Lansdale School of Business

2013 MLA Formatting and Style Guide Based on the 7th edition of the

*MLA Handbook for Writers of Research Papers.*

Use [www.tinyurl.com/knightcite-generator](http://www.tinyurl.com/knightcite-generator) to generate MLA citations. Check this guide to make sure the format is correct.

The format for an article critique or research paper is as follows:

- Margins should be set to the Microsoft WORD default: 1 inch top and bottom margins and 1 inch right and left margins. Use 12-point Times New Roman font and double-space throughout the document.
- Create a title page if required by the instructor. The information on a title page includes the title, your name, the course name or number, the instructor’s name, and the date centered vertically on the paper.

  Title
  Student
  Class
  Instructor
  Date

- Click on the Page Layout tab and select Page Setup on the Word ribbon.
• On Page Setup click on Layout Tab to center the information vertically:

![Image showing Page Setup with Layout Tab selected](image)

Click on Layout Tab
Page – Vertical Alignment: Pull down to Center

• If a title page is not required, list your name, your instructor’s name, class, and date in the top left corner of your first page.

• Center your title on the line below the heading containing your name, and begin your paper on the line below the title.

Student’s name 1
(Name and page number in Header)

Student
Instructor
Class
Date
Title
First line
Second line

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• Create a Works Cited or Bibliography page using the 2009 MLA style.

Bibliography


• Do not attach resources used for a research paper; the Bibliography or Works Cited page will give the instructor the information needed to replicate your research. A Bibliography page lists all of the resources that you used to research your paper. A Works Cited page lists those works that you have cited in your paper. Your instructor will determine the type of reference list you will provide.

• Attach a copy of the original article(s) to your critique if required by your instructor.

**Academic Writing:**

• Avoid writing that relies on I, me, my, and other first person references. Use alternatives to the second person pronouns (i.e., “you,” “your,” or “yours”). Use third person singular pronouns (i.e., he, she or it) or gender neutral terms (i.e., “one,” “the reader,” or “people”). Academic writing requires an analytic rather than a personal response to a topic. Do not explain how you got interested in your topic, how you did your research, what problems you encountered, or anything else about the process of your work unless it is a requirement of the assignment. The purpose of academic writing is to inform, to prove, to claim, to argue, or to demonstrate the point that you are trying to make in your paper, and to help the reader better understand your topic. You will want to consider what
is known about a subject, and to determine what you think, to draw conclusions, and to
defend your position based upon your research.

- Avoid using unattributed information that you find on the Internet such as Wikipedia.

Jimmy Wales offered advice on the academic use of Wikipedia in 2006 at the University of Pennsylvania’s Hyperlinked Society conference.

Mr. Wales said that he gets about 10 e-mail messages a week from students who complain that Wikipedia has gotten them into academic hot water. “They say, Please help me. I got an F on my paper because I cited Wikipedia and the information turned out to be wrong,” he says. But he said he has no sympathy for their plight, noting that he thinks to himself:

For God sake, you’re in college; don’t cite the encyclopedia. (Young)

Bibliography/ Work Cited:

Young, Jeffrey R. “Wikipedia Founder Discourages Academic Use of His Creation.”


Evaluating Web Pages:

A consumer must determine the worth of any good or service considered for use or purchase.
Information also has worth. You are a consumer of information. You must use critical thinking to determine the worth and appropriateness of the information offered. Use the following criteria to select information for your research:

Authority:

- Who is the author or source of the information?

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• What are the author's qualifications and credentials? Is biographical information about the author available on the web page or web site?

• Has the author acknowledged expertise in this subject?

• Is a reputable institution, organization, or business sponsoring the individual or group?

• Can you contact this person or group to verify credentials? Always check the home page of the site for this information.

• Remember discussion groups or chat rooms should not be used as sources.

Accessibility:

• Can this site be accessed for future use? You must supply the appropriate information so that your search can be replicated.

• There are citation formats for electronic sources available in the library.

• **When in doubt make a hard copy or do not use the source.**

  Remember the Internet is transitory in nature; what is posted today may be gone tomorrow.

Currency:

• Is the information current?

• Check the creation date and update information on the page or the site's home page. If no date is listed on the page, select "Source" from the Internet Explorer "View" pull-down menu. This will show the date and time the page was last updated.

• The site and any links should be updated regularly.

• Dated information should not be used when researching a current topic.

Content:

• What is the purpose of the information? Is the purpose clearly stated?
• Is its purpose to provide objective information or to report news?

