

MLA (Modern Language Association) Handbook VIII Edition – Citations

Sample Worksheet

The **Works Cited** page should be arranged in the alphabetical order, that is, according to the last names of the authors. All the titles should be in *Italics* (title of the text, magazine, play, film, etc.)

Documentation in Works Cited page:

1. **Documenting a book by a single writer** or **Book with one author** – Name of the author (last name followed by comma and the rest of the name). Title of the text (in *italics*). Publication details (name of the publisher and year of publication).

Example

Roy, Arundhati. *The God of Small Things*. Penguin, 1997.

(Last Name, First Name. *Title of the Book*. Publisher, Publication Date.)

Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

2. **Documenting an Article by a Single Author in a Journal** or **Book** – Name of the Author (name reversed). Title of the Article (in quotes). Title of the Journal or Book in Italics. Volume Details, Date of Publication, Page Number.

Example

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication

Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Kumar, Vipin. "Mahesh Dattani as an Indian Playwright." *Dramatic Vision of*

Mahesh Dattani, edited by Vidyasagar H., Penguin, 2015, pp. 91-98.

(When the citation goes to the second line, it should be indented as shown above – 0.5 inches or one tab. Use **pp.** for more than one page or **p.** for just one page)

3. **Documenting an Article or Chapter from a Book** – Name of the Author (name reversed). Title of the Article in quotes. Title of the Book in Italics, Details of the Editors if it is an edited text, Year of Publication, Page Number.

Franklin, Benjamin. “Emigration to America.” *The Faber Book of America*,
 edited by Christopher Ricks and William L. Vance, Faber and Faber, 1992,
 pp. 24-26.

Vye, Charles, Jr. “Managing Anxiety and Related Conditions: Solutions and
 Effective Approaches.” *Underpressure and Overwhelmed: Coping with
 Anxiety in College*, edited by Scott Francis Smith and Diana J. Duell,
 Praeger, 2016, pp. 56-67.

4. **Documenting a Book Review** – Name of the Reviewer/writer. Title of the review/article in quotes and details of the original text with the name of the author. Title of the Book/Newspaper where the review was published (in italics), date and page(s) number.

Bell, Madison Smartt. “Are You My Mother?” Review of *Let the Northern
 Lights Erase Your Name*, by Vendela Vida. *The New York Times
 Book Review*, 31 Dec. 2016, p. 10.

5. **Documenting a Text with Two Authors - Book with More Than One Author** – Name of the first author (name reversed) followed by the name of the second author in normal author using a “**comma**” and “**and**” followed by other details.

Example

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*.

Allyn and Bacon, 2000.

Another Example

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. Harper Collins
 Publishers, 1999.

6. **Documenting a Text with more than Two Authors** – If there are three or more authors, list only the first author followed by the phrase **et al.** (Latin phrase for “and others”).

Example

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

Another Example

Ashcroft, Bill, et al. *The Empire Writes Back*. Psychology Press, 2002.

7. **Two or More Books by the Same Author** - List the works alphabetically by title (ignore ‘A’, ‘An’ and ‘The’ in the titles) and provide the author’s name in last name, first name format for the first entry only. For each subsequent entry by the same author, use three hyphens followed by the details of the text.

Example

Palmer, William J. *Dickens and New Historicism*. St. Martin’s, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

Another Example

Ghosh, Amitav. *The Hungry Tide*. Harper Collins, 2005.

---. *The Sea of Poppies*. John Murray, 2008.

---. *The Shadow Lines*. Ravi Dayal Publishers, 1988.

8. **Book by a Corporate Author or Organization** - A corporate author means a commission, a commission report, a committee, a government agency, or a group. The entry should begin with the names of corporate authors.

Example

American Allergy Association. *Allergies in Children*. Random House, 1998.

In case if the author and the publisher are the same, skip the author, and list the title first. Here, list the corporate author only as the publisher.

Example

Fair Housing—Fair Lending. Aspen Law & Business, 1985.

9. **Documenting a Book with No Author** – Add the entries alphabetically.

Example

Encyclopedia of Indiana. Somerset, 1993.

10. **Documenting a Translated Book** - If the emphasis is on the work rather than the translator, add “translated by” and follow with the name(s) of the translator(s) and publication details.

Example

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

But if the emphasis is on the translation, list the translator as the author, that is, in place of the author’s name, followed by the label, “editor.”

Example

Howard, Richard, translator. *Madness and Civilization: A History of Insanity in the Age of Reason*. By Michel Foucault, Vintage-Random House, 1988.

Other Examples

Pevear, Richard, and Larissa Volokhonsky, translators. *Crime and Punishment*. By Feodor Dostoevsky, Vintage eBooks, 1993.

Sullivan, Alan, and Timothy Murphy, translators. *Beowulf*. Edited by Sarah Anderson, Pearson, 2004.

