The following is a style sheet for your English classes at SCSU, based on the MLA (Modern Language Association) guidelines for how to cite sources in a Works Cited page and parenthetically in a paper.

A full explanation of the MLA guidelines for In-Text Documentation and Works Cited can be found online at the Purdue Online Writing Lab (https://owl.english.purdue.edu/owl/resource/747/01) and in the MLA Handbook for Writers of Research Papers, 7th edition (2009). Remember that other majors and disciplines at SCSU may require different style guidelines (APA, Chicago, etc.).

## Works Cited

Below are examples of some of the most common bibliographic citations used in Works Cited pages. Use this for papers and for any other assignment for which you need to cite a work (an annotated bibliography, a paper proposal, etc.) following MLA guidelines.

Remember that these are examples. You need to be able to locate the author, title, editor(s), publication information, page numbers, and any other relevant information on your own. Be sure also to follow the correct format exactly, including punctuation, order of information, italics, etc.

### How to cite ...

- **A book**
  When citing an entire book by one or more authors, include author(s), book title, city of publication, publisher, date, and medium:


- **A critical edition or translation**
  When citing an entire book by an author that has also been edited or translated by someone else, add “Ed.” or “Trans.” after the title:


- **An essay or chapter in an edited volume**
  When citing an individual essay or chapter within a book compiled by an editor or group of editors, include the author of the essay or chapter itself, the title of the essay or chapter, the book title, editor(s), publication information, and the page range of the essay or chapter:


- **A work (poem, short story, play, etc.) in an anthology or textbook**
  When citing an individual literary work in an anthology or textbook containing multiple works, follow the same format as a work in an edited volume, including the number of the edition after the title, if necessary:


### A literary work online

When citing a short work (poem, short story, etc.) found on a web page, include author, title of the work, title and date of book from which it was derived (if provided), title of website, medium, and date you accessed it.


### A scholarly article in an academic journal (in print or PDF)

When citing a scholarly article in an academic journal that you have in print or a PDF copy of the printed page, include author of article, article title, title of journal, volume and issue number, year, and page range of the article.


### A scholarly article in an academic journal (in an online database)

When citing a scholarly article in an academic journal that you are viewing as a web page in a library database (i.e., not in PDF), use the same format as above but include the title of the database and date you accessed it.


### A non-scholarly article in an online newspaper or magazine

When citing a popular newspaper or magazine article online (not found in a library database), include author, title of the article, name of the online publication, its publisher (if available), the date of the article, medium, and date you accessed it.


### Other cases not covered above

If you have a source not covered in the examples above – e.g., a print newspaper article, an online book, a blog, etc. – consult the MLA Guidelines at:

[https://owl.english.purdue.edu/owl/resource/747/01/](https://owl.english.purdue.edu/owl/resource/747/01/)

### Things to remember ...

- **Compile your Works Cited in alphabetical order, author’s last name first**
- **Book titles take italics or an underline; articles, short stories, and short poems take quotation marks (“ ”)**
- **If the citation is longer than one line, indent each line after the first**
- **Page numbers are required for any essay, journal article, or work within a larger work**
- **If there are more than two editors, you may use “et al.” (Latin for “and others”) after the first editor’s name**
- **Don’t mistake authors with editors – the author is the person who wrote the work you’re using, the editor is the one who put it where it is**
In-Text Citation

Following MLA guidelines, cite your sources in the body of your paper parenthetically. Cite all quotations and any important information, ideas, or words not your own. Parenthetical citations typically occur at the ends of sentences or after quotations. With the exception of block quotations, the parenthetical citation always comes after quotation marks but before the period or semi-colon.

Basic format

To cite a source in your paper, include the author’s last name and page number in the parentheses; do not use “p.” or “page”:

E.g., (Ruhl 25)

As one critic has argued, “Measure for Measure raises the issue of embodied experience in the opening scenes” (Knapp 262).

If you have already named the author in the preceding clause or sentence(s), simply cite the page number:

Empson claimed that “A word may become a sort of solid entity” (qtd. in Frenkel 190).

Source quoted in another source

To cite an author quoted in another article, essay, or book, include the author’s name in your prose and credit the work in which you found it, using the abbreviation “qtd.”:

As Jeffrey Knapp has argued, “Measure for Measure raises the issue of embodied experience in the opening scenes” (Knapp 262).

Literary works

To cite poetry, give line numbers, using “line” for the first citation and the number for every subsequent citation. Use stanza numbers for larger works:

E.g., (line 13), (17-19), (16.78-9), etc.

Donne begins Satire I pleading, “Away thou changing motley humorist” (line 1). By the middle of the poem, however, he calls his companion “a contrite penitent / Charitably warn’d of thy sins” (49-50).

To cite plays in dramatic verse, give act, scene, and line numbers:

E.g., (3.3.54-7)

To cite works of literary prose – such as novels or short stories – use the basic format above, citing author and page number. When needed, include chapters for novels: e.g., (105; ch. 12).

Special Cases

• If there is more than one work by the same author in your Works Cited, include an abbreviated title in the parenthetical citation: e.g., (Donne, Pseudo-Martyr 50).

• If the author is unknown, include only the abbreviated title and page number in the parenthetical citation.

• If you are citing a block quotation – a longer indented quotation, to be used when you quote more than four lines of poetry – the parenthetical citation comes after the final punctuation.

Working with Quotations

Remember that the correct use of quotations in your papers is important.

Punctuation and capitalization must be exact. In American prose, commas and periods at the end of a quotation go inside the quotation marks, outside if the quotation is followed by a parenthetical citation.

When quoting verse, mark line breaks using a back-slash ( / ).

Examples:

Everyone has heard the saying, “He came, he saw, he conquered.”

“That thou hast her, it is not all my grief; / And yet it may be said I loved her dearly” (lines 1-2).

Integrate all quotations properly, with a signal clause and proper punctuation; there should be no “dangling” quotations. To introduce a quotation, you need a signal clause containing either a speaking verb with a comma ( , ) or no speaking verb and a colon ( : ).

You may also use the quotation to continue your own sentence grammatically, using a “that” clause or a subordinate clause.

Examples:

Correct

Shakespeare’s gender confusion in Sonnet 120 can be seen in the next quatrain, where the poet complains, “Yet fear her, O thou minion of her pleasure!” (9).

Shakespeare’s gender confusion in Sonnet 120 is clear in the final quatrain: “Yet fear her, O thou minion of her pleasure!” (9).

The poet speaks of a boy “Who hast by waning grown” (3) but turns eventually to remark that “Nature, sovereign mistress over wrack” (5) has defeated him.

According to the speaker, “Lilies that fester, smell far worse than weeds” (14).

Incorrect

Shakespeare is confused about his gender, “Yet fear her, O thou minion of her pleasure!” (9).

After this, the poet says, “though delayed, answered must be” (11).

The next quote begins; “And her quietus is to render thee.” (12)

According to the speaker, “Yet fear her, O thou minion of her pleasure!” (9).