• Is it scholarly, factual and well-researched or is it an opinion?

• Is it a marketing tool or information furnished by an organization without the intent to gain?

• Does it promote a point-of-view? Is it objective or does it have a bias: conservative or liberal, for or against, etc.?

• Is it a personal web page, bulletin board, blog, or chat room? These should not be used as resources for research.

• Is the content the same in the electronic version as it is in print?

**Writing your critique or research paper:**

The library has a number of books that address how to write a research paper. They are located in the 808 section of the circulating collection. Additional information is available in handouts. You may also want to access information on this topic on the Internet. Use google.com and type in the following search term: “research paper site:.edu” to access information from college writing labs such as Purdue University.

The following information is from:


**Plagiarism:**

**You have plagiarized if -**

• You took notes from the text that did not distinguish summary and paraphrase from quotation. Then you presented wording from the notes as if it were all your own.

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• You presented facts without saying where you found them.
• You repeated or paraphrased someone’s wording without acknowledgment.
• You took someone’s unique or particularly apt phrase without acknowledgment.
• You paraphrased someone’s argument or presented someone’s line of thought without acknowledgment.
• You copied and pasted information from the Internet without quotation marks or without citing the source.

To avoid plagiarism, you can -
• Use different colored highlighters to distinguish common facts from the author’s opinion or line of argument; common facts do not need to be cited, but the author’s line of reasoning does need to be cited.
• Write down word for word information you will use as in-text quotations or which you will paraphrase.
• Write down all the necessary documenting information: page number, author, publisher, city and date of publication.
• Never copy and paste anything from an Internet site.
• If you use electronic resources choose material from reputable sites and articles which are peer-reviewed.
• Make a list of the writers and viewpoints you discovered in your research. Using this list, double-check the presentation of material in your paper.
• Identify the sources of all material you borrow – exact wordings, paraphrases, ideas, arguments, and facts that are not commonly known.
Keep the following three categories distinct in your research notes -

- summaries of others’ material
- exact wordings you copy
- your own ideas, questions, and responses

(Gibaldi 75)

Self-plagiarism is also a concern in academe. Gibaldi discusses the ethics of repurposing previous work:

If you must complete a research project to earn a grade in a course, handing in a paper you already earned credit for in another course is deceitful. Moreover, you lose the opportunity to improve your knowledge and skills. If you want to rework a paper that that you prepared for another course, ask our current instructor for permission to do so. (74)

Use of Quotations:

Parenthetical documentation must be used when quoting from, paraphrasing, or summarizing an author’s work, ideas, or information.

If you find the same information in three or more different sources, and it is information that most people would know, you can conclude that this information is “common knowledge.” Common knowledge information does not require documentation. If you are not sure whether particular information is common knowledge, give credit to your source with a citation. Statistics should be cited as the source may be pertinent to their accuracy. Do not rely on excessive use of quotations from the original sources instead of developing and expressing your own ideas. Selectively incorporating quotes into your own writing will ensure that your voice is heard.
Quotations:

Quotations must be identical to the original source. Quote only words, phrases, lines, and passages that are particularly interesting or unusual and keep all quotations as brief as possible. Changes must not be made in the spelling, capitalization, or punctuation of the quote. You must attribute all quotes to the original author.

Paraphrasing:

Paraphrasing involves putting a passage—phrase by phrase—from your source into your own words. Your paraphrase should be of equal or shorter length than the original passage. Remember: a paraphrase is a complete rewriting, not just a rearrangement of the words. A paraphrase must also be attributed to the original source.

Summarizing:

Summarizing involves putting the main idea(s) of a passage into your own words. Summaries are significantly shorter than the original because they are limited to only the main ideas. You must be careful not to change or distort the meaning of the original work. Again, it is necessary to attribute summarized ideas to the original source.

Parenthetical citations:

Every time you cite a print source in a bibliography or works cited include the following:

1. Author(s) name, inverted
2. Title of work italicized
3. Edition if not first edition
4. City of publication: Publisher
5. Date of publication
6. Medium

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Every time you cite a source within the text of your paper, include the following:

If using the author(s) name(s) in the sentence, then note only page (print) in the parenthetical citation. Electronic resources no longer require the publication date in the parenthetical citation. *If an author or title of the information is noted in your work and no page or paragraph numbers are provided in the original source, as is common with electronic documents, then do not include a parenthetical citation.*

