

## Part 1. Paper Formatting Guidelines

When setting up your MLA formatted paper:

1. Double-space your paper and use a clear font (like Times New Roman) size 12;
2. Include your last name and page number in the header aligned right;
3. Include your name, date, course, and professor's name on the first page aligned left; and
4. Center your title; do not bolden, enlarge, italicize, or underline the title.

## Part 2. In-Text Citations

Purpose of the in-text citation: Directs the reader to the matching citation from the Works Cited page so that the reader can examine and look up that source.

Usually, all you need is the author's last name and the page number. If there is no author, use the title of the source followed by the page number (see last example below).

### Examples of In-Text Citations

Type of In-Text Citation	Sample In-Text Citation	Corresponding Citation from Works Cited
Direct quote, citation in prose:	Skip Downing notes, "In order to create strong neural networks, you've got to actively participate in the learning process" (262).	Downing, Skip. <i>On Course: Strategies for Creating Success in College and in Life</i> . 8th ed., Cengage Learning, 2017.
Paraphrasing, without citation in prose:	Active learning is needed to create strong neural networks (Downing 262)	
Format for two authors:	(Hutchinson and Smith 5)	Hutchinson, John, and Anthony D. Smith, editors. <i>Nationalism</i> . Oxford UP, 1994.
Format for more than two authors:	(Bolgiano et al. 70)	Bolgiano, David G., et al. <i>Virtuous Policing: Bridging America's Gulf Between Police and Populace</i> . CRC Press, 2016.
Format for corporate author:	(National Geographic Society 119)	National Geographic Society. <i>National Geographic Global Atlas</i> . 2014.
Format for unknown author (use the full title or abbreviated version of title):	(It Happened to Nancy 33)	<i>It Happened to Nancy: A True Story from Her Diary</i> . Edited by Beatrice Sparks, Avon Books, 2005.

## Part 3. Works Cited Page Guidelines

For every in-text citation included in your paper, you must have a corresponding **bibliographic citation** in the Works Cited page.

Your **Works Cited** page should appear as the last page(s) of your essay or research paper.

When composing your Works Cited page, be sure that:

- 1) It is **double-spaced**;
- 2) Your citations are in **alphabetical order**; and
- 3) Any citation that goes over two or more lines has a half-inch **hanging indent**.

Other citation rules to keep in mind:

- Pay attention to date styling, punctuation, italicization, and abbreviations.
- Include a URL or doi for all sources found online. Do not include the https:// prefix.
- Common abbreviations include: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec., ed. (edition), vol. (volume), no. (issue number), p. (page), pp. (pages), UP (University Press), et al. (and others; used for three or more authors).

The following are the formats and examples of common citations. Use these as guidelines to help you cite your own sources.

<b>1. Citing a Book</b>	
<b>Format:</b>	<b>Author(s). <i>Title of Book: Subtitle of Book</i>. Other Contributors, edition, Publisher Name, Year Published, Page Number(s).</b>
<b>Examples with one author:</b>	Chaucer, Geoffrey. <i>Works</i> . Edited by F. N. Robinson, 2nd ed., Houghton, 1957, p. 9.  Jones, D. Marvin. <i>Fear of a Hip-Hop Planet: America's New Dilemma</i> . ABC-Clio, 2013.
<b>Example with two authors:</b>	Forgan, James W., and Mary Anne Richey. <i>The Impulsive, Disorganized Child: Solutions for Parenting Kids with Executive Functioning Difficulties</i> . Prufrock Press, 2015.
<b>Example with three or more authors:</b>	Voight, Kristin, et al. <i>Childhood Obesity: Ethical and Policy Issues</i> . Oxford UP, 2014.
<b>Examples with corporate author:</b>	United States, Department of Labor, Bureau of Labor Statistics. <i>Occupational Outlook Handbook</i> . 2016-2017 ed., Bernan, 2016.  United States Military Academy. <i>The West Point History of World War II</i> . Edited by Clifford J. Rogers, et al., vol. I, Simon & Schuster, 2015.
<b>Example when corporate author is also publisher, start with the title:</b>	<i>California County Fact Book</i> . County Supervisors Association of California, 2003.
<b>Example of edited work:</b>	Hamby, Barbara, and David Kirby, editors. <i>Seriously Funny: Poems about Love, Death, Religion, Art, Politics, Sex, and Everything Else</i> . U Georgia P, 2010.

