

Brief Guide to MLA Format: 2016 Guidelines

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General Appearance for MLA Format Papers

- **Margin Sizes:** Your paper should be printed on one side only with one-inch margins on all sides.
- **Alignment:** Except for titles and works-cited headings, justify the paper at the left margin. Center the title and the heading for the list of works cited in the paper.
- **Sentence Spacing:** MLA style recommends using only one space after terminal punctuation marks (periods, question marks, and exclamation points).
- **Line Spacing:** The entire paper should be double-spaced, including your heading, indented quotations (indent any direct quotations that are over four lines in your paper), and the works-cited page. Don't add extra spaces above or below titles or in between the works-cited entries.
- **Paragraph Spacing:** Indent the first line of each paragraph one-half inch from the left margin, and do not add extra spaces between paragraphs. Word sometimes adds extra spaces between paragraphs, but you can fix that. In the "Home" tab, look for the "Paragraph" buttons. Click the "Line Spacing" button. Select "Remove Space Before Paragraph" and "Remove Space After Paragraph." This is also where you choose spacing.
- **Fastening:** Simply fasten the pages with a single staple in the upper-left corner.

Title pages are no longer standard. Instead, use a simple **personal and class identification heading** followed by a **title** centered above the body of your paper. The following information should be in the upper-left corner of your paper; like the rest of the document, it should be double-spaced.

1. **Your full name.**
2. **Your professor's name.** The title "Professor" should precede the last name.
3. **The name of the course.** Professors with more than one section of the same class may want students to follow the class name with a colon and the starting time and days abbreviated to the days' first letters, for example, English 1A: 1:00 TR. Online classes can use CRNs, for example, Art B1: 50121.
4. **The date the paper is turned in.** The day should precede the month, which should not be abbreviated. See the following example:

Todd Anderson

Professor Keating

English 1B: 2:35 MW

31 October 2016

The **header** goes in the upper-right corner of each page of your paper. Use the "header" function to put it in the correct place in your paper. Choose the "Insert" tab and go to "Header and Footer." From there, choose the "Page Number" menu, and, in there, choose "Top of Page." Your number should be on the upper-right side, plain, with no extra formatting. Precede it with your last name and a single space.

Basic Format Guidelines for Works Cited Entries:

- The first line of an entry is flush with the left margin; every subsequent line in the entry should be indented one-half inch.
- Double-space the list of works cited; do not put extra spaces between the entries.
- Alphabetize the entries by the authors' last names (last name, first name, middle initial).
- Provide authors' entire names (do not shorten first names to initials unless the authors do).
- If the source has more than one author, only invert the first author's name, and have a comma before the "and" that sets off the final author, even when there are only two authors.
- If no author is given, put the source in alphabetical order using the first important word or words of the title (ignore the parts of speech called "articles": "a," "an," and "the," but do not eliminate them).
- If exactly the same author is used more than once in a list of works cited, provide the author's name only for the first work by this author, and use three hyphens in place of the name for subsequent entries. Determine the order of the entries by this author using the first important word of each work's title.
- Capitalize the first letters of words in titles except for prepositions, coordinating conjunctions, articles, and the "to" in infinitives unless any of these are the first word of a title or subtitle.
- Italicize the titles of books, periodicals, databases, albums, TV series, films, and web sites.
- Use quotation marks around the titles of articles, essays, short stories, TV series episodes, and other works located in books, periodicals, web sites, albums, etc. (unless they are plays or books themselves).
- Abbreviate all months except for May, June, and July.
- Days should come before months in dates, and no commas are used, for example, 27 Aug 2016.
- Precede page numbers with "pp." (or "p." if the work is on only one page). When works are not on consecutive pages, provide the first page and a plus sign (pp. 3+).
- When page numbers are over 100 and in the same range of a hundred, drop the first numeral of the last page number. In the same range of a thousand, drop the first two numbers of the last page number unless confusion would result, for example, 1,032-39 and 1,187-289.
- Sometimes journals have only volumes or only issues; simply provide what is given.
- For journals, MLA now says to use months, seasons, and even days in entries if provided by the journal. They should precede the year and not be followed by a comma.
- If a work is published in a periodical that spans two or more months, hyphenate them: Jan.-Feb.
- Use "and," not the ampersand (&).
- We no longer abbreviate words like "editor," "edited by," and "translator."

