CITING IN MLA

✓ ## Quote Formats

You can use sources in the text of your paper in three different ways: short quote, long quote, and paraphrase. The following will show you the basics about how to cite each type, both the in-text citation and then the bibliography entry.

In-text citations (or parenthetical citations) have two purposes in the text of the paper—the first, and most important, is to give the author's name, which allows the reader to find all of the information about that source on the works cited page. The second is to tell the reader exactly where to find the material you're referencing by including the page number from the original source.

Each bibliography entry (on the works cited page) is included so the readers have some information about the source (the full title, publishing year), and so they could, if they wanted, find that source.

Regardless of the type of source, remember, you must cite it using in-text and a full bibliography entry every time!

Short quote:

A short quote is a quote within the text that is less than three lines. This can range from just a phrase to two or more sentences. It can be a full sentence that stands on its own, or it can be incorporated into another sentence.

1. First, the entire quote must be in quotation marks—but don't extend the quotation marks to include your own words!

2. At the end of the sentence, add the parenthetical, in-text citation. Even if your quote comes at the very end of the sentence, the citation will go outside the quotation marks.

3. Put the author's last name first, then the page number(s) where the quote appears. It'll look like this—(Author #). If the author is introduced in the sentence, you can present the page number alone—(9).

4. The punctuation always goes after the in-text citation, outside the closing parenthesis.

Here are some examples of short quotes within a text (you can see examples for each type in the boxes through this tutorial):

> In *James and the Giant Peach*, one sees that James is often "abused and misused" by his aunts, Aunt Spike and Aunt Sponge (Dahl 7).

> In reference to James' development, Florence King comments, "The abuse exercised by the aunts over James is a negative act that furthers his development. So that when he is given the opportunity to blossom through his adventures, James maintains his humility" (34).

Paraphrasing:

Paraphrasing is when you put an idea that is not your own (but from a source) into your own words. You state the original ideas without "quoting" them. However, you do still have to cite them. The idea isn't yours, and that's where citing comes in—you have to show whose idea it is.

Paraphrasing is a tricky part of citation, because it's easy to plagiarize the source you're using if you don't completely rewrite and cite. However, it's still a good way to use source material, even better than quoting in some cases. That's because paraphrasing allows you to apply the specific material you need for your project, using words that fit. Plus, when you paraphrase you show your professor that you understand the original well enough to say it in your own words.

The formatting basics for paraphrases:

1. Put the source material in your own words, and include it in a sentence(s) in the body of your essay.

2. Don't use quotation marks—these are only for short quotes.

3. Cite the page number(s) at the end of the paraphrase! Include a regular in-text citation (the same as short quote), including the author's last name and the page number where you found that information. If you have the author's name in the sentence, just put the page number in the parenthesis.

> Throughout James and the Giant Peach, the idea that the peach represents the mother's womb, and that James is being reborn once he exits the peach at the end of the story, is a very provocative theory derived from Dahl's novel (King 15).

Paraphrasing really can be tricky, so check out the CWC paraphrasing tutorial.

Long quote:

Also known as block quote, a long quote is more than three lines of normal text. The format for long quote uses four unique moves:

1. A long quote needs a lead-in sentence, which introduces the quote's context, and often gives the author's name or the document's title that the quote came from.

2. The text begins on a new line, indented an inch from the left margin, without a first-line indent—and the text should still be double-spaced. (However, if you use more than one paragraph from the original source, indent paragraphs following the first by 0.5".)

3. Don't use quotation marks on the quote. The indenting shows that you're using information directly from another source. (Caution: if you accidentally drop the indenting, then it looks like you're claiming the quote as your own words.)

4. Finally, when you return to your paragraph, with normal formatting, don't use a first-line indent, unless you're starting a new paragraph.

The citation for long quotes is a bit different too:

1. Put punctuation before the citation, rather than after. In the usual short quote and paraphrasing format, the final punctuation for the sentence

comes after the in-text citation. In contrast, the in-text citation for long quotes gives the citation information after the final punctuation.

2. Like regular in-text citations, if you give the author's name in the sentence (in this case, the lead-in sentence), only include the page numbers. However, if you don't give the author's name, then put both the last name and page numbers inside the parenthesis.

