

## Citing and Formatting FAQs (Continued)

### WHAT ARE FOOTNOTES?

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.<sup>1</sup> The number "1" at the end of the previous sentence corresponds with the note below. See how it fits in the body of the text?

<sup>1</sup> At the bottom of the page you can insert your comments about the sentence preceding the footnote.

### WHAT'S THE DIFFERENCE BETWEEN FOOTNOTES AND ENDNOTES?

The only real difference is placement -- footnotes appear at the bottom of the relevant page, while endnotes all appear at the end of your document. If you want your reader to read your notes right away, footnotes are more likely to get your reader's attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.

### IF I CITE SOURCES IN THE FOOTNOTES (OR ENDNOTES), HOW'S THAT DIFFERENT FROM A BIBLIOGRAPHY/WORKS-CITED PAGE?

Sometimes you may be asked to include these -- especially if you have used a parenthetical style of citation. A "works cited" page is a list of all the works from which you have borrowed material. Your reader may find this more convenient than footnotes or endnotes because he or she will not have to wade through all of the comments and other information in order to see the sources from which you drew your material. A "works consulted" page is a complement to a "works cited" page, listing all of the works you used, whether they were useful or not.

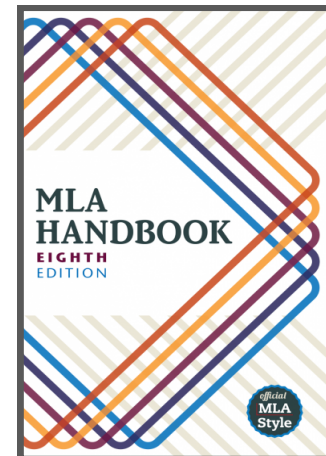
Plagiarism.org. "Quoting Material." *Plagiarism.org*, [plagiarism.org/citing-sources/quoting-material](http://plagiarism.org/citing-sources/quoting-material). Accessed 10 Sept. 2016.

## MLA (8th edition) Citation and Style Guide

Santa Ana College | Nealley Library

### Getting Started

This abbreviated guide provides tips and guidelines for citing sources and formatting a paper using the MLA style. If you do not find the information you need in this handout, you will want to consult the more extensive *MLA Handbook* (shown on the right) or ask a reference librarian for assistance.



Copies of the *MLA Handbook* are available at Nealley Library!

- **What is MLA?**  
MLA stands for the Modern Language Association, which publishes the official *MLA Handbook*. The *MLA Handbook* is the authoritative source for the MLA style of documenting sources and formatting papers. The MLA style is used by writers in the arts, humanities, business, and political science. The most current version of the *MLA Handbook* is the eighth (8th) edition.
- **How can I find a copy of the *MLA Handbook*?**  
Nealley Library provides copies of the *MLA Handbook* for use within the library and for checkout. To find out where copies of the *MLA Handbook* are located within the library, use the Nealley Library online catalog at [www.sac.edu/library](http://www.sac.edu/library) (select "Find Books") or ask a librarian at the reference desk for assistance.
- **What if I have further questions about MLA?**  
Librarians at the reference desk are happy to assist you in person or by phone at (714) 564-6708.

MLA tips and examples

"MLA (8th edition) Citation and Style Guide" by J. King & A. Knight, Santa Ana College is licensed under CC BY 4.0



## Basic Concepts of Citing Sources

- **What does it mean to cite sources?**

To cite a source means to credit the information and ideas of others shared in your work. For example, you may decide to include a statistic or a theory developed by a scholar in your paper. Whether you directly quote (word-for-word) an information source or share someone else's idea in your own words, you need to credit the original author or creator.