Basic Forms for Works from Periodicals

Electronic versions are formatted the same way as print versions, but after the pages (years if there are no pages), we usually provide what MLA calls “locations,” such as databases and URLs. While the MLA recommends URLs or DOIs for all web sources, it makes them optional, so consult your professor. Colleges provide students with access to subscription-only databases, so URLs are not useful for these sources. Provide the database and the company that provides the database.

Scholarly Journals

A scholarly journal article in print

Author(s). “Title of Article: Subtitle.” *Title of Journal*, volume number, issue number, month or season (if provided), year of publication, pages.

Pelizzon, Penelope, and Nancy M. West. “Multiple Indemnity: Film Noir, James M. Cain, and Adaptations of a Tabloid Case: The Disappearing Death Chamber.” *Narrative*, vol. 13, no. 3, Oct. 2005, pp. 211-37.

A scholarly journal article from a school library’s subscription-only database

Howson, Teri. “Zombies, Time Machines, and Brains.” *Thesis Eleven*, vol. 131, no. 1, Dec. 2015, pp. 114-26. *Academic Search Premier*. EBSCO.

For a work with three or more authors, you may provide only the first author, followed by “et al.”

A journal article from an online-only scholarly journal

Magnusson, Gert. “Being a Vampire Sucks: Regarding the Anonymous Vampires in *Buffy the Vampire Slayer*.” *Slayage: The Journal of Whedon Studies*, vol. 9, no 1, Spring 2011, www.whedonstudies.tv/uploads2/6/2/8/26288593magnusson_slayage_9.1.pdf.

The URL follows the database or the year if there is no database. When providing URLs, drop “http//” and “https//.” Usually, works in journals have pages; if they do not, do not use “n.p.”

Magazines and Newspapers

Format entries for magazine and newspaper articles the same way as you format journal articles, but without volumes and issues. Newspapers and weekly magazines provide days, which precede months.

A magazine article in print

Weinberg, Steven. “Eye in the Present: The Whig History of Science.” *The New York Review of Books*, 17 Dec. 2015, pp. 82-84.

A newspaper article in print

If a city of publication is not part of the title of a locally published paper, add it in brackets after the name of the paper. You do not need to add cities for nationally published newspapers.

Bergman, Joe. "Kit-fox Probe Begins." *The Renegade Rip* [Bakersfield], 3 May 2016, pp. 1+.

A newspaper article published online

Bergman, Joe. "Kit-fox Probe Begins." *The Renegade Rip* [Bakersfield], 3 May 2016, www.therip.com/top-stories/2016/05/03/kit-fox-probe-begins/#sthash.tVRJeqDA.dpbs.

Book review

Durante, Janice Floyd. Review of *Who is King? Ten Magical Stories from Africa*, by Beverley Naidoo. *New York Journal of Books*, 29 May 2015, www.nyjournalofbooks.com/book-review/bayou-magic.

Basic Forms for Books and Plays

Usually we follow titles with periods, but if a title ends a question mark or exclamation point, use that. With publishers, omit "business" words and abbreviations, such as "Company" and "Inc. For university presses, replace "University" with "U" and "Press" with "P" (no periods), for example, Oxford UP. For all other publishers, reproduce the names in full. If a book was published significantly earlier than the copy that you have, you may include the original publication date after the title of the book.

A book or play

Author(s). *Title*. Publisher, year of publication.

Book or play with one author

Carver, Raymond. *Will You Please Be Quiet, Please?* Vintage Contemporaries, 1992.

Hoffer, Erik. *The True Believer*. 1951. First Perennial Classics, 2002.