11. **Documenting a Republished Book** – Always insert the original publication date before the publication information and then provide the details of the text you have referred to.

Examples

Butler, Judith. *Gender Trouble*. 1990. Routledge, 1999.

Erdrich, Louise. *Love Medicine*. 1984. Perennial-Harper, 1993.

Franklin, Benjamin. “Emigration to America.” 1782. *The Faber Book of America*, edited by Christopher Ricks and William L. Vance, Faber and Faber, 1992, pp. 24-26.

12. **Documenting an Edition of a Book** – (a book with many editions) Follow the normal pattern of documentation but remember to add the number of the edition after the title.

Example

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.

13. **Documenting the Works prepared by an Editor or Editors** – follow the usual style but add the name of the editor after the title with the label, “Edited by”.

Example

Bronte, Charlotte. *Jane Eyre*. Edited by Margaret Smith, Oxford UP, 1998.

- a) **Citing an Anthology or Collection of Essays** – list by editor(s) followed by a comma and “editor” or, for multiple editors, “editors”.

Examples

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*.

Lawrence Erlbaum Associates, 2004.

Holland, Merlin, and Rupert Hart-Davis, editors. *The Complete Letters of Oscar Wilde*. Henry Holt, 2000.

Nunberg, Geoffrey, editor. *The Future of the Book*. U of California P, 1996.

Peterson, Nancy J., editor. *Toni Morrison: Critical and Theoretical Approaches*. Johns Hopkins UP, 1997.

In case of three or more Editors

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts P /Center for the Book, Library of Congress, 2007.

b) Citing a Work in an Anthology, Reference, or Collection – works like an essay from an edited collection or anthology, or a chapter of a book. The pattern to be followed is – Last name, First name. “Title of Essay”. Title of Collection, edited by Editor’s Name(s), Publisher, Year, Page range of entry.

Examples

Harris, Muriel. “Talk to Me: Engaging Reluctant Writers.” *A Tutor’s Guide:*

Helping Writers One to One, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

Swanson, Gunnar. “Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The ‘Real World.’” *The Education of a Graphic Designer*, edited by Steven Heller, Allworth Press, 1998, p. 13.

Another Example

Euripides. *The Trojan Women. Ten Plays*, translated by Paul Roche, New American Library, 1998, pp. 457-512.

Documenting a collection of essays, stories, or poems by various authors

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts P / Center for the Book, Library of Congress, 2007.

- c) **Cross-referencing** – This means if you cite more than one essay/article from the same anthology or collection, you may use the option of cross-reference in order to avoid writing out the publishing information for each separate essay.

Example

Rose, Shirley K., and Irwin Weiser, editors. *The Writing Program*

Administrator as Researcher. Heinemann, 1999. (The Main Text)

Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range.

Examples

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for

Historical Work on WPAs." Rose and Weiser, pp. 131-40.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose

and Weiser, pp. 153-67.

When you use cross-referencing items in the works cited list, alphabetical order should be maintained for the entire list.

(So the details of the main text should come first as indicated above; followed by the details of the other essays/articles/chapters taken from the main text)

14. Documenting a Poem

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, p. 26.

In case if the Editor's name is absent or not mentioned:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. Dover, 1991, pp. 12-19.

Poem taken from the Website

Keats, John. "On the Grasshopper and Cricket." *Poetry Foundation*, 2020, <https://www.poetryfoundation.org/poems/53210/on-the-grasshopper-and-cricket>. Accessed 24 March 2020.

15. Documenting a Short Story

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*, edited by Tobias Wolff, Vintage, 1994, pp. 306-07.

In case if the Editor is absent:

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories*. Penguin, 1995, pp. 154-69.

16. Documenting an Article in a Reference Book (e.g. Encyclopedias, Dictionaries) - follow the normal pattern but do not include the publisher information.

"Ideology." *The American Heritage Dictionary*. 3rd ed., 1997.

17. Documenting a Multi-Volume Work – when you cite only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian. *Institutio Oratoria*. Translated by H. E. Butler, vol. 2, Loeb-Harvard UP, 1980.

If you are referring to more volumes of the same text:

Quintilian. *Institutio Oratoria*. Translated by H. E. Butler, Loeb-Harvard UP, 1980. 4 vols.

18. Citing an Introduction, Preface, Foreword, or Afterword – the name of the author(s). The name of the part being cited. The name of the work, the name of the author of the introduction/preface/forward/afterward; details of publication and page range.

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*, by Farrell, Yale UP, 1993, pp. 1-13.

19. Documentation of Other Sources

a) A Government Publication

United States, Congress, Senate, Committee on Energy and Natural Resources. *Hearing on the Geopolitics of Oil*. Government Printing Office, 2007. 110th Congress, 1st session, Senate Report 111-8.

b) A Pamphlet

Women's Health: Problems of the Digestive System. American College of Obstetricians and Gynecologists, 2006.