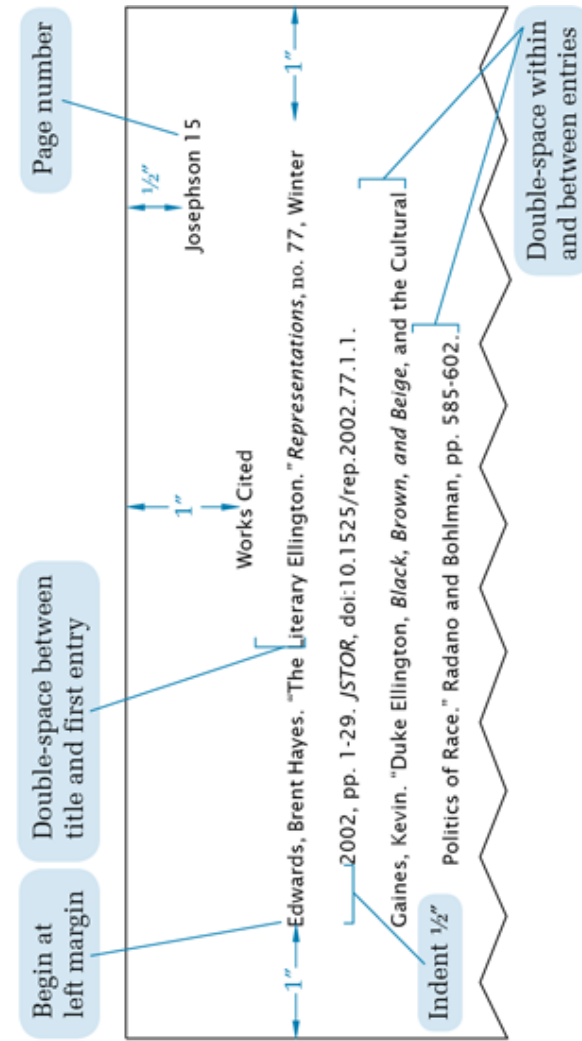
- **Why do I need to cite sources?**

Aside from your professors requiring that you cite your sources, citing sources allows readers or audiences of your work to see what information sources you consulted or considered in your research. Also, since citations include author, title, and other important publication information, your readers can look up your sources if they wish to explore them further on their own. Citing your sources isn't just something to do to get a good grade; you could be potentially introducing new sources of information and ideas to your reader/audience. Another way to look at citing sources involves seeing each source as a unique perspective or voice that you incorporate with your own ideas. Through your research, you are communicating your unique understanding of a topic, based on the information sources you've discovered. What's more, you're making a contribution to a larger conversation related to your research topic.

### Questions? Ask a librarian!

Nealley Librarians are happy to assist you with questions you have about citing sources and formatting your research projects. Visit the reference desk or call (714) 564-6708.

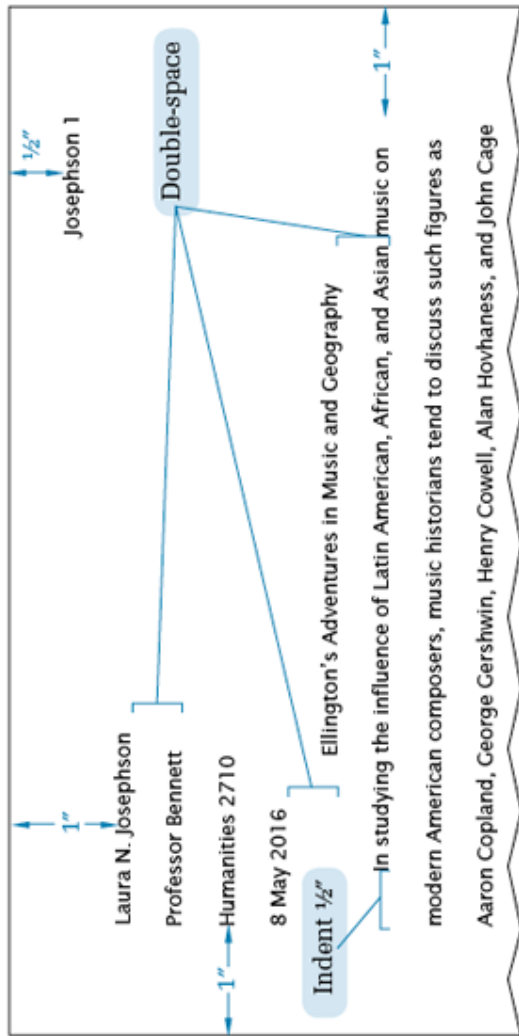
### How to format the Works Cited list at the end of your paper:



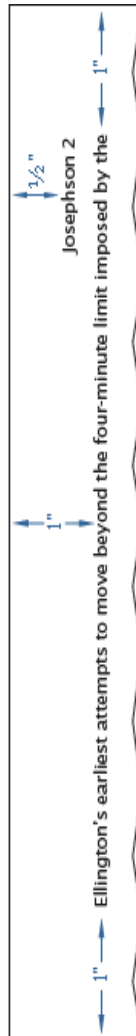
**NOTE:** List citations alphabetically, according to the first name or element listed for each citation.

