

## Quick Guide to MLA Style

For examples not included in this Quick Guide, see the online [Seneca Libraries MLA Style Guide](http://library.senecacollege.ca/Research_Help/Citing_Sources/mla_guide.html)  
[http://library.senecacollege.ca/Research\\_Help/Citing\\_Sources/mla\\_guide.html](http://library.senecacollege.ca/Research_Help/Citing_Sources/mla_guide.html)

### WORKS CITED PAGE

The Works Cited lists all of the sources that you have paraphrased, quoted or otherwise used in your research paper.

#### General Rules for the Works Cited Page

- On a separate page at the end of the research paper, list all the sources cited within the text of your paper.
- Arrange sources alphabetically by the author's last name or by the title if no author is given.
- Start the first line of each citation at the left margin. Indent each subsequent line one-half inch.
- Double space the ENTIRE list, both between and within entries.

### SAMPLE WORKS CITED PAGE

#### Works Cited

"Armed Forces 'Discriminated' Against Older Men." Toronto Star 2 Jan. 2001:A2. Lexis Nexis. 30 Oct. 2005.

"Economic Survey of the United States 2005." OECD. 27 Oct. 2005. Organization for Economic Co-operation and Development. 2 Nov. 2005 < <http://www.oecd.org> >.

"Europeans for the U.S." U.S. News & World Report 8 Apr. 2004: 27. ProQuest. Seneca Lib. 20 Sept. 2005.

Martin, John L. and Ray Eldon Hiebert. Current Issues in Communication. New York: Longman, 2001.

Ontario Provincial Police. 23 Sept. 2004. Govt. of ON. 27 Sept. 2005 <[www.gov.on.ca](http://www.gov.on.ca)>.

Pery, Robert. "Emerging Markets: Doing Business in Latin America." Paper, Film & Foil CONVERTER (PFFC). 2 Feb. 2004. Primedia Business Magazines & Media. 24 Aug. 2005 < <http://pffc-online.com> >.

### IN-TEXT CITATIONS

When writing your paper, use "in-text citations" within the paper to indicate the source of your information. The in-text citation points to a matching full citation in your Works Cited.

An in-text citation includes the author's last name and the page number (if available) or if you do not know the author, the citation will include the first word of a title, omitting initial articles (a, an, the). Put quotation marks around words from an article title, and underline words from a book or website title just as you would in the Works Cited list. **NOTE:** Your in-text citation usually includes the first word or words from a matching full citation in your Works Cited.

The following examples of in-text citations match citations in the Works Cited list above.

Latin America has some of the "world's most important emerging markets" (Pery). \*See the last citation in the Works Cited above.

In the early 1970s, age discrimination was apparent in the recruiting practices of the Canadian Forces ("Armed").

Impaired driving is the leading cause of death in Canada (Ontario).

**RULE:**  
If it's in your paper, it's on the Works Cited list.  
If it's on the Works Cited list, it's in your paper.

## PRINT SOURCES

**Follow examples in the tables to create citations in your Works Cited and the matching in-text citations within your research paper.**

