The following rules and examples are based on the *MLA Handbook for Writers of Research Papers* (REF PE 1478 .M57 2009). Other examples and more detailed instructions can be found in the manual.

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**1.0 PARENTHETICAL CITATIONS**

The Modern Language Association (MLA) guidelines require parenthetical citations, rather than footnotes, to document quotations, paraphrases, summaries, and other material from sources consulted for your paper. These parenthetical citations correspond to the full bibliographic entries found in the list of works cited included at the end of your paper. Electronic sources follow the same pattern as printed sources in parenthetical citations unless otherwise noted.
1.1 Single author

When you use the author’s name in the sentence, give the page number in parentheses at the end of the cited information, preferably at the end of the sentence.

Social historian Richard Sennett calls the tendency to come to terms with difficult experiences a “purification process” (11).

When you do not mention the author’s name in the sentence, give the last name and the page number in parentheses at the end of the cited information. When citing a Web source lacking page numbers, cite the author’s name only.

This is referred to as a “purification process” whereby “threatening or painful dissonances are warded off to preserve intact a clear and articulated image of oneself and one’s place in the world” (Sennett 11).

When you cite more than one source in parentheses, separate the two citations with a semicolon.

(Sennett 11; Anderson et al. 21).

1.2 Two or three authors

Some theorists declare that “the most significant elements of human culture are undoubtedly channeled through words” (Goody, Smith, and Watt 323).

1.3 Four or more authors

With more than three authors, list the first then “et al.” to indicate the others.

A top salesman does not necessarily make a good sales manager (Anderson et al. 19).

1.4 No author

When there is no author or the author is anonymous, use the first few words of the title, in italics or in quotes, as it appears in the Works Cited list.

Several critics of the concept of the transparent society ask if a large society would be able to handle the complete loss of privacy (“Surveillance Society” 115).

In Primary Colors, the author maintains that disillusionment is often a result of the campaign process (102-107).

1.5 Two or more works by the same author

In his investigation of social identity, adulthood is defined as a stage where people “learn to tolerate painful ambiguity and uncertainty” (Sennett, Uses 108).

In a surprising move, Sennett combines the idea of power with that of virtue: “the idea of strength is complex in ordinary life because of what might be called the element of its integrity” (“Authority” 19).

1.6 Corporate author (organization, association, etc.)

The federal government has funded research concerning consumer protection and consumer transactions with online pharmacies (Food and Drug Administration 125).

1.7 E-mail message or letter

Place the author’s name in parentheses after the cited information.

The Oneonta chapter of the National Juggling Association was founded in 2009 (Schwalenberg).
2.0 WORKS CITED

Your works cited page(s) should list all of the sources from which you have obtained information or directly quoted in your paper. Here your reader will obtain the complete information for the sources which were mentioned in the parenthetical citations within the body of your paper. Each item should be listed only once regardless of how many times it was cited within the body of the paper.

References are arranged in alphabetical order by authors’ last names, except where the source has no author, in which case it will be in order by title. Ignore initial articles (a, an, the, une, los, die, etc.) in the titles when alphabetizing. The works cited page should be double-spaced both between and within entries, and the citations should be formatted using hanging indents. In MS Word 2003, this is accomplished by highlighting the section of citations, then clicking on Format ⇒ Paragraph, then clicking on Hanging in the drop-down menu under Special. In MS Word 2007, the Paragraph menu is found on the Home tab.

If there are two or more citations by the same author on your works cited page, replace the name of the author with three hyphens and a period, then a space, then continue the citation.

In general, web addresses are not cited according to MLA guidelines. If required by the instructor, they should be added after the Access date. e.g. <www.oneonta.edu>.

Books

2.1 Book with a single author
Last name, First name. Title of Book. Place of Publication: Publisher, Publication Date. Medium.


2.2 Book with a corporate author (organization, association, etc.)
Name of Organization. Title of Book. Place of Publication: Publisher, Publication Date. Medium.


2.3 Book with two or three authors
Last name, First name, First name Last name, and First name Last name. Title of Book. Place of Publication: Publisher, Publication Date. Medium.


2.4 Book with four or more authors
Last name, First name, et al. Title of Book. Place of Publication: Publisher, Publication Date. Medium.


2.5 Book with no author or anonymous author
Title of Book. Place of Publication: Publisher, Publication Date. Medium.


2.6 Book with an editor or translator
Last name, First name, role. Title of book. Place of Publication: Publisher, Publication Date. Medium.


2.7 Electronic book from a database
Last name, First name. *Title of Book*. Place of Publication: Publisher, Publication Date. *Database Name*. Medium. Access Date.


2.8 Electronic book not from a database
Last name, First name. *Title of Book*. Place of Publication: Publisher, Publication Date. Medium. Access Date.


2.9 Book chapter
Last name, First name. “Title of Chapter.” *Title of Book*, Ed. First name Last name. Place of Publication: Publisher, Publication Date. Pages. Medium.


