PHILADELPHIA UNIVERSITY
LEARNING & ADVISING CENTER

MLA DOCUMENTATION GUIDELINES

The Learning & Advising Center . . . a bright idea!
IMPORTANT: Read This Note

This booklet provides instruction and examples of how to cite some of the most frequently used types of sources, as based on the Seventh Edition of the MLA Handbook for Writers of Research Papers. If you have used MLA before, be aware that some rules have changed. All Works Cited entries must now identify the medium of each source (print, web, film, etc.). Titles previously underlined are now italicized. More specific information is required for articles in newspapers (edition) and for articles in scholarly and professional journals (issue and volume numbers). URLs have been eliminated.

For information on citing types of sources not included in this booklet, refer to an up-to-date standard writing handbook, such as those used in Philadelphia University writing classes, or consult the MLA website:

http://www.mla.org

The Learning & Advising Center’s professional writing tutors can answer your questions about citing sources and help you understand how to be sure you are using sources appropriately. To schedule a writing tutoring appointment, call

(215) 951-2799

More documentation information and other aids to writing papers can also be found on our website:

http://www.philau.edu/learning

Revised September 2009
OVERVIEW: GENERAL CHARACTERISTICS OF MLA STYLE

**MLA in-text citations** take the form of parentheses which credit your source and guide readers to your Works Cited list for fuller source location information.

Document a **quote** by following it with a parenthesis (immediately or at the end of the sentence). The parenthesis contains the author’s last name and the number of the page on which the quote can be found.

*Example:* Traditional hikers and nature lovers consider mountain bikers an “alien and dangerous” element in their midst (Schwartz 75).

*or:* David Schwartz describes how traditional hikers and nature lovers consider mountain bikers an “alien and dangerous” element in their midst (75).

When the author’s name is not provided by the source, default to the title of the document.

*Example:* “Hundreds of freshmen” will participate in hiking trips as part of college orientation programs this year (“Into the Wild” A6).

If a quote is taken from an **electronic source**, the parenthesis will contain just the author’s last name, or, if this is unavailable, the title of the source. *Do not cite URLs in the parenthesis.*

Document a **paraphrase** by following it with a parenthesis, the same way you would document a quote (see above). The omission of quotation marks tells readers you are using *your own words* to communicate the ideas or viewpoint of the source you are crediting.

*Example:* David Schwartz claims that mountain bikers threaten the safety of hikers and nature lovers (75).

Document **graphics** by placing a parenthetical citation immediately beneath the graphic. If you reproduce the graphic exactly as it appears in your source, the parenthetical citation contains the same information as if you were quoting (see above). If you alter the graphic in any way, begin the parenthetical citation with the words “adapted from.”

The MLA **Works Cited** list provides relevant specific publishing information for all of the sources you quoted or paraphrased from or referred to in your paper.

Alphabetize sources by the author’s last name. If the author is not identified, alphabetize the source by its title. Double space entries, placing the first line of an entry at the left margin and indenting subsequent lines ½ inch. *Do not number entries.* (See sample Works Cited list at the end of this booklet.)

Examples on the following pages demonstrate correct MLA Works Cited format for many types of sources. Follow the format exactly, supplying your information as if putting numbers into a mathematical formula. For example, capitalize all main words of titles, italicize names of books and periodicals, use identical punctuation, etc.
CONVENTIONAL (NON-ELECTRONIC) PRINT SOURCES

BOOK BY ONE AUTHOR

BOOK BY TWO OR MORE AUTHORS

BOOK BY A CORPORATION, ASSOCIATION, FOUNDATION, ETC.

WORK IN AN ANTHOLOGY OR CHAPTER IN EDITED COLLECTION

ARTICLE IN REFERENCE BOOK

ARTICLE IN SCHOLARLY OR PROFESSIONAL JOURNAL

ARTICLE IN MONTHLY OR BIMONTHLY PERIODICAL

ARTICLE IN WEEKLY PERIODICAL

ARTICLE IN NEWSPAPER
NON-PRINT SOURCES

ART IN MUSEUM

ART: REPRODUCTION IN BOOK OR PERIODICAL

CARTOON OR COMIC STRIP

ADVERTISEMENT

MAP

FILM OR VIDEOTAPE OR DVD

RECORDING OR COMPACT DISC

LIVE PERFORMANCE

TELEVISION PROGRAM OR RADIO BROADCAST

INTERVIEW
Schwartz, Allyson.  Telephone interview.  5 May 2004.
ELECTRONIC SOURCES

ONLINE DATABASE


ARTICLE IN ONLINE NEWSPAPER OR JOURNAL


WEBSITE


ONLINE TELEVISION OR RADIO PROGRAM

PODCAST OR BLOG

ONLINE WORK OF ART: STILL OR MOVING IMAGE


MAP

ONLINE INTERVIEW
Below is a partial Works Cited list that appears at the end of a paper on obesity. Each entry on this alphabetized list has been referred to, quoted, or paraphrased in the body of the paper.

**Works Cited**