Type of Document	Works Cited Entry	In-Text Citations
<b>Books</b>		
<b>One Author</b>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">Author: Last name, First name.</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">Book Title.</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">Publication year.</div> </div> <p>Brown, Dan. <u>The Da Vinci Code: A Novel</u>. New York: Doubleday, 2003.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">City of Publication: Publisher, often abbreviated</div> </div>	(Brown 252) <b>OR</b> Brown states "Quoted passage" (252).
<b>Two Authors</b>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">Author: Last name, First name</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">Second and subsequent authors: First name Last name</div> </div> <p>Martin, John L., and Ray Hiebert. <u>Current Issues in International Communications</u>. New York: Longman, 2001.</p>	(Martin and Hiebert 145) <b>OR</b> As reported by Martin and Hiebert (145)
<b>Three Authors</b>	Cuthbertson, Keith, Stephen G. Hall, and Mark Taylor. <u>Introduction to Psychology</u> . New York: Harcourt, 2004.	(Cuthbertson, Hall, and Taylor 33)
<b>More than Three Authors</b>	Blum, John M. et al. <u>The National Experience</u> . 5th ed. New York: Harcourt, 2001.	(Blum et al. 387)
<b>Unknown Author</b>	<u>Resumes for Nursing Careers</u> . Chicago: VGM, 2002.	( <u>Resumes</u> 52)
<b>Corporate Author</b>	Calgary Educational Partnership Foundation. <u>Employability Skills: Creating My Future</u> . Scarborough: Nelson, 1996.	(Calgary Educational Partnership Foundation 17-18)
<b>Selection from an Edited Book or Anthology</b>	Hoag, Kevin. "Communicating the Information." <u>Skills Development for Engineers: An Innovative Model for Advanced Learning in the Workplace</u> . Ed. David Larmour. London: Inst. of Electrical Engineers, 2001. 149-170.	(Hoag 149)
<b>Encyclopedia or Dictionary Article (Unknown Author)</b>	"Croatia." <u>The New Encyclopaedia Britannica: Micropaedia</u> . 15 <sup>th</sup> ed. 1995.	("Croatia" 133)
<b>Government Document</b>	Canada. Canadian Judicial Council. <u>One Trial Court: Possibilities and Limitations</u> . Ottawa: Ministry of Supply and Services, 1985.	(Canadian Judicial Council 17-18)
<b>Work of Art or Photograph from a Book</b>	Chabos, Paul. <u>September Morn</u> . Metropolitan Museum of Art, New York. <u>Fine Art Reproductions of the Masters</u> . New York: N. Y. Graphic Society, 1980. <i>If the artist name is not given, begin with the title of the photograph or work of art.</i>	(Chabos 58)

## PRINT SOURCES

Type of Document	Works Cited Entry	In-Text Citations
<b>Magazines, Journals &amp; Newspapers</b>		
	<p>Author (if given): Last name, First name.</p> <p>Richler, Kevin. "Slouching Towards Israel." <u>Time</u> 11 July 2003: 24+ .</p> <p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">"Article Title."</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Magazine Title</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Publication date: page.</span> </p> <p style="text-align: right; border: 1px solid black; padding: 2px;">Use + when page numbers are not consecutive.</p>	(Richler 29)
Journal Article	<p>Barlow, Andrew. "The Student Movement of the 1960's and the Politics of Race."</p> <p><u>Journal of Ethnic Studies</u> 19.3 (2003): 22-30.</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">volume. issue (year)</p>	(Barlow 23)
Newspaper Article (Unknown Author)	<p>"Talks on Bosnia Bog Down Over Borders." <u>Toronto Star</u> 18 Aug. 2004: B6.</p> <p style="text-align: right; border: 1px solid black; padding: 2px;">An in-text citation for a one-page article does not need a page number.</p>	("Talks")
Book Review (in Magazine)	<p>Bemrose, John. "Hockey's Raging Bull." Rev. of <u>Gross Misconduct: The Life of Brian</u></p> <p><u>Spencer</u>, by Martin O'Malley. <u>Maclean's</u> 9 Jan. 2001: 22-30.</p> <p style="text-align: right; border: 1px solid black; padding: 2px;">Abbreviation of the word review.</p>	(Bemrose 24)
Photograph (in Magazine)	<p>"Perfumania's Store Windows." <u>Beauty Fashion</u> Nov. 2004: 80.</p>	("Perfumania's")
Advertisement (in Magazine)	<p>Louis Vuitton. Advertisement. <u>Harper's Bazaar</u> Dec. 2005: 41.</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">Name of the product, company, or institution that is the subject of the advertisement.</p>	(Louis)