Multiple works by the same authors

Gilbert, Sandra M., and Susan Gubar, editors. *Feminist Literary Theory and Criticism: A Norton Reader*. W. W. Norton, 2007.

---. *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Imagination*. Yale UP, 1979.

Note: After the first entry by authors or editors with more than one work in a paper, three hyphens are used at the beginning of following entries by these individuals. The authors or editors must be exactly the same, and, if more than one author or editor is involved, they must be in the same order.

Book with no author given

If no author is provided, begin with title.

Hazards of Primary Care in Aging Populations. J.B. Lippincott, 1978.

E-books from Internet providers (other than library subscription collections)

Author(s). *Title*. Publisher, year of publication. *Provider*, URL.

Note: The MLA states that URLs can be eliminated from entries if instructors prefer students not to include them. In these cases, entries would end with the provider or terms like “Kindle edition.”

E-book from an online provider

Jenkins, Henry. *Convergence Culture: Where Old and New Media Collide*. New York UP, 2006. *ACLS Humanities E-book*, hdl.handle.net/2027/heb05936.0001.001.

Charles, John C. *Abandoning the Black Hero: Sympathy and Privacy in the Postwar African American White-Life Novel*. Rutgers UP, 2012. *Project Muse*, muse.jhu.edu/book/19214.

E-book from a library subscription collection

Author(s). *Title*. Publisher, year of publication. Library collection, company.

Patterson, Anita Hayes. *From Emerson to King: Democracy, Race, and the Politics of Protest*. Oxford UP, 1997. Bakersfield College eBook Collection, EBSCO.

Note: The URL was omitted in the above entry because only subscribers can access the article. In these cases, there is no point in providing the URL since it would not help readers access the article. Instead, a sensible substitution is to give the name of the library collection and the name of the company that provides the collection.

A single article, essay, or other work in a collection or anthology

Baker, C. Edwin. “Implications of Rival Visions of Electoral Campaigns.” *Mediated Politics: Communication in the Future of Democracy*. Edited by W. Lance Bennett and Robert M. Entman. Cambridge UP, 2004, pp. 342-61.

Multiple selections from a collection or anthology (cross-references)

When you have more than one work from an anthology, provide one entry just for the anthology and separate cross-references for each of the works that you take from it. Organize these works, like everything else, in alphabetical order. A cross-reference has just four elements: The author, the title of the work, the last names of the anthologies’ editors, and the page numbers.

Baker, C. Edwin. "Implications of Rival Visions of Electoral Campaigns." Bennett and Entman, pp.

342-61. [Note: This is a cross reference]

Bennett, W. Lance, and Robert M. Entman, editors. *Mediated Politics: Communication in the Future of*

Democracy. Cambridge UP, 2004. [Note: This is the anthology]

MLA has dropped the city of publication from most works-cited entries. Exceptions are made for books published before 1900 when no publisher is given and for books published in different countries where changes have been made to the original versions. Giving the city is important in situations like this because the cities indicate which versions of the works you are using. Provide the city before the publishing company, followed by a comma, not a colon.

Burgess, Anthony. *A Clockwork Orange*. New York, W. W. Norton, 1962.

Shelley, Mary Wollstonecraft. *Frankenstein; or, The Modern Prometheus*. London, 1818.

Article from an encyclopedia or reference book

Candelabra, Cordelia Chavez. "La Malinche." *The Greenwood Encyclopedia of Latino Literature*.

Edited by Nicolas Kanellos. Vol. 2. Greenwood, 2008, pp. 726-30.

Note: If you are using only one volume of a multi-volume reference set, specify the volume you used, as in the preceding example.

Works by corporate authors, including government agencies

Corporate authors include institutions, government agencies, and other organizations. Omit "the" before the name of any organization in your entries. Omit the name of the author at the start of an entry if it is the same as the publishing organization. If it is not the same, begin with the corporate author, not the title. Do not italicize the name of the corporate author. Follow with the title in italics. End with the publisher, a comma, and the date of publication.

