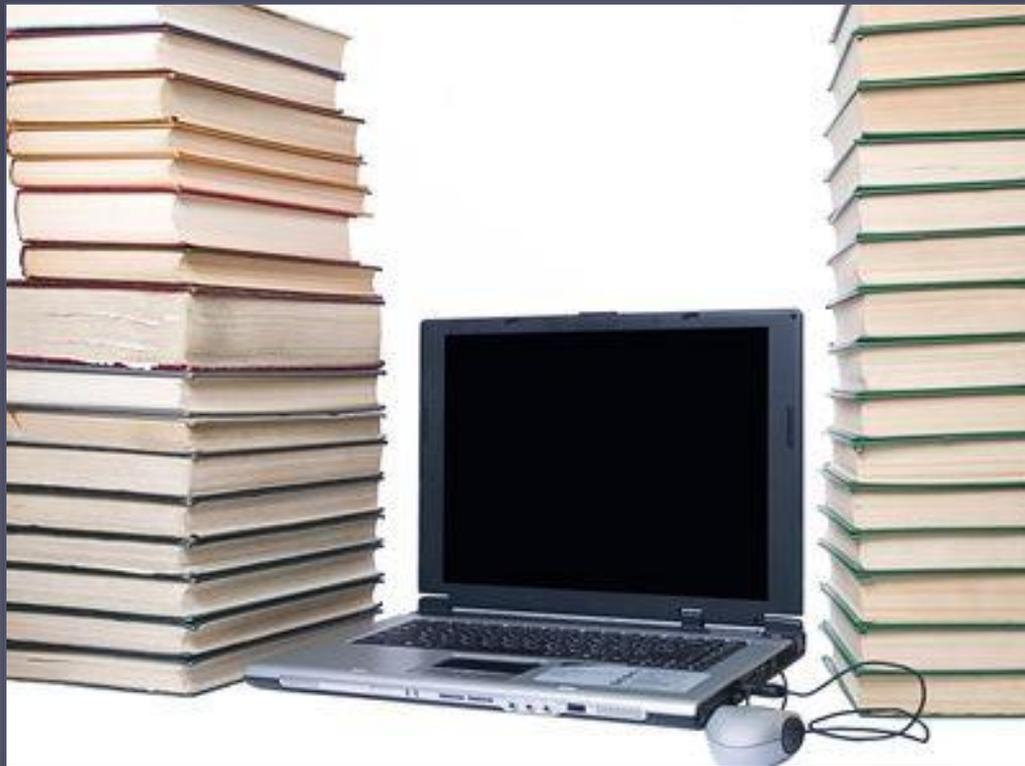


MLA Formatting—Citations and the Works Cited Page



Citing Outside Sources

- Disciplines within the humanities use the MLA formatting standards for papers. MLA = Modern Language Association.
- Any information or ideas garnered from a source not your own must be cited, which includes any summaries, paraphrases, direct, and indirect quotes.
- Typically, MLA formatted papers do not require a title page. Instead, you should format your paper with your name and other identifying information double spaced and in the top left side of the first page only. Page numbers should be inserted and appear in the top right of every page.

In-Text Citations

- When you are using an outside source in your paper, you have two main choices on how to cite your source.
- The first way is by citing the author's name in your sentence and then using a signal phrase like this: According to John Bass, "The most effective practice for the mind is to engage in non-repetitive activities" (12).
- The other way is by integrating the quote into your sentence and including a parenthetical citation at the end with the author's name and page number: In keeping the mind fresh, it is often best "to engage in non-repetitive activities" (Bass 12).
- NOTE: If there is no page number, you would only cite the author's last name.

In-Text Citations with No Author

- When citing, the author's name always wins out as the thing to cite, but as online sources have grown, so have un-authored websites, articles, and essays. Therefore, if there is no author, always lead with the first word or two of the source's title. For instance, "One's mind is often freshest in the morning hours" ("Insights").
- The above example is assuming that the source's title must begin with "Insights" and it is an un-authored piece.
- If there is a page number, always include the page number, too.

Use the Four Common Ways to Integrate Quotes into Your Paper

- **First way:** Introduce the quotation with a complete sentence and a colon. Example: If dedicated to keeping the mind fit and fresh, one should partake in consistent exercise: “Even a brief daily stroll can keep the mind sharp” (Barnes 45).
- **Second way:** Use an introductory or explanatory phrase, but not a complete sentence, separated from the quotation with a comma. Example: Barnes suggests that “a brief daily stroll can keep the mind sharp” (45).

Use the Four Common Ways to Integrate Quotes into Your Paper

- **Third Way:** Make the quotation a part of your own sentence without any punctuation between your own words and the words you are quoting. Example: No one can deny that “a brief daily stroll can keep the mind sharp” (Barnes 45).
- **Fourth Way:** Use short quotations—only a few words—as part of your own sentence. Example: Barnes insists in dedicating oneself to a daily routine of exercise to “keep the mind sharp” (45).

The Works Cited Page

- The Works Cited page should be the last page of any essay that incorporates outside sources.
- Start by typing “Works Cited” (without the quotation marks) as the first line on the top of the page. This is the title, so be sure to center it.
- Your Works Cited entries should be a list of the outside sources you used in your paper. Therefore, do not include extra sources if you do not cite the source in your essay.
- Works Cited entries should be listed alphabetically by last name or, if there is no last name, by the title of the source.

Formatting the Works Cited Page

- Make sure your Works Cited page is double spaced in its entirety.
- There should not be any extra spaces between citations; in other words, each time you are finished with a source, just press the “Enter” key on your keyboard once to start a new source citation.
- Your Works Cited citations should all be displayed in the Hanging Indent format. This means that the second line of a citation (and any subsequent lines from that citation) should be indented 5 spaces. Your computer can format these entries automatically if you simply go to the little arrow to the right in the Paragraph category in your toolbar and under “Indentation” change it to “Hanging.”

An Example of a Correctly Formatted Works Cited Page

Doe 11

Works Cited

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- Flieger, Ken. "Memories Are Made of This." FDA Consumer Sep. 1989: 14-19.
Rpt. in Mental Health. Ed. Eleanor C. Goldstein. Vol. 4.
Boca Raton: SIRS, 1989. Art. 16.
- Johnson, Keith A., and J. Alex Becker. "The Whole Brain Atlas." Harvard Medical School. 1997. 3 Feb. 2002 <<http://www.med.harvard.edu:80/AANLIB/home.html>>.
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1-10. 8 vols.
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