- If you quote directly, paraphrase, or summarize, and the author’s name is not included in the text, place the last name(s) in the parenthetical citation before the page number or in the case of electronic resources note the author’s name. There is no punctuation between the name(s) and the page number or year.
- If no author is credited, shorten the title of work. Place the title in quotation marks if it is the title of an article or italicize the title of a book, journal, or magazine, followed by page number if it is a print resource. There is no punctuation between the title and the page number.
- Place a citation as close to the quoted or paraphrased material as possible without disrupting the sentence.
- When material from one source and the same page number is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence.
- If you are citing the same work by the same author, you may use “ibid” and the page number or date, whichever is appropriate, in your parenthetical citations. Use “ibid” in consecutive citations that follow the clearly identified primary (first) citation noted. Use “ibid.” only if there have been no intervening references. *Ibid can be confusing to the*
reader. In lieu of “ibid,” it is acceptable to use the author’s name or abbreviated title and the page number, whichever is appropriate, in your parenthetical citations.

- If you are quoting indirectly, put the abbreviation qtd. in (“quoted in”) before the indirect source you cite in your parenthetical reference. (Smith qtd. in Jones).
- End the citation with the appropriate punctuation: “Quote” (Citation).
- A lengthy quotation of more than 4 lines is called a block quotation. Block quotations are separated from the text by introducing the quotation using appropriate punctuation, usually a colon. Start the quote on a new line, and indent one inch from the left margin. Do not use quotation marks. Double space the quotation. The parenthetical citation will follow the closing punctuation mark.

The *MLA Handbook for Writers of Research Papers* offers this advice for creating block quotations:

If a quotation extends to more than four lines when run into the text, set it off from your text by beginning a new line, indenting one inch from the left margin, and typing it double-spaced, without adding quotation marks. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation or none at all. If you quote only a single paragraph or part of one, do not indent the first line more than the rest. A parenthetical reference for a prose quotation set off from the text follows the last line of the quotation. (94)
EXAMPLES

Books

- Type the author’s last name, first name, and any initial.

  Pink, Daniel H.

  If only initials are used, copy as written.

  McNeill, J.R.

  Omit any degrees or titles such as J.D., R.N., or Dr.

- Type the complete book title. If there is a subtitle, place a colon between the main title and the subtitle. Italicize the title except for the end punctuation mark.

  McNeill, J.R. *Something New Under the Sun: An Environmental History of the Twentieth Century World*.

- Type the place of publication, publisher, and year of publication.

  1. Always choose the first city listed on the publication page. The city can be named without the state. If the city is not located in the United States, include the country abbreviation, unless well known e.g. London or Paris.

  2. Type the name of the publisher shortening the name by omitting words such as “publishing,” “press,” or substituting UP for “University Press.”

  3. Use the last year of publication listed.

Books with One Author

Bibliography or Works Cited entry:

Parenthetical citation:

(Orman 51)

If There Is More than One Work by the Same Author

If a document uses more than one work by an individual author, include an abbreviated form of the title of the work in addition to the author's name and relevant page number(s) in the parenthetical citation. Separate the author's name and the title with a comma:

“In my opinion, credit card debt—in fact, any debt based on overspending—is bondage. It weighs on your spirits, occupies our mind, and backs you into a corner” (Orman, *The Road* 3).

Parenthetical citation:

(Orman, *The Road* 3)

On the reference page, if using multiple works by an author, use ---. instead of the author’s name for subsequent entries. Alphabetize by the author’s name and then by the title of the work.

Bibliography or Works Cited entry:


Parenthetical citation:

(Orman, *The 9 Steps to Financial Freedom* 27)

(Orman, *The Road to Wealth* 3)
**Books with Two or Three Authors**

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Zemke, Raines, and Filipczak 25)

**Books with Four or More Authors**

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Arend et al. 257)

**If using et al., include the author and coeditors in your text:**

Arend and his coeditors note that some diseases such as Chron’s disease may be asymptomatic (995).

**Books with Corporate Author**

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Boston Women’s Health Book Collective 117)
To avoid lengthy parenthetical citations, include the author or title within the text:
The Boston Women’s Health Book Collective recommends that “if you are considering hormone
treatment to help you with one of its proven uses, weigh its benefits against its risks, taking into
account your medical history, preferences, and concerns” (117).

*Book with Multiple Volumes*

*Bibliography or Works Cited entry:*


*Parenthetical citation:*

(Toll and Schwager 530)

If you cite more than one volume in your paper, indicate the volume number.

