MLA Style

9th Edition

ACADEMIC SKILLS CENTRE

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DAWSON COLLEGE

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 by half an inch (1.25 cm).

THE FIRST PAGE:

Put your **name**, the **teacher's name**, the **course** and **number**, and the **due date.**

The **header** should contain your **family name** and the **page number** on every page.

Centre your **title** on the line after the date.

Text begins on the line after the title.

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 > Page Number." Select the option which places the page number at the top right.
- In Google Docs, click Format > Page Numbers.

IN-TEXT CITATIONS:

- All research information—whether quoted, paraphrased, or summarized—must be cited.
- An in-text citation usually consists of **an author's family name** and **a page number** (Smith 56), but sometimes with a title if there is no named author.
- See the Academic Skills Centre's **MLA Citations handout** for models and instructions.

MLA PAPER FORMAT

Continued

A TYPICAL PAGE:

Don't use **subheadings** unless required. Begin a new paragraph to make each new point.

Put **brief quotations** (fewer than four lines) in quotation marks.

Put a **citation** after quotations, summaries, and paraphrases. A period or comma may follow it.

A **block quotation** (more than for lines long) is introduced with a **colon**.

Indent each line once without quotation marks. The **citation** comes after the period.

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.

WORKS CITED PAGE:

The **Works Cited** page, a bibliography, appears at the end of your essay or research paper.

Entries should be in **alphabetical order**. Ignore "A," "An," or "The."

After the first line of each entry, the text is indented. This is called a "**hanging indent.**"

If an author appears **more than once**, put three dashes (---) instead of their name for the following entries.

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

Anderson 12

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.

How to Create Hanging Indents:

- **Highlight** all entries in your Works Cited. Go to the **horizontal ruler** just above the page. **Drag** the lower triangle **halfway to the number 1**, keeping the upper marker at the margin.

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

All research information must be identified in-text, whether quoted or summarized in your own words. Citations appear in parentheses and lead the reader to the corresponding item on the Works Cited page (see handout: **MLA Works Cited: Page Format**).

THE BASICS:

- Put the author's family name and the 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 or More:

- If there are 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" 5)

- Citations may consist of the title only.

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

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

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

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 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, followed by a comma or period, 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.' Each line of the passage must be indented once. Quotation marks are not used and 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.

REFERENCE ANY SOURCE IN MLA STYLE

Your go-to handout for MLA style

Use the **table** below to reference **any source** in MLA style (9th edition) in your Works Cited.

- **Every field can be filled in.** However, if information is unavailable, **skip** the field.
- Fields can be included to **emphasize an aspect of a work** you are discussing (for example, you can reference a specific translator, director, or actor).
- The **punctuation** between each field is given in the table. It is always the same.

Author.   Title of source.   Container 1 ⟶

Kapeller, Christoph. "The Architecture of the New Library of Alexandria." *Massachusetts Review,*

vol. 42, no. 4, winter 2001, pp. 573—584. *JSTOR,* www.jstor.org/stable/25091801.

Container 2 ⟶

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 (e.g., editor, translator, director, actor),	N/A
Version (edition),	N/A
Number (volume and issue number),	**vol. 42, no. 4,**
Publisher,	N/A
Publication date,	**winter 2001,**
Location (e.g., pages).	**pp. 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.**

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

MLA WORKS CITED: COMMON EXAMPLES

How to cite the most common types of sources

A PRINT BOOK:

Borges, Alexander. *One Author Wrote This Book*, 3rd ed., Gutenberg Press, 2020.

Borges, Alexander, and Arthur Segundo. *Two Authors Wrote This Book*. Gutenberg Press, 2021.

Borges, Alexander, et al. *At Least Three Authors Wrote This Book*. Gutenberg Press, 2022.

A CHAPTER IN A PRINT BOOK:

Borges, Alexander. "A Certain Chapter." *Important Anthology*, edited by Mark Redd, 2nd ed., Gutenberg Press, 2020, pp. 50—54.

AN EBOOK:

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

AN ARTICLE (PRINT OR ONLINE):

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.

