MLA Style

9th Edition

ACADEMIC SKILLS CENTRE

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MLA PAPER FORMAT

A basic guide

THE BASICS:

- Use **12-point type** in Times New Roman or a similar plain font.
- **Double-space** the entire paper, including block quotations and the Works Cited list.
- **Indent** each paragraph.

THE FIRST PAGE:

1
At the upper left, type your full name, your teacher's name, the course and its number, and the paper's due date—double-spaced. Text should start 2.5 cm (1 inch) from the left side of the page.

2
Page numbers, along with your family name, appear in the header space inside the upper margin, 1.25 cm (.5 inches) from the top of the page.

3
Centre your title, adding an extra line if it is long. The title should go on the line after the date.

4
The text should begin on the line after the title.

5
Indent the first line of each paragraph by half an inch (1.25 cm).

6
Type the text of the paper, adding citations where required.

Anderson 1

Audrey Anderson

Professor Johnson

Humanities 103

22 November 2016

Tobacco Advertising:

A Major Cause of Addiction

The actual text of the paper begins here on page 1; there is no separate title page. If your title is long, it is best to divide it so that it will not be mistaken for a line of text. Note that everything in the paper is double-spaced, and, as usual, no additional spacing is left between one paragraph and the next.

Use the tab key to indent each paragraph. Make sure the paragraphs of your essay are aligned to the left of the page, leaving jagged lines on the right side. Do not justify the paragraph alignment. Citations should be provided either "with direct quotes" (Johnson 23) or through paraphrase (Chan 45).

- **Tip**: Double space and indent automatically using a word processor such as Microsoft Word.

ADDING PAGE NUMBERS:

- In Microsoft Word, click "Insert" and then "Page Number." Select the option which places the page number at the top right.

MLA PAPER FORMAT
Continued

IN-TEXT CITATIONS:

- All research information—whether quoted or summarized in your own words—must be cited.
- A typical in-text citation consists of **an author's family name** and **a page number** (e.g., "(Smith 56)"), but not all sources can be identified that way. Citations are always based on whatever comes first in the Works Cited entry—sometimes a title if there is no named author.
- See the Academic Skills Centre's **MLA Citations handout** or consult the *MLA Handbook* for models and instructions.

A PAGE WITH QUOTATIONS AND IN-TEXT CITATIONS:

1

Don't use subheadings unless required by the teacher. Simply begin a new paragraph to make each new point.

2

Your family name and the page number should go in the top right corner.

3

A brief quotation (fewer than four lines) is given in quotation marks with a citation following directly. The period (or comma, if any) follows the citation.

Add a citation immediately after summaries or paraphrases.

4

Quotations of more than four lines are set off in block form, without quotation marks. Each line is indented once.

The citation follows the closing punctuation.

Anderson 2

The text of the entire paper is double-spaced, with no extra space between the paragraphs.

Indent using the tab key when beginning each new paragraph, and remember the importance of topic sentences. When quoting fewer than four lines from a source, integrate the quotation into the text of your paper, "being certain to use quotation marks" (Smith 56). Note that the citation follows the quotation immediately. See the Academic Skills Centre handouts or the current edition of the *MLA Handbook* for correct citation forms.

When presenting longer quotations—of over four lines—note that they must be set off in block form as shown here:

Block quotations do not require quotation marks since their form and position identify them as quotations. Use the tab key once on each line to indent block quotations properly, and note that the closing punctuation in this special case—normally a period—comes before the citation. (Martinez 89)

When the text of your paper then resumes, you may continue the previous paragraph or indent and start a new one at this point.

It is essential to understand citation procedures in order to avoid unintentional plagiarism. Visit the Academic Skills Centre if you have any questions.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA CITATIONS

How to cite sources in the text of your paper

In the MLA system, the sources of all research information must be identified in-text, whether quoted or summarized in your own words. Sources are identified by citations that appear in parentheses in the text of your essay. The citation leads the reader to the corresponding item on the Works Cited page where the full details on each source are given (see handout: **MLA Works Cited: Page Format**).

THE BASICS:

- Put the author's family name and page number(s), with no punctuation between. Use an en dash (–) or a hyphen in the page range.

  (Martinez 78–79)
  (Smith 6)

- If you mention the author's name in your essay —fairly close to the citation—don't repeat it. Cite the page number(s) only.

  . . . Aziz defends this view (78).
  . . . Chan argues that it is "grossly unfair" (34).

SPECIAL CASES:

Two Authors with the Same Last Name:

- Add initials.

  (B. Jones 15)   (W. Jones 67)

Two Works by the Same Author:

- Add a key word from each title.
- Note that commas are needed.

  (Jones, "Life" 82)
  (Jones, "Causes" 53)

A Work by Two Authors:

- List both family names.
- If there are three or more authors, give the first author's family name with the Latin abbreviation "et al." (meaning "and others").

  (Nguyen and Whitfield 3–5)
  (Miller et al. 61–63)

IF THE TITLE COMES FIRST IN THE WORKS CITED ENTRY:

- References for websites, films, and encyclopedia articles will often begin with a title. In many cases, these sources have no page numbers.

  (*History Online*)
  (*An Inconvenient Truth*)
  ("Confederation")

- Citations may consist of the title only.

- To keep citations brief, long titles must be shortened.

  - If the source has numbered paragraphs, refer to them instead of page numbers. You may also indicate numbered sections or chapters when possible.

    ("Symbolism," par. 5)
    ("Vermeer," sec. 2)
    (*Alchemy*, chs. 10–11)

  - Note the use of commas.

MLA CITATIONS

Continued

NOVELS, SHORT STORIES, POEMS, PLAYS:

Short Story or Novel:

- If it is already clear who the author is, cite only the page(s)—but when necessary, include the author's surname, or use a key word from the title to distinguish between different works.

(Hemingway 27)
(Poe, "Usher" 5–7)
(Poe, *Gordon Pym* 45)
(15)
(45–46)

Poetry:

- If the poet and the poem are already identified, give the line number(s) only.
- The first time, use the word "line" or "lines" to show that you're citing lines, not pages; after the first time, you've established that you're referring to lines, so you may give just the number(s).

(Poe, "The Raven" lines 5–6)
(line 7)
(Ondaatje 15–16)
(10)

Plays:

- If the playwright is already identified, indicate act, scene, and line numbers only. Separate them with periods.
- When necessary, include the playwright's surname, or include a key word from the title (in italics) to distinguish between different plays.

(Shaw 4.3.25)
(Shakespeare, *Othello* 1.3.14–16)
(3.1.56–59)

THE PLACEMENT OF CITATIONS:

When a segment of research information is summarized in your own words, the citation follows it immediately. It comes before a period or comma, as shown below:

The explorers failed to adapt to the severe northern climate (Parker 54–55).

Following a brief quotation, the citation is placed after the closing quotation marks but before a period or comma:

The Franklin Expedition was "doomed from the start" (Johnson 77).

Long quotations (more than four lines) are set off from the text of your essay as 'block quotations.' The entire passage must be doubly indented (two tabs). Quotation marks are not used with block quotations. In this case, the citation comes after the closing punctuation:

Disease, overpopulation, unprovoked crime, scarcity of resources, refugee migrations, the increasing erosion of nation-states and international borders, and the empowerment of private armies, security firms, and international drug cartels are now tellingly demonstrated through a West African prism. Societies throughout the world must learn from this tragic example. (Kaplan 45–46)

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: PAGE FORMAT

How your sources should appear on your Works Cited page

The Works Cited page appears at the end of your essay or research paper. Centre the heading "Works Cited" at the top, capitalizing only the W and the C; do not italicize it, underline it, or bold it.