The information on this page is provided by the Modern Language Association's MLA Style Center website, as cited below.  
Modern Language Association. "Formatting a Research Paper." *MLA Style Center Website*, 2016.  
<http://style.mla.org/formatting-papers/>

How to format the first page of your paper:



How to format the second page and subsequent pages of your paper:



Core Elements of MLA

Below are the core elements of MLA citations necessary for properly citing print and electronic (online) resources, including books, articles, websites, and other information sources.

These elements are listed in the order they should appear in your citations. Please keep in mind that each information source and citation is unique. Not every element listed below may be available for the different information sources you reference in your research.

Core Elements

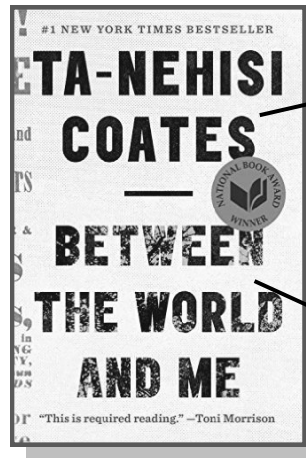
- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

Containers

Containers hold a collection of information. For example, books can contain collections of poems, essays, or chapters and websites can contain articles and postings. If you were to cite a short story contained in a book or anthology, the short story would be considered the source (2), and the anthology the container (3) (Modern Language Association). Another example of containers includes periodicals (e.g., journals, magazines, and newspapers) that contain collections of articles. In most cases, you will be citing a specific article you read within a periodical (e.g., an article from the *Los Angeles Times*). In which case, the title of the article would count as the title of source (2), and the title of the periodical (*Los Angeles Times*) would be listed as the container (3).

For additional information about containers, see pp. 30-36 in the *MLA Handbook (8th ed.)*.

## Identifying Book Citation Elements



Sample book cover

Copyright /publication date and publisher information is often found within the first few pages of the book.

Copyright © 2015 by Ta-Nehisi Coates  
All rights reserved.  
Published in the United States by Spiegel & Grau

### Core Elements

- 1 Author.  
**Coates, Ta-Nehisi**

---

- 2 Title of source.  
**Chapter or essay title (for anthologies or edited book compilations)**

---

- CONTAINER 1
- 3 Title of container,  
**Book title (*Between the World and Me*)**

---

- 4 Other contributors,  
**Book editor(s), information, if available**

---

- 5 Version, **Book edition information, if available**

---

- 6 Number, **Volume and issue number, if available**

---

- 7 Publisher,  
**Spiegel & Grau**

---

- 8 Publication date,  
**2015**

---

- 9 Location.  
**Page numbers (for citing a specific chapter), URL or DOI (digital object identifier) for e-resources**

### Book Citation

(as it should appear in a Works Cited list)

Coates, Ta-Nehisi. *Between the World and Me*. Spiegel & Grau, 2015.

## Citing and Formatting FAQs

### WHAT IS QUOTING?

Taking the exact words from an original source is called quoting. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you want to make. If you want to borrow an idea from an author, but do not need his or her exact words, you should try paraphrasing instead of quoting.

### HOW OFTEN SHOULD I QUOTE?

Most of the time, paraphrasing and summarizing your sources is sufficient (but remember that you still have to cite them!). If you think it's important to quote something, an excellent rule of thumb is that for every line you quote, you should have at least two lines analyzing it.

### HOW DO I INCORPORATE QUOTATIONS IN MY PAPER?

Most of the time, you can just identify a source and quote from it, as in the first example above. Sometimes, however, you will need to modify the words or format of the quotation in order to fit in your paper. Whenever you change the original words of your source, you must indicate that you have done so. Otherwise, you would be claiming the original author used words that he or she did not use. But be careful not to change too many words! You could accidentally change the meaning of the quotation and falsely claim the author said something they did not.

### WHAT'S A WORKS CITED PAGE?

A works cited page or bibliography is a list of all of the sources you have used in the process of researching your work. In general, a bibliography should include:

- the authors' names
- the titles of the works
- the names and locations of the companies that published your copies of the sources
- the dates your copies were published
- the page numbers of your sources (if they are part of multi-source volumes)

### OK, SO WHAT'S AN ANNOTATED BIBLIOGRAPHY?

An annotated bibliography is the same as a bibliography with one important difference: in an annotated bibliography, the bibliographic information is followed by a brief description of the content, quality, and usefulness of the source.

