Model MLA Citations
for *The Penguin Handbook* and *The Brief Penguin Handbook*
by Lester Faigley

**In-Text Citations**

1. Author named in your text
2. Author not named in your text
3. Work by single author
4. Work by two or three authors
5. Work by four or more authors
6. Work by no named author
7. Work by a group or organization
8. Quotations of four lines or longer
9. Online source
10. Work in an anthology
11. Two or more works by the same author
12. Different authors with the same last name
13. Two or more sources within the same sentence
14. Two or more sources within the same citation
15. Work quoted in another source
16. Work in more than one volume
17. Poems, plays, and classic works

**Works Cited Entries**

**Books**

18. Book by one author
19. Two or more books by the same author
20. Book by two or three authors
21. Book by four or more authors
22. Book by an unknown author
23. Book revised by a second author
24. Book by a group or organization
25. Title within a title
26. Title in a foreign language
27. Book published before 1900
28. Books that include a special imprint of the publisher
29. Book with no publication date
30. Reprinted works
31. Introduction, preface, foreword, or afterword

32. Single chapter written by the same author as author of the book
33. Selection in an anthology or a chapter in an edited collection
34. Article in a reference work
35. Religious texts
36. Book with an editor – focus on the editor
37. Book with an editor – focus on the author
38. Book with more than one editor
39. Book with a translator
40. Second or subsequent edition of a book
41. One volume of a multivolume work
42. More than one volume of a multivolume work
43. Book in a series

**Journals and Magazines**

44. Journal or magazine article:
   a. By one author
   b. By two or three authors
   c. By four or more authors
   d. By an unknown author
   e. Title in a foreign language
45. Monthly or seasonal magazines or journals
46. Weekly or biweekly magazines
47. Article in a journal paginated by volume
48. Article in a journal paginated by issue
49. Review
50. Letter to the editor
51. Editorial
52. Published interview
53. Article on microfilm

**Newspapers**

54. Newspaper article:
   a. By one author
   b. By two or three authors
   c. By four or more authors
   d. By an unknown author
   e. Title in a foreign language
f. That continues to a nonconsecutive page
55. Review
56. Letter to the editor
57. Editorial
58. Unsigned editorial
59. Article on microfilm

Other Sources
60. Government documents:
   a. In text
   b. Congressional Record
61. Published proceedings of a conference
62. Bulletin or pamphlet
63. Published letter
64. Unpublished letter
65. Published dissertation or thesis
66. Unpublished dissertation or thesis

Online Publication Sources
67. Online publication:
   a. By a known author
   b. By a group or organization
   c. With an author and a group affiliation
   d. Where the author’s name is a pseudonym or unconventional
68. Online scholarly project or database
69. Personal home page
70. Online periodicals:
   a. Article in a scholarly journal
   b. Article in a newspaper
   c. Article in a popular magazine
71. Online book
72. Document within a scholarly project or database
73. Work from a library subscription service
74. Work from a person subscription service
75. Online government publication

CD-ROM, Software, and Unedited Online Sources
76. Publication on CD-ROM:
   a. By a known author
   b. Periodically revised database on CD-ROM
   c. Multidisc CD-ROM
77. Computer software
78. Online synchronous communication (MOOs, MUDs)
79. Email communication
80. Online newsgroup or listserv posting
81. Course home page
82. Work in more than one medium

Visual Sources
83. Cartoon
84. Advertisement
85. Map, graph, or chart
86. Table reproduced in your text
87. Painting, sculpture, or photograph
88. Online map
89. Online work of art
90. Online cartoon

Multimedia Sources
91. Musical composition
92. Sound recording
93. Online video or sound file
94. Film
95. Video or DVD
96. Television or radio program
97. Telephone interview
98. Broadcast interview
99. Musical, dramatic, dance or artistic performance
100. Speech, debate, mediated discussion, or public talk
In-Text Citations

1. Author named in your text
   Put the author's name in a signal phrase in your sentence. You may want to add the
   author’s title or organizational affiliation to show how authoritative the source is:
   
   Sociologist Daniel Bell called this emerging U.S. economy
   the “postindustrial society” (3).