Prime, Margaret. "Androids Will Dream One Day." *The New Yorker*, 21 April 2022, www.newyorker.com/magazine/2021/04/21/androids-will-dream-one-day

Marllowe, Taren. "What's Next for the NDP." *The Globe and Mail* [Toronto], 21 Sept. 2015, p. D12.

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:

Borges, Alexander. "Online Article with An Author." *Alexandria Project Hub*, Library of Alexandria, December 2021, www.orp.com/en/12/21/hsju4hjdff2828101

"Online Article with No Author." *Archives of Egypt*, www.archive.eg/en/may/10/21/82er8

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.

MLA WORKS CITED: COMMON EXAMPLES
Continued

A STATISTICAL REPORT:

Children in Canada: A Statistical Study of Canada's Youth. Statistics Canada, 2022, www150.statcan.gc.ca/b1/en/catalogue/63-2734-X#c6-auto-9.

A FILM OR VIDEO:

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

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

A TWEET:

Borges, Alexander [@loveslibraries]. "The reason I love big libraries has to do with this." *Twitter*, 4 Jan. 2021, 5:85 p.m., twitter.com/loveslibraries/status/812674591764921784.

A PODCAST EPISODE:

"What You Should Know." *The Fun Facts Podcast* from Know More University, 17 May. 2021, www.knowmoreuni.com/funfacts/103.

A PERSONAL RESEARCH INTERVIEW:

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

CLASS NOTES OR A LIVE LECTURE:

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

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

A SOURCE IN A COURSE PACK:

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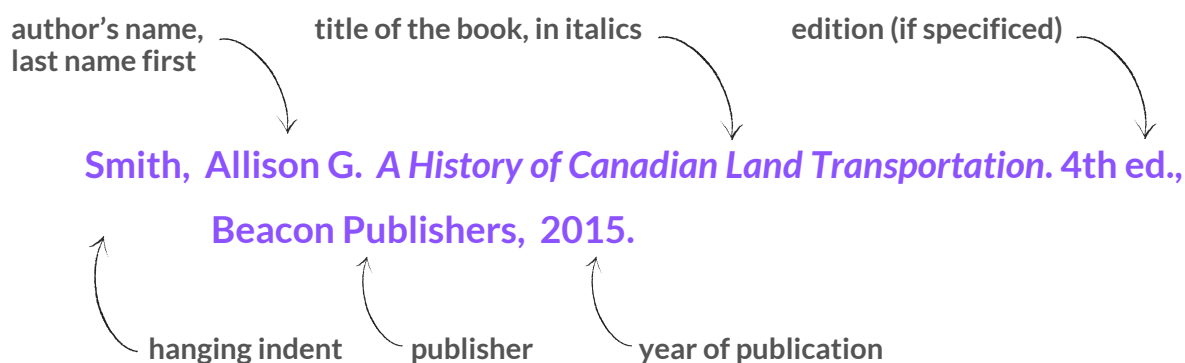
IN-TEXT CITATIONS:

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

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

- Use the information from inside the **title page** and **copyright page**—not from the cover.
- Use the most recent copyright date as the **year of publication**. (Ignore printing dates.)
- The abbreviation "**ed**." may be followed by designations such as "Revised ed." or "Canadian ed."
- Write the **publisher**'s name, 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).

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 AN UNKNOWN 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:

- There is no need to mention the editor. For multiple chapters, cite the book itself.

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:

- Mention the editor.
- Make separate entries in your Works Cited page for each essay consulted in the book.

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

A SHORT STORY OR POEM IN AN ANTHOLOGY:

- Follow the same rules as above.

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

A BOOK WITH AN ORGANIZATION OR CORPORATION AS AUTHOR:

- Use the organization or corporation's name as the author.
- 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.

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:

- Provide the name of the **digital library or database** in which you found the ebook. Include the **DOI,** **URL,** or **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:

- Cite ebooks purchased from **online stores** just like **print books**.
- If the ebook is from 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:

- Omit the **page range,** unless the ebook has standard pages.
- Shorten lengthy URLs to the host site.

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/

AN AUDIOBOOK:

- Reference like a print book. However, mention the narrator if they are the focus of your discussion.

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

IN-TEXT CITATIONS FOR AN EBOOK OR AUDIOBOOK:

- Reference ebooks with nonstandard page numbers by chapter. If the ebook has numbered paragraphs, you may use paragraphs.
- In-text citations of audiobooks may refer to the time (hour:minute:second) of the passage.