1

Arrange the entries in alphabetical order by first letter. When entries start with titles, ignore "A," "An," or "The" in determining alphabetical order.

3

If an author appears twice in your Works Cited, replace their name in the second and following entries with three dashes and a period (---.).

5

The first line of each entry begins at the margin 2.5 cm (1 inch) from the left side, but the following line(s) are indented by a half inch (1.25 cm).

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Works Cited

Abrams, Joseph T. *A Short History of Television: 1950–1970*. 4th ed., Gilmore Publishers, 2005.

Bailey, Elizabeth F. *Media: Methods and Madness*. U of Northampton P, 1987. *Google Books*, books.google.com/books?isbn=0761941002.

"Culture of Mayhem: Barbarity in the American Media." *US MediaWatch*, U of Ohio, 2006, www.unioh.edu/usmediawatch.cm/7j6/cm/001. Accessed 26 March 2021.

Feinstein, G. L. "An Essay on Current Trends in Docudrama." *The Media and the Audience: An Anthology*. Edited by Catherine J. Habberfield, Midwest Press, 1998.

---. *A History of Twentieth-Century Documentary Film*. 2nd ed., Pacific Publishers, 2010.

Munching, Phillip H. "Prejudice: Alive and on the Air." *Media Journal*, vol. 52, no. 8, Aug. 2013, pp. 112–25. *Goldmine Database*, www.goldbase.org/media/phm/stable/ 0582U87.0.

Wilson, Melanie. "U.S. Primetime Extremes." *Broadcast Media Month*, vol. 13, no. 1, Jan. 2004, pp. 51–55.

2

Your family name and the page number go inside the upper margin, 1.25 cm (.5 inches) from the top of the page.

4

Long URLs must be broken to avoid awkward gaps in the entry. Break them after a dash, dot, or slash.

6

The entire Works Cited page is double-spaced.

HOW TO INDENT YOUR ENTRIES:

- To indent your entries, **highlight** every entry, then go to the **horizontal ruler** just above the top of the page. **Drag** the lower triangle along the ruler halfway to the **number 1**, keeping the upper triangle at the margin. This will set proper indentations for all the entries on the page.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: BASIC MODELS

Your go-to handout for MLA style

The model for referencing any work in MLA style (9th edition) is below. Not all references require each data field to be filled out, but the order of the information and the punctuation between fields never changes.

Author.	**Kapeller, Christoph.**
Title of Source.	**"The Architecture of the New Library of Alexandria."**

Container 1

Title of Container (e.g., journal, book of essays),	*Massachusetts Review*,
Other contributors,	N/A
Version (edition),	N/A
Number,	vol. 42, no. 4,
Publisher,	N/A
Publication date,	winter 2001,
Location (e.g., pages).	p. 573—584.

Container 2

Title of Container (e.g., database),	*JSTOR*,
Other contributors,	N/A
Version (edition),	N/A
Number,	N/A
Publisher,	N/A
Publication date,	N/A
Location (e.g., URL or DOI).	www.jstor.org/stable/25091801.

Kapeller, Christoph. "The Architecture of the New Library of Alexandria." *Massachusetts Review*, vol. 42, no. 4, winter 2001, p. 573—584. *JSTOR, www.jstor.org/stable/25091801*.

A PRINT BOOK:

Borges, Alexander. *Big Book*, 3rd ed., Gutenberg Press, 2020.

A CHAPTER IN A PRINT BOOK:

Borges, Alexander. "A Certain Chapter." *Important Anthology*, edited by Mark Redd, 3rd ed., Gutenberg Press, 2020, pp. 50—54.

AN EBOOK:

Borges, Alexander. *Important Book of Essays*, Gutenberg Press, 2020. *Vast Ebook Database*, url.com/en/important_book_of_essays/borges.

MLA WORKS CITED:
BASIC MODELS
Continued

AN ARTICLE (PRINT AND ONLINE):

■ For sources with **three authors or more**, provide only the first author, followed by "et al." (a Latin abbreviation meaning "and others").

Borges, Alexander, and Arthur Segundo. "Our Ground-Breaking Article." *A Science Journal*, vol. 50, no. 3, summer 2020, pp. 20—22.

Borges, Alexander, et al. "Our Group's Ground-Breaking Online Article." *Another Science Journal* vol. 35, no. 2, winter 2020, pp. 11—22. *Vast Database*, doi:10.2032/R4292-0T6.

A FILM OR VIDEO:

Best Film Ever. Directed by Alexander Borges. Filmmaker Studios, 2020.

Alexander Borges, director. *Best Film Ever*. Filmmaker Studios, 2020. Streaming Service, url.com/silverscreen_database/bestfilmever.

AN ENCYCLOPEDIA OR DICTIONARY ENTRY (ONLINE AND PRINT):

Borges, Alexander. "Library of Alexandria." *Important Encyclopedia*. 4th ed., 2020.

"Library." *Babel Dictionary*. babel-library.com/dictionary/library.

A WEBSITE:

Extensive Online Research Project. Library of Alexandria, 2021. www.libr-alex.org/research/

A WIKIPEDIA ARTICLE:

"Library of Alexandria." *Wikipedia*, Wikimedia Foundation, 4 Dec. 2020, en.wikipedia.org/wiki/Library_of_Alexandria. 9 Dec. 2020.

A TEACHER'S SLIDESHOW:

Jamieson, Jamie. "History 101: The Library of Alexandria." History 101, 4 Oct. 2020, Dawson College. Microsoft PowerPoint presentation.

CLASS NOTES:

Jamieson, Jamie. "On the Library of Alexandria." History 101, 4 Oct. 2020, Dawson College. Lecture.

IN-TEXT CITATIONS:

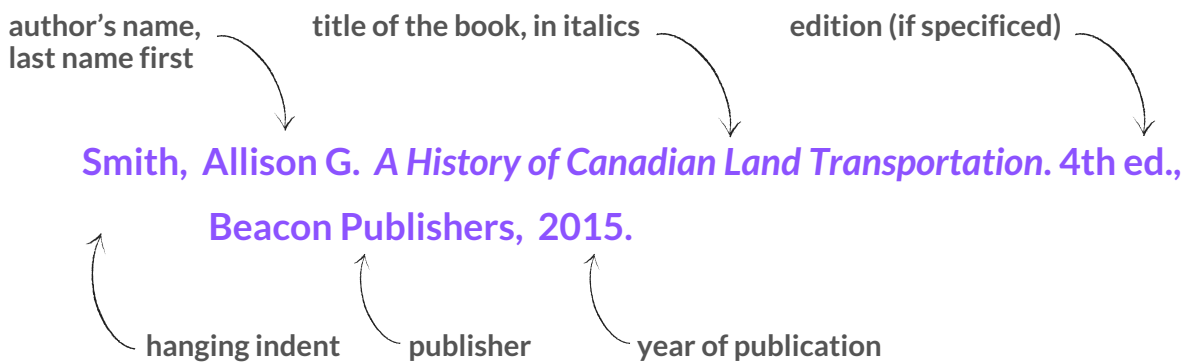|	
Basic:	(Murad 35) (Murad 23—46)
A chapter or essay:	(Murad "My Chapter," 5) (Murad "My Essay," 5—34)
Slide(s) in a slideshow:	(Murad slide 8) (Murad slides 8—10)
Time in a video, podcast, or song:	(Murad 00:49:21) (Murad 00:49:21—52:32)
Ebook with chapters:	(Murad ch. 3) (Murad chs. 3—5)

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: PRINTED BOOKS

How to reference printed books, short stories, essays, and encyclopedias

When preparing a Works Cited entry for a printed book, use the information from inside the **title page** and **copyright page**—not from the cover. See the handout: **MLA Works Cited: Ebooks and Audiobooks** to find out how to cite books consulted electronically.