(In case you know the names of the authors of these, follow the normal pattern)

c) Dissertations and Master's Theses

Grabau, Tarez Samra. "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods." Dissertation, Purdue University, 2006.

Stolley, Karl. "Toward a Conception of Religion as a Discursive Formation: Implications for Postmodern Composition Theory." MA thesis, Purdue University, 2002.

20. Documenting a Television Programme/Series

Buffy the Vampire Slayer. Created by Joss Whedon, performance by Sarah Michelle Gellar, Mutant Enemy, 1997-2003.

Documenting the title of a particular Episode of a Television Series

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

Documenting an episode of a Television series if watched on a channel or any other source – Title of the episode. Title of the series (in italics), details of the season, name of the publisher and date; name of the platform (in italics) and website.

"Under the Gun." *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu*, www.hulu.com/watch/511318.

21. Documenting a Film/Movie – Title of the film in italics. Name of the director (use 'Directed by'), Names of the major performers in the film, Name of the production/distribution company, year of release.

Suspicion. Directed by Alfred Hitchcock, performances by Cary Grant and Joan Fontaine, Turner, 1941.

22. Documenting an Online source - An Article from a Website – Name of the author; title of the article; Name of the Website (in italics); date of the publication; link; date of your access to the website (**optional**).

Examples

Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur." *The Atlantic*, 28 Dec. 2014,

www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-

and-the-birth-of-the-creative-entrepreneur/383497/. Accessed 25 July 2016.

Hollmichel, Stefanie. “The Reading Brain: Differences between Digital and Print.” *So Many Books*, 25 Apr. 2013, somanybooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/. Accessed 23 July 2013.

23. **Documenting an Interview** – Name of the person concerned (whose interview was taken). Title of the interview. Name of the interviewer (use ‘Interview by’). Title of the magazine/newspaper/website where the interview was published (italics), Date of publication, link address, access date (optional).

An already published interview in the Website (Online)

Spark, Muriel. “Unsentimental Voyager.” Interview by Stephanie Merritt. *The Guardian*, 10 Sept. 2000, www.theguardian.com/-books/-2000/-sep/-10/-fiction.murielspark. Accessed 23 July 2013.

An Interview published in a Book

Foucault, Michel. “Polemics, Politics, and Problematizations.” Interview by Paul Rabinow. *The Foucault Reader*, Pantheon, 1984, pp. 381–390.

An Interview from a Journal

Butler, Judith. “How Bodies Come to Matter.” Interview by Irene Costera Meijer and Baukje Prins. *Signs*, vol. 23, no. 2, 1998, pp. 275-286. *JSTOR*, www.jstor.org/-stable/-3175091.

An Interview from a Video

Smith, Zadie. “On Shame, Rage and Writing”. Interview by Synne Rifbjerg. *YouTube*, uploaded by Louisiana Channel, 17 Apr. 2018, www.youtube.com/-watch?v=4LREBOwjrrw.

Personal Interview

Roy, Arundhati. Interview. Conducted by Mary John, 20 July 2019.

24. Documenting a Song or Music piece from an Album

Beyoncé. "Pretty Hurts." *Beyoncé*, Parkwood Entertainment, 2013,
www.beyonce.com/album/beyonce/?media_view=songs.

25. Documenting a Tweet or Short Message

@persiankiwi. "We have report of large street battles in east & west of Tehran now - #Iraelection." *Twitter*, 23 June 2009, 11:15 a.m.,
twitter.com/persiankiwi/status/2298106072.

26. **Documenting an email** – Put the subject of the email as the title and enclose it in quotation marks – standard capitalization to be followed.

Boyle, Anthony T. "Re: Utopia." Received by Daniel J. Cahill, 21 June 1997.

27. Documenting an Article from a Periodical (Journal, Magazine or Newspaper)

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Belton, John. "Painting by the Numbers: The Digital Intermediate." *Film Quarterly*, vol. 61, no. 3, Spring 2008, pp. 58-65.

Williams, Joy. "Rogue Territory." *The New York Times Book Review*, 9 Nov. 2014, pp. 1.

28. **Documenting Articles taken from JSTOR** – Name of the author; Title of the Article; Name of the Journal (in italics); Volume Details; Pages; JSTOR (in italics) and Web details.

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88. *JSTOR*,
www.jstor.org/stable/41403188.

29. Documenting an e-book

Gikandi, Simon. *Ngugi wa Thiong'o*. Cambridge UP, 2000. *ACLS Humanities E-book*, hdl.handle.net/2027/heb.07588.0001.001. Accessed 11 Jan. 2016.