2. Author not named in your text
   In 1997, the Gallup poll reported that 55% of adults in the
   United States think secondhand smoke is “very harmful,”
   compared to only 36% in 1994 (Saad 4).

3. Work by single author
   The author’s last name comes first, followed by the page number. There is no
   comma.
   (Bell 3)

4. Work by two or three authors
   The authors' last names follow the order of the title page. If there are two authors,
   join the names with and. If there are three, use commas between the first two
   names and a comma with and before the last name.
   (Francisco, Vaughn, and Lynn 7)

5. Work by four or more authors
   You may use the phrase et al. (meaning “and others”) for all names but the first, or
   you may write out all the names. Make sure you use the same method for both the
   in-text citations and the works-cited list.
   (Abrams et al. 1653)

6. Work with no named author
   Use a shortened version of the title that includes at least the first important word.
   Your reader will use the shortened title to find the full title in the works-cited list.
   A review in The New Yorker of Ryan Adams’s new album
   focuses on the artist’s age (“Pure” 25).
   Notice that “Pure” is in quotation marks because it refers to the title of an article.
   If it were a book, the short title would be underlined.

7. Work by a group or organization
   Treat the group or organization as the author, but try to identify the group author
   in the text and place only the page number in the parentheses. Shorten terms that
   are commonly abbreviated.
According to the *Irish Free State Handbook*, published by the Ministry for Industry and Finance, the population of Ireland in 1929 was approximately 4,192,000 (23).

8. Quotations of four lines or longer

*NOTE:* When using indented (“block”) quotations of four lines or longer, the period appears before the parentheses enclosing the page number.

In her article “Art for Everybody,” Susan Orlean attempts to explain the popularity of painter Thomas Kinkade:

> People like to own things they think are valuable . . . .
> The high price of limited editions is part of their appeal:
> it implies that they are choice and exclusive, and that
> only a certain class of people will be able to afford them.
> (128)

This same statement could possibly also explain the popularity of phenomena like PBS’s *Antiques Road Show*.

If the source is longer than one page, provide the page number for each quotation, paraphrase, and summary.

9. Online sources

If an online source includes paragraph numbers rather than page numbers, use *par.* with the number.

> (Cello, par. 4)

If the source does not include page numbers, consider citing the work and the author in the text rather than in the parentheses.

> In a hypertext version of James Joyce’s *Ulysses*, . . .

10. Work in an anthology

Cite the name of the author of the work within an anthology, not the name of the editor of the collection. Alphabetize the entry in the list of works cited by the author, not the editor. For example, Melissa Jane Hardie published the chapter “Beard” in *Rhetorical Bodies*, a book edited by Jack Selzer and Sharon Crowley.

> In “Beard,” Melissa Jane Hardie explores the role assumed by Elizabeth Taylor as the celebrity companion of gay actors including Rock Hudson and Montgomery Cliff (278-79).

If the citation had been completely parenthetical, Hardie, not Selzer and Crowley, would still be cited.
11. Two or more works by the same author
Use the author’s last name and then a shortened version of the title of each source.

Many sweeping pronouncements were made in the 1990s that the Internet is the best opportunity to improve education since the printing press (Ellsworth xxii) or even in the history of the world (Dyrli and Kinnaman 79).

Note that a period follows the initial.

13. Two or more sources within the same sentence
Place each citation directly after the statement it supports.

Many sweeping pronouncements were made in the 1990s that the Internet is the best opportunity to improve education since the printing press (Ellsworth xxii) or even in the history of the world (Dyrli and Kinnaman 79).

14. Two or more sources within the same citation
If two sources support a single point, separate them with a semicolon.

(McKibbin 39; Gore 92)

15. Work quoted in another source
When you do not have access to the original source of the material you wish to use and only an indirect source is available, put the abbreviation qtd. in (quoted in) before the information about the indirect source.

National governments have become increasingly what Ulrich Beck, in a 1999 interview, calls “zombie institutions”—institutions which are “dead and still alive” (qtd. in Bauman 6).

16. Work in more than one volume
If you refer to more than one volume of a multivolume work, give the volume number in the parenthetical reference before the page number, with a colon separating the two.
Contrary to the legend that Vincent van Gogh succumbed to personal demons before his suicide in 1890, his letters from the last two months describe feelings of calmness and an end to his recurrent nightmares (Walther and Metzger 2: 647).