## 2. Citing an eBook from an Online Library Database

<b>Format:</b>	<b>Author(s). <i>Title of eBook: Subtitle of eBook</i>. Other Contributors, edition, Publisher Name, Year Published, Page Number(s). <i>Name of Database</i>, URL or DOI. Optional Access Date.</b>
<b>Examples:</b>	Constantakis, Sara, editor. <i>World of Forensic Science</i> . 2nd ed., Gale, 2016. <i>Gale eBooks</i> ,  <a href="http://link.gale.com/apps/pub/8TZC/GVRL?u=cclc_rio&amp;sid=bookmark-GVRL">link.gale.com/apps/pub/8TZC/GVRL?u=cclc_rio&amp;sid=bookmark-GVRL</a> .  Dickey, Bronwen. <i>Pit Bull: The Battle over an American Icon</i> . Vintage, 2016, pp. 209-230. <i>eBook Collection (EBSCOhost)</i> ,  <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1053740&amp;site=ehost-live">search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1053740&amp;site=ehost-live</a> .

### 3. Citing an Article or Chapter from a Book/Anthology

<b>Format:</b>	<b>Author(s). “Title of Chapter or Article.” <i>Title of Anthology: Subtitle of Anthology</i>, edited by Editor(s) Name(s), edition, vol. number, Publisher Name, Year Published, Page Number(s).</b>
<b>Examples:</b>	Acuña, Rodolfo. “Early Chicano Activism: Zoot Suits, Sleepy Lagoon, and the Road to Delano.” <i>The Latino/a Condition: Critical Reader</i> , edited by Richard Delgado and Jean Stefancic, 2nd ed., New York UP, 2011, pp.283-293. Hanes, Stephanie. “Little Girls or Little Women? The Disney Princess Effect.” <i>Everything’s an Argument: With Readings</i> , edited by Andrea a. Lunsford, et al., 7th ed., Bedford/St. Martin’s, 2016, pp. 509-516.

### 4. Citing a Magazine or Newspaper Article from Paper Format

<b>Format for magazine:</b>	<b>Author(s). “Title of Article: Subtitle of Article.” <i>Title of Magazine</i>, Day Month Year Published, Page Number(s).</b>
<b>Examples:</b>	Poniewozik, James. “TV Makes a Too-Close Call.” <i>Time</i> , 20 Nov. 2000, pp. 70-71. Raloff, Janet. “The Dangers of Vaping.” <i>Science News</i> , 11 July 2015, pp. 18-21.
<b>Format for newspaper:</b>	<b>Author(s). “Title of Article: Subtitle of Article.” <i>Title of Newspaper</i>, Day Month Year Published, edition (if any), Page Number(s).</b>
<b>Examples:</b>	DeParle, Jason. “Deal Close on Wiretap Law, a Top Democrat Tells CNN.” <i>New York Times</i> , 3 Mar. 2008, late ed., p. A13. Martin, Hugo. “Resort Towns Seek a Lift from Airbnb Taxes.” <i>Los Angeles Times</i> , 22 Feb. 2017, p. C1+.