(Toll and Schwager 2:530)

*Book in Second or Later Edition:*

*Bibliography or Works Cited entry:*


*Parenthetical citation:*

(Arend et al. 995)

If using et al., include the author and coeditors in your text:

Arend et al. note that some diseases such as Chron’s disease may be asymptomatic (995).
Work in an Anthology

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Regan 237)

Book with Editor or Editors

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Braude 37)

Book with Author and Editor

**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Griffith 417-418)

Encyclopedias, Dictionaries, and Reference Books

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other book, but do not include the publisher information. If the reference book is organized alphabetically, don't list the volume or the page number of the article or item.

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General Encyclopedia or Dictionary Article with Unnamed Author (Print)

Bibliography or Works Cited entry:


Parenthetical citation:

(“Plagiarism”)

General Encyclopedia or Dictionary Article with Unnamed Author (Online)

Bibliography or Works Cited entry:


Parenthetical citation:

(“Plagiarism”)

Subject Encyclopedia or Dictionary Article with Author (Print)

Bibliography or Works Cited entry:


Parenthetical citation:

(Wick 152)

Subject Encyclopedia or Dictionary Article with Author (Online)

Bibliography or Works Cited entry:


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Parenthetical citation:

(Kraut)

Periodicals

Newspaper Article (Print)

Author (if any). “Article title.” Title of Newspaper Date of issue, edition (if any): page-page.

Medium.

Bibliography or Works Cited entry:

DeLuca, Dan. “Unity Call on the Mall.” Philadelphia Inquirer 19 Jan. 2009:


Parenthetical citation: Newspaper Article (Print):

(DeLuca A1+)

If an article in a print newspaper or magazine has only one page, do not include page number in the parenthetical citation. If an article continues on nonconsecutive pages, list the first page followed by a + sign.

Newspaper Article (Online)

Author (if any). “Article Title.” Title of Online Publication. Publisher, day month year. Medium.

Date of access. <URL>.

Bibliography or Works Cited entry:


Parenthetical citation: Newspaper Article (Online):

(Deluca)

Magazine Article (Print)

Bibliography or Works Cited entry:


Parenthetical citation: Magazine Article (Print):

(Cloud 44)

Magazine Article (Online) Author

Online periodicals include both the name of the website in italics and the website publisher. Note that some sites will have different names than their print formats, such as ones that include a domain name like .com or .org. If no publisher is listed, use N.p. to denote no publisher name given. Follow with date of publication, Web as medium of publication, and date of access.

Author (if given). “Article Title.” Title of online publication. Web site publisher (If no publisher, use n.p.), day month year (If no date, use n.d.). n. pag. Medium. Date of access. <URL>.

Bibliography or Works Cited entry:


<http://www.time.com/time/magazine/article/0,9171,1870491,00.html>.

Parenthetical citation: Magazine Article (Internet)

(Cloud)
Newspaper or Magazine Article with Unnamed Author (Print)

Bibliography or Works Cited entry:


Parenthetical citation: (Print)

(“10” 4)

If the article is only one page in length, there is no need to note the page number in the parenthetical citation.

Newspaper or Magazine Article with Unnamed Author (LIRN generated copy/paste)

Bibliography or Works Cited entry:


Parenthetical citation:

(“10”)

Online Newspaper or Magazine Article with Unnamed Author

“Article Title.” *Magazine Title*. Website publisher, (If no publisher, use n.p.). Date:

Page #s. (If no pagination given, use n. pag.) Medium. Date of access.

<URL>.

Bibliography or Works Cited entry: (Online)


Parenthetical citation: (Online)

(“10”)

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If two or more articles with unnamed authors have the same beginning words in their titles use additional words and source information to distinguish them:

(“10,” *Time*)

(“10 Questions,” *Time*)

**Citing Electronic Sources in MLA Format**

The purpose of a citation is to give attribution to the author and to allow the search to be replicated and the information to be retrieved. Punctuation and capitalization of the article title may require adjustments to conform to MLA standards. Punctuation and capitalization in the URL, the electronic address of the resource, should appear exactly as it is used in the database or web site. The date provided in electronic information is not necessarily the original date of publication for the resource. The date may refer to when the information was added to the database or web site. Try to find the date of publication if possible.

You will use the MLA format for electronic sources for information taken from the *LIRN* databases. LIRN databases occasionally generate citations that need to be adjusted to meet MLA requirements for capitalization and punctuation.

