

# Citation Guidelines

## Modern Language Association Format, 7<sup>th</sup> edition (808 MLA)

Preparing the **Works Cited** list:

1. Organization - Collect information for your **Works Cited** entries as you do your research – don't leave this to the end. Every work you take words, ideas, images, audio, etc. from must be included in your **Works Cited** list.
2. Order - List entries in alphabetical order. Ignore A, An or The if it is the first word in the citation. Information within the entries must also follow the correct order.
3. Spacing – double space the **Works Cited** list and use “hanging” indentation (indent second and subsequent lines about 1 cm or 1 tab).
4. Punctuation – follow the correct format, as in the examples below.
5. Missing information
  - a. No author – begin with the next piece of information, e.g., Title
  - b. No place of publication, no publisher – use N.p.
  - c. No pagination – use N. pag.
  - d. No date – use N.d.
6. Dates
  - a. use most current copyright date or last updated date
  - b. day, month and year, e.g., today's date would be written \_\_\_\_\_
  - c. cite both publication date and access date for web resources
7. Uniform Resource Locator (URL) — Include this if you think someone else would not be able to find it if you don't list it, or if your teacher requires it (5.6.1)

(MLA 5.5) Nonperiodical = not released on a regular schedule	<b>Nonperiodical print publications, e.g., books, pamphlets</b> Name of author, editor, compiler. <i>Title</i> . Edition. Volume number. City: Publisher, Year of publication. Medium of publication (Print). Supplementary information (Series title, etc).
One author (5.5.2) and book in a series (5.5.15)	Nelson, Sheila. <i>Before Canada: First Nations and First Contacts: Prehistory – 1523</i> . Philadelphia: Mason Crest, 2006. Print. How Canada Became Canada.
Two or three authors (5.5.4)	Gilbert, Jim and Karin Clark. <i>Learning by Designing: Pacific Northwest Coast Native Indian Art</i> . Vol. 2. Union Bay, BC: Raven, 2002. Print.
Four or more authors (5.5.4)	Sandner, Lionel, et al. <i>BC Science 8</i> . Toronto: McGraw-Hill Ryerson, 2006. Print.  (or) Sandner, Lionel, Donald Lacy, Josef Martha and James Milross. <i>BC Science 8</i> . Toronto: McGraw-Hill Ryerson, 2006. Print.
(MLA 5.5.6)	<b>A Work in an Anthology</b> Name(s) of author(s). “Title of the Piece.” Follow with the basic book entry.
To cite a poem, short story, essay, etc. from an anthology (5.5.3)	Scriver, Stephen. “New Season.” <i>Going Top Shelf: An Anthology of Canadian Hockey Poetry</i> . Ed. Michael P.J. Kennedy. Victoria: Heritage House, 2005. Print.

(MLA 5.5.7)	<b>Reference Books</b> Name of author of the article if provided. "Article Title." <i>Title</i> . Edition. Year of publication. Medium of Publication, e.g., Print.
Often appears in new eds. (5.5.7)	Kosslyn, S. M. "Imagination." <i>The World Book Encyclopedia</i> . Vol. 10. 2009. Print.
Specialized reference works, esp. those that have appeared in only one edition (5.5.7)	"William Ewart Gladstone." <i>Encyclopedia of World Biography</i> . Ed. Paula K. Byers. 2 <sup>nd</sup> ed. Vol. 6. Detroit: Gale, 2004. Print.
(MLA 5.6)	<b>Web publications</b>
Periodical in an online <b>database</b> (5.6.4)	Name of author. "Title of article." <i>Title of Work</i> . Volume. Issue. (Date): Page numbers or n.pag. <i>Title of Database</i> . Medium of publication (Web). Access date.
Username: <b>39gl</b> Password: <b>library</b>	Fralic, Shelley. "A Long Overdue Ode to Robert Munsch." <i>Vancouver Sun</i> . (18 Sept. 2009): A12. <i>eLibrary</i> . Web. 13 Oct. 2009.
Nonperiodical publication cited only on the <b>web</b> (5.6.2.b)  Most info on the web is nonperiodical	Name of author of the work. "Title in quotation marks if it is part of a larger work." <i>Title of the Overall Web Site</i> . Version or edition. Publisher or sponsor of the site (or use N.p. if no publisher is identified). Date of publication (day, month and year – if N.d. if no date is identified). Medium of publication (Web). Access date (day, month, year).  "Tips for Powerpoint Presentations: Gladstone Secondary School Library Resource Centre Guidelines for Students." <i>Gladstone Secondary School</i> . Gladstone Secondary School. N.d. Web. 13 Oct. 2009.
Work on the Web Cited with Print Publication data (5.6.2.c.)	Name of author. <i>Title</i> . Edition. Volume number. City: Publisher, Year of publication. <i>Title of database or Web site</i> . Medium of publication (Web). Date of access.  Wiznura, Robert. "Munsch, Robert." <i>Canadian Encyclopædica</i> . N.p.: Historica Foundation of Canada, 2002. <i>eLibrary</i> . Web. 13 Oct. 2009. 2003.
(MLA 5.7.7)	<b>Interview</b> Name of the person interviewed. Kind of interview (Personal interview, Telephone interview). Date.
Conducted by researcher (5.7.7)	Parungao, Robert. Personal interview. 13 Oct. 2009.
(MLA 5.7)	<b>Citing additional common sources</b>
Visual art (5.7.6)	Creator of image. "Title of image." Date. <i>Title of database or Web site</i> . Medium of publication (Web). Access date. <URL>.
For example, images (still and moving), sound (5.6.2.d & 5.7)	Rodin, William Thomas. "Portrait of William Ewart Gladstone (1980-98)" c. 1877. <i>eLibrary</i> . Web. 13 Oct. 2009. < <a href="http://elibrary.bigchalk.com">http://elibrary.bigchalk.com</a> >.