MLA Quick Guide

RESEARCH
Discover what others have written about your topic. These are called sources.

CITATIONS
Use in-text citations (or cites) to give credit to sources in your paper.

WORKS CITED
The Works Cited page lists the publication information of each source.

In-Text Citations
Use in-text citations when you quote, summarize, or paraphrase a source in your paper.

MLA in-text citations usually include the author’s last name and the page number.

- If there is no author, use the article or website title.
- Some sources (such as websites) may not have page numbers.

TIP
For complete information, go online:
- Purdue OWL MLA In-Text Citations
- The MLA Style Center

In-Text Citation Examples

author in sentence
Keeler discusses library services for the twenty-first century, focusing on customer service skills and patrons’ needs (89).

author not in sentence
Librarians need to develop specific customer service skills based on the needs of patrons (Keeler 89).

2 authors
Content strategy is a new discipline that combines “user experience design, information architecture, marketing, and technical writing” (McDonald and Burkhardt 14).

3 or more authors
Brandon et al. document their study of the personal narratives of women working in a variety of library IT positions (2).

website, no author
Banned Books Week brings the entire library community to celebrate the freedom to read (“Banned Books Week”).

TIP
Use the MLA template in Google Docs or Word
Works Cited Page

The Works Cited page lists all the sources cited in your research paper:

- follow MLA format for each source type (book, article, webpage, etc.)
- use hanging indents and double-space
- list the sources alphabetically by first word (author’s last name or article title if no author)

**TIP**
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**Works Cited Examples**

**book**

**ebook from database**

**chapter or essay**

**article from database**

**webpage**

**SBVC Library Citation Tools**

When you find a book or article in the library databases, send it and cite it! Click on the title and look for icons on the right or top:

- email articles or ebooks to yourself
- generate a citation to copy and paste into your Works Cited page

**TIP**
Proofread database-generated citations for proper format and accurate information