**Examples of electronic citation formats:**

*LIRN*

Information needed for an online article retrieved from LIRN or another subscription database:

- Author’s name – Last name, First name
- “Title of Article.” in quotation marks with correct capitalization and punctuation
- *Title of Source.*
- Publication information for the source – Volume, issue and date: example: 176:4 (11 October 2004) If no volume and issue are given, just provide the date of publication.
- Name of the database, in italics
- example: *ProQuest.*

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CAN PARAPHRASING PRACTICE HELP STUDENTS DEFINE PLAGIARISM?
Publisher:  Project Innovation, Inc.
Author:  Barry, Elaine S
Identifier:  http://search.proquest.com/psychology/docview/236599704/abstract/embedded/PGT
L6G997OUTH80J?source=fedsrch
ISSN:  01463934
Source:  College Student Journal, 40(2), 377p.

Access the Citation Generator on the Detailed Record Screen by Clicking on Cite on the Menu
LIRN Database Collection provides the MLA citation if you click on the Cite tool. Select MLA 7th Edition from the list and click the Change button.

Copy/paste the MLA citation into Word.

Copy and paste the citation into your Word document and make any necessary adjustments.
MLA citation format for the Bibliography or Work Cited page:


*Parenthetical citation:*

(Barry)

The *LIRN* generated MLA citation needs to be double spaced and the hanging indentation kept; make any necessary changes in punctuation and capitalization of the name(s) of the author and article’s title.

On the Word Ribbon, select Home tab, click Paragraph.

Format the paragraph (Indents and Spacing) with a hanging indentation (found under Indentation – Special: drop-down menu select Hanging)  Spacing: 0 pt and Line Spacing: Double.
Loislaw

To cite a case or statute retrieved from Loislaw, use the following example:

**Bibliography or Work Cited entry:**


Web. 4 August 2008.

**Parenthetical citation:**

(Hogrelius)

**MLA Citation Format for Information from a Web Site:**

The information should include:

- For an individual page on a Web site, list the author editor, compiler, or alias if known
- Title of article, book or project in quotes “Title.” or title of www page if no title is given
- Italicize the title of an online magazine or journal
- For course or department websites, include "Course home page" or "Dept. home page"
- Name of entire web site (cdc.gov)
- Sponsoring institution or organization (if professional site) or publisher of web site, (Center for Disease Control)
- Date published, posted, or updated. Remember to use n.d. if no publishing date is given
- Medium (Web)
Page from an educational institution or government web site:

Additional information from parent page:

Sherman Dorn

Social Foundations, College of Education

Copyright 1997-2001. (n.d. – no specific date)

Site updated 2010. (n.d. – no specific date)

Sponsoring institution: Social Foundations, College of Education, University of South Florida

The title of the page is “Plagiarism” found in the "Lemonade Tutorials.”
Bibliography or Work Cited entry for a WWW resource:


Parenthetical citation:

(Dorn)

Page from a commercial or organizational web site:

Bibliography or Work Cited entry for a WWW resource:


Parenthetical citation:

(“Plagiarism and the Internet”)
Images from the Web

Painting, Sculpture, or Photographs: Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access and the URL.

**LIRN database:**

![Diagram](image)

**Bibliography or Work Cited entry:**


**Parenthetical citation:**

(Flint, Clegg, and MacDonald)

**Website**

**Bibliography or Work Cited entry:**


**Parenthetical citation:**

(van Gogh)
**Bibliography or Work Cited entry:**


**Parenthetical citation:**

(Statue of Liberty)

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**PRESENTATIONS – POWERPOINTS – VIDEOS ON THE WEB**

Author/originator. “Title of Presentation.” Sponsoring URL. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access. `<URL>`.

**PowerPoint**

**Bibliography or Work Cited entry:**


<ethics.sandiego.edu/presentations/AppliedEthics/Animals/Animals.ppt>.

**Parenthetical citation:**

(Hinman)
Online Video – YouTube, Vimeo, Hulu, etc.

**Bibliography or Work Cited entry:**

“28 Pages Later (The University of Alabama 2011).” *Campus Movie Fest: YouTube.*


<http://www.youtube.com/watch?v=cRaywtvmfSU&feature=fvst>.

**Parenthetical citation:**

(“28 Pages”)

**WEBINAR**

**Webinar with Author**

Author/originator. *Title of webinar.* Date. Medium. Date of retrieval. URL where webinar originates.

**Bibliography or Works Cited entry:**


<http://home.learningtimes.net/library?go=t912266>.