(FAQ's Continued on page 16)

## In-Text Citation Examples

<b>Author's name in text with quotation</b>	Galeano asserts that the rise in coffee prices, world wide, "did nothing to ease the chronic poverty of Brazilian coffee workers " (280).
<b>Author name in text without quotation</b>	Angela Davis' book <i>Are Prisons Obsolete?</i> provides a history of the development of the U.S. prison system (22-45).
<b>Author name in citation with page number</b>	Poetry can be used as an inspirational learning tool (Williams 78).
<b>Author name in citation without page number (for when no page numbers are provided)</b>	The blog, "EducationQuest," provides a variety of self-care tips for college students (Ourada).
<b>Two source authors in citation</b>	For fuller understanding, readers should research the relevant culture and history (Said and Do 6).
<b>Quotation found in indirect source (for quoting a source cited in another source)</b>	Octavia Butler writes, "destiny is to take root among the stars" (qtd. in Brown and Imarisha 1).
<b>Video source (note– you must include the time slot from which you are quoting; here, the time is from minute, 1 minute, 26 seconds. to 1 minute, 29 secs.)</b>	The music video for M.I.A.'s song "Borders," depicts refugees climbing wire fences in a desert and positioned to spell out "Life" (00:01:26-00:01:29).

### Quoting, Paraphrasing, and Avoiding Plagiarism

It is important to credit the information sources you use that provide new ideas to you for your research. Whether you directly quote (word-for-word) something from an information source (even online sources) or paraphrase another's idea you in your own words , you must provide an in-text (or parenthetical) citation.

*Writing assistance is available at the SAC Learning Center.*

**Sign up online at: <http://sac.edu/AcademicProgs/HSS/LearningCenter>**

## Citation Examples for Works Cited Page

*The following examples demonstrate how full citations should appear within the works cited page, located at the end of your paper or project. For tips on how to format your works-cited page, please see p. 15 in this guide.*

### Referencing Print Books

#### **Basic Form**

Name of author or editor. *Title of the Book*. Publisher name, Year published.

#### **Book (One Author)**

Rowling, J.K. *Harry Potter and the Goblet of Fire*. Levine-Scholastic, 2004.

#### **Book (Two or Three Authors)**

Kirkpatrick, Jim and Paul Caldwell. *Eating Disorders: Everything You Need to Know*. Firefly Books, 2004.

#### **Book (More than Three Authors)**

Ellis, David B. et al. *Becoming a Master Student*. Houghton Mifflin, 2006.

#### **Book (Corporate Author)**

American Psychiatric Association. *Diagnostic and Statistical Manual of Mental Disorders: DSM5*. 5<sup>th</sup> Ed. American Psychiatric Association, 2013.

#### **Article in a Reference Book**

"Civil Disobedience." *Encyclopedia Americana*. International Edition. Scholastic Library, 2004.

#### **Multivolume Work**

Frey, R. J. "Bulimia Nervosa." *The Gale Encyclopedia of Mental Disorders*. Ed E. Thackeray and M. Harris. Vol. 1. Gale Group, 2003. pp. 153-62.

### Quick Formatting Tips for the Works Cited Page:

- Begin the Works Cited list on a new page at the end of your paper or project.
- Citations should be double-spaced.
- Second and subsequent lines of citations should be indented 1/2 inch from the first line. This is called a "hanging indent" and there are many YouTube videos that demonstrate this.



## Citation Examples (Continued)

### Referencing Print Periodical Articles

#### Basic Form:

Name of author or editor (if given). "Title of the article." *Publication title*, Volume, Number (if applicable), Date Month Year: Page number.

#### Magazine or Newspaper Article

Carroll, Aaron E. "Sorry, There's Nothing Magical About Breakfast." *New York Times*, 23 May 2016: C8.

#### Journal Article

Lorence, Mark. "School of Minecraft." *School Library Journal*, Vol. 61, no. 4, 2015, pp. 26-30.

### Referencing Online Sources

#### Online Book, Basic Form

Name of author or editor. *Title of the Book*. Database or sponsor. Publisher name, Year published.

