



## The Betty East Tutoring Center at Victoria College

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### Quick Guide for the *MLA Handbook*: 8<sup>th</sup> Edition

Mainly defining the changes in technology as a source of research, the Modern Language Association has updated the *MLA Handbook*. The examples used and the information provided in this handout reflect *The MLA Handbook*: 8<sup>th</sup> edition. Page numbers for the handbook are provided for further information.

#### The List of Works Cited Core Elements:

This chart serves as a guide for information to include in a Works Cited entry.

Use attached work sheet to help fill in the information for sources.

Order	Portion	Punctuation
1	Author	•
2	Title of source	•
3	Title of container	•
4	Other contributors	•
5	Version	•
6	Number	•
7	Publisher	•
8	Publication date	•
9	Location	•

#### Authors, pages 20-22:

- **List one author’s name** as it appears in the work.  
Ex: Adams, Theodore. *The Last Days of Rome*. CenGage, 2015.
- **When a source has two authors**, include them in the order that they are given in the work, *not* in alphabetical order. Reverse the first name, and leave the second name in standard order. Example:  
Ex: Thomas, Michael, and Louise Freeman. *Hope is Eternal*. HarperCollins Publishers, 2017.
- **When a source has three or more authors**, reverse the first name and follow it with a comma and *et al.*  
Ex: Kelly, James, et al. *Glory Days*. Harper, 2012/
- **Online user names** should appear as regular author names. EX: YouTube citation:  
George. “Lights Out.” You Tube posting, 12 Dec, 2016/11:15 a.m., <https://www.youtube.com/watch?v=q0B8k3UPZNc>
- **When the same organization authors and publishes** the work, skip the author name and use the title first; then list the organization as the publisher.  
Ex: *Texas Election Results*. Office of the Texas Attorney General, November 2016.

#### Titles of sources, pages 25-29:

- List both title and subtitle of a work, but use standard rules for capitalization/punctuation.
- When a book (or portion of a longer work) or other complete work title appears in a collection (such as a novella included in a textbook), the title should be in italics.  
Ex: Hemingway, Ernest. *The Sun Also Rises*. *Literature Today*, edited by Russ Jones, Harper, 2013, pp. 238-79.

- Untitled source: give a description of the purpose of the work Ex: online review of a play: Review of *Trifles* by Susan Glaspell. *Online Reviews for the Average Guy*. 9 September 2017, www.onlinereviews/plays-Trifles.

**Titles of containers, pages 30-36:**

- Examples of containers: collections, periodical, television series, entire Web site, etc.
- A source can be part of two different containers.
- Use the following expanded table to site containers:

Order	Portion	Punctuation
1	Author	•
2	Title of source	•
	<b>Container 1:</b>	
3	Title of container	•
4	Other contributors	•
5	Version	•
6	Number	•
7	Publisher	•
8	Publication date,	•
9	Location	•
	<b>Container 2:</b>	
10	Title of container	•
11	Other contributors	•
12	Version	•
13	Number	•
14	Publisher	•
15	Publication date	•
16	Location	•

Example: A short story by Susan Glaspell is part of volume 2 of a multi-volume collection of short stories. The collection was published in 1959 and the edition is available at *Googledocs Digital Library*.

Order	Portion	Example	Punctuation
1	Author	Glaspell, Susan	•
2	Title of source	“A Jury of her Peers”	•
	<b>Container 1:</b>		
3	Title of container	<i>Short Stories of Glaspell, Poe, and Gilman</i>	•
4	Other contributors	edited by Gregory Edwards	•
5	Version		•
6	Number	vol. 2	•
7	Publisher	CenGage	•
8	Publication date	1959	•
9	Location	pp. 35-44	•
	<b>Container 2:</b>		
10	Title of container	<i>Googledocs Digital Library</i>	•
11	Other contributors		•
12	Version		•
13	Number		•
14	Publisher		•
15	Publication date		•
16	Location	Googledocs.org/collections-Glaspell/ women-issues 326657715527901;worksonline	•

Citation:

Glaspell, Susan. "A Jury of her Peers." *Short Stories of Glaspell, Poe, and Gilman*, edited by George Edwards, vol. 2, Cengage, 1959, pp. 35-44. [www.googlebooks.com/books?id=326657715527901&pg=PA35](http://www.googlebooks.com/books?id=326657715527901&pg=PA35);worksonline\_

### **Contributors, pages 37-38:**

- Name contributors when used to identify the work. Ex: adapted by, directed by, edited by, illustrated by, introduction by, narrated by, performance by, and translated by.  
Ex: *Picasso at Home*. **Translated by** William Joiner.
- If a source has many contributors, include the ones most relevant to the project. For example, focusing on a key episode of a television series:  
Ex: "Family Time." *Friends*, **created by** Robert Ingle, **performance by** Courtney Cox, season 1, episode 4, Merv Griffin Productions, 1994.
- If a source has a contributor that did not play a role in the entire collection, such as a translator that only contributed to one poem in a collection, identify the contributor after the title of the source instead of after the title of the collection.