### 5. Citing a Magazine or Newspaper Article from an Online Library Database

<b>Format for magazine:</b>	<b>Author(s). “Title of Article: Subtitle of Article.” <i>Title of Magazine</i>, Day Month Year Published, Page Number(s). <i>Name of Online Database</i>, URL of article. Optional Access Date.</b>
<b>Examples:</b>	Poniewozik, James. “TV Makes a Too-Close Call.” <i>Time</i> , 20 Nov. 2000, pp. 70-71. <i>EBSCOhost</i> , search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=3764153&site=ehost-live. Accessed 21 Apr. 2022. Raloff, Janet. “The Dangers of Vaping.” <i>Science News</i> , 11 July 2015, pp. 18-21. <i>EBSCOhost</i> , search.ebscohost.com/login.aspx?direct=true&db=aph&AN=103430993&site=ehost-live.
<b>Format for newspaper:</b>	<b>Author(s). “Title of Article: Subtitle of Article.” <i>Title of Newspaper</i>, Day Month Year Publish, edition (if any), Page Number(s). <i>Name of Online Database</i>, URL of article. Optional Access Date.</b>
<b>Examples:</b>	DeParle, Jason. “Deal Close on Wiretap Law, a Top Democrat Tells CNN.” <i>New York Times</i> , 3 Mar. 2008, late ed., p. A13. <i>ProQuest Central</i> , riohondo.idm.oclc.org/login?url=https://search.proquest.com/docview/433819098?accountid=28502. Accessed 2 May 2022.

Martin, Hugo. "Resort Towns Seek a Lift from Airbnb Taxes." *Los Angeles Times*, 22 Feb. 2017, p. C1+. *ProQuest*,  
rioondo.idm.oclc.org/login?url=http://search.proquest.com/docview/1870485158?accountid=28502.

## 6. Citing a Magazine or Newspaper Article from the Source's Website

Format for magazine:	<b>Author(s). "Title of Article: Subtitle of Article." <i>Title of Magazine Website</i>, Day Month Year Published or last updated, Publisher Name if different name from the Title of Website, URL of article. Optional Access Date.</b>
Example:	Greenblatt, Leah. "A Book of American Martyrs by Joyce Carol Oates: EW Review." <i>Entertainment</i> , 27 Jan. 2017, Entertainment Weekly, ew.com/books/2017/01/27/a-book-of-american-martyrs-joyce-carol-oates-ew-review/. Accessed 28 Feb. 2022.
Format for newspaper:	<b>Author(s). "Title of Article: Subtitle of Article." <i>Title of Newspaper Website</i>, Day Month Year Published or last updated, Publisher Name if different name from the Title of Website, URL of article. Optional Access Date.</b>
Examples:	Martin, Hugo. "More Skiers Turn to Short-Term Rentals – A Mixed Blessing for Resorts." <i>Los Angeles Times</i> , 22 Feb. 2017, www.latimes.com/business/la-fi-airbnb-ski-resorts-2017022-story.html.

## 7. Citing a Journal Article from Paper Format

Format:	<b>Author(s). "Title of Article: Subtitle of Article." <i>Title of Journal</i>, vol., no., Day Month Year Published, Page Number(s).</b>
Example:	Fitzgerald, Elizabeth Moran, et al. "Anguish, Yearning, and Identity: Toward a Better Understanding of the Pregnant Hispanic Woman's Prenatal Care Experience." <i>Journal of Transcultural Nursing</i> , vol. 27, no. 5, Sept. 2017, pp. 464-470.

## 8. Citing a Journal Article from an Online Library Database or Website

Format:	<b>Author(s). "Title of Article: Subtitle of Article." <i>Title of Journal</i>, vol., no., Day Month Year Published, Page Number(s). <i>Name of Online Database</i>, DOI or URL of article. Access Date suggested if using URL.</b>
Example:	Lally, J. Ronald, and Peter Mangione. "Caring Relationships: The Heart of Early Brain Development." <i>Young Children</i> , vol. 72, no. 2, May 2017, www.naeyc.org/yc/article/caring-relationships-heart-early-brain-development. 18 May 2017. Putwain, David W., et al. "Academically Buoyant Students Are Less Anxious about and Perform Better in High-Stakes Examinations." <i>Journal of Educational Psychology</i> , vol. 85, no. 3, 2015, pp. 247-263. <i>EBSCOhost</i> , doi:10.1111/bjep.12068.