A BOOK WITH ONE AUTHOR:

author's name, last name first   title of the book, in italics   edition (if specified)

Smith, Allison G. *A History of Canadian Land Transportation.* 4th ed.,

Beacon Publishers, 2015.

hanging indent   publisher   year of publication

- The abbreviation "**ed**." is used for numbered editions such as "2nd ed." and with designations such as "Revised ed." or "Canadian ed."

- If no **edition** is mentioned in the book, go directly from the **title of the book** to the **publisher**.

- Write the **publisher**'s name in full, but omit corporate terms, such as "Company" and "Ltd." When naming university presses, use "**U**" for university and "**P**" for press (e.g., U of Ottawa P).

- Look for **year of publication** on the copyright page, which follows the inside title page. If several copyright dates are given, use the most recent one. (Ignore printing dates.)

A BOOK WITH TWO AUTHORS:

- Give both names. Note that only the first author's name is reversed.

Wilson, Katherine, and Allan B. Morgan. *A Social History of Medieval Europe.* Avilion Books, 1986.

A BOOK WITH THREE AUTHORS OR MORE:

- Name the first author only and use the Latin abbreviation "et al." meaning "and others."

Black, Walter D., et al. *Shakespeare's Elizabethan Values.* 3rd ed., Barnes-Jarvis, 1998.

A BOOK WITH NO AUTHOR:

- Begin the entry with the title instead.

On Natural Philosophy. 1503. Translated by Jacques Dean, Renaissance Publishers, 2010.

MLA WORKS CITED: PRINTED BOOKS

Continued

A CHAPTER IN A BOOK WITH ONE AUTHOR:

- The title of the chapter in quotation marks comes after the author's name. There is no need to mention the editor. For multiple chapters, cite the book itself.
- The in-text citation is written like this: (Jameson 110).

Jameson, Fredric. "Magical Narratives: On the Dialectical Use of Genre Criticism." *The Political Unconscious*, Cornell UP, 1981, pp. 103–150.

AN ESSAY IN A BOOK OF ESSAYS WITH MULTIPLE AUTHORS:

- The **author** of the essay is named first; **the editor's name** comes later. Give the **page numbers** of the entire essay.
- Make separate entries in your Works Cited page for each author consulted in the book.
- Use the author of the essay, not the editor or title, in your in-text citation: (Porter 62).

Porter, Ellen D. "The Bureaucratic Elite." *Essays on Canadian Politics*, edited by Timothy Barnes, U of Toronto P, 1991, pp. 56–69.

A BOOK WITH AN ORGANIZATION OR CORPORATION AS AUTHOR:

- Use the organization or corporation's name as the author's name.
- If the organization that wrote the book is also the publisher, the entry begins with the title.

National Numismatic Association. *2020 Guidebook to Coins.* Drachma Publications, 2010.

MLA Handbook. 9th ed., The Modern Language Association of America, 2021.

A SHORT STORY OR POEM IN AN ANTHOLOGY:

Chopin, Kate. "The Story of an Hour." *America's Short Fiction*, edited by Geraldine Miller, Midwest Press, 1978, pp. 120–125.

AN ENCYCLOPEDIA OR DICTIONARY ENTRY:

- List the name of the entry first. Include the author(s) if they are credited.

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

O'Hara, Martin. "Irish Renaissance." Encyclopedia of Irish Literature, 2nd ed., 2003.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: EBOOKS AND AUDIOBOOKS

How to reference an electronic book or an audio recording of a book

AN EBOOK FROM AN ONLINE DATABASE:

- Cite the name of the **digital library or database** in which you found the ebook at the end of the reference. Include **the DOI** or the **URL**, if available. Otherwise, use a **permalink**.

Usher, Philip John. *Epic Arts in Renaissance France,* Oxford UP, 2013. *eBook Academic Collection,* dc153.dawsoncollege.qc.ca:2312/login?url=http://search.ebscohost .com/login.aspx?direct=true&db=e000xna&AN=683859&site=ehost-live&scope=site.

AN EBOOK FROM A DIGITAL LIBRARY OR BOOKSTORE:

- Ebooks purchased from **online stores** are provided **just like print books**. **Do not** provide name of the store (e.g., Kobo or Kindle).
- However, if you accessed the full text of the book on a digital library's website, include the library's name and the book's URL.

Shelley, Mary Wollstonecraft. *Frankenstein: Or the Modern Prometheus.* Cornhill, 1922. *HathiTrust Digital Library,* https://babel.hathitrust.org/cgi/pt? id=njp.32101064790353&view=1up&seq=7.

AN ESSAY, SHORT STORY, OR CHAPTER IN AN EBOOK:

- If the ebook's page numbers vary depending on your device, omit the **page range**.
- If the ebook is from an online library, shorten lengthy URLs to the host site (e.g., books.google.com for Google Books).

Kendi, Ibram X. "Power." *How to Be an Antiracist.* Penguin Random House, 2019.

Conroy, Martin, and Alberta Frobisher. "The Consequences of Printed News." *Journalism: A Critical History.* Sage Publications, 2007, pp. 9–15. *Google Books,* books.google. com/books/isbn=0761941002.

AN AUDIOBOOK:

- Mention the narrator of the audio recording after the title, if the narrator is the focus of your discussion. Otherwise, reference the audiobook like a print book.

Atwood, Margaret. *The Handmaid's Tale.* Narrated by Claire Danes, audiobook ed., special ed., Audible, 2017.

IN-TEXT CITATIONS FOR AN EBOOK OR AUDIOBOOK:

- Most ebooks have nonstandard page numbers that vary depending on your device and settings. If this is the case, refer to **chapter numbers**.
- You can specify paragraphs if paragraphs are numbered in the text.

(Usher ch. 2)   (Llewellyn et al. ch. 3, para. 5)

- In-text citations of audiobooks may refer to the hour, minute, and time of the passage:

(Murad 1:49:21–1:52:32)   (Murad 1:49:21)

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: ARTICLES

How to reference academic and non-academic articles online or in print

When searching for articles online, be sure to identify **what kind of source** it is first. Is it a newspaper article? A magazine article? A blog post? If it is only a website, see handout: **MLA Works Cited: Websites**.

If an article is included in your **course pack**, cite the original source of the article. See the handout: **MLA Works Cited: Course Materials**.

AN ARTICLE FROM AN ONLINE DATABASE:

- Use this format only if you accessed the **full text** of the article while still in the online database.
- Include the original publication details, and add the name of the **database** in italics.
- Do **not** include the name of the vendor (e.g., write Academic Search Complete, not EBSCOhost).
- The **URL** must lead to the page from which you finally accessed the **full text** of the article. If you found it on another website, do not cite the database. Use a model from the next page instead.

Fischer, Sandra K., et al. "Hearing Ophelia: Gender and Tragic Discourse in *Hamlet*." *Renaissance and Reformation / Renaissance et Réforme*, vol. 14, no. 1, Winter 1990, pp. 1–10. *JSTOR*, www.jstor.org/stable/43444750.

- In the model below, a **DOI number** (a digital object identifier) is used in place of the URL.

Murungi, John. "The Academy and the Crisis of African Governance." *African Issues*, vol. 31, no. 2, Oct. 2003, pp. 9–23. *JSTOR*, doi:10.2307/1535097.

- Many databases contain **automatic citation tools** to help you. Use them, but make sure the citation is correct. See the handout: **Automatic Citation Tools** for instructions.