#### eBook

Poe, Edgar Allan. *The Murders in the Rue Morgue*. eBook Collection (EBSCOhost), Generic NL Freebook Publisher, 1993.

#### Magazine Article from a Library Database

Zirin, Dave. "Time for the NCAA to Pay." *The Progressive*, Jun. 2014, pp. 42. *Opposing Viewpoints in Context*. search.ebscohost.com/login.aspx?direct=true&db=mth&AN=96327384&site=ehost-live

#### Journal Article Basic Form

Name of author or editor. "Title of the Article." *Publication title* Volume Number, Issue Number, year of publication, page numbers. *Database*. URL or DOI

#### Journal Article from a Library Database

Washington, Myra. "The Post-Racial Mystique: Media and Race in the Twenty-First Century." *Black Scholar*, Vol. 46, no. 2, 2016, pp. 66-69. *Psychology and Behavioral Sciences Collection*. tinyurl.com/z3zblco

## In-Text (Parenthetical) Citations

### What Are In-Text Citations?

In-text (parenthetical) citations appear throughout your paper or project and credit ideas and direct quotes you borrow from different information sources. In-text citations are shortened versions of the full citations you provide at the end of your paper or project in the works cited list.

#### Example

#### ***In-text citation:***

According to a recent article published in *Mother Jones*, thousands of people nationwide have actively protested the construction of the Dakota Access Pipeline in solidarity with Standing Rock Sioux tribal members (Sammon).

#### ***Corresponding works cited entry:***

Sammon, Alexander. "The Next Keystone? Protesters Try to Stop Another Huge Oil Pipeline." *Mother Jones*, 26 Aug. 2016, www.motherjones.com/environment/2016/08/dakota-access-bakken-pipeline-protesters-sioux. Accessed 4 Sept. 2016.

### Basic Rules for In-Text Citations

- When possible, include the author's last name and page number of the information source. *Example: (Davis 25)*
- Many online or electronic sources do not include page numbers. In these cases, provide enough information in-text (e.g., author and title of work) to connect your reader to the full citation in the works cited list.
- For online sources, do not include URLs (website addresses) in-text. Instead, include the first item of the full citation in the work's cited list (e.g., author's last name or name of authoring organization).

**For a more detailed explanation and examples of in-text citing, please see pp. 116-128 of the official *MLA Handbook* (8th ed.).**

## Citation Examples (Continued)

### Other Sources

#### Interview

Bag, Alice. Personal Interview. 2 Sep. 2016.

#### DVD, BluRay, or VHS

*The Jungle Book*. Directed by Jon Favreau, Performances by Neel Sethi and Bill Murray. Walt Disney Pictures, 2016.

#### Lecture, Speech, Reading

Obama, Barack Hussein. "Obama Presidential Address." Presidential Inauguration of the United States of America. Washington D.C. 24 Feb. 2009.

#### Performance

Wheeldon, Christopher. "An American in Paris." Segerstrom Center for the Arts. 25 Apr. 2017.

#### Netflix (or Hulu, Google Play, Amazon Video, HBOGO, etc.)

"AKA Smile." *Jessica Jones*, season 1, episode 13, Marvel Television, 20 Nov. 2015. *Netflix*, [www.netflix.com/watch/80002324?trackId=13752289&tctx=0%2C12%2C7bc7a5fc-52e6-41ea-95dc-70d28bb074d7-121219242](http://www.netflix.com/watch/80002324?trackId=13752289&tctx=0%2C12%2C7bc7a5fc-52e6-41ea-95dc-70d28bb074d7-121219242)

### Additional Citation Tips & Examples

- View the official *MLA Handbook* (8th ed.) — copies are available for checkout at the SAC Nealley Library. Ask a reference librarian for assistance.
- Visit the extensive, online MLA guide created by Purdue University's Online Writing Lab at: <http://owl.english.purdue.edu/owl/resource/747/01>

## Citation Examples (Continued)

### Referencing Online Sources (Cont.)

#### Newspaper Article from a Library Database

Smith, Barbara S. "Reframing the Conversation on Growing Old." *Sarasota Herald Tribune* [Sarasota, FL], 12 May 2015, pp. E.8. *ProQuest Newsstand*. [tinyurl.com/zq4mlrl](http://tinyurl.com/zq4mlrl)

#### Encyclopedia Article from a Library Database

Howard, Lillie. "Zora Neale Hurston." *Dictionary of Literary Biography: Afro-American Writers from the Harlem Renaissance to 1940*. Ed. Trudier Harris. Gale, 1987. *Literature Resource Center*. [tinyurl.com/jg4hrbd](http://tinyurl.com/jg4hrbd)

#### Web Site Basic Form

Name of author or editor (if given). "Title of Work." *Title of Web Site*. Publisher or container of site, day month and year of publication – use n.d. if no date is available. URL . Date Accessed.