3. Depending on the type of paper you're writing, you might also want to mention the author's credentials before you present the long quote. This can show their credibility, and, in turn, make you more credible.

> The harmful effects of drug use can have resounding effects on the environment of the user.
>
> When specifically referring to these effects, psychologist and recovering addict, Dr. Richard
>
> Freemont said:
>
> > The brutal effects of drug use are wide and devastating. Those close to the user,
> >
> > such as, family and friends, are negatively affected emotionally. These negative
> >
> > effects are viral and spread to all other relationships. It can cause resentment,
> >
> > resignation and anxiety, beyond the healthy definitions of the emotions.
> >
> > Ultimately, drug use is far more damaging than any past scientists could ever
> >
> > comprehend. (34)
>
> Freemont presents critical evidence through creating a three dimensional understanding of the
>
> emotional effects of drug use on not only the user, but also their loved ones.

More questions about MLA in-text citation? Check out Purdue Owl's page on MLA basics.

Bibliography Format

When creating a bibliography, keep a few things in mind that are vital to a good works cited page: format, situation, and punctuation.

Format

- First, single-space the text.
- Second, use a hanging indent for each source (for more information, see below*).
- Third, organize entries alphabetically.

Situation

- When we ask what the situation of a source is, we mean, what is the type of source? Scholarly journal? TV show? A book with no author? The type of source, or media, determines how the bibliography entry looks.

Punctuation

- Punctuation is essential in your entries. It is part of the formatting. Punctuation separates one piece of information from the others. Teachers rely on punctuation to understand the details of your source. Follow models.

Common Questions*

Q: What's the difference between a bibliography and a works cited?

A: A bibliography is a complete list of all the sources you used. A works cited is a list of only the sources you actually quoted or used in your paper.

Q: How do I get Word to format hanging indents?

A: If you go under "Format" to "Paragraph," beneath the title of "Indentation" on the left there is a "Special" drop down list where you can choose "hanging" indent.

{ Works Cited List Examples }

Here're the basics for the works cited list entries. The basic idea is to give all the information someone would need to find that source.

For a book, that would be the author, title, publisher and place of publication, and year of publication.

For a scholarly article, it would be author and title, the journal it was published in, the volume and issue numbers, the year/date of publication, and page numbers of the article (since it isn't the only thing in the journal). If you found the scholarly article on an online database, you need to give the information about that database, and when you accessed it.

- *Note! If you're having a hard time coming up with this information, or organizing it, you can bring your sources into the College Writing Center for an appointment. One of the tutors would be happy to look at it with you.*

The organization and formatting of the information can be slightly confusing. The order of the information for a book looks like this:

[Author last name], [First name]. *[Title of book]*. [Place of publication]: [Publisher], [year]. [Media type].

- *Note! The media is presented within the entry, such as "Web," "Print" or "DVD."*

It would take a lot of room for us to give examples of all the different sources. But here's a few to get you started:

Book with One Author

Gleick, James. *Chaos: Making a New Science.* New York: Penguin, 1987. Print.

Article in a Newspaper

Krugman, Andrew. "Fear of Eating." *New York Times* 21 May 2007 late ed.: A1. Print.

Citing an Entire Website

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and
    Purdue U, 2008. Web. 23 Apr. 2008.

An Article from an Online Database

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England."
    Historical Journal 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

If you have a source that isn't listed here, check out the MLA reference page entries on
these other websites:

- Cite Source—MLA Index
- Diana Hacker—MLA List
- Purdue Owl—Works Cited: Basic Format (you might have to go through a few pages listed
  in the left-hand sidebar to find what you need)

Exercise

1) Go to SUNY Potsdam's Academic Honor Page.
2) Under heading C, read the Basic Standards of Academic Integrity, numbers 1, 2, and 3.
3) Use the words and information there to write three separate sentences. Accurately show a short quote, long quote or paraphrase, using MLA in-text citation.
4) Then, once you've complete step 3, create a reference page for your citations.

If assigned, turn this sheet in to your professor, or bring it to the College Writing Center for a tutor to look over with you.