Chapter(s):	(Usher ch. 2)	(Llewellyn et al. chs. 3–5)
Paragraph(s):	(Usher para. 5)	(Llewellyn et al. ch. 3, paras. 6–12)
Time:	(Murad 1:49:21)	(Murad 1:49:21–1:52:32)

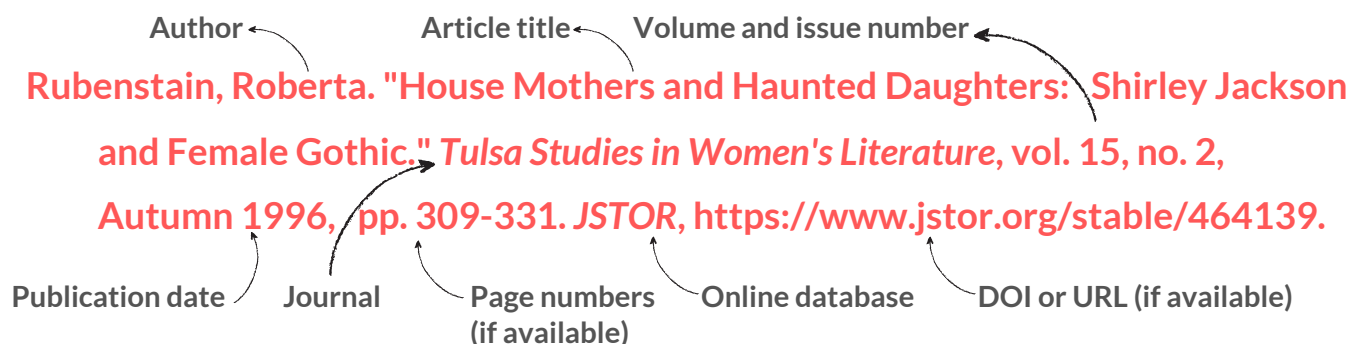For more information, consult the MLA Handbook or contact the Academic Skills Centre.

MLA WORKS CITED: ARTICLES

How to reference articles online or in print

When searching for articles online, be sure to identify **what kind of source** it is first. Is it a peer-reviewed, academic journal? Is it a newspaper article? A magazine article? A blog post? Is it trustworthy?

If it is only a **website**, not an actual article, see handout: **MLA Works Cited: Websites**.

BASIC FORMAT FOR AN ARTICLE FOUND ON A DATABASE:

Author → Article title → Volume and issue number →

Rubenstain, Roberta. "House Mothers and Haunted Daughters: Shirley Jackson and Female Gothic." *Tulsa Studies in Women's Literature*, vol. 15, no. 2, Autumn 1996, pp. 309-331. *JSTOR*, https://www.jstor.org/stable/464139.

Publication date | Journal | Page numbers (if available) | Online database | DOI or URL (if available)

WHERE DID YOU FIND THE FULL TEXT?

- If on an online **database,** cite the **DOI**. If there is none, cite the **URL** of the full text.
- Reference the database, not the vendor (e.g., Academic Search Complete, not EBSCOhost).

Sumberg, James, et al. "Formal-Sector Employment and Africa's Youth Employment Crisis: Irrelevance or Policy Priority?" *Development Policy Review*, vol. 38, no. 4, July 2020, pp. 428–40. *Academic Search Complete*, doi:10.1111/dpr.12436.

- If the database led you to an **exterior website,** then cite the journal or website, not the database. Include the **DOI**. If there is none, cite the exterior website's **URL.**

Brookfield, Tarah. "Divided by the Ballot Box: The Montreal Council of Women and the 1917 Election." *The Canadian Historical Review*, vol. 89, no. 4, December 2008, www.utpjournals. press/doi/full/10.3138/chr.89.4.473.

IF YOU ARE IN A DATABASE WITH A LOGIN:

- **Do not use the URL in the browser bar.** Use a **DOI**, if available.
- **If there is no DOI,** use the stable URL or a permalink. Dawson Library permalinks look like this:

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

MLA WORKS CITED: ARTICLES

Continued

A JOURNAL ARTICLE NOT FROM A DATABASE (PRINT AND ONLINE):

- Online journals 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.

