

Research papers always contain information compiled from other sources. When you write a research paper, you must *cite the sources* of your information. In other words, you must give proper credit to the original authors of the information and let your readers know how to find the information for themselves. There are many different ways to cite the sources of our information, but this guide is based on the *MLA Style* (Modern Language Association Style). It is designed to help you learn to use MLA citation properly.

Before you start your research, you may want to print copies of the Citation Data Form from <http://andyspinks.com/mla/> and use them to collect the bibliographic information for each of your sources.

There are three main parts to MLA citation:

1. **The Information Itself** (quoting and paraphrasing properly)
2. **The In-Text Citation** (giving the source of each bit of information)
3. **The "Works Cited" Page** (creating a list of the sources you used)

Make sure to read the information at the beginning of all three sections before you begin.

Part 1: The Information Itself

All research papers contain information from other sources. When you use information that has been previously published by someone else, it is important that you avoid *plagiarism* – presenting someone else's ideas as your own. (Plagiarism is not just cheating; it is also stealing.) There are two ways that you can include other people's ideas and words in your paper without plagiarizing: *paraphrasing* and *quotation*.

Paraphrasing

You can include someone else's ideas in your paper by putting those ideas into your own words. This is called *paraphrasing*. Here are a few things to remember when paraphrasing:

- You *must* cite the source of the paraphrased information with in-text citation (see Part 2) and list the source on your Works Cited page (see Part 3).
- You must restate the information using your own words *and your own sentences*. You should not use the same sentence structure as the original author.
- If you use more than a few bits of information from any given source, you should scatter them throughout your paper. Don't paraphrase more than one or two sentences in a row.

Original Encyclopedia Text

The industrial revolution began in Great Britain for several reasons. The country had large deposits of coal and iron, the two natural resources on which early industrialization largely depended. Other industrial raw materials came from Great Britain's Colonies.

Paraphrase

The abundance of natural resources in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Quotation

You can also use someone else's exact words in your paper; you just have to clearly indicate that the words are a quote and give proper credit to the original author. This is very useful when the original author has phrased the idea in a powerful, clever, or unique way. If the quoted text is less than four lines, you should put it in quotation marks and include it in line with the rest of your paper. If the quoted text is more than four lines, you should put it in a separate paragraph (without quotation marks) and indent it by ¼ inch. Either way, you should introduce the quote and make sure to explain how the information relates to your paper.

Short Quotes (Less than Four Lines)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Long Quotes (More than Four Lines)

The "Lord of the Flies: Theme Analysis" web page summarizes the tension between the main characters:

Piggy and Jack symbolize two opposite extremes of human behavior while Ralph is pulled between these philosophies. Piggy demands adherence to the rules of his auntie while Jack subscribes to the philosophy, "If it's fun, do it." Ralph empathizes with parts of both sides; that is why he walks the tight rope. (par. 2)

The attitudes of these characters also represent the range from social order to anarchy.

Part 2: The In-Text Citation

When you include information from other sources in your paper, you must include a *citation* that tells where the information came from (regardless of whether you quoted it or paraphrased it). At one time, MLA Style required that these citations be listed as footnotes at the bottom of the page. Now you can just insert a shortened citation immediately after the information you have quoted or paraphrased. (Since the citations appear in the text of your paper, they are called "in-text" citations. Since they are enclosed in parentheses, they are sometimes called "parenthetical" citations.)

The citation should direct the reader to that source's entry on the Works Cited page of your report. For print sources, you normally only need to include the *Author* and *Page Number* in your citation. For multi-volume works like encyclopedias, include the *Author*, *Volume Number*, and *Page Number* (with a colon separating the volume and page). For CD-ROM and Internet sources, just include the *Author*. If the author is not given, use the first few words of the title (in quotes) instead.

Book or Signed Article

Encouraged by the government, tourism is one of the largest industries in Greece (Arnold 45-46).

Book or Signed Article (Author in Text)

Arnold states that tourism, encouraged by the government, is one of Greece's largest industries (45-46).

Book or Signed Article (Two Authors)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Article in a Multi-Volume Reference Book (Signed)

The abundance of natural resource in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Article in a Multi-Volume Reference Book (Unsigned)

Globally, no other infectious disease kills more people than tuberculosis ("Tuberculosis" 3:875).

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CD-ROM or Internet Source

Early jazz was played at a variety of social events, from picnics to funerals (Porter).

CD-ROM or Internet Source (Unsigned)

In the 1980s, AIDS researchers identified several high-risk groups, including homosexuals, hemophiliacs, and intravenous drug users ("AIDS").

Part 3: The "Works Cited" Page

The final part of MLA citation is a list of the *Works Cited*. Some people refer to this as a "bibliography," but the correct MLA term is actually "Works Cited." The list includes all of the sources cited in the text of the paper (see Part 2: The In-Text Citation), and it should not include any sources that are not cited in your paper.