**Parenthetical citation:**

(Bell, Shank, and Herring)

**Webinar with Unnamed Author**

No author: *Title of webinar.* Date. Medium. Date of retrieval. URL where webinar originates.
**Bibliography or Works Cited entry:**


**Parenthetical citation:**

(Dumbest)

**PODCAST**

A podcast can refer to digital audio content—downloadable lectures, interviews, or essays—or to the method of delivery. Treat a podcast as you would a short work from a Web site giving the medium of delivery (such as “Web,” “MP3 file,” “MPEG-4 video file”) before your date of access.

**Bibliography or Works Cited entry:**

“Bat For Lashes: Lush And Mystical.” *World Café: Studio Sessions.*


**Parenthetical citation:**

(“Bat”)

**Video or DVD**

List films on DVD or video by their title. Include the name of the director, the distributor, and the release year. If film is part of a series, note the series. If relevant, list performer names after the director’s name. Use the abbreviation *perf.* to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

**Bibliography or Works Cited entry:**


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Parenthetical citation:

(SICKO)

Bibliography or Works Cited entry film in series:

“Professional and Communication Skills.” Delmar’s Medical Assisting Video Series: 

Parenthetical citation:

(“Professional...”)

Radio or Television Program

Begin with the title of the radio segment or television episode (if there is one), in quotation marks; then give the title of the program or series, italicized; relevant information about the program, such as the writer (“By”), director (“Dir.”), performers (“Perf.”), or host (“Host”); the network; the local station (if any) and location; the date of broadcast; and the medium (“Television,” “Radio”). For a program you accessed online, after the information about the program give the network, the title of the Web site, the medium (“Web”), and your date of access.

Bibliography or Works Cited entry with Unnamed Author:

“New Orleans.” American Experience. Narr. Jeffrey Wright. PBS. WGBH,


Parenthetical citation:

(“New Orleans”)

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**Bibliography or Works Cited entry with Author:**

Talbot Margaret. “A Prescription for 'Brain Gain’?” *Fresh Air*. 20 April 2009


**Parenthetical citation:**

(Talbot)

**Radio or Television Interview**

Begin with the name of the person who was interviewed, followed by the word “Interview” and the interviewer’s name, if relevant. End with information about the program.

**Bibliography or Works Cited entry:**

Drew Barrymore. Interview by Terry Gross. *Fresh Air*. NPR.


**Parenthetical citation:**

(Drew Barrymore)

**Personal Interview**

To cite an interview that you conducted, begin with the name of the person interviewed. Then write “Personal interview” or “Telephone interview” followed by the date of the interview.

**Bibliography or Work Cited entry:**


**Parenthetical citation:**

(Smith)
Google Books

To cite a book retrieved from Google Books, you must include the correct bibliographic information for the print edition as well as the bibliographic information for the book’s access through Google. Click on “About this book” on the left sidebar. Scroll down to Bibliographic information at the bottom of the left sidebar and copy the author, title, and publication information. Begin the citation with this information and include the information from the web site.

Example:


E-Books (iPad, Kindle, Nook, Sony, etc.)

Adapted from:

“How Do I Cite an e-Book on a Device Like a Kindle, Nook, or iPad?”


To cite a book accessed on an e-Book reader, use the MLA format for a book but replace the medium “Print” with the name of the digital file format, followed by the word “file” e.g., “PDF file”, “Plain text file”, “EPUB file”, or “AZW file.” If you don’t know or can’t find the file type, use the name of the device (“Kindle file”, “Nook file”, “BeBook Neo file”, etc.).

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Example:


Parenthetical Reference:

(Isaacson)

**Tweets**

The MLA has issued instructions for citing a tweet in an academic paper.

Begin the entry in the works-cited list with the author’s real name and, in parentheses, user name, if both are known and they differ. If only the user name is known, give it alone.

Next provide the entire text of the tweet in quotation marks, without changing the capitalization. Conclude the entry with the date and time of the message and the medium of publication (*Tweet*). The date and time of a message on *Twitter* reflect the reader’s time zone. (“How Do I Cite a Tweet?”)

Example:

Athar, Sohaib (ReallyVirtual). “Helicopter hovering above Abbottabad at 1AM (is a rare event).”

1 May 2011, 3:58 p.m. Tweet.

Parenthetical Reference:

Author noted: Sohaib Athar noted that the presence of a helicopter at that hour was “a rare event.”

No author noted: The presence of a helicopter at that hour was “a rare event” (Athar).


<http://www.mla.org/style/handbook_faq/cite_a_tweet>.