2.10 Print encyclopedia article


2.11 Online encyclopedia article


Periodicals

*Journal Articles*
Include the journal issue number after the volume no. only if each issue of the journal is paginated individually.

2.12 Print journal article
Last name, First name. “Article Title.” *Journal Title* Volume Number.Issue Number (Publication Date): Page Range. Medium.


2.13 Online journal article from a database
Last name, First name. “Article Title.” *Journal Title* Volume Number.Issue Number (Publication Date): Page Range. *Database Name*. Medium. Access Date.


2.14 Online journal article not from a database
Last name, First name. “Article Title.” *Journal Title* Volume Number.Issue Number (Publication Date): Page Range. Medium. Access Date.

Magazine Articles

2.15 Print magazine article
Last name, First name. "Article Title." Magazine Title Publication Date: Page Range. Medium.


2.16 Online magazine article from a database
Last name, First name. “Article Title.” Magazine Title Publication Date: Page Range. Database Name. Medium. Access Date.


2.17 Online magazine article not from a database
Last name, First name. “Article Title.” Magazine Title Publication Date: Page Range. Medium. Access Date.


Newspaper Articles

2.18 Print newspaper article
Last name, First name. “Article Title.” Newspaper Title Publication Date, Edition (if listed): Section and Page. Medium.


2.19 Online newspaper article from a database
Last name, First name. “Article Title.” Newspaper Title Publication Date, Edition (if listed): Section and Page. Database Name. Medium. Access Date.


2.20 Online newspaper article not from a database
Last name, First name. “Article Title.” Newspaper Title Publication Date, Edition (if listed): Section and Page. Medium. Access Date.


ERIC Documents

2.21 Print ERIC document
Cite as you would according to the type of document, adding the ED number at the end of the citation, then the Medium.


2.22 Online ERIC document
Cite as you would a print ERIC document followed by Database Name (if relevant). Medium. Access Date

Personal Communications

2.23 E-mail
Last name, First name. “Title of e-mail (Usually from Subject Line).” Message to recipient’s name. Date e-mail sent. Medium.


2.24 Personal letter
Sender’s last name, Sender’s first name. Letter to the recipient. Date written. Medium.
For a letter, the medium is either MS (manuscript, hand written) or TS (typescript or printed from a computer).


Maps

2.25 Stand-alone map
Title of Map. Map. Place of Publication: Publisher, Publication Date. Medium.


2.26 Map from a book
Last name, First name (if available). “Title of Map.” Map. Title of Book. By Author (or Ed. Book Editor). Place of Publication: Publisher, Publication Date. Page Number(s). Medium.


2.27 Maps from the Internet
“Title of Map.” Map. Database Name (if relevant). Sponsor or Organization (if not present, use N.p.), Publication Date. Medium. Access Date.


Government publications
Citing government documents may prove more challenging since they may originate from many different sources. Please see the MLA Handbook for Writers of Research Papers (REF PE 1478.M57 2009) for more specific examples and guidelines.

2.28 Individuals as authors
Last name, First name. Title of Document. Government Agency Name, including the Name of the Government (United States, New York State, etc.). Place of Publication: Publisher, Publication date. Medium.


2.29 Government agency as author
Government Agency Name, including the Name of the Government (United States, New York State, etc.). Title of Document. Place of Publication: Publisher, Publication Date. Medium.

2.30 Online government publications
Last name, First name or Agency Name. *Title of Document.* Government Agency Name, including the Name of the Government (United States, New York State, etc., if not author). Place of Publication (if available): Publisher (if available), Publication Date. (if available) Medium. Access Date.


Web Pages

2.31 Web page
Last name, First name or Corporate name (if available). *Title of Webpage.* Publisher or Sponsor of site (N.p. if no sponsor is given), Date of Publication (n.d. if no date is given). Medium. Access Date.


2.32 Web pages or web articles that are part of a larger work
Last name, First name (if available). “Title of Individual Page.” *Title of Larger Site.* Publisher or Sponsor of site (N.p. if no sponsor is given), Date of Publication (n.d. if no date is given). Medium. Access Date.


2.33 Online media
Author/Artist/Speaker (if available). “Description or Title of Image/Sound/Video.” Date of original creation or recording. Publisher or Sponsor of Site (N.p. if no sponsor is given). *Title of Larger Site.* Medium. Access Date.


2.34 Blogs
Last name, First name. “Title of Posting.” *Name of Blog.* Publisher or Sponsor of Site (N.p. if no sponsor is given.) Posting Date. Medium. Access Date.


2.35 Newsgroup
Last name, First name. “Title of Posting.” *Name of Group,* Posting Date. Medium. Access Date.

For further examples, see the following:

Print Guides


Online Guides

Online Writing Lab from Purdue at [http://owl.english.purdue.edu/owl/resource/747/01/](http://owl.english.purdue.edu/owl/resource/747/01/)