USING URLS, DOIS, AND PERMALINKS:

- Whenever available, use a **DOI**. In MLA, DOIs look like this: doi:10.1032/30028-D34.
- If no DOI for a Dawson database article is available, use a **permalink** so those outside Dawson can read your paper. **To create a permalink,** click the permalink tool on the article page.
- If any database link begins with **https://dc153.dawsoncollege.qc.ca:2312/login?url=**, it will be accessible outside of Dawson.
- Omit "https://" from all links in your URLs.

dc153.dawsoncollege.qc.ca:2312/login?url=https://www.jstor.org/stable/43444750

AN ABSTRACT IN A SCHOLARLY ARTICLE:

- Abstracts are paragraph-long summaries of articles that appear in the database entry before the full-text article is provided.
- **Read the full text of the article, not the abstract.** However, with your teacher's permission, you may nonetheless reference an abstract if necessary.

Wong, Yu. "The New Elite" [Abstract]. *Business Quarterly*, vol. 52, no. 2, Nov. 2013, p. 6.

MLA WORKS CITED: ARTICLES

Continued

AN ARTICLE FROM AN ONLINE SCHOLARLY JOURNAL:

- The article's **title** appears in quotation marks; the **magazine**, **journal**, or **portal** follows in italics.
- The **date** might be a specific day or just a month, season, or year.
- If the article is **anonymous**, open with the title.
- Online journals and magazines may lack **page numbers**.

Hill, Vera. "Journalists Under Attack in the Middle East." *Probe Weekly*, vol. 13, no. 20, 16 Dec. 2015, www.probeweekly.com/876t00d/juame.001.

AN ARTICLE FROM A PRINTED SCHOLARLY JOURNAL:

- Give the volume number and issue number. Include month and year (or season, or just the year —whatever is indicated).
- Include the page numbers of the entire article. Use "p." for single-page articles and "pp." for articles longer than one page.

Wong, Yu. "The New Elite." *Business Quarterly*, vol. 56, no. 9, Nov. 2013, pp. 6–24.

A MAGAZINE ARTICLE (PRINT AND ONLINE):

- If the magazine is published **weekly**, give the exact date. If it is published **monthly**, give the month and year.
- Include the page numbers of the entire article. If pages are not continuous, write "p." followed by the first page with a plus sign.

Renko, Mary G. "California Real Estate Goes Bust." *Newsweek*, 6 Feb. 2014, p. 14+.

Lane, Anthony. "Why Movies Love Kids' Books." *The New Yorker*, 28 May 2021, www.newyorker.com/magazine/2021/06/07/why-movies-love-kids-books

A NEWSPAPER ARTICLE (PRINT AND ONLINE):

- If the newspaper's name does not include the city, add the city's name in square brackets.
- Give the full date of publication, followed by the page numbers of the entire article. If the pages are not continuous, write "p." followed by the first page with a plus sign. (Note that newspaper pages often include a letter indicating the section.)
- Online newspaper articles must include a URL in place of the page number.

Fisk, Ella. "Liberals and Leadership." *The Globe and Mail* [Toronto], 17 Jan. 2012, p. D12.

Stachiew, Mark. "Asylum Seeker Discovers Montreal's Generosity while Working Pandemic's Front Line." *The Montreal Gazette*, 21 May 2021, montrealgazette.com/sponsored/news-sponsored/asylum-seeker-discovers-montreals-generosity-while-working-pandemics-front-line

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: AUTOMATIC CITATION TOOLS

How to create and edit automatically generated citations from different databases

HOW TO USE AUTOMATIC CITATION TOOLS:

Academic Search Complete:

Once you locate an item that you will use as a source,

- in the **Results List**, click on the link to the article
- on the right-hand side of the article page, under **Tools**, click **Cite**
- scroll down to see the **MLA** citation for your article
- copy and paste the entry to your **Works Cited** section (or e-mail the article to yourself, selecting MLA as your **Citation format**)

After any editing, your Works Cited entry should resemble this model.

> Luchs, Michele, and Elizabeth Miller. "Not So Far Away: A Collaborative Model of Engaging Refugee Youth in the Outreach of Their Digital Stories." *Area*, vol. 48, no. 4, Dec. 2016, pp. 442–448. *Academic Search Complete*, doi:10.1111/area.12165.

JSTOR:

Once you locate an item that you will use as a source,

- click on **Cite this item** (beside the listing)
- beside MLA, select **Copy**
- paste it to your **Works Cited** section

After any editing, the entry in your Works Cited should resemble this model:

> Akkach, Samer. "The World of Imagination in Ibn 'Arabi's Ontology." *British Journal of Middle Eastern Studies*, vol. 24, no. 1, 1997, pp. 97–113. *JSTOR*, www.jstor.org/stable/195670.

eBook Academic Collection:

Once you have located an ebook that you will use as a source,

- in the **Results List**, click on the link to the article record
- on the right-hand side of the article record, under **Tools**, click **Cite**
- scroll down to see the **MLA citation** for your article
- you can also e-mail the article to yourself, selecting MLA as your **Citation** format
- copy and paste the entry to your **Works Cited** section

After any editing, the entry in your Works Cited should resemble this model:

> Llewellyn, Kristina R., et al. *The Canadian Oral History Reader*. McGill-Queen's University Press, 2015. *eBook Academic Collection*, dc153.dawsoncollege.qc.ca: 2312/login?url=http://search.ebscohost.com/login.aspx?direct=true&db= nlebk&AN=993301&site=ehost-live&scope=site.

MLA WORKS CITED: AUTOMATIC CITATION TOOLS
Continued

Kanopy:

The Dawson Library subscribes to two streaming services: Kanopy and Criterion-on-Demand. Kanopy has an automatic citation generator. Once you have located a film on Kanopy that you will use as a source,

- beneath the video, select **More**
- select **Citation Tool** in the drop-down menu that emerges
- click on MLA and click on **Copy Text**
- paste the entry into your **Works Cited** page

After any editing, the entry in your Works Cited should resemble this model:

In The Future They Ate From the Finest Porcelain. **Larissa Sansour and Soren Lind, directors. mec film, 2015. Kanopy.**

HOW TO EDIT AUTOMATICALLY GENERATED CITATIONS:

Automatic citation tools often return entries with **errors** in them. For example, the article database **Academic Search Complete** returned the following MLA citation in 8th edition, not 9th:

MLA 8th Edition
(Modern Language Assoc.)

X

Works Cited
Kennedy, Hudson Robert, et al. "Assessing Potential Public Health Concerns in Airbnb Venues in Four Canadian Cities." *Journal of Environmental Health*, vol. 83, no. 3, Oct. 2020, pp. 8–12. *EBSCOhost*, dc153.dawsoncollege.qc.ca:2052/login.aspx?direct=true&db=a9h&AN=146059312&site=ehost-live&scope=site.

Generated citations such as these must be edited:

- Replace the name of the vendor (EBSCOhost) with the database (**Academic Search Complete**).
- **The link must be replaced with a DOI or a permalink**. Permalinks let those without Dawson or EBSCOhost accounts retrieve your references. Do NOT use the URL in the address bar.
- **Always put the DOI** instead of an URL or a permalink when a DOI is available.
- The entry should be **double spaced** with a **hanging indent**.
- Edit the **capitalization**, **italics**, **order of elements**, and **punctuation** if necessary.

Your Works Cited entry should now look like this (12 pt. font, double-spaced, Times New Roman):

✓

Kennedy, Hudson Robert, et al. "Assessing Potential Public Health Concerns in Airbnb Venues in Four Canadian Cities." *Journal of Environmental Health*, vol. 83, no. 3, Oct. 2020, pp. 8–12. *Academic Search Complete*, dc153.dawsoncollege.qc.ca:2312/login?url=http:// search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=146059312&site=ehost-live&scope=site.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: ONLINE REFERENCE WORKS

How to reference encyclopedias and dictionaries found online, including Wikipedia

AN ENTRY IN AN ONLINE ENCYCLOPEDIA:

- Many online reference sources such as *Encyclopaedia Britannica Online* and the *Canadian Encyclopedia* are acceptable to use for academic research.
- Give the entry's **title** in quotation marks, the **name of the website** in italics, and then the **URL**.
- Provide the name(s) of the author(s) of the entry if they are credited.