30. Documenting an Article from a Blog – Name of the author/writer. Title of the article. Title of the Blog (in italics), Date of publication, details of the link, Access date (optional)

Clancy, Kate. “Defensive Scholarly Writing and Science Communication.”

Context and Variation, *Scientific American Blogs*, 24 Apr. 2013,

blogs.scientificamerican.com/context-and-variation/2013/04/24/defensive-scholarly-writing-and-science-communication/. Accessed 11 Jan. 2016.

31. Documenting Newspaper Articles

a) If it is taken from the online platform of the newspaper

Deresiewicz, William. “The Death of the Artist—and the Birth of the Creative Entrepreneur.” *The Atlantic*, 28 Dec. 2014,

www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/.

b) If it is taken from the print version of the newspaper

Deresiewicz, William. “The Death of the Artist—and the Birth of the Creative Entrepreneur.” *The Atlantic*, Jan.- Feb. 2015, pp. 92-97.

Mathew, R. “Shakespeare and His Legacy”. *The Hindu*, 13 Feb. 2012, pp. 9.

32. Documenting an entry for a video from a Website – Title of the programme. Name of the channel, Name of the person/company who uploaded the video, Date of posting the video, Address of the link.

“*Buffy the Vampire Slayer: Unaired Pilot 1996*.” *YouTube*, uploaded by Brian Stowe, 28 Jan. 2012, www.youtube.com/watch?v=WR3Jv7QXXw.

33. Documenting a Book published before 1900 – Provide the place of publication too.

Goethe, Johann Wolfgang von. *Conversations of Goethe with Eckermann and Soret*. Translated by John Oxenford, new ed., London, 1875.

34. Documenting a Lecture or Address

Atwood, Margaret. “Silencing the Scream.” Boundaries of the Imagination Forum. MLA Annual Convention, 29 Dec. 1993, Royal York Hotel, Toronto. Address.

35. Documenting from an Encyclopedia

Jones, Malcom. “Scatology.” *Medieval Folklore: An Encyclopedia of Myths, Legends, Tales, Beliefs, and Customs*. Edited by Carl Lindahl, John McNamara, and John Lindow, 2nd ed., vol. 3, ABC-CLIO, 2016.

36. Documenting a PDF file taken from online

Murphy, John A. *How to Cite the Bible*. Messiah College, 2011, https://www.messiah.edu/download/downloads/id/1647/bible_cite.pdf.

Or simply as

Fox, Morgan. “The Underground Railroad.” 2006. PDF file.

In case the author’s name is absent – Provide the title and other details.

How to Cite the Bible. Messiah College, 2011, https://www.messiah.edu/download/downloads/id/1647/bible_cite.pdf.

Or as

“How to Cite the Bible”. 2011. PDF file.

37. Documenting Indirect Sources - Whenever possible, take material from the original source, rather than citing an indirect source. If the original source is not available, cite the indirect (secondary) source, that is, the one you have in hand.

For example: Consider Jane Austen as the original source, and Segal as the indirect:

In her article, Segal discusses how Jane Austen introduces many of her characters in terms of their financial situation. For instance, in the beginning of *Sense and Sensibility* Austen introduces us to the Dashwoods by saying, “The family of Dashwood had long been settled in Sussex. Their estate was large...” (qtd. in Segal 252).

An Example of an In-Text Citation

According to Naomi Baron, reading is “just half of literacy. The other half is writing” (194). One might even suggest that reading is never complete without writing.

OR

Reading is “just half of literacy. The other half is writing” (Baron 194). One might even suggest that reading is never complete without writing.

Work Cited

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.”

PMLA, vol. 128, no. 1, Jan. 2013, pp. 193-200.

General Guidelines

Details regarding the format of a page and typing

1. Use Times New Roman font with 12 size (Bold and centralize the titles and use 14 size)
2. Keep 1 inch (one inch) on all four sides of the page/sheet (left, right, top and bottom – preferably 1 ½ inch on the left side) – Preferably an A4 size page or a page with the specification 8½ by 11 inches.
3. Start a new paragraph with ½ inch indent from the left margin (5 spaces or 1 tab)
4. Begin the indented quotation with ½ inch away from the left margin (5 spaces or 1 tab)
5. Follow double spacing throughout between lines (1.5 in certain cases or as prescribed by the University concerned) – Quotes of poetry longer than three lines and Quotes of prose longer than four lines should be indented.
6. Page Number should be given on the right-side top corner of the page (on the right-side down corner in certain cases or as prescribed by the University concerned)
7. Page number should be avoided on title pages

8. Do not justify the lines of the text at the right margin.
9. Works Cited page to be kept at the end of the thesis
10. A Preface to be added at the beginning of the thesis
11. Appendix can be added if needed

Reference

MLA Handbook, Eight Edition. The Modern Language Association of America, 2016.

Ranjith Krishnan K R