- Do not include the URL for articles consulted in print.

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

A MAGAZINE OR NEWSPAPER ARTICLE (PRINT AND ONLINE):

- If the **magazine** is published **weekly**, give the exact date. If it is published **monthly**, give the month and year.
- If pages are not continuous, use a plus sign (+) after providing the first page.

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

- **Newspaper** pages often include a **letter** indicating the **section**. Add a plus sign (+) for non-continuous pages.
- 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.

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

Hanes, Allison. "French Plan for Immigrants a Recipe for Failure." *The Montreal Gazette*, 16 June 2022, p. A1+.

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

- Online magazine and newspaper articles must include a **URL** in place of the page number.

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 EDIT AUTOMATICALLY GENERATED CITATIONS:

Automatic citation tools can be useful to acquire referencing information **fast**. However, they often return entries with **errors** in them.

For example, the article database **Academic Search Complete** returned the following MLA citation.

MLA 8th Edition
(Modern Language Assoc.)

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.

- Most of this particular entry is correct. However, the name of the **vendor** (EBSCOhost) should be replaced with the **database** (Academic Search Complete).
- Make sure the entry in your Works Cited is in 12-point, Times New Roman font and double-spaced with a hanging indent, as shown below.

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.

- **Always double-check your Works Cited entries for accuracy.**
  - See the other **MLA: Works Cited** handouts
- Edit the capitalization, italics, order of elements, and punctuation if necessary.
- **Always put the DOI** instead of an URL or a permalink when a DOI is available. (In this instance, there is no DOI.)

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

MLA WORKS CITED: ONLINE REFERENCE WORKS

How to reference online encyclopedias and dictionaries, including Wikipedia

AN ONLINE DICTIONARY DEFINITION:

- **A Works Cited entry is not needed.** Name it in your discussion; for example, write "*Lexicom Online Dictionary* defines 'integrity' as ..." and then quote the definition.
- However, **if you decide to cite a dictionary as an actual research source**, use the model below.

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

AN ENTRY IN AN ONLINE ENCYCLOPEDIA:

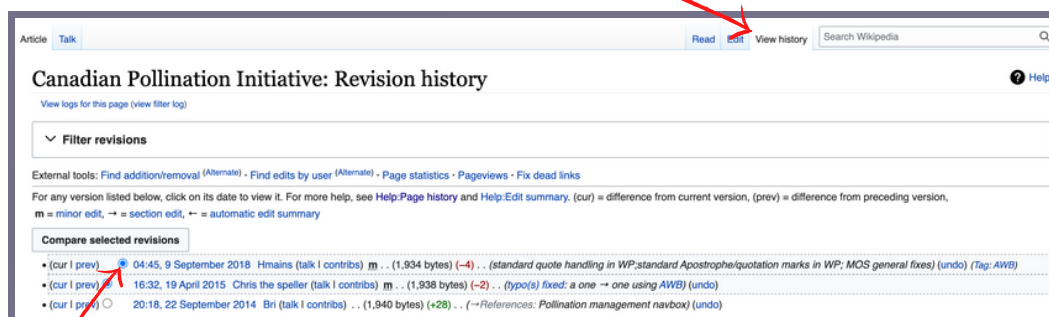- If an author is named, open the entry with that name. Otherwise, omit the author

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

Kumar, Raj. "Phobias." *College Encyclopedia of Psychology*, edited by A.C. Jones and T.J. Holt, 3rd ed., 2006, http://www.psychsource.com/entries/phobias/.

A WIKIPEDIA ARTICLE:

- **Check with your teacher** whether you can cite *Wikipedia*. It is updated by the public and may not be accurate.
- You must provide a URL leading to the **archived version of the article you consulted.**

To find the archived page, click on **"View history"** at the top of the article page.

Click the **revision** of the article that matches the version you read. Use that page's **URL**. Include the date of the **revision** and the date you **accessed** the article.

"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 reference a photo or work of art as **information** or use them as **an illustration.**

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

- The 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.
- The date, medium, location, and similar details may be included—whatever seems relevant.
- In-text citations can include just the artist's name **(Da Vinci)**. Add page numbers if the image was taken from a book. Use the artist's name, not the author or editor **(Da Vinci 241)**.