"Iceland." *Encyclopaedia Britannica Online,* www.britannica.com/.

"McLean Gang." *Canadian Encyclopedia,* thecanadianencyclopedia.com/en/article/mclean-gang/.

AN ONLINE DICTIONARY DEFINITION:

- Instead of listing a dictionary in your Works Cited, it is best to simply name it in your discussion, writing, for example, "*Lexicom Online Dictionary* defines 'integrity' as ..." and then quoting the definition. Then you do not need a citation or a Works Cited entry.
- However, **if you decide to cite a dictionary as an actual research source**, use the model below. The entry should begin with the word you looked up—capitalized and in quotation marks, like a heading of an article. Give the name of the dictionary in italics and the URL.

"Integrity." *The Cambridge Dictionary*, cambridge.org/dictionary/english/integrity.

A WIKIPEDIA ARTICLE:

- *Wikipedia* is becoming **an acceptable source** to cite in academic papers. However, many teachers still **discourage** relying on it since it is updated by the public and may not be accurate.
- *Wikipedia* articles can be good places to **begin your research**, but they are not good places to end it. Be sure to **check with your teacher** if it is okay for you to cite *Wikipedia*.
- Provide **the date of the most recent update** in your Works Cited reference, followed by the **URL** leading to the archived page and the access date. To find the archived page, click on **"View history"** at the top of the main *Wikipedia* article page. You should then see a list of revisions made to the article beginning with the most recent one.

"Canadian Pollination Initiative." *Wikipedia,* Wikimedia Foundation, 9 Sept. 2018, en.wikipedia. org/en.wikipedia.org/w/index.php?title=Canadian_Pollination_Initiative&oldid= 858719435. Accessed 3 Dec. 2020.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: PHOTOGRAPHS / VISUAL ART

How to reference artwork as a source and as an illustration

How you use your photograph or work of visual art will determine how you document it. You can use **information** from the photo or work of art or you can use the photo or work of art as **an illustration** in your paper.

A PHOTO / WORK OF ART USED AS A SOURCE OF INFORMATION:

- Content of the Works Cited entry will vary depending on whether you viewed the item in person, at a museum or gallery, or in a book, in an online database, or on a website.
- An in-text citation should follow the information you present in your paper as with any other source.

A photo or work of art viewed at a museum, gallery, or exhibit:

- If the photo or work of art is **untitled**, briefly describe what the photo contains.

Garvis, Albert. *Mill at Midday*. 1951, oil on wood, Montreal Museum of Fine Arts, permanent collection.

Notman, William. Ships in Montreal harbour. Late 19th century, black-and-white, McCord Museum. Montreal.

A photo or work of art viewed in a book:

- The photographer or artist is named first.
- The date, medium, location, and similar details are included—whatever seems relevant, though it is not necessary to add the medium.

Banks, Josiah. *Cape Spear*. 1939. Oil on canvas. Private collection. *The Works of Josiah Wood*, edited by Susan Tully, Cornell UP, 1971, plate 54.

Gates, Sam. *April Sunset*. 2010, photograph. *Images of Canada*. 3rd ed., compiled by George Green, Macmillan, 1966, p. 17.

A photo or work of art viewed in an online database or on a website:

- Internet usernames are presented exactly as they appear online.

Harris, Elaine B. *Icarus*. 1949, watercolour. *ArtzMatrix*, www.artzmatrix.org/ebh/icar/71.0.

puffin@sea. *Fishing Village*. 2012, photograph. Flickr, www.flickr.com/puffin@sea/28314pt/12-08-16.

MLA WORKS CITED: PHOTOGRAPHS / VISUAL ART
Continued

A PHOTO OR WORK OF ART USED AS AN ILLUSTRATION:

- **Reproduce the image in the body of your paper,** close to the discussion that relates to it.

- **Label it as Figure 1** and refer the reader to it in your text.

- **Under the image,** write a caption with the same reference number (e.g., "Fig. 1."). Provide any relevant background details and source information. Separate details as shown below. Captions should be double-spaced and margin-to-margin.

- **The content of captions is flexible,** depending on what is available and relevant. As a rule, it opens with the name of the photographer or artist and the title of the work. If it has no title, substitute with a brief description.

- **You may include the date, medium, location, etc.** When possible, include information about the source, e.g. the book, website, or database. You may add comments of your own at the end.

- **Photos, illustrations, and artworks with full citations in the caption** do not need a Works Cited entry. A shorter caption can be used to point to a complete Works Cited entry, as shown below.

[photo of a work of art found in a book (caption points to full citation)]

Fig. 1. Elizabeth Cooper, *Yew Trees at Dawn*, acrylic on canvas, 1985.

On your Works Cited page:
Cooper, Elizabeth. *Yew Trees at Dawn. Contemporary Landscapes*, edited by Lewis Hertz, Hindman Press, 1995, p. 55.

[untitled photo found in a book; limited background info.]

Fig. 2. Fishermen and their boat, Conception Bay, Newfoundland. Early twentieth century. *Cast Your Nets*, by James Spracklin, Memorial UP, 1980, p. 67.

[photo found online; comment added]

Fig. 3. Thomas Hurlburt, *Cluttered Room*, photograph, 2010. *Instagram*, www.instagram.com/thomas-hurlburt/736525. Note Hurlburt's effective use of a wide-angle lens.

[photo of a work of art found online]

Fig. 4. Rana Adiga, Photograph of *The Lazar House* by William Blake, black ink and watercolour, 1795. *Dark Gallery*, www.dark-gallery.org/wb/lazar-house/6592.op7/.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: FILM AND TV

How to reference movies and TV programs

A FILM OR A MOVIE:

- You may arrange the entry in different ways, depending on the actual focus of your discussion—the film itself, the director, the performers, the screenwriter, etc.
- Several names may be included if that seems appropriate.

Schindler's List. Directed by Steven Spielberg, Universal Pictures, 1993.

Spielberg, Steven, director. *Schindler's List.* Performances by Liam Neeson and Ben Kingsley, Universal Pictures, 1993.

Neeson, Liam, performer. *Schindler's List.* Universal Pictures, 1993.

Zaillian, Steven, screenwriter. *Schindler's List.* Universal Pictures, 1993.

If the format you viewed it in is relevant or important:

- If a film was seen on TV, accessed online, on DVD, or viewed on a cable movie service, indicate the relevant details.
- Here too, you may arrange your entry to highlight the movie itself, the director, the screenwriter, the narrator, a performer, etc., depending on the focus of your paper.
- If you viewed the film on a streaming service and can include a URL, write the date of access.

Girlhood. Directed by Liz Garbus, Moxie Movies, 2003. *History Channel*, 6 Aug. 2015.

Garbus, Liz, director. *Girlhood.* Moxie Movies, 2003. *Netflix Canada*, 2012, www.netflix.com/ca/. Accessed 20 Jul. 2014.

Where to Invade Next. Directed by Michael Moore, IMG Films, 2015. *Club Illico*, Videotron.

Wood, Elijah, performer. *The Lord of the Rings: The Fellowship of the Ring.* Directed by Peter Jackson, four disc special extended ed. on DVD, WingNut Films, 2001.

TELEVISION:

An episode in a series:

- The episode title comes first (in quotation marks), followed by the series (in italics).
- In other cases, there might be no episode title.
- If you watched the program on TV, include the name of the network or cable channel.

