When documenting your sources using the style of the Modern Language Association, use parenthetical citations within the body of your paper and a Works Cited page at the end of your paper.

**In-text parenthetical citations:** Whenever you use a quotation, a paraphrase, or a summary, give the author’s last name (or the title if no author is included) in parentheses; also add the page number when available.

**Works Cited entry:**

**Parenthetical/In-text citation:** (Perry B3).

**Introduce the material being cited with a signal phrase that includes the author’s name.** Example: HVCC librarian Mary Ellen Bolton points out that students who do not use libraries often find frustration in their research efforts (74). **Otherwise,** provide the author’s last name and a page number in parentheses. **No comma is used.** Example: (Bolton 74).

**General guidelines for MLA Works Cited page:**
- Font is size 12 in a legible font like Times New Roman or Arial. Nothing is underlined or bold.
- Center the words *Works Cited* (not in bold) one inch from the top of a new page at the end of the paper. Include only sources that have been quoted, summarized, or paraphrased.
- Double-spacing is used between sources as well as within each source. Use a hanging indent: begin the first line of each entry at the left margin, and indent all subsequent lines of an entry one-half inch (5 spaces); you may also use the “Tab” key.
- Alphabetize sources by the authors’ last names. List each author by last name, followed by a comma, and then followed by the first name. If the source has no author, alphabetize by title ignoring the words *A, An, or The.*
- Capitalize all title words except articles (*a, an, the*) and prepositions (*to, from, between,* etc.), and coordinating conjunctions (*and, but, or,* etc.) unless it is the first/last word of the title or subtitle.
- Use *italics* for titles of books, journals, magazines, newspapers, reference books, databases, and websites. Put titles of periodical articles and other short works (such as poems, essays, short stories, and songs) in quotation marks.
- List the publisher but not the place of publication. Use the complete version of publishers’ names, except for terms such as Inc. and Co. Use *U and P* for University and Press. List vol. for the volume, no. for the number, and p. or pp. for the page numbers.
- Separate the author, title, and publication information (publisher and year for books) with periods. Only commas separate the journal title, volume, number, date, and page numbers. A period also goes at the end of each source.

Remember you have access to the library 24/7 with our Ask a Librarian service. Go to the HVCC Library web site, and click on “Ask a Librarian” to get your questions answered!
• List dates as: day month year. Example: 7 Apr. 2016 (abbreviate months except May, June, and July).

• For a range of two-digit page numbers, list the first and last page (pp. 37-51); for longer numbers, list only the last two digits of the last page (pp. 137-51). In some cases, though, you may need more digits to clarify the range of pages (199-207). If the article does not appear on consecutive pages, use a plus sign (+) after the first page number (pp. 36+).

• Include as much of the following information about the source as is available: editor, translator, director, performer, version, volume and issue numbers, publisher or sponsor, date of publication, location of the source, page numbers, doi (digital object identifier), URL, etc. Not all sources will require every element.

BOOKS (Print):

Book (one author):

Book (more than one author):

Book (three or more authors)

Book with no author listed (start with the title):

An Essay, Poem, or Short Story in an Anthology:

Article from an encyclopedia (if no author is listed, start with the title):

BOOKS (Online):

E-book (from a library database or catalog):


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www.gutenberg.org/ebooks/203.

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ARTICLES (Print):  Article from a journal (if no author is listed, start with the title):

Article from a magazine (if no author is listed, start with the title):

Article from a newspaper (if no author is listed, start with the title):

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MEDIA:
DVD/ Motion Picture

Video streaming from subscription database

Episode from a series streaming

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The Writing and Research Center is located on the 2nd floor of the Marvin Library Learning Commons. Go to https://www hvcc edu/learningcenters/writing html to learn more about this Service.

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