## ELECTRONIC SOURCES

### Library Databases from a Subscription Service

Type of Document	Works Cited Entry	In-Text Citations
<b>Library Databases</b>		
<p><b>To cite newspaper, journal, and magazine articles from a library database:</b></p> <ul style="list-style-type: none"> <li>▪ Cite the article first as you would an article from a print journal, magazine or newspaper. Follow examples provided in the PRINT SOURCES table under Magazines, Journals and Newspapers.</li> <li>▪ Add the database name (underlined), the service name, the name of the library subscribing to the service, and your access date.</li> <li>▪ <b>Do not</b> add a URL (web address) to a citation for a database from a subscription service. URLs are not useful in relocating information in a subscription database. *</li> </ul> <p>* The MLA Handbook allows the option of "simply [ending] the citation with the date of access" (Gibaldi 5.9.7).</p>		
Newspaper Article from a Library Database (Unknown Author)	<p>"Canada's Public Schools Attract Foreign Families Willing to Pay</p> <p>Dearly." <u>Globe &amp; Mail</u> 7 Sept. 2004: pA1. <u>CPI.Q.</u> Gale. Seneca Lib.</p> <p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">Access date.</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Publication Title</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Publication date</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Database Name.</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Database Service.</span> <span style="border: 1px solid black; padding: 2px; margin-left: 50px;">Library Subscribing to the Service, abbreviated.</span> </p> <p style="text-align: center; border: 1px solid black; padding: 2px;">"Article Title."</p>	("Canada's")

Type of Document	Works Cited Entry	In-Text Citations
<b>Library Databases</b>		
Magazine Article from a Library Database	Newman, Peter C. "Our Policy: Made in America." <u>Maclean's</u> 14 Mar. 2005: 42-43. Academic Search Premier. EBSCO. Seneca Lib. 30 June 2005.	(Newman 42-43)
Journal Article from a Library Database	Falvey, Rod. "Globalization and Factor Returns in Competitive Markets." <u>Journal of International Economics</u> 66.2 (2004): 33- . ProQuest. Seneca Lib. 12 Dec. 2003. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px;">volume.issue (year)</div> <div style="border: 1px solid black; padding: 2px;">Database Service.</div> </div> <p><i>If you have searched multiple databases at the same time, you may not know the name of the source database. In that case, name the service you used, but omit the database name.</i></p>	(Falvey 33- ) <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;">       Add a hyphen and space if only the first page of an online journal article is given.     </div>
Article / Document from a Library Reference Database	"Company Snapshot: Sears Canada Inc." <u>FP Corporate Profiler and Reports</u> . 2005. FPinfomart.ca. Seneca Lib. 12 Sept. 2005. <div style="border: 1px solid black; padding: 2px; margin-top: 10px; width: fit-content;">       Website's last modified or copyright date. (Usually found at the bottom of the web page)     </div>	"Company"
Online Book (eBook) from a Library Database	Allen, Carolyn, and John Williamson. <u>Dreamweaver MX for Beginners</u> . New York: Bantam, 2004. NetLibrary. Seneca Lib. 3 Oct. 2004. <div style="border: 1px solid black; padding: 2px; margin-top: 10px; width: fit-content;">       Database Service.     </div>	(Allen and Williamson)

## ELECTRONIC SOURCES Websites, Images, Email

Type of Document	Works Cited Entry	In-Text Citations
<b>Websites</b>		
<p><b>To cite a website:</b> include the name of author or editor (if given), the title of the site (underlined), a last modified or copyright date, and the name of the sponsoring organization or institution. If you cannot find some of this information, cite what is available (Gibaldi 5.9.2). However, keep in mind that "authoritative" information (information that you can trust) most often comes from websites that:</p> <ul style="list-style-type: none"> <li>▪ include a "last update" or "last modified" date</li> <li>▪ have a sponsoring organization or institution</li> <li>▪ provide an author or editor name or explain where the information came from</li> </ul> <p><b>NOTE:</b> When the URL for a document is impractically long and complicated, give instead the URL for the site's home page (Gibaldi 5.9.1).</p>		
Newspaper Article from a Website	Stewart, Sinclair. "Flashy Bay St. Trader Faces Probe." <u>Globe and Mail</u> 29 June 2005. 30 June 2005 <http://www.theglobeandmail.com >. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px;">Publication date.</div> <div style="border: 1px solid black; padding: 2px;">Access date</div> </div>	(Stewart) <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;">       When an online source does not provide page numbers, page numbers are omitted.     </div>
Magazine Article from a Website	Shachtman, Noah. "Attack of the Drones." <u>Wired Magazine</u> June 2005: 1-4. 29 June 2005 <http://www.wired.com/wired/archive/>.	(Shachtman 3)