Institut National d'études Demographiques. *Consequences of Rapid Population Growth in Developing Countries*. Routledge, 1 June 1991.

When a work is both written and published by the same organization, begin with the title, not the organization, and list the organization as the publisher, followed by the date of publication.

Human Development Report: 2015. United Nations Development Programme, 14 Dec. 2015.

Publication Manual of the American Psychological Association. American Psychological Association, 2001.

When a government agency is the author, begin with the name of the government (a city, county, state, or country), a comma, and the agency:

California, Department of Developmental Services.

For organizational units that the agency is a part of, add these between the government and the agency:

United States, Congress, House.

You may shorten the House of Representatives to “House,” as there would be no confusion about what it refers to. If your works-cited list contains more than one work by the same government, use three hyphens (with no spaces between them) instead of the author after the first entry by that same author:

---, ---, House.

---, ---, Senate.

---, Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

For congressional publications, the following are options that you may include: the number and session of Congress, the chamber (House or Senate) and the type and number of the publication, for example, reports, resolutions, bills, and what are referred to as “miscellaneous documents.”

United States, Congress, House, Committee on Financial Services. *Due Process Restoration Act of 2015*.

Government Printing Office, 2016. 114th Congress, 2nd session, House Report 114-697.

Web Sites

Author(s). “Article.” *Site*, date, time if provided, URL. [The professor may prefer “web” to URLs.]

Galbreath, Bill. Comment on “Why I Choose to Challenge Climate Change Deniers.” *The Huffington Post*, 19 May 2016, 12:19 p.m., www.huffingtonpost.com/bill-nye/why-i-choose-to-challenge_b_10048224.html.

Nye, Bill. “Why I Choose to Challenge Climate Change Deniers.” *The Huffington Post*, 5 May 2016, www.huffingtonpost.com/bill-nye/why-i-choose-to-challenge_b_10048224.html.

“Philippines: New President Should Break Cycle of Human Rights Violations, Not Compound Them.” *Amnesty International*, 10 May 2016, www.amnesty.org/en/latest/news/2016/05/philippines-new-president-should-break-cycle-of-human-rights-violations/.

YouTube and Other Online Videos

“Title.” *Site*, uploaded by [name of up-loader, as given, if given], date, [time if provided], URL.

“Tobias Wolff on Raymond Carver.” *YouTube*, uploaded by Joe Jansen, 8 May 2011, www.youtube.com/watch?v=eNS4mXnkWao.

Films

You may begin either with the title of the film or with the name of a significant contributor.

Title. Director or other contributor(s), Studio, year.

Hot Coffee. Directed by Susan Saladoff, If Not Now Productions, 2011.

Name of director(s) or other creator, role. *Title*. [Other contributors optional.] Studio, year.

Jolie, Angelina, director. *Unbroken*. Legendary Pictures, 2014.

Jolie, Angelina, director. *Unbroken*. Screenplay by Joel Coen and Ethan Coen. Legendary Pictures, 2014.

Additional common descriptions include “adapted by,” “narrated by,” and “cinematography by.”

Basic Format for Parenthetical Citations

When to Use Parenthetical Citations

MLA papers use parenthetical in-text citations rather than footnotes or endnotes. You need to indicate the sources that you use each time you take information from them and, in the case of sources that provide page numbers, the page numbers the information comes from. Do not use the abbreviations “p.,” “pp.,” “pg.,” or the word “page” before page numbers; simply provide the page number.

What Goes inside Parenthetical Citations

Information beginning parenthetical in-text citations must correspond to the beginning of the entries on the works-cited page. The first part is usually the author’s last name. If there are two authors, provide both last names separated by a comma and “and.” If there are three or more, you may use the first author’s last name followed by “et al.” If you have supplied all of the authors in the works-cited entry, not just the first author and “et al.,” use all of the authors’ last names in the citation, separated by commas, and setting the last author off with a comma and “and.”

