This tip sheet is a guide—not the authoritative manual.

If you don’t know how to cite a specific item or you are citing an item not found in this handout, consult the *MLA Handbook for Writers of Research Papers Seventh Edition* or the *MLA Style Manual and Guide to Scholarly Publishing*.


**NOTE:** Always ask your instructor which citation style to use and which edition of the relevant style guide to follow.

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**IN-TEXT CITATION**

**One author:** cite the last name, followed by the page number of the information referenced.

*With the author’s name the sentence:* Reta Terry believed that honour codes influenced the works of William Shakespeare (1071).

*Citing in parenthesis:* Experts believe that honour codes, important during Renaissance times, had a significant influence on the works of William Shakespeare (Terry 1071).

**Two or three authors:** all authors must be cited each time.

The works of George Orwell have many underlying themes (Blake, Bedford and James 298).

**Four or more authors:** include only the first author’s name followed by “et al.” Use the same format for your works cited entry.

There are marked differences between British and American literature written in the 19th century (Munroe et al. 176).

**Organization as author (including government documents):** Use the organization’s name instead of the author’s.

**No author:** cite the title or main title followed by the page number. Write titles of entire works (e.g., books, anthologies, plays and entire websites) should in italics. Enclose titles of articles or stories within an anthology in quotation marks.

*Books:* (Oedipus 38)

*Stories within an anthology:* (“Pyramus and Thisbe” 25)

**Repeated use of the same source**

Use the page number alone for immediately subsequent citations within the same paragraph.

**Different works by the same author:** include a short title of the work, with titles of entire works in italics and titles of parts of larger works in quotations.

(Shakespeare, *Hamlet* 3.1.56)

(Shakespeare, “Sonnet XVIII”)

**No page number:** do not include page numbers in the citation if not given. If possible, include the paragraph number.

In her lifetime, Emily Dickinson was most likely known more for her gardening rather than for her poetry (Farr, par. 1).

**Multivolume work:** include in the parentheses the volume number followed by a colon and the page number. (Ovid 2: 279)

**Anthology or edited book:** cite the name of author of the work, not the editor of the anthology.

**Plays:** for verse plays and poems, use the act, scene and line numbers; or part, stanza and line numbers instead of a page number. Separate these numbers with periods.

“To be or not to be, that is the question” (Shakespeare 3.1.56).

**Sacred texts:** when citing a sacred text, such as the Bible or the Koran, give the title, chapter and verse (or the equivalent) separated by periods.

(*New Jerusalem Bible*, Ezek. 1.5-10)
**Images:** cite only the title. If there is a figure number, use that in the place of a page number.

**Websites:** Cite the author and page number. If the author’s name is unavailable, cite the title of the page. If there is no page number, cite the paragraph number.

(Michaels, 4)

("Snooker for Beginners," par. 5)

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**WORKS CITED LIST**

Cite all of your sources alphabetically, completely and consistently in a works cited list at the end of your essay or paper. **Note:** In the title of a publication, most of the words are capitalized.

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**BOOKS IN PRINT**

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**One author**

Format

Author (last name, first name). *Title*. Place of publication: Name of publisher, date of publication. Medium of publication.*


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**Two or three authors**

Format

First author (last name, first name), and Second author (first name last name). *Title*. Place of publication: Name of publisher, date of publication. Medium of publication.


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**Three authors**

Format


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**Edited book**

Format

Editor (last name, first name), ed. *Title*. Place of publication: Name of publisher, Date of publication. Medium of publication.


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**A book in translation**

Format

Author (last name, first name). *Title*. Trans. Translator (first name, last name). Place of publication: Name of publisher, date of publication. Medium of publication.


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**ONLINE BOOKS (E-BOOKS)**

Format

Author (last name, first name). *Title of Book*. Place of publication: Publisher, copyright date. *Source of eBook*. Web. Date of access.


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**ENCYCLOPEDIA ARTICLES**

Format (print)

Author of the article (last name, first name) [if known]. “Article Title.” *Title of the Encyclopedia*. Edition. Place of publication: Name of publisher, Date of publication. Medium of publication.

