IN-TEXT CITATIONS
Always include an in-text citation after using summarized, paraphrased, or quoted material, so your instructor knows which source belongs with a quote.

AUTHOR NAMED IN PARENTHESES
Romantic poetry is characterized by "spontaneous overflow of powerful feelings" (Wordsworth 263).

AUTHOR NAMED IN A SIGNAL PHRASE
Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

AUTHOR UNKNOWN (OFTEN WEBSITES)
Use the title, page title, or an abbreviated version of title. ("Impact of Global Warming").

PARAPHRASING
When you write information or ideas from a source in your own words, cite the source by adding an in-text citation at the end of the paraphrased portion.
Example: Mother-infant attachment became a topic of developmental research following the publication of John Bowlby’s studies (Hunt 65).

LONG QUOTES
Quotations longer than three full lines of text need to be set apart from the rest of the text. According to MLA Style Guide:
Set off the quotation by indenting the entire quotation one inch from the left margin.
Quotation marks are not needed. (17)
Page # is given in parentheses after the final period.

PAPER FORMAT
Unless your instructor gives you other specifications, set up your paper with the following guidelines:
- Double-spaced on standard paper.
- Under the paragraph section in the Home tab in Word,
  Click on Select 2.0.
- 1 inch margins on all sides
- 12pt. Font
- In the header, add consecutive page numbers to the upper right hand corner.

WANT TO LEARN MORE ABOUT CITING?
All examples shown and other examples for MLA citation, 8th edition, can be found in the official MLA Handbook, 8th edition (New York: MLA, 2016) which available for checkout at the Library.

Don’t forget: LTC Databases cite sources for you! Majority of LTC’s databases create an MLA citation.
Look for the “Cite” button.

Access the databases by typing this URL in your web browser: gotoltc.edu/library

TO ACCESS DATABASES OFF-CAMPUS
USERNAME: Student ID#
PASSWORD: Campus Computer password

MLA8 Style: 2016 Update is available on the library webpage > Citing Sources:
http://www.gotoltc.edu/community/on-our-campus/library/research-help/
This document also has a sample paper and Reference page (Pages 46 - 55).

EXTERNAL RESOURCES:
The Purdue OWL: Online Writing Lab is an excellent resource for more specific and technical MLA questions and guidelines.
http://owl.english.purdue.edu/owl/resource/747/01/

LAKESHORE TECHNICAL COLLEGE
gotaotc.edu • 1.888.GO TO LTC
1290 North Avenue • Cleveland WI
HLC Accredited hlccommission.org

Updated July 2017
WORKS CITED PAGE
This is a separate page at the end of your paper.
- Each citation in the text must be listed back here; likewise, each listing on this page must be cited in the text.
- Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize by the first word of the title other than A, An, or The.
- The title of the page should be centered and labeled Works Cited without bolding, or underlining, or any additions.
- All text is double-spaced with one-inch margins just like the rest of the paper.
- Each separate citation should be hanging. To do so, highlight the entire citation, right click on the highlighted text, click paragraph, under 
  special, choose hanging.

CITING A BOOK
Basic Format:
Last Name, First Name. Title of Book. Publisher, Publication Date.

Example:

Subsequent author: First name last name format.
Example: Gillespie, Paula, and Neal Lerner.

3+ authors: List only first author followed by et al.
Example: Wysocki, Anne Frances, et al.

CITING AN ARTICLE IN A SCHOLARLY JOURNAL
Basic Format:
Author(s). "Title of Article." Title of Periodical, Volume#, Issue#, Year, pages.

Example:

CITING A WEBSITE
Basic Format:
Editor, author, or compiler name (if available). Name of Site. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI orpermalink. Date of access.

Citing the Entire Web Site:

Citing a Page on a Web Site
List author or alias if known, followed by the information covered above for entire Web sites. If the publisher is the same as the website name, only list it once.


CITING AN ARTICLE FROM A DATABASE
Many of the LTC Databases create an MLA citation for each article. Look for the “Cite” button.

Basic Format:
Last Name, First Name. “Title of Article”. Name of Periodical, volume, issue, Publication Date, pages. Name of Database. DOI# or URL. Date accessed.

Example of an Article from a Database:

A Comment on a Website or Article
Username as author. Comment on “Article Title”. Publisher, date, time (listed on near the comment), and the URL.


CITING A SOURCE WITHIN A SOURCE
Always cite the resource you have in front of you.

Scenario: You read an article by Kizza and Ssanyu that cites an earlier article, by Botan and McCreadie. You want to use part of the information from Botan and McCreadie article, but you have not read the Botan and McCreadie article.

Works Cited Page Citation:

When a writer’s quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation “qtd. in”.

In-Text Citation:
Researchers Botan and McCreadie point out that “workers are objects of information collection without participating in the process of exchanging the information . . .” (qtd. in Kizza and Ssanyu 14).

CITING A MOTION PICTURE
The film title. Director, Performers, film studio or distributor, release year.