Type of Document	Works Cited Entry	In-Text Citations
Professional or Business Website	<p><u>Canadian Tire</u>. 2004. Canadian Tire Corporation. 5 July 2005. &lt;<a href="http://www2.canadiantire.ca">http://www2.canadiantire.ca</a>&gt;.</p> <p>Access date</p> <p>Website's last modified or copyright date.</p> <p>Name of the Sponsoring Organization or Institution (Usually found at the bottom of the site's home page).</p>	( <u>Canadian</u> )
Article / Document from a Professional or Business Website	<p>"Corporate E-Mail Is Not All Business." 5 Dec. 2005. <u>eMarketer</u>. 2005. eMarker Inc. 6 Dec. 2005 &lt;<a href="http://www.emarketer.com">http://www.emarketer.com</a>&gt;.</p> <p>Article date, if given.</p> <p>Website's last modified or copyright date.</p>	("Corporate")
Article / Document from a Government Website	<p>"Weight Loss Claims." <u>Competition Bureau</u>. 28 June 2005. Competition Bureau Canada. 4 July 2005 &lt;<a href="http://www.competitionbureau.gc.ca">http://www.competitionbureau.gc.ca</a>&gt;.</p>	("Weight")
Home Page, Personal Site	<p>Miller, Peter C. Home page. 17 Aug. 2004. Seneca College. 14 Aug. 2005. &lt;<a href="http://people.senecac.on.ca/peter.miller">http://people.senecac.on.ca/peter.miller</a>&gt;.</p> <p>Site's last modified or copyright date.</p> <p>Access date.</p>	(Miller)
Image from a Website	<p>Pratt, Christopher. "The Visitor." 1977. Online image. <u>Cybermuse</u>. 2005. National Art Gallery of Canada. 23 Dec. 2005 &lt;<a href="http://cybermuse.gallery.ca/">http://cybermuse.gallery.ca/</a>&gt;.</p> <p>Artist Name, if given.</p> <p>"Title or Description of Image." "Date of picture / image (if given)."</p> <p><i>If the artist's name is not given, begin with the title or a description of the image.</i></p>	(Pratt)
<b>Email Messages</b>		
E-mail	<p>Anderson, Robert. "Re: Collecting Marketing Data." E-mail to author. 20 Aug. 2005.</p> <p>Name of Writer.</p> <p>Message date.</p> <p>"Title of Message." (Taken from the subject line)</p> <p>Name of email recipient. If written to you, type "Email to author."</p>	(Anderson)

### NON-PRINT Media, Interviews

Type of Document	Works Cited Entry	In-Text Citation
Videos & DVDs	<u>Mandela: The Man &amp; His Country</u> . Narr. Merv Dean. Videocassette. ABC News, 1990.	( <u>Mandela</u> )
Interview (Personal or Telephone)	Copps, Shelia. Personal interview. 20 Sept. 2005.	(Copps)

Please consult the following resources to cite materials not included in this "quick" MLA style guide:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003. (REF LB2369 .G45 2003)

"Seneca Libraries MLA Style Guide." Seneca Libraries. 16 Nov. 2005. Seneca College. 15 Dec. 2005.

<[http://library.senecacollege.ca/Research\\_Help/Citing\\_Sources/mla\\_guide.html](http://library.senecacollege.ca/Research_Help/Citing_Sources/mla_guide.html)>.