PRINT ARTICLES

Cite articles with multiple authors as you would books with multiple authors.

Chapter, essay or article from book or anthology

Format
Author of chapter, essay or article (last name, first name). “Chapter, Essay or Article Title.” Book Title. Ed. Editor (first name last name) [if known]. Place of publication: Name of publisher, date of publication. Pages. Medium of publication.


Article in a scholarly journal with volumes

Format
Author (last name, first name). “Article Title.” Journal Title [abbreviated if applicable] Volume (Publication year): Pages. Medium of publication.


Article in a journal with volumes and issues

Format


ONLINE JOURNAL ARTICLES

Format
Author (last name, first name). “Article Title.” Journal Title Volume.Issue (Publication year): Pages. Name of database. Database provider, if known. Web. Date of access including day, month, year.


OTHER ONLINE SOURCES

Internet document (including those from university websites and government agencies)

Format
Author of site (last name, first name). Title of document. (Date of publication). Title of site. Retrieved from originating institution [if known], originating department [if known], website or URL. Date of access.


Website

Format
Title of the site. Ed. Name of editor of site. Site version number (if relevant). Sponsoring institution or organization (if available). Date of publication or date last modified. Medium of publication. Date of access.


Note: when an internet document is more than one web page, provide a URL that links to the home page or entry page for the document.

If there is no date available for the document, use (n.d.) for no date.

Blogs

Format
Author (last name, first name). Title of blog. Title of host website. date, from URL. Date of access.

OTHER SOURCES

Newspaper article
Format (print)
Author (last name, first name). “Title of article.” Title of newspaper [city if not included in title] Date, Edition: Pages. Medium of publication


Format (online)
Author (last name, first name). “Title of article.” Title of newspaper [city if not included in title] Date, Edition: Pages. [of original print version, if provided] Name of database searched. Web. Date of access including day, month and year.


Image
Format (print)
Author (last name, first name). Title of work. Year of work. Name of institution or individual that owns the work, location of individual or institution. Medium of publication.


Format (online)
Author (last name, first name). Title. Year of work. Image source. Date of access.


Archival Collections
Format
Author (last name, first name). Title of work. Year of work. Name of institution or individual that owns the work, location of individual or institution. Medium of publication.


Coursepacks
Cite coursepacks as anthologies: your professor is the editor, the bookstore is the publisher and the coursepack issue date is the publication date.

Editor(s) (last name, initial[s]). (Ed[s]). (Date). Chapter or article title [if applicable]. Title of coursepack. Place of publication: Name of publisher. Retrieved from URL [if applicable].


Note: add retrieval statement (URL or MyWeb or Moodle or EdLink etc.) if notes are online.

Thesis
Format (print)
Author (last name, first name). “Title.” Thesis or Dissertation. University, date of publication. Medium of publication.


Format (online)
Author (last name, first name). “Title.” Thesis or Dissertation. University, date of publication. Name of database. Web. Date of access including day, month and year.


UNPUBLISHED DOCUMENTS

Lecture notes, coursepacks
Format
Last name, first name. Lecture notes. Course code course title. Institution. Date of lecture. Medium of publication.


Coursepacks
Cite coursepacks as anthologies: your professor is the editor, the bookstore is the publisher and the coursepack issue date is the publication date.

NEED MORE INFORMATION?

Writing Tutorial Service
Location: Room 404, MacOdrum Library
Telephone: 613-520-2600, ext. 1125
http://www2.carleton.ca/sasc/writing-tutorial-service/

Research Help Desk
Location: Main (2nd) floor, MacOdrum Library
Telephone: 613-520-2735
www.library.carleton.ca

RefWorks
RefWorks will let you store your citations and help you create a bibliography.
www.library.carleton.ca/services/refworks

Purdue Online Writing Lab
MLA Formatting and Style Guide
http://owl.english.purdue.edu/owl/resource/747/01/