17. Poems, plays, and classic works

Poems
If you quote all or part of two or three lines of poetry that do not require special emphasis, put the lines in quotation marks and separate the lines using a slash (/) with a space on each side.

John Donne’s “The Legacy” associates the separation of lovers with death: “When I died last, and, Dear, I die / As often as from thee I go” (lines 1-2).

If they are available, use line numbers, not page numbers, in the parentheses. Use the word line or lines when you cite a line number. In subsequent references give only the numbers. If the poem is separated into parts, give the part number first, then the line numbers.

(2: 34-35).

Plays
Give the act, scene, and line numbers when the work has them, the page numbers when it does not.

(Ham. 3.2.120-21).

Classic Works
To supply a reference to classic works, you sometimes need more than a page number from a specific edition. Readers should be able to locate a quotation in any edition of the book. Give the page number from the edition that you are using, then a semicolon and other identifying information.

“Marriage is a house” is one of the most memorable lines in Don Quixote (546; pt. 2, bk. 3, ch. 19).

Works Cited Entries

BOOKS
18. Book by one author
The author’s last name comes first, followed by a comma, the first name, and a period. If an editor, follow the name with a comma and the abbreviation ed.

19. **Two or more books by the same author**
In the entry for the first book, include the author’s name. In the second entry, substitute three hyphens and a period for the author’s name. List the titles of books by the same author in alphabetical order.


20. **Book by two or three authors**
The second and subsequent authors’ names appear first name first. A comma separates the authors’ names. If all are editors, use *eds.* after the names.


21. **Book by four or more authors**
You may use the phrase *et al.* (meaning “and others”) for all authors but the first, or you may write out all the names. You need to use the same method in the in-text citation as you do in the works-cited list.

(Ellmann et al.)


22. **Book by an unknown author**
Begin the entry with the title.


23. **Book revised by a second author**
Place the editor’s name after the book title:

24. Book by a group or organization
Treat the group as the author of the work.


25. Title within a title
If the title contains the title of another book or a word normally italicized, do not underline that title or word:


26. Title in a foreign language
If the title is in a foreign language, copy it exactly as it appears on the title page.


27. Book published before 1900
You may omit the publisher for books published prior to 1900.


28. Books that include a special imprint of the publisher
Use a hyphen to attach the special imprint to the publisher's name.


29. Book with no publication date
If no year of publication is given, but can be approximated, put a c. ("circa") and the approximate date in brackets: [c. 1999]. Otherwise, put n.d. ("no date").


James, Franklin. In the Valley of the King. Cambridge: Harvard UP, n.d.

30. Reprinted works
For works of fiction that have been printed in many different editions or reprints, give the original publication date after the title.

31. Introduction, Foreword, Preface, or Afterword
Give the author and then the name of the specific part being cited. Next, name the book. Then, if the author for the whole work is different, put that author’s name after the word *By*. Place inclusive page numbers at the end.


32. Single chapter written by same author as the book


33. Selection in an anthology or a chapter in an edited collection


34. Article in a reference work
You can omit the names of editors and most publishing information for an article from a familiar reference work. Identify the edition by date. There is no need to give the page numbers when a work is arranged alphabetically. Give the author’s name, if known.


A full entry is required for less familiar works.

35. Religious texts
In MLA format, use a period to separate the chapter and verse in the in-text note.

   (John 3.16)

36. Book with an editor – focus on the editor

   (Page vii)

37. Book with an editor – focus on the author

In-text

(Hardy 55)

Works Cited


38. Book with more than one editor

In-text

(Kaplan and Monod x-xi)

Works Cited


39. Book with a translator


40. Second or subsequent edition of a book

Include the number of the edition after the title.


41. One volume of a multivolume work

Identify both the volume you have used and the total number of volumes in the set.


42. More than one volume of a multivolume work

Identify the specific volume in your in-text citations, and list the total number of volumes in Works Cited.


43. Book in a series

Give the series name just before the publishing information. Do not underline or italicize the series name.