### **Version, pages 38-39:**

- Books are commonly issued in versions or *editions*.  
Ex: Wallis, Jamie, editor. *Homes Across America*. 2<sup>nd</sup> ed., **Stanford UP**, 2016.

### **Number, pages 39-40:**

- Use abbreviations for numbered sections of sources:  
Volume is **vol.** number is **no.**
- Specify the volume number when citing just one book from a set or one issue of a journal.  
Ex: Weimar, Nikki R. "Life in America." *Education Today*, **vol. 5**, no. 2, June. 2017, pp. 4-6.
- Volume number is listed first (see above), but vol. or no. may be the only one given.  
Ex: Adames, Jose. "The Lost City." *Archeology Digest*, **no. 52**, 2017, pp. 78-82.
- Name other numbers identified in the source, such as season and episode:  
Ex: "Disaster at the Perk." *Friends*, created by Griffin Enterprise, performance by Courtney Cox, **season 2, episode 1**, 1995.

### **Publisher, pages 40-42:**

- The names of two publishers listed for a source are separated with a forward slash.  
Ex: Baylor UP/Bantam Books
- Omit the publisher's city – one exception is a source published **before 1900**.

### **Publication Date, pages 42-46:**

- When choosing a date of publication for a book, cite the first one given, and use the full date provided.
- For an online version of the same material, do not use a publication date.
- **Only** add a time after the date when relevant to the posting: for example, when using an online post that has been updated.
- Use a series of dates for an online source that was created over a span of years.

### Location, pages 46-50:

- Do NOT add the words “Print” or “Web” at the end of a citation.
- Print sources now require (p.) for one page and (pp.) for multiple pages.  
Ex: Parker, R. T. “Families of the Future.” *Parents*, vol. 8, no. 11, Nov. 2016, pp. 17-30.
- Online sources should always include the URL:  
Lee, Hwang. “Vietnam Today.” *Cultures of the World*, 2 Aug. 2017, [culturesoftheworld.edu/2017/08/2/Vietnam/](http://culturesoftheworld.edu/2017/08/2/Vietnam/).
- For a work of art, provide the name of the gallery and the city:  
Ex: Picasso, Pablo. *Three Musicians*. 1921, MOMA, New York.

### Optional Elements, pages 50-54:

- Consider adding other information for clarity, such as more than one date of publication, the city where the information originated, or multiple revisions.
- Transcripts, lectures, interviews, reports and other sources need to be identified.  
Ex: Smith, Jane. “Re: Career Project.” Received by Sue Jones, Personal interview. 19 May 2014.
- The date of access for online sources is important since web sites are often updated or changed periodically. Use the access date after the URL  
Ex: “Storms of the Century.” *Weather Channel*. Google, [googleweatherchannel.com/storms](http://googleweatherchannel.com/storms).  
Accessed August 27, 2017.

### In-Text Citations

#### Few Changes in 8<sup>th</sup> Edition

- When no page numbers are given, only use par. or pars. when the source provides this information. **Do not independently number paragraphs.**
- Do not refer to a page number in the body of the paper.
- Poetry quotations and more than 4 lines of typed information needs to be set in block quote format:  
Ex: According to Douglas Johnson, music critic and longtime Nashville resident:  
The legends of country music lend a certain influential aura to the whole music genre because they tend to have a longer audience appeal than most popular artists of the present. Country artists such as Hank Williams are still being played over the radio, and many of the older recorded performances have been made into videos to appeal to the younger market audience who is used to seeing singers perform and not just hearing them. (34)

Block quotes should always identify the source in the sentence that introduces the material. Provide at least one sentence following the quoted material to explain the quote and give the writer’s voice to the reason it applies to the thesis.

- When referencing an anonymous source or one that has been published by an organization, use the title in the sentence or a shortened form in the citation.  
Ex: *The Future of Education in America* gives the latest statistics for teen dropout rates, and the chart provided shows a “slight improvement following the new initiative to earn college credit while still in high school” (34).  
Ex: A “slight improvement following the new initiative to earn college credit while still in high school” has recently been reported (*The Future of Education* 34).