If no author is provided, use the title or part of the title, following specific guidelines. According to the eighth edition of the handbook, “When a title is needed in a parenthetical citation, abbreviate the title if it is longer than a noun phrase” (117). It gives these examples: “. . . *Faulkner’s Southern Novels* consists entirely of a noun phrase . . . and would not be shortened. By contrast, *Faulkner’s Novels of the South* can be shortened to its initial noun phrase, *Faulkner’s Novels*” (117).

Follow authors or noun phrases with page numbers, if provided, with no commas or abbreviations before the numbers. If you have used the name of the author (or source if there is no author) in your text, you may supply just the page number in the in-text citation.

When a work does not have page numbers, simply use the author’s last name or the appropriate part of the title if no author is provided. For sources with no page numbers, provide an in-text citation with the author or word or words from the title even if you have used the name of the source in your text. An in-text citation makes it clear what information you have taken from the source so that you may avoid accusations of plagiarism. The citation is also helpful because it indicates where the information from the source ends if you are paraphrasing or summarizing rather than directly quoting. That way, your readers won’t be confused about where the source material ends and your own interpretations or explanations begin.

Format for Direct Quotations

Enclose direct quotations that are four lines or less in your document in quotation marks. Periods should follow the in-text citations with direct quotations under five lines and with summaries and paraphrases.

Quotations five lines or longer are indented one inch from the left margin and not enclosed in quotation marks. If a block quotation contains quoted material, use regular quotation marks around it. If an indented quotation contains internal paragraphing, the first line of the quotation begins without a paragraph indentation even if one is present in the original. Periods precede in-text citations for block quotations.

Placement of Parenthetical Citations

Place an in-text citation as close to the quoted, paraphrased, or summarized material as possible without disrupting the sentence. When material from one source with the same page number is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence. However, if you have added your own thoughts inside the paragraph, you will need multiple citations to distinguish between your source's ideas and your own.

Quoted material, source named before quotation

You do not need authors' last names in parenthetical in-text citations for works with page numbers when you have named the authors (or the titles of the work if no authors are provided) prior to a quotation, paraphrase, or summary.

Before direct quotations, use commas after introductory words like "states," "says," "asserts," "argues," "implies," "alleges," "finds," and so on.

Mark Lloyd states, "Communications policy is central to our unique republic" (74).

However, you should not use commas before quotations if the preceding phrase flows directly into the quotation without pause, as in the example below (the word "that" after "states" is a clue that you should not add a comma).

Mark Lloyd asserts that "Communications policy is central to our unique republic" (74).

If you choose to introduce a quotation with an entire independent clause, follow it with a colon:

Mark Lloyd makes the following observation: "Communications policy is central to our unique republic" (74).

Quoted material from an electronic source with no author or page number given

The American Academy of Pediatrics advocates a number of changes to make children safe from gun violence. One suggestion is that the federal government "enact stronger gun laws, including an effective assault weapons ban; mandatory background checks on all firearm purchases; and a ban on high-capacity ammunition magazines" ("Federal Policies").

Note: The corresponding works-cited entry for the preceding example would begin with the noun phrase in the in-text citation, not the American Academy of Pediatrics.

Quoted material, source not named before quotation

“It would be more direct to say that Kissinger was the Albert Speer rather than the Adolph Eichmann of the crimes against humanity that he assisted in perpetrating, but that he lacked Speer’s readiness to apologize” (Hitchens 255).

Same source used more than once in one paragraph

You may quote the same source more than once in a paragraph. As long as you do not include any quotations from other sources or any information that you have thought of on your own in between, you can use one parenthetical citation after the last quotation. Separate the different page numbers with commas.

“Austen’s irony is both worldly and unworldly, finding nothing to be surprised at in human immorality, but nothing to be cynically indulged about it either.” Her irony is subtle and put to the task of defending the cultural and moral status quo. “One should not be misled by Austen’s good-natured irony into imagining that she is, in the modern sense of the word, a liberal” (Eagleton 107, 108).