**JOURNALS AND MAGAZINES**

44. Journal or Magazine Article:
   a. By one author
   

   The author’s last name comes first, followed by a comma and the first name.

   b. By two or three authors
   
   The second and subsequent authors’ names are printed in regular order, first name first:


   Notice that a comma separates the authors’ names.

   c. By four or more authors
   
   You may use the phrase *et al.* (meaning “and others”) for all authors but the first, or you may write out all the names. You need to use the same method in the in-text citation as you do in the works-cited list.

   (Breece et al.)


   d. By an unknown author
   
   Begin the entry with the title.


   e. Title in a foreign language
   
   If the title is in a foreign language, copy it exactly as it appears on the title page, paying special attention to accent marks and capitalization.

45. Monthly or seasonal magazines or journals
For magazines and journals identified by the month or season of publication, use the month (or season) and year in place of the volume. Abbreviate the names of all months except May, June, and July.

46. Weekly or biweekly magazines
For weekly or biweekly magazines, give both the day and month of publication, as listed on the issue. Note that the day precedes the month and no comma is used.

47. Article in a journal paginated by volume
For continuously paginated journals, such as PMLA in the first example, include the volume number before the year, but do not include the issue number.

48. Article in a journal paginated by issue
For journals paginated separately in each issue, list the volume number, a period, and then the issue number (here, 2/3) before the year and page numbers.

49. Review
Provide the title, if given, and name the work reviewed. If there is no title, just name the work reviewed.

50. Letter to the editor
Add the word Letter after the name of the author.
If it is a reply to a previous letter, add Reply to the letter of [name] followed by a period.

51. Editorial
If the editorial is unsigned, put the title first.

52. Published interview


53. Article on microfilm

Cite an article on microfilm or microfiche as you would the original.


NEWSPAPERS

54. Newspaper article:

a. By one author

The author’s last name comes first, followed by a comma and the first name.


b. By two or three authors

The second and subsequent authors’ names are printed in regular order, first name first:


Notice that a comma separates the authors’ names.

c. By four or more authors

You may use the phrase et al. (meaning “and others”) for all authors but the first, or you may write out all the names. You need to use the same method in the in-text citation as you do in the works-cited list.

d. By an unknown author
Begin the entry with the title.


e. Title in a foreign language
If the title is in a foreign language, copy it exactly as it appears on the title page, paying special attention to accent marks and capitalization.


f. That continues to a nonconsecutive page
If the article continues to a nonconsecutive page, add a plus sign after the number of the first page.


55. Review


56. Letter to the editor


57. Editorial
Add the word Editorial after the name of the author.


58. Unsigned editorial
If the editorial is unsigned, put the title first.

59. Article on microfilm
Cite an article on microfilm or microfiche as you would the original.


OTHER SOURCES

60. Government documents
If you are citing a congressional document other than the Congressional Record, be sure to identify the congress, and, when necessary, the session after the title of the document.

a. In-text
{Malveaux 10}

If there is no author, try to mention the document in the text and place only the page number in parentheses.

Works Cited


b. Congressional Record

61. Published proceedings of a conference
62. Bulletin or pamphlet
If there is no author, try to mention the document in the text.


63. Published letter

64. Unpublished letter
Mentioning the letter and the information from the letter in the text itself is preferable to a parenthetical citation.


65. Published dissertation or thesis
When the dissertation you are citing has been published by University Microfilms International (UMI), provide the order number as the last item in the works-cited entry.

In-text (Price 34)

Works Cited


66. Unpublished dissertation or thesis


ONLINE PUBLICATION SOURCES

67. Online publication:
a. By a known author
Authorship is sometimes hard to discern for online sources. If you know the author or creator, follow the rules for periodicals and books.

b. **By a group or organization**
If the only authority you find is a group or organization, list its name after the date of publication or date of revision.

> “Healthy Swimming While You’re on Spring Break.” 25 March 2004. Centers for Disease Control and Prevention

c. **With an author and a group affiliation**
If both an author and an organization or institution are affiliated with the site, list the name of the organization or institution after the publication date or revision date.


d. **Where the author's name is a pseudonym or unconventional**
If the author's or creator's name is a pseudonym or is unconventional, list it exactly as it appears on the Web site.