"Forever Free." *The Civil War.* Directed by Ken Burns, episode 3, KLB Productions, PBS, 1990.

MLA WORKS CITED: FILM AND TV

Continued

An episode from a streaming service:

- If you accessed a TV program online, provide the URL. If the precise URL for the program video cannot be given, then give the URL to the main page of the streaming service.

"Forever Free." *The Civil War*. Directed by Ken Burns, episode 3, KLB Productions, 1990. *Netflix Canada*, 2013, www.netflix.com/ca/.

Crediting an individual contributor:

- You may identify the director, narrator, contributors, performers, etc., if they are relevant to your discussion. Open with a particular person's name and role.

Foote, Shelby, contributor. "Forever Free." *The Civil War*. Directed by Ken Burns, episode 3, KLB Productions, PBS, 1990.

A DVD:

- If you accessed an episode of a TV series on a DVD set, include the title of the DVD set and the number of the disc that contains the episode.

Burns, Ken, director. "Forever Free." *The Civil War: 25th Anniversary DVD*, episode 3, KLB Productions, 2015, disc 2.

A TV interview:

- In the case of a TV interview, identify the interviewee as your actual source of information. Then name the interviewer and give the details of the broadcast—typically program / network / date.

Layton, Jack. Interview by George Stroumboulopoulos. *The Hour*. CBC Television, 2 Jun. 2009.

IN-TEXT CITATIONS:

- When preparing your in-text citations for longer movies or videos, you may include a time reference.
- Use figures separated by full colons to indicate hours / minutes / seconds.

(*Girlhood*, 01:36: 16–50)   (Sansour, 00:20:45–22:50)

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: ONLINE VIDEOS

How to reference YouTube videos and other videos found online

A YOUTUBE VIDEO OR OTHER ONLINE VIDEO:

- The **uploader**—and they can be a publisher, institution, or a named or anonymous person—is referenced separately from the author.
- If the author is the **same** as the uploader, then cite the author's name first, before the title.
- If the author is **different** from the uploader, then provide the name of the uploader.

If the author is the same as the uploader:

- You can include usernames in the entry, but you should also include the user's actual (legal) name in square brackets (look for the real name of an uploader in "About" in their profile).

Grammar Girl [Mignon Fogarty]. "Where do Periods Go in Quotations?" *YouTube*, 21 Oct. 2010, www.youtube.com/watch?v=XnfMb0o9bhw.

If the author is different from the uploader:

- When the author (in this case, the director) and the uploader are different people, put the author's name first. (In the example below, the director's name was discovered in the video.)

Trenner, Mickey, director. "Aldous Huxley interviewed by Mike Wallace: 1958 (Full)." *YouTube*, uploaded by someoddstuff, 28 Sept. 2011, www.youtube.com/watch?v=alasBxZsb40.

If the author is unknown:

- Provide the title of the video first. Include the uploader's name. Online videos on Facebook and other websites are referenced in the same way as YouTube.

"France Cracks Down on Sexism in Video Games." *Facebook*, uploaded by Global Secular Humanist Movement, 2 Aug. 2016, www.facebook.com/gsjyy0t/.

A VIDEO FROM A STREAMING SERVICE OR DATABASE:

- Provide the name of the streaming service, followed by the URL and access date.

Sansour, Larissa, and Soren Lind, directors. *In the Future They Ate from the Finest Porcelain*, mec film, 2015. *Kanopy*, dawsoncollege.kanopy.com/video/future-they-ate-finest-porcelain. Accessed 15 Nov. 2020.

IN-TEXT CITATION:

- Use figures separated by full colons to indicate hours / minutes / seconds.

(Trenner, 01:36:16–50)   (Sansour, 00:20:45–22:50)

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: AUDIO RECORDINGS

How to reference songs, podcasts, radio, and recorded personal conversations

MLA contains guidelines for citing audio content, such as songs, podcasts, radio, as well as recorded conversations and lectures.

MUSIC:

- The Works Cited entry for musical works depends on whether the work was streamed, accessed online, or listened to on a CD.
- In all cases, identify the name of the artist first, followed by the song title, the album title, and the record company.

A song from a streaming service:

Bashir, Omar. "My Favorite Dance." *Al-Andalous*, Byblos Records, 1998. Spotify, open.spotify.com/track/47fq6OfV8Q4I0hTv6MJR8x?si=bBfNZ7G1Q1679l8SFmSpoQ.

An online album (one song):

Beyoncé. "Crazy in Love." *Dangerously In Love*, Columbia, 2003, www.beyonce.com/album/dangerously-in-love/songs/.

A CD (whole album)

Pink Floyd. *The Dark Side of the Moon*. Harvest Records, 1973.

A PODCAST EPISODE:

- To refer to podcast episodes, write the name of the episode title first.
- There is no need to put the hosts' names in the reference.
- Mention the name of the podcast, followed by the network, if applicable, and the date the episode aired, followed by the URL.

"New Evidence for Neolithic Textiles in the Orkney Islands." *The Archaeology Show* from Archaeology Podcast Network, 14 Nov. 2020, www.archaeologypodcastnetwork.com/archaeology/103.

CITING A RECORDING:

- You can provide in-text citations of specific parts of a song or podcast recording by referring to the time of the recording in hours, minutes, and seconds.

(Murad 00:49:21)   (Murad 00:49:21–52:32)

MLA WORKS CITED: AUDIO RECORDINGS

Continued

A RECORDED LECTURE OR AN INTERVIEW:

- **Always ask permission before recording audio from lectures or interview conversations**. You can always take your own notes if permission is refused.

A lecture:

- If you attended a lecture for your course, follow the instructions in the handout: **MLA Works Cited: Course Materials.**
- If you consult a recorded online lecture from a course outside of Dawson (for example, from McGill or Oxford University), or any lecture that is part of a lecture series, reference it in the following format.
- If the lecture does not have a particular title, write "Lecture on" followed by the topic discussed.
- If the lecture is presented on an online video, or in another format, you can still use this method.
- If the lecture is not part of a specific course, mention the lecture series in place of the course.

Lecker, Robert. "Michael Ondaatje and the Postmodern Aesthetic." CanLit Lecture Series, 21 Nov. 2016, McGill University. Lecture.

A personal research interview:

- A personal interview is any unpublished interview conducted by you that your audience will **not** be able to access.
- It is the same format used for personal meetings with your teacher.
- The interviewee's name comes first, followed by "Personal interview" and the date.
- If you plan to record the interview, be sure to obtain the interviewee's consent first.

Trudeau, Justin. Personal interview. 20 Dec. 2019.

A published audio interview (radio broadcast):

- Recorded interviews may be available publically, whether as a podcast or radio broadcast.
- Cite the interviewee as the source of information. If the interview does not have a particular title, write "Interviewed by [name of interviewer]" without quotation marks in your Works Cited.
- The example below is from a radio broadcast. Italicize the series title, followed by the radio station and the location. Write the date of the first broadcast.

Hepburn, Alan. Interviewed by Jean Tremblay. *Academic Interview Series,* CKUT, McGill University, Montreal, 17 Feb. 2019.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: WEBSITES

How to reference websites with missing publication information

First, determine what kind of source the website is. If you answer yes to any of these questions, follow the indicated MLA Works Cited handout**:**

- Is the source an article from a journal, magazine, or newspaper? See handout: **Articles**.
- Is it an encyclopedia entry? See handout: **Online Reference Works**.
- Is it an image, video, song, or podcast from a website? See handout: **Photographs / Visual Art**, **Online Videos**, and **Audio Recordings**.
- Is it a social media post? See handout: **Social Media**.
- Is it an audiobook or an ebook? See handout: **Ebooks and Audiobooks**.
- Is it a law or government report? See handout: **Grey Literature / Laws**.