## MLA 8<sup>th</sup> Edition Citation Chart

Order	Portion	Information	Punctuation
1	Author		.
2	Title of Source		.
<b>Container 1:</b>			
3	Title of container		,
4	Other contributors		,
5	Version		,
6	Number		,
7	Publisher		,
8	Publication date		,
9	Location		.
<b>Container 2:</b>			
10	Title of container		,
11	Other contributors		,
12	Version		,
13	Number		,
14	Publisher		,
15	Publication date		,
16	Location		.

Citation:

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Sue Beck

Professor Loudon

ENGL 1301.4

22 October 2017 (use due date, not the date you start the paper)

### Sample MLA Paper

(typical 5 paragraph paper – for research, simply add more paragraphs to thoroughly discuss the topic and present the source information)

**Introductory paragraph.** This paragraph should give a brief explanation of the topic. Typically a strong thesis statement is the last sentence of the introduction. The thesis statement is the goal of the paper contained in one sentence and should list the reasons, ideas, or opinions on the topic that will be discussed in the body of the paper. At least three body paragraphs will follow, with each item listed in the thesis presented in a topic sentence, followed by support for the idea.

**Example of a thesis statement:** School uniforms should be mandatory in public schools because they identify the student body on campus, cut down on peer pressure and discipline problems between students, and are more cost effective for parents.

**1<sup>st</sup> body paragraph** takes the first point from the thesis statement and discusses it in further detail, starting with a topic sentence.

**Example of a body paragraph topic sentence:** School uniforms should be mandatory in public schools because they help to identify the students and prevent unauthorized visitors. This could be called the school officials' paragraph. Continue on with quotes, examples, etc.

**2<sup>nd</sup> body paragraph** takes another point of the thesis and builds on that.

**Ex:** School uniforms should also be required because they cut down on student disputes over clothing or gang-related apparel. Many teens feel the peer pressure to dress a certain way or be identified with a certain group, and this can lead to problems in the classroom. This could be called the students' paragraph. Again, use statistics, facts, quotes, opinions, and similar information taken from approved sources.

**3<sup>rd</sup> body paragraph** uses the last point of the thesis statement: School uniforms can be cost

effective for parents. You could actually provide cost comparisons here and call this the parents' paragraph.

The reason the paragraphs are named is to help the writer stay on topic.

**Conclusion** restates the thesis and wraps up all of my information. This paragraph will closely resemble the introductory paragraph and not introduce any new ideas or support.

**Example of a conclusion topic sentence:** When considering the issue of school uniforms in public schools, it is important to note the effects on school officials, students, and parents. Then a sentence on each point could be used to sum up the points made.

After the paper is written, allow time to go back and check for grammar and punctuation errors.

Make sure the paper stays on topic and addresses only the items set forth in the introduction and stated in the thesis.

If the paper contains research material, the Works Cited page lists of all sources used in the paper at least once.

\*\*\* Regardless of where the document ends, always start the

Works Cited list on a new page and number it as the last page

of the document.

## Works Cited

Jones, Becky, and Hal Rogers. *Terror in the Hallways*. CenGage, 2014. (book with 2 authors)

(do not list this – this is just for identification)

Lee, Edward, et al. "Getting the Best Education Today." *Reading Guidelines*. 2017,

[www.educationtoday/bestsources/56?445](http://www.educationtoday/bestsources/56?445). (chapter in online book/more than 2 authors)

Smith, Leon. "Student Discipline and Uniforms." *Education Today*, vol. 23, no. 5, May 2017,

pp. 44-49. (Article in a journal)

"Times are Changing." *Modern Educators*, 23 November 2016, [www.moderned.org/](http://www.moderned.org/)

[uniforms/timesarechanging/23/11/](http://www.moderned.org/uniforms/timesarechanging/23/11/). (Online website)

- Citations are listed in alphabetical order, not how they appear in the paper.
- The bottom line of the citation is indented. This is done by placing the cursor at the end of the first line and hitting the "Enter" key. Then hit "Tab" one time to indent the second line.
- Check the *MLA Handbook*, 8<sup>th</sup> edition, for further help in documenting sources.
- The Tutoring Center in JH 106 can help. Check the website for times and tutor availability.

Papers can also be submitted online by going to the Tutoring Center web page and submitting the online request form.