68. **Online scholarly project or database**
Web sites are often made up of many separate pages or articles. Each page or article on a Web site may or may not have a title. If you are citing a page that has a title, treat the title like that of an article in a periodical. Otherwise, treat the name of the Web site itself as you would a book, as in the following example.


69. **Personal home page**
If there is no title for the Web site, list it by author or creator. If it is a personal home page, place the words *Home page* after the name of the owner of the page.

> <http://www.stallman.org/>.
70. **Online periodicals:**

*NOTE:* Because most online periodicals do not have page numbers, you should identify the site in the text. That way, you can avoid awkward parenthetical citations.

**a. Article in a scholarly journal**

The volume and issue number follow the name of the journal. The date in parentheses is the date of publication.


**b. Article in a newspaper**

The first date is the date of publication, the second is the date of access.


**c. Article in a popular magazine**

The first date is the date of publication, the second is the date of access.


71. **Online book**

<http://escholarship.cdlib.org/ucpress/tobacco war.xml>.

72. **Document within a scholarly project or database**

Give, in MLA format, the author and title of the work first, as well as its date and place of publication if it is a book. Then give the name of the project or database, its editor, version or revision date, affiliation, and date of access. The address is the address of the document itself.

73. **Work from a library subscription service**

Begin with the print publication information, then state the name of the database (underlined), the name of the service, the name of the library or library system, date of access, and the URL of the service's home page.


74. **Work from a personal subscription service**

For a personal subscription service that allows you to retrieve material by entering a keyword, write *Keyword* followed by a colon and the word you entered at the end of the entry.


75. **Online government publication**

Begin with the same information you would give for printed government works and conclude with information for the electronic source.


**CD-ROM, SOFTWARE, AND UNEDITED ONLINE SOURCES**

76. **Publication on CD-ROM**

a. **By a known author**

When page numbers aren’t available, use the author’s name in the text to avoid an awkward parenthetical citation.


b. **Periodically revised database on CD-ROM**

For a CD-ROM database that is often updated (e.g., *ProQuest* or *InfoTrac*), provide the publication dates for the article you are citing as well as for the data disc itself.

(Roper 425)

Roper, Jill. "Why Don’t We Teach Reading in High School?"


c. Multidisc CD-ROM
Follow the publication medium with either the total number of discs or the number of the specific disc you are using. Mentioning the CD-ROM in the text itself is preferable to a parenthetical citation.


77. Computer software
Provide the author’s name (if known), the version number (if any), the manufacturer, and the date. You can also list the operating system, if relevant. Also, if you have downloaded the software from the Internet, list the URL for the download site. For in-text notes, mentioning the software in the text itself is preferable to a parenthetical citation.


78. Online synchronous communication (MOOs, MUDs)
Provide the speaker and/or site, the title and date of the session, the forum for communication (if specified), the date of access, and the electronic address.

<telnet:lingua.utdallas.edu 8090>.

79. Email communication
Give the name of the writer, the subject line, a description of the message, and the date.

Wilson, Samuel. Email to the author. 18 Sept. 2002.

80. Online newsgroup or listserv posting
Give the author’s name (or alias), the subject line, the descriptor Online posting, the date of posting, the name of the newsgroup or listserv, the date of access, and the URL of the posting.

IrishMom. “Re: Spain Will Send Troops to Aid US.” Online posting. 2 Nov. 2001. Ireland List. 21 Nov. 2001
<ireland_list-og@email.rutgers.edu>.

81. Course home page
Begin with the instructor’s name, the name of the course, the words Course home page, the dates of the course, the name of the department, school, date of access, and URL.

82. Work in more than one medium
Specify all of the media that constitute the publication (book, CD-ROM, diskette, etc.) or list only the media you used. Mentioning the work in the text itself is preferable to an awkward parenthetical citation.


VISUAL SOURCES
83. Cartoon

84. Advertisement

85. Map, graph, or chart
Treat a map, graph, or chart as an anonymous book, but add the appropriate descriptive label.


86. Table reproduced in your text
This is how a table might appear in your text:

In *The Republic*, Plato explains how the three parts of the individual soul should be repeated in the structure of the ideal city-state (see Fig. 1).

<table>
<thead>
<tr>