If the source can **only** be classified as a website, then follow the instructions below.

A WEBSITE:

- When preparing an entry for a website, look for **items 1–7** from the list below.
- Some sites have all the items while other sites do not. Enter the items that are available and leave out the ones that are not available.

1. Author (if available, it could appear as a person, institution, or username)
2. "Title**"** or heading of the document or section (in quotation marks)
3. *Name* of the website (in italics)
4. Version or edition (if any is indicated)
5. Sponsoring organization—if not already indicated in the site's name
6. Date that the item was placed online (if any date is given)
7. URL (the Internet address) omitting "http://" or "https://"
8. Date that you accessed the website, if you choose to include it

- Author information can sometimes be discovered by scrolling to the bottom of a page, or by reading the "About" section on certain websites.
- If the date of access seems useful (e.g., for a site where the content changes often, such as Wikipedia), you may add it at the end of the entry in this form: **Accessed 22 Sept. 2016**.

KEEP IN MIND:

- Only a few of your Works Cited entries will begin with **an author's name**; most will begin with the **title** of a document or the **heading** of a section on a website.
- Sometimes your entry will start with **the name of the site** or online research project.
- In all cases, your in-text citations will begin with **the first item in your Works Cited entry**. For this reason, it is easiest to write your Works Cited entry first.

MLA WORKS CITED: WEBSITES

Continued

URLs:

- Right-click and use "Remove Hyperlink" to eliminate the blue lettering and underlining on URLs.
- Leave uneven line breaks alone. **Never** place a space or a hyphen to break up a URL.
- URLs that are longer than **three** full lines, or which are longer than the reference, must be truncated. Retain at least the **host** (e.g., web.hostname.com/en/).
- When providing an URL to a Dawson College database, use a permalink so outsiders can access the source.
- An MLA Works Cited entry always ends with a period, even after a URL.

EXAMPLES OF WORKS CITED ENTRIES:

An author is named:

- The entry begins with the **author's name,** followed by the **title** of the document or webpage heading and the name of the **website**.
- The **sponsoring organization** is included because it is not evident in the name of the site.
- The researcher decided to include **the date of access** at the end.
- In-text citations contain the author's last name without a page number: **(Blackthorne).**

Blackthorne, Judith A. "The Supernova." *Astronomy Trek*, Xerxes Observatory, May 2015, www.xobs.org/astrotrek/starsys/nova. Accessed 14 Apr. 2016.

No author is named:

- The entry begins with the **title** of a document or the webpage heading, followed by the name of the **website**.
- In the example below, the sponsoring organization is not mentioned because the site's name already identifies it. Also, the URL is **broken** (after a slash) so that it appears on two lines.
- In-text citations begin with the title or heading. If it is long, shorten it after the first citation: **("Indigenous Heritage") ("Heritage").**

"Indigenous Heritage." Library and Archives Canada, www.bac-lac.gc.ca/eng/discover/ indigenous-heritage/pages/introduction.aspx.

No author, title of document, or webpage heading is named:

- The entry begins with the name of the **website**.
- In the example below, a sponsoring **organization** (a university) is also named.
- The **year** is included, since the online material is dated—in this case by year.
- In-text citations begin with the name of the website. If the website name is long, shorten it or use an acronym after the first citation: **(Victorian Women Writers Project) (VWWP).**

Victorian Women Writers Project. U of Indiana, 2007, www.uind.edu/index/histdept/vwwp/.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: SOCIAL MEDIA

How to cite what others share online

While you should be cautious referencing social media in your papers, public figures and academics are on social media and may share material that is current and relevant to your research.

A SOCIAL MEDIA POST:

- Follow this model for any kind of social media post on Facebook, Tumblr, LinkedIn, etc.
- Put the complete post (up to 20 words) in quotation marks. Replicate emojis if possible.
- The link to the post can by shortened to the **host name**.

Gaiman, Neil. "It's #ValentinesDay and I'm thinking of the extraordinary UNHCR staff I've met —like Nida—who put their life and soul." *Facebook,* 14 Feb. 2020, www.facebook.com/ permalink.php?story_fbid=10156890246666016&id=300224781015.

A TWEET:

- Begin a reference to a tweet with **the author's name, followed by their Twitter handle** (beginning with @).
- Next, put the complete tweet in quotation marks.
- Indicate the time of the tweet according to the user's time zone.

de la Cova, Carolina [@Bonesholmes]. "The CSI effect on cold case investigations." *Twitter,* 2 Feb. 2020, 3:55 p.m., twitter.com/Bonesholmes/status/1224073809084452865.

A POST ON AN ONLINE FORUM:

- Provide the author's username, followed by the full text of the post as the title, up to 20 words.
- Do not record the name of the specific forum (in this case *Ask Me Anything*).
- Write the name of the website in which the forum is contained (in this case, Reddit).

National Aeronautics and Space Administration (NASA). "We're the NASA team in charge of 'science central' for the International Space Station. Ask us anything!" *Reddit,* 16 Mar. 2021, www.reddit.com/r/space/comments/m6cjs3/were_the_nasa_team_in_charge_of_ science_central/.

A COMMENT:

- Write the name or username of the commenter (in this case, Richard Chartrand).
- Next write "Comment on" and the title of the forum post, social media post, or article to which the comment is attached.
- Include the website name and the time of posting that is listed near the comment.

Richard Chartrand. Comment on "John A. Macdonald Loses his Head as Protesters Topple Statue." *Montreal Gazette,* 30 Aug. 2020, 5:00 p.m., montrealgazette.com/news/ local- news/john-a-mcdonald-loses-his-head-as-protesters-topple-his-statue.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: STATISTICS

How to reference statistical reports, tables, graphs, and charts

Most often, statistics are referenced in disciplines such as psychology and sociology that typically use **APA style (**see handout: **APA References List: Statistics)**. However, if you wish to include this type of evidence in an MLA paper, you may follow these guidelines.

HOW TO REPRODUCE A STATISTICAL TABLE:

- Paste and centre the table in your document. Give it a caption, adding an in-text citation.

Table 1.
Percentage of Internet users aged 15 to 29 who were cyberbullied and/or cyberstalked in the last five years, 2014.[a]

Adapted from: Hango, Darcy. "Insights on Canadian Society: Cyberbullying and Cyberstalking among Internet Users Aged 15 to 29 in Canada." *The Daily***, Statistics Canada, 19 Dec. 2016, chart 1, www150.statcan.gc.ca/n1/pub/75-006-x/2016001/article/14693-eng.htm.**
a. Notes may be included in the caption. Captions are double spaced.

HOW TO REFERENCE A STATISTICAL TABLE WITHOUT REPRODUCING IT:

- **To discuss information** conveyed by a table, you only need to reference the article.

Shafi, Farah. "Unemployed Single Mothers: A Study." *Statistical Digest***, vol. 2, no. 5, 2020, pp. 12–30, www.stadig.org/en/articles/unemployment-rate-of-single-mothers.**

- To draw readers' attention to the table itself, mention the table number in your in-text citation after the page number, as follows:

Shafi traces the rise in unemployment statistics for single mothers (23; Table 4).

HOW TO REFERENCE A STATISTICAL REPORT:

- A statistical report usually has an organizational or governmental author.
- If the author and publisher are the same, the title of the report comes first. The title is italicized.
- List the date of the latest update to the report.

Women in Canada: A Gender-Based Statistical Report. **Statistics Canada, 2018, www150.statcan.gc.ca/n1/en/catalogue/89-503-X#wb-auto-2.**

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

DAWSON COLLEGE

MLA WORKS CITED: GREY LITERATURE / LAWS

How to reference laws, press releases, codes of ethics, grants, policy briefs, etc.