## 9. Citing a Website

<b>Format:</b>	<b>Author(s). “Title of Web Page: Subtitle of Web Page.” <i>Title of Hosting Website</i>, Day Month Year Published or last updated, URL. Optional Access Date.</b>
<b>Example:</b>	Camacho, Jocelyn. “The Tattoo: A Mark of Subversion, Deviance, or Mainstream Self-Expression?” <i>Scholar Commons</i> , May 2014, scholarcommons.usf.edu/cgi/viewcontent.cgi?article=6190&context=etd.  Harvey, Jamie T. “Tattoos – As Form of Expression for Any Gender.” <i>EzineArticles</i> , 5 Aug. 2009, ezinearticles.com/?Tattoos--As-Forms-of-Expression-for-Any- Gender&id=2716205. Accessed 30 Apr. 2022.

## Part 4. Other MLA Resources

For more detailed rules regarding common abbreviations, multiple authors, multiple containers, formatting, and further help citing source types that are not included in this guide, check the following trusted resources:

- MLA Handbook > Location in Library: Reference, Reserve, & Circulating Book Stacks > Call Number: LB2369 .M52 2021
- Purdue Online Writing Lab > [owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/index.html](http://owl.purdue.edu/owl/research_and_citation/mla_style/index.html)

# Part 5. Sample Works Cited Page

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## Works Cited

### EXAMPLES

**Scholarly article found in a database**

Gilman, Michele E. "En-gendering Economic Inequality." *Columbia Journal of Gender and Law*, vol. 32, no. 1, 9 Sept. 2016, pp. 31-92. *Gale Opposing Viewpoints in Context*, riohondo.idm.oclc.org/login?url=http://link.galegroup.com/apps/doc/A464897696/OVIC?u=cclc\_rio&xid=a0e489b0. Accessed 18 Oct. 2022.

**Two authors and article with DOI**

Juhn, Chinhui, and Kristin McCue. "Specialization Then and Now: Marriage, Children, and the Gender Earnings Gap across Cohorts." *Journal of Economic Perspectives*, vol. 31, no. 1, 2017, pp. 183-204. *JSTOR*, doi:10.1257/jep.31.1.183.

**Three or more authors**

Kennedy, Angela, et al. "Wage Discrimination Based on Gender and Race." *Delta Kappa Gamma Bulletin*, vol. 75, no. 2, 2008, pp. 13-19. *EBSCOhost*, search.ebscohost.com/login.aspx?direct=true&db=aph&AN=43974954&site=ehost-live. Accessed 18 Oct. 2022.

**Newspaper article**

Roosevelt, Margot. "New Pay Rules Prodding Firms to Change: State's Gender Discrimination Law Has Many Businesses Reworking Wage Practices." *Orange County Register*, 4 Sept. 2016. *ProQuest*, riohondo.idm.oclc.org/login?url=https://search-proquest-com.riohondo.idm.oclc.org/docview/1816581832?accountid=28502.

**Webpage with no author and no date of publication**

"Sex-Based Discrimination." *Sex-Based Discrimination*, U.S. Equal Employment Opportunity Commission, www.eeoc.gov/laws/types/sex.cfm.

**Magazine article**

Vijayan, Jaikumar. "Google Executive Denies Systemic Pay Discrimination against Women." *eWeek*, 11 Apr. 2017, p. 1. *EBSCOhost*, search.ebscohost.com.riohondo.idm.oclc.org/login.aspx?direct=true&db=aph&AN=122469423&site=ehost-live.

### DOCUMENT FORMATTING

#### WORKS CITED

Begin on new page, center title, and do not bold or underline title.

#### ALPHABETIZE

Arrange citations by author's last name, or title when there is no author.

#### MARGINS

Document should have 1" margins on each side.

#### DOUBLE-SPACE

Double-space entire document. Do not add extra spacing between citations.

#### HANGING INDENT

If a citation runs more than one line, subsequent lines should be indented a half-inch from left