Note that a comma is used between the different page numbers, not a hyphen, because the writer is taking different quotations from different pages, not presenting a single quotation, summary, or paraphrase that spans the pages.

Paraphrased material, source not named before paraphrase

Following the Thomas-Hill hearings, sexual harassment in the workplace became an issue of far greater importance to the American public than it had been, due to the heightened awareness that resulted (Mayer and Abramson 352).

Quoted material that spans two pages

“Other researchers have found that unsubstantiated evidence in a court of law can have an impact on juries, even when the judge explicitly tells the jury to ignore the factoid” (Pratkanis and Aronson 110-11).

Corporate authors, including government agencies

For corporate authors in in-text citations, you should abbreviate words that are commonly abbreviated, such as “dept.” for “department,” but do not abbreviate these words in the works-cited entries. If the corporate author includes the names of administrative units in the corresponding works-cited entry, separated by commas, provide all the names in the citation.

“Once a student reaches eighteen years of age or attends a postsecondary institution, he or she becomes an ‘eligible student,’ and all rights formerly given to parents under FERPA transfer to the student” (United States, Dept. of Education).

Paragraph numbers in citations

Some sources provide paragraph numbers instead of page numbers, especially online sources. Provide the relevant numbers, preceded by “par.” Have a comma after the author’s name (or first important word or words of the title). Do not provide paragraph numbers unless your source provides them—do not count them on your own.

“Magical realism involves realistic descriptions stressing normal phenomena that are accompanied by—and challenged by—straightforward depictions of the fantastic” (Cole, par. 5).

Parenthetical citations for e-books

Most electronic readers include a numbering system that tells users their location in the work. Do not use this because it may not be the same for other users. If the work is divided into consistent numbered sections, such as chapters, those numbers may be cited, with a label identifying the nature of the number:

Mark Bauerlein reveals that “Students reaching their senior year in high school have passed through several semesters of social studies and history, but few of them remember the significant events, figures, and texts” (ch. 2).

“Digital habits have mushroomed, but reading scores for teens remain flat, and measures of scientific, cultural, and civic knowledge linger at abysmal levels (Bauerlein, ch. 3).

As shown in the example above, there is a comma in a parenthetical citation after the author’s name if the information in the citation begins with an abbreviated word, such as “ch.” for “chapter.”

Sources quoting other works

If a source quotes someone else, indicate the quoted person’s name in your sentence, and put the source’s name inside the citation preceded by the abbreviation for “quoted in.” Do not use “qtd. in” if you are quoting your source’s own words; use it only when your source is using someone else’s words.

Former *Washington Post* political reporter Paul Taylor calls the relationship between incumbent broadcasters and incumbent politicians “the most profitable, exclusive, and mutually beneficial relationship in the new Gilded Age of politics” (qtd. in Krishnamurthy 145-47).

More than one work by the same author

If you are citing more than one work by an author, include the first noun phrase of the title you are citing in addition to the author’s name and relevant page number(s). The MLA states, “When a title is needed in a parenthetical citation, abbreviate the title if it is longer than a noun phrase” (117). If it is a noun phrase, use the whole phrase. Remember to italicize or use quotation marks around the title as appropriate. Separate the author’s name—if you need it in the citation—and the title with a comma:

“Those who want to face their responsibilities with a genuine commitment to democracy and freedom—even to decent survival—should recognize the barriers that stand in their way” (Chomsky, *Hegemony or Survival* 5).

Two or more authors with the same last name

If the document uses sources by different authors with the same last name, include each author’s first initial in the in-text citation (use the whole first name if the initials are the same).

“Why should I tell the story of my life? I do it because my father is dead now, and I always knew I would have to commemorate him. He was a writer and I am a writer” (M. Martin 3).

Three or more authors

If a source has three or more authors, there are two ways that you can provide the in-text citation. You can include the first author's last name, not followed by a comma, and followed by "et al." (an abbreviation of the Latin phrase *et alli*, meaning "and others") either in the text or in the parenthetical citation.