At a museum, gallery, or exhibit:

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

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

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

In a book:

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.

In an online database or on a website:

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

- When the artist uses a username instead of their real name, spell it exactly as it appears online.

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

- If the user who uploaded the image is important for your research, include them in the reference.

Manoleas, Stefanos. Photo of the Akropolis, Athens, black and white. *Twitter*, uploaded by Zbiggi [@wojtysiak22]. 8 Jul. 2022, https://twitter.com/wojtysiak22/status /1545492280257249280.

MLA WORKS CITED: PHOTOGRAPHS / VISUAL ART
Continued

USING A PHOTO OR WORK OF ART 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 ("Fig. 1."). Captions should be double-spaced. **You may include the date, medium, location, etc.** You may also add comments of your own at the end.
- **If you provide a full reference in the caption, you do not need to include the reference in your Works Cited.** A shorter caption can be used to point to a complete Works Cited entry.

Short Caption:

Photo of a work of art found in a book

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

Works Cited page:

Cooper, Elizabeth. *Yew Trees at Dawn. Contemporary Landscapes,* edited by Lewis Hertz, Hindman Press, 1995, p. 55.

Full Reference Caption:

Untitled photo found in a book

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. *PicGallery*, www.picgallery.org/wb/lazar-house/6592.op7/.

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

MLA WORKS CITED: AUDIOVISUAL MEDIA

How to reference movies and TV programs

A FILM OR A MOVIE:

- You may arrange the entry depending on the actual focus of your discussion, emphasizing 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 is relevant:

- Indicate if a film was seen on TV, accessed online, on DVD, or viewed on a streaming service.

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

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.

- If you viewed the film on a streaming service and can include a URL, write the date of access.

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

TELEVISION:

- The episode title, if there is one, is given in quotation marks, followed by the series in italics.
- If you watched the program on TV, include the name of the network or channel.

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

- If accessed on a streaming service or website and the precise URL cannot be given, give the URL to the main page.

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

- You can emphasize the role of contributors such as interviewees in documentaries.

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

MLA WORKS CITED: AUDIOVISUAL MEDIA

Continued

A DVD:

- Include the title of the DVD set and the number of the disc.

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

An interview:

- Identify the interviewee as your actual source of information.

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

- For radio interviews, add the series title, radio station, and location. Write the first broadcast date.

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

- For personal, private interviews that your audience cannot access, use the following format.

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

MUSIC:

- Identify the artist first, followed by the song title, the album title, and the record company.

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

- Reference musical works according to the format in which you viewed them, if important.

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

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

A PODCAST EPISODE:

- The title of the episode goes first. There is no need to put the hosts' names in the reference.
- Mention the podcast's name, the network (if applicable), the date the episode aired, and 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.

IN-TEXT CITATIONS:

- When preparing your in-text citations, 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:

- You can often find the referencing information near the video; however, you may have to search the uploader's "About" page and the credits in the video itself.

If the author is the same as the uploader:

- The **uploader** can be a publisher, institution, or a named or anonymous person.
- Include both **usernames** and **legal names** (in square brackets).

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:

- The author is the video's creator. Put their name first (in this case, the author is a film director).

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 there is an uploader, but no author:

- Provide the title of the video first.

"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: WEBSITES

How to reference websites with missing publication information

First, determine what kind of online source it is. If it is not just a website but **a specific kind of online source** (such as a video, image, government report, or article), **consult another handout**.

If the source can **only** be classified as a website (for example, the website of a research project, an official company or organization website , or the website of a public figure), then follow the instructions below.

AN AUTHOR IS NAMED:

Author → Webpage heading / title of document → Website name → Institution (if not evident in website name)

Blackthorne, Judith A. "The Supernova." *Astronomy Trek*, Xerxes Observatory,

May 2015, www.xobs.org/astrotrek/starsys/nova. Accessed 14 Apr. 2016.

Publication date — URL — Access date (if page is often updated)

A WEBSITE WITH AN UNKNOWN AUTHOR

- The entry begins with webpage **heading** or **title** of a document.
- Break the URL with a space before a slash so that it appears on two lines.