Grey literature refers to information that is not published or distributed in the same way as normal books, articles, and reports. Such sources are referenced most often in disciplines such as sociology and law that typically use **APA style (**see handout: **APA References List: Grey Literature / Laws**). However, it is still possible to refer to them in MLA style.

A REPORT BY A GOVERNMENT AGENCY OR OTHER ORGANIZATION:

- Provide the title of the report first, followed by the name of the organization in place of the publisher.

What We Heard: Summary of Key Findings: 2013 Canada Council's Inter-Arts Office Consultation. Canada Council for the Arts, 2013, publications.qc.ca/collections/collection_2017/ canadacouncil/K23-65-2013-eng.pdf.

- If the author is a governmental organization, but the publisher is a separate entity, then write the name of the publisher after the title of the report.
- Sometimes, the publisher is the agency's **parent agency** or department. In such cases, list the parent agency/department (the higher governmental level), followed by the child agency/department (the lower governmental level).

National Pollutant Release Inventory. *Canada's National Pollutant Release Inventory: Data Highlights 2018.* Natural Resources Canada, Pollution and Waste Management, 2020, www.canada.ca/en/environment-climate-change/services/national-pollutant-release-inventory/tools-resources-data/fact-sheet.html.

- **Press releases**, **codes of ethics**, and **annual reports** are referenced using essentially the same format as the examples above.
- In general, reference governmental documents just as you would reference an online article written by a corporate author.

A GRANT:

- List the **principal investigator** as the author.
- List the funding agency as the publication source.
- Some agencies call grant numbers 'project numbers'; use the appropriate terminology for the grant in your reference.
- Write the project start and end year(s) as the date.

Patel, Vikram, principal investigator. *Analyzing the Effects of Carbon Pollutants on Canada's Wetlands* (Grant No. 3T02KS07288492). National Institute of Ecological Research, 2016–2020, projectreporter.nier.ca/project_info_details.cfm?aid=938495821 &icde=4929295.

MLA WORKS CITED: GREY LITERATURE / LAWS

Continued

LAWS:

- Examples from Canadian law are given here. Conventions for citing laws from other countries vary.
- For most laws, use the standard legal citation style provided in the law book or document.

A bill:

- Write the name of the bill (italicized) in place of the author.
- Write the date of the bill's first reading in Parliament in the format shown, followed by the number of the Parliament, and the number of the session.

Bill C-15: An Act Respecting the United Nations Declaration on the Rights of Indigenous Peoples. 1st Reading, Dec. 3, 2020, 43rd Parliament, 2nd session, 2020, www.parl.ca/LegisInfo/BillDetails.aspx?Language=E&billId=11007812.

A government regulation:

- If the regulation is Canadian, you can list "Government of Canada" as the author, followed by the title of the regulation in quotation marks and the rest of the source information.
- The *Canada Gazette* is a publication that lists enacted government regulations. In this case, the volume and issue numbers are provided exactly as if it were an article in a journal.

Government of Canada. "Regulations Amending the Sulfur in Gasoline Regulations: SOR/2020-277." *Canada Gazette* Part II, vol. 154, no. 26, 16 Dec. 2020, www.gazette.gc.ca/rp-pr/p2/2020/2020-12-23/html/sor-dors277-eng.html.

A Canadian Supreme Court case:

- After the title of the case, use the citation as given by the court, followed by the year.
- Italicize the names of cases in your text but not in your Works Cited.
- Court cases often have several years, each of which reflects a specific stage in the case's history. Include all years in your citation.

Morasse v. Nadeau-Dubois, 44 Supreme Court of Canada, 2016, scc-csc.lexum.com/scc-csc/scc-csc/en/item/16202/index.do.

An act or a statute:

- Write the name of the act or statute as given.
- Titles of acts or statutes are not italicized.

Immigration and Refugee Protection Act, Statutes of Canada (2001, c. 27), 2001, laws-lois.justice.gc.ca/eng/acts/I-2.5/index.html.

For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: COURSE MATERIALS

How to reference course manuals, lectures, notes, and teacher communications

Check with your teacher to see whether formal references to course materials are acceptable. If your teacher does not want you to cite course material, find and cite the original, published source.

A LIVE CLASS LECTURE:

- Often, you can find the title to your lecture in the course outline.
- If the lecture does not have a specific title, write "Lecture on" followed by the topic discussed.
- Write "Lecture" at the end of the reference.

Peters, Ginette. "Lecture on the Ecology of the Saint Laurence Valley." Environmental Science 101, 14 Nov. 2020, Dawson College. Lecture.

A TEXT IN YOUR COURSE MANUAL:

- **If your course manual already tells you the MLA references** to the text's original source, then copy those into your Works Cited.

Poe, Edgar Allan. "Annabel Lee." *The Complete Poetry of Edgar Allan Poe*, Signet Classics, 2008, pp. 116–117.

- **If an MLA reference is not given to you**, whenever possible, track down the **original source** of the text and reference it in your Works Cited.
- **If the text's original source is difficult to retrieve**, or if the text has been **retyped** instead of photocopied directly from a book, you can reference the course manual itself. Course manual titles are not italicized. Use the name of the school instead of the publisher.

Poe, Edgar Allan. "Annabel Lee." English 102 Course Manual, compiled by Prof. B. Harris, Dawson College, 2016, pp. 34–42.

A CLASS SLIDESHOW PRESENTATION:

- Provide the full title of the slideshow presentation and then the name of your course.
- Record the date of the class and the name of the college.
- Write the name of the slideshow app or software followed by "presentation." Then, if the slideshow is accessible through Moodle or Léa, you can add a URL.
- The same method is used for referencing **publically available slideshows found online**. After the name of the website (such as Slideshare), just write the date and the URL.

Peters, Ginette. "ENV 101: Week 5: The Ecology of the Laurentians." *Léa*, Environmental Science 101, 7 Oct. 2020, Dawson College. Microsoft PowerPoint presentation, lea.dawsoncollege.qc.ca/my/ecology/GinettePeters.

MLA WORKS CITED: COURSE MATERIALS

Continued

A TEACHER'S LECTURE NOTES:

- After the lecture title, mention the learning platform's name, followed by the name of the class.
- Write "Lecture notes." Then you can include a link to the correct page.

Peters, Ginette. "The Ecology of the Saint Laurence Valley." *Moodle*, Environmental Science 101, 14 Nov. 2020, Dawson College. Lecture notes, moodle.dawsoncollege.qc.ca/my/ecology/GinettePeters.

A LÉA / MOODLE / MIO / EMAIL COMMUNICATION:

- Indicate if it is a reply by using "Re:".
- Capitalize the subject line, even if the original subject line was not written with capital letters.
- You can reference emails in the same general format as Léa, Moodle, or MIO communications.

Peters, Ginette. "Re: Your Question." *MIO*, received by Zainab Sharif, 30 Nov. 2020.

David, Louis. "More Information on Neoclassical Art." *Léa*, received by Patrick Wong, 15 Mar. 2019.

David, Louis. "Your Question about Allegory in Painting." *Gmail*, received by Alessio Conti, 21 Apr. 2019.

A MEETING WITH YOUR TEACHER / A PERSONAL INTERVIEW:

- You can reference personal one-on-one meetings with teachers.
- Use the same reference format for any interview that you conduct personally.

David, Louis. Personal interview. 20 Dec. 2019.

- Use this format to reference any kind of information you have that the **public** cannot access.
- For example, readers outside of Dawson College will not have access to **Léa** or **Moodle**. If you need to reference a teacher communication for a paper that the public will read, you must thus reference the communication as a "personal interview."

For more information, consult the MLA Handbook or contact the Academic Skills Centre.