"And some essayists are not out to change the world at all: some are completely indifferent to immediate circumstances or practical ends" (Scholes et al. 3).

Scholes et al. point out that "some essayists are not out to change the world at all: some are completely indifferent to immediate circumstances or practical ends" (3).

You can also name all of the authors if you believe that this will add clarity to your paper (you must name all of them in the corresponding work-cited entry, as well):

"And some essayists are not out to change the world at all: some are completely indifferent to immediate circumstances or practical ends" (Scholes, Klaus, Comley, and Silverman 3).

Information from more than one source

If you have information that comes from different sources, indicate them all, separated by semicolons to indicate that the authors represent different, not coauthored, sources. The following is a paraphrase:

Throughout the history of the folktale, no matter what their respective classes or status, women across the social spectrum shared and modified fairy tales (Smith 172; Warner 316-17).

Films and videos

As with electronic sources, use an author's name in a citation if one is available or the first noun phrase of the title if one is not—you must provide information needed to easily find the proper entry in the list of works cited. If you use the title of a film to begin a work-cited entry, shorten the title if it is longer than a noun phrase; if it is a noun phrase, use the whole phrase. If a source quotes someone else, use "qtd. in" in the citation before the source. The first example below is from the documentary *Hot Coffee*. If you have used a director's name as the first word in the entry, use that in a citation, as in the second example. If you have taken information from a lecture or speech, use the last name of the speaker, as in the third example.

Grisham stated, "It's the story of the purchasing of a Supreme Court seat in Mississippi (qtd. in *Hot Coffee*).

Joan Claybook, president of Public Citize, stated that "Businesses use a number of devices to keep the public out of the courts" (qtd. in Saladoff).

"The world makes you something that you're not, but you know inside what you are and that question burns in your heart: how will you become that?" (Rocero).

Works in time-based media

In-text citations for quotations from audio and visual recordings should include times or ranges of times, when possible. Separate the numbers with colons and give the hours, minutes, and seconds displayed by the media player. In the following example, the quotation began 3 minutes and 11 seconds into an episode of the series *Veronica Mars* titled "Silence of the Lamb."

Veronica Mars said, "I prefer the biker bar by the train station. I get more attention that way. I'm kidding" ("Silence" 00.03:11-14).

Summary of Changes Introduced in the Eighth Edition of the *MLA Handbook*

Abbreviations

Words and phrases like “editor,” “edited by,” “review of,” “and” and “translator,” are no longer abbreviated in entries in lists of references (Works Cited or Sources Cited pages).

Authors and Editors

MLA now recommends using only the first author for a work-cited entry with three or more authors, followed by “et al.” However, it also stresses the role of prudent choice when creating entries. Students who have been instructed to discuss the credentials and expertise of experts when presenting research may find this easier to do if all authors are listed. Be consistent in citations and work-cited entries.

Books and Other Printed Works

Page numbers in works-cited entries are now preceded by “p.” or “pp.” (but not in in-text citations).

Cities of publication for books are no longer given unless you have an older book that does not name a publisher or if different cities in different countries provide different versions of a book (with actual differences in content).

Scholarly Journals

Volumes and issues of scholarly journals were previously identified by providing just the numbers separated by a decimal point and following them with the year in parentheses followed by a colon and the first and last page numbers, for example, 73.4 (2015): 128-35. Now the abbreviations for volume and number are used, the parentheses are omitted, a comma replaces the colon, and the page numbers are preceded by “pp.,” for example, vol. 73, no. 4, 2015, pp. 128-35. Previously, only volumes and issues were provided, not months, seasons, or days. Now these are also always included if provided. They should precede the year and not be followed by a comma, for example, vol. 124, no. 1, Winter 2016 pp. 101-20 and vol. 88, no. 3, Aug. 2015 pp. 75-96.