Creating a Works Cited page is simple. Using your word processor, go to the end of your report and insert a "page break." At the top of the new page, type the words "Works Cited." Below this title, type the complete information for each source you referred to in your report. (Use the examples below to determine what information to include and how to format it.) The information from each source should be in its own separate paragraph, with no blank lines in between. Be sure to keep the list in alphabetical order.

After your list is complete, you can put on the finishing touches by centering the title and adding a ½ inch hanging indent on to the rest of your list. A "hanging indent" means that the first line of each list entry starts at the left margin, but all other lines are indented. Check the help file of your word processor for more information.

Book (Single Author)

Author. Title of book: Subtitle. City of Publication: Publisher, Year.

Arnold, Francis. Greece. Austin: Steck-Vaughn, 1992.

Book (Two Authors)

Hoobler, Thomas, and Dorothy Hoobler. Confucianism. New York: Facts on File, 1993.

Bernadac, Marie-Laure, and Paule Bouchet. Picasso: Master of the New Idea. New York: Abrams, 1993.

Article in a Reference Book/Essay in a Collection

Author. "Title of Article." Title of Book. Editor. Volume. City of Publication: Publisher, Year.

Bewley, Marius. "The True Heir of the American Dream." Readings on The Great Gatsby. Ed. Katie de Koster. San Diego: Greenhaven, 1998.

Lampard, Eric Edwin. "Industrial Revolution." World Book Encyclopedia. Vol. 10. Chicago: World Book, 2000.

"Tuberculosis." Human Diseases and Conditions. Ed. Neil Izenberg. Vol. 3. New York: Scribner's, 2000.

Magazine or Newspaper Article (Print)

Author. "Title of Article." Title of Magazine or Newspaper. Date: Pages.

Laman, Tim. "Wild Gliders: The Creatures of Borneo's Rain Forest Go Airborne." National Geographic. Oct. 2000: 68-85.

Tip: If you are unsure how to quote, paraphrase, or cite a source, don't be afraid to ask your teacher, librarian, or media specialist!

Article from an Online Database

For a database article, simply use the normal citation for a similar print source, then add the database information, the date you accessed the article, and the URL of the database (not the article itself):

Author. "Article Title." Magazine or Book Title. Other Publication Info for Source. Title of Database. Title of Database Collection. Date Accessed. <Internet Address of Database>.

Grolier Online Encyclopedia Article

Rickards, Joseph. "Photorealism." 2003. Encyclopedia Americana. Grolier Online. 13 Nov. 2003. <<http://go.grolier.com/>>.

World Book Online Encyclopedia Article

Wertheim, Albert. "Globe Theatre." 2004. World Book Online Reference Center. 30 Jun. 2004. <<http://www.worldbookonline.com>>.

GALILEO Magazine Article

Molenda, Michael. "The Myth of Rebellion." Guitar Player. Nov. 2002: 14. MAS Ultra - School Edition. GALILEO. 8 Nov. 2002. <<http://www.galileo.usg.edu>>.

eLibrary Magazine Article

Satchell, Michael. "Birth of the Cool." U.S. News & World Report. 8 Jul. 1998: 57. eLibrary. 30 Jun. 2004. <<http://www.elibrary.com/education>>.

Discovering Collection Reference Article

Baker, James R. "Why It's No Go." Critical Essays on William Golding. Ed. James Baker. Boston: G.K. Hall, 1988. 22-31. Discovering Collection. 6 Nov. 2002. <<http://galenet.galegroup.com/servlet/DC/>>.

InfoTrac Magazine Article

McCain, John. "The Scandal in Our Midst." Newsweek. 17 Aug. 1998: 13. InfoTrac. 14 Nov. 2000. <<http://infotrac.galegroup.com/>>.

Georgia Career Information System Article

"Aerospace Engineers." 2002. Georgia Career Information System. Georgia Career Information Center. 14 Nov. 2002. <<http://www.gcic.peachnet.edu/>>.

Web Page (Not from a Database)

Author. "Title of Page." Title of Web Site. Date of Publication. Institution or Publisher. Date of Access. <Complete Internet Address>.

"Lord of the Flies: Theme Analysis." NovelGuide: Novel Analysis. 2000. IDG Solutions. 10 Nov. 2000. <<http://www.novelguide.com/lordoftheflies/themeanalysis.html>>.

Summers, Robert S. "James Abram Garfield." POTUS: Presidents of the United States. 22 Aug. 2000. Internet Public Library. 10 Nov. 2000. <<http://www.ipl.org/ref/POTUS/jagarfield.html>>.

CD-ROM Source

Author. "Title of Article." Title of Software. CD-ROM. City of Publication: Publisher, Year.

Porter, Lewis. "Jazz." Encarta Encyclopedia 2000. CD-ROM. Redmond, WA: Microsoft, 2000.

Sound Recording

Performer. "Song Title." Songwriter. Album Title. Publisher, Year.

The Wailers. "Get Up, Stand Up." By Bob Marley and Peter Tosh. Burnin'. Island, 1973.