#### Website

Anders, Charlie J. "Prince Was One of the Greatest Fantasy Storytellers of All Time." *io9.com*. Gizmodo, 21 Apr. 2016. [io9.gizmodo.com/prince-is-not-dead-1772302841](http://io9.gizmodo.com/prince-is-not-dead-1772302841). Accessed 6 May 2016.

#### Blog

McSweeney, Kelly. "How Tiny 'Natural Nanobots' Attack Cancerous Cells." *ZDNet*, 6 Sep. 2016. [www.zdnet.com/article/tiny-robots-attack-cancer/](http://www.zdnet.com/article/tiny-robots-attack-cancer/). Accessed 14 Sep. 2016.

#### Tweet

@neiltyson. "There's more than 300 metric tons of it embedded in every 500-meter metallic asteroid that orbits the Sun. #ThatsGold." *Twitter*, 18 Aug. 2016, 6:17 PM. [twitter.com/neiltyson/status/766443843759722496](https://twitter.com/neiltyson/status/766443843759722496)

## Identifying Article Citation Elements

The example below is from an article found within a library database and shows how to identify citation elements (article title, author, periodical title, page numbers, etc.) necessary for properly citing articles published in journals, newspapers, magazines, and other periodicals. A sample works-cited entry is also provided (under “Final Works-Cited-List Entry”). A similar citation structure would be used for a print article (omitting the URL).

**3b** Title of container  
CONTAINER 2

**9** Location  
CONTAINER 2

**2** Title of source

**1** Author

**3a** Title of container  
CONTAINER 1

**6** Number  
CONTAINER 1

**8** Publication date  
CONTAINER 1

**9** Location  
CONTAINER 1

**3a** A URL is not necessary for print articles.

**3b**

**3a**

**FINAL WORKS-CITED-LIST ENTRY**

Lorenssen, Jutta. “Between Image and Word, Color, and Time: Jacob Lawrence’s *The Migration Series*.” *African American Review*, vol. 40, no. 3, 2006, pp. 571-86. EBSCOHost, search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=24093790&site=ehost-live.

At first glance, the *Migration Series* images and words to tell his story. In the 135th Great Research of the Public Library (now the Culture), where he studied on for the *Migration*, escape from this con-

African American Review, Volume 40, Number 3  
© 2006 Jutta Lorenssen

AFRICAN AMERICAN REVIEW

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586

Includes this work

1-5	6-19
Slavery, Labor Reform...	493
Historical Memory, R...	507
W. E. B. Du Bois's U...	533
Chronotopes and R...	551
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Detailed Record

PDF Full Text

Source: African American Review

Date: September 1, 2006

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Help

Between Image and Word, Color and Time: Jacob Lawrence's *The Migration Series*

Jutta Lorenssen is Assistant Professor of German, English, and Comparative Literature at Penn State University, Altoona College. She is interested in second-generation remembrance and is currently completing a book project tentatively entitled "Epitaphic Remembrance: Representing a Catastrophic Past in Second Generation Texts."

And the migrants kept coming." In 1941, Jacob Lawrence's *Migration Series*, a visual narrative about the Great Migration of African Americans from the agrarian South to the industrialized cities in the North of the US, opened to much acclaim in Edith Halpert's Downtown Gallery in New York City.<sup>1</sup> It consists of 60 panels and a script of 60 short "captions" delineating this other tremendously significant yet often neglected American exodus story, which occurred in the wake of a virtually failed effort to "reconstruct" the American South after the Civil War. In Nicholas Lemann's estimation, the Great Migration has to be counted among "the largest and most rapid mass internal

Modern Language Association. "Formatting a Research Paper." *MLA Style Center Website*, 2016.  
<https://style.mla.org/works-cited-a-quick-guide-journal/>