In previous editions of the *MLA Handbook*, we were told not to use volumes and issues for magazines. The MLA does not directly address this point in the new edition. However, on page 30 of the new edition, the handbook gives the following examples of works-cited entries for a journal and a magazine, and no volume or issue numbers are given for the magazine:

Baron, Naomi. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Williams, Joy. “Rogue Territory.” *The New York Times Books Review*, 9 Nov. 2014, p. 1+.

Online Works

URLs are now provided in entries for online sources, but do not use angle brackets < >. Drop “http//” and “//https.” The MLA recommends using DOIs (digital object identifiers) instead of URLs in works-cited entries when they are available. MLA also says that, if instructors do not want you to use URLs or DOIs, you should not use them.

Citing the date when an online work is accessed is now optional. MLA recommends that we only provide the most “meaningful” date for online (and other) sources, and it defines the most meaningful date as the one for the online version, not the print version if it was taken from one. However, in cases when the online version is considerably more recent than the original version, it makes sense to include both dates. Conceding that online works can be changed (information may be added or removed), MLA says that in some cases, your date of access should end the entry for an online source. Precede dates with “Accessed,” for example, “Accessed 15 June 2016.”

Abbreviations for missing information like dates and pages are no longer used. In the past, n.d. (“no date”) and n.p. (“no page”) were used. If facts missing from a work are available in a reliable external resource, they are cited in square brackets: [].

Publishers

Publishers’ names are now given in full, except for “business words” and abbreviations like “Company” (Co.), “Limited” (Ltd.), and “Incorporated” (Inc.). We should now include words like “Publishers,” “Press,” “Books,” and so on if they are part of a publisher’s name, except for university presses. For them, abbreviate Press to P and University to U, as in past versions of the handbook.

Use a forward slash (/) to separate the names of co-publishers.

When a group or organization is both the author and the publisher and there is no author given, the group’s or organization’s name is now given just once, typically in the position of publisher. If an author or editor is also the publisher of the work, no publisher’s name need be given.

Reference Works

All reference works are now treated like other works. For example, complete publication information is now given, including page numbers for entries in alphabetically arranged reference books.

Parenthetical Citations

For time-based media like video, hours, minutes, and seconds are now included in the citations (as the rough equivalent of page numbers).

The use of “my trans.” for “my translation” is used if the writer of a paper translates a quotation.

Writers are now told, “When a title is needed in a parenthetical citation, abbreviate the title if it is longer than a noun phrase” (117). Previously, we simply used the first important word or words of the title. The handbook gives these examples: “. . . *Faulkner’s Southern Novels* consists entirely of a noun phrase . . . and would not be shortened. By contrast, *Faulkner’s Novels of the South* can be shortened to its initial noun phrase, *Faulkner’s Novels*” (117). In the past, we simply shortened the title to the most important word or words. Thus, if we used only one of these works and needed the title in a citation, we would simply have used *Faulkner’s*. Had we used both, *Faulkner’s Southern* and *Faulkner’s Novels* would have been considered sufficient.

Miscellaneous

When the title of a periodical begins with “a,” “an,” or “the,” it is now treated as part of the title; it is italicized and the first letter is capitalized.

If an indented quotation (one that is over four lines in a paper) contains internal paragraphing, the first line of the quotation begins without a paragraph indentation even if one is used in the original source.

Careful attention should be paid to punctuation in works-cited entries. Commas or colons are used in some instances where periods were used in the past.

The following statement and template are on MLA's web site:

“The MLA now recommends a universal set of guidelines that writers can apply to any source and gives writers in all fields . . . the tools to intuitively document sources. In the new model, the work's publication format is not considered . . . the writer creates an entry by consulting the MLA's list of core elements—facts common to most works—which are assembled in a specific order.”

1 Author.
2 Title of source.
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

Within the handbook, MLA deals with other information by charting out additional “containers,” providing the following template:

1 Author.
2 Title of source.

<i>Container 1</i>
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

Below the above template, they add one or more “container” templates for other information:

<i>Container 2</i> [items 3 – 9 are repeated]
