

Citation Check-off sheet

Books

- the name of the author or authors**, reversed name order, end with a period (example: "Smith, John"; or, "Jones, Bob, Jr.")
- title**, end with a period
- editor, translator, compiler, if any;
- edition, if it is not the first (i.e., 2nd ed., rev. ed.);
- place and name of the book's publisher**, separated by a colon (example: "New York: Harcourt Brace Publishers")
- date of publication**, using a comma after the publisher and a period after the year (example: "New York: Harcourt Brace Publishers, 1995.")

Periodical (magazine, newspaper)

- the **name(s) of the author(s)**, reversed order (see above)
- the **title of the article**; (in quotations "article title")
- the **title of the periodical**; underlined OR in italics no punctuation
- the **date of the issue** in which the article appears, end with a colon (example: "*Time* **April 17, 2006:**")
- the **pages** on which the article you are referring to appears, give after the colon (example: "Time April 17, 2006: **17-25**")

Internet Citation Check-off list

- Name of the author**, editor, compiler, or translator, **reversed for alphabetizing** (examples: "Smith, Mark"; "Gonzales, Abigail, Dr.")
- Title of the article, poem, short story with the scholarly project, database, periodical; in quotation marks**, followed by the description Online posting
- Title of a book (underlined)
- Name of the editor, compiler, translator, if not cited earlier, followed by the appropriate abbreviation such as Ed., Trans., etc.
- Publication information** for any print version of this resource (if such a thing exists)
- Title of the scholarly project, database, periodical or professional or personal site (underlined)**; or, for a site with no title, a description such as Home page
- Name of the editor of the scholarly project or database (if available)
- Version number of the source (If not part of the title) or other identifying number
- Date of electronic publication, of the latest update, or of posting**
- Page numbers or the number of paragraphs or of other numbered sections of the material (if any)
- Name of any institution or organization sponsoring or associated with the web site**
- Date when the researcher found access to this resource**
- Electronic address, or URL, of the resource (in <angle brackets>).**
<http://www.ccc.commnet.edu/mla/index.shtml>
Note, also, that spelling is critically important in reporting URLs.

In-text Citations

An in-text citation is when you “give credit” to who/where you got your ideas from.

Typically, if you are discussing ANY information you did not previously know, OR if you are giving a DIRECT QUOTE, you need to follow it with an in-text citation.

There are several ways an in-text citation might appear but as a general rule of thumb for MLA format is this:

If there is an author USE HIS OR HER LAST NAME!

Only, an ONLY if there is no author will you use the title of the article or the title of the resource.

NEVER use a URL address as your in-text citation!

Examples:

From a resource with an author, no in-text reference:

(author’s last name page #) [if a website, leave out page #]

In over 900 articles from scientific journals that were reviewed, none disputed the evidence pertaining to global warming. **(Gore 18)**

From a resource with an author, with in-text reference OR when citation using author’s name was used in previous citation:

(page #) [if a website, use author’s last name or webpage title]

In his book *An Inconvenient Truth*, Gore points out that over half of the mainstream newspaper articles printed disagree or disregard the evidence indicating human contributions to global warming. **(25)**

From a resource without an author:

(“Title of Article”)

Examples of all 10 kinds of global warming “hotspot” areas can be found in North America. **(“The impact of global warming in North America”)**