article, Segal discusses how Jane Austen introduces many of her characters in terms of their financial situation. For instance, in the beginning of Sense and Sensibility Austen introduces us to the Dashwoods by saying, “The family of Dashwood has long been settled in Sussex. Their estate was large…” (qtd. In Segal 252).

Block Quotation

If a quotation has more than four typed lines, set it off from the text. Begin a block quotation on a new line and indent each line one inch from the left margin. Double-space the entire quotation. Do not add quotation marks. Unlike normal quotations, the parenthetical / in-text citation is given after the end punctuation of the quotation.

Journalist and film historian, Douglas Brode suggests:

If you wanted to see Elvis, you had to pay—which meant attending live concerts for those few able to do so. For the millions of other fans, this meant buying a ticket to the movies. An impressive number of people were willing to do just that (the quality, or lack thereof, of any one film temporarily set aside) owning to their implicit understanding that a full appreciation of Elvis demanded he be viewed as well as heard. (5)

Poetry or Song Lyrics

You may quote up to three lines of poetry by incorporating the quotation within the text. Use a slash with a space on each side (/ ) to show line breaks and two slashes ( // ) to indicate a stanza break. If the poet’s name and title of the poem are in the sentence, add only the line numbers (instead of page numbers). More than three lines will need to be indented.

Emerson’s “Concord Hymn” is best known for the line: “Here once the embattled farmers stood / And fired the shot heard round the world” (3-4).
**Common Literature**
In citing a play, omit page numbers. Instead, cite by title of play or book followed by the act number, scene number, stanza number and/or line number or book. Abbreviate titles.

Antony rises to deliver his famous funeral oration: “Friends, Romans, countrymen, lend me your ears; / I come to bury Caesar, not to praise him” (*JC*, 3.2.73-74).

Include the title of the work, title of the book and chapter or section number as appropriate.

The biblical speech found in many wedding ceremonies was originally given by Ruth to her mother-in-law (*Everyday Bible*, Ruth 1:16).

**Obvious Sources**
If the source is obvious within the context (e.g. the whole article focuses on one text), the title of the work may be omitted.

For example, if a student is writing a paper about *Hamlet*, and only *Hamlet*, then one would only need to cite Act/Scene/Lines and not Shakespeare, etc.

“Well, good night / If you do meet Horatio and Marcellus, / The rivals of my watch, bid them make haste.” (1.1.14-15).