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

UNKNOWN AUTHOR, NO HEADING OR TITLE:

- The entry begins with the name of the **website**.

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

IN-TEXT CITATIONS:

- Take the **first part** of the reference to create in-text citations. Page numbers are omitted.
  - Author: **(Blackthorne)**
  - Title or heading: (**"Indigenous Heritage"**) Later citations: (**"Heritage"**).
  - Website: (**Victorian Women Writers Project**) Later Citations: (**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 be 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:

- Give the author's name, followed by their **Twitter handle** (beginning with @).
- 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:

- Do not record the name of the specific forum (in this case *Ask Me Anything*).

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, if their real name is not given.
- Write 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 the comment's posting. Provide the webpage's URL.

Chartrand, Richard. 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

REPRODUCING A FIGURE OR TABLE:

- Paste and centre the chart or table in your document where it is most relevant. Use the same title the source gives it.
- Tables can be labelled "Table 1." Any other image, such as a photo, chart, or graph, should be given as "Figure 1." Refer to it as "Table 1" or "Fig. 1" in your text. Number them chronologically.
- Reference it in the caption. **If it is your own chart or table,** you can omit the reference.

Figure 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. Indent the note. Captions are double-spaced.

REFERENCING A FIGURE OR TABLE:

- **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 it in your in-text citation after the page.

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

A STATISTICAL REPORT:

- Name the 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.

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 most books, articles, and reports. Governmental reports, grants, laws, and statues are included in this category.

A REPORT BY A GOVERNMENTAL OR NON-GOVERNMENTAL AGENCY OR ORGANIZATION:

- If the agency or organization **published** the report themselves, provide the **title** of the report first and reference them as 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 publisher is a separate entity**, the organization goes first, followed by the title of the report, and then the publisher.
- If the organizational publisher has a **parent agency** or department, list the higher governmental level, followed by 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.

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.
- 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 based on Canadian laws are given. 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). There's no author.
- Write the date of the bill's first reading in Parliament, 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.
- The *Canada Gazette* is a journal that lists enacted government regulations.

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:

- Italicize the names of cases in your text but not in your Works Cited.
- After the title of the case, use the citation the court provides, followed by the year.
- Include all years of a case's history in your reference.

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:

- Do not put titles of acts or statutes in italics.

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

A LIVE CLASS LECTURE:

- You can often find the title to your lecture in the course outline.
- If there is no specific title, write "Lecture on" followed by the topic discussed.
- Write the course name. For a lecture heard outside of school, give the lecture series instead.
- 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 contains the MLA reference** of the text, copy it 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**, track down the **original source** of the text and cite that.
- **If the text's original source is difficult to retrieve**, or if the text has been **retyped**, 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, 2022, pp. 34–42.

A CLASS SLIDESHOW:

- Write the name of the slideshow app or software (such as PowerPoint or Google Slides) followed by "presentation." If the slideshow is retrievable through **Léa** or **Moodle**, add a 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.

- For publicly available slideshows, write the name of the website (such as Slideshare), followed by the date, the school or institution if there is one, and the URL.

Breuning, Loretta Graziano. "The Biology of Belonging." *Slideshare*, Dec. 16 2020, Inner Mammal Institute, https://www.slideshare.net/LorettaBreuning/biology-of-belonging

MLA WORKS CITED: COURSE MATERIALS

Continued

A TEACHER'S LECTURE NOTES:

- If there is no specific title, write "Lecture on" followed by the topic. Include the lecture date.
- Write "Lecture notes," followed by a link to the correct page on Moodle or Léa.

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 MEETING WITH YOUR TEACHER / A PERSONAL INTERVIEW:

- Use this format to reference **information you have that the public cannot access,** such as one-on-one meetings with your teacher and/ Léa or Moodle communications.
- **Research interviews** can also be referenced this way.

Peters, Ginette. Personal interview. 20 Dec. 2019.

Suzuki, David. Personal interview. 21 Jul. 2021.

A LÉA / MOODLE / MIO / EMAIL COMMUNICATION:

- **Only** use this format if your teacher and/or audience has **access** to these communications.
- Indicate if it is a reply by using "Re:".
- Use the subject line of the message as the title. Capitalize it, even if the original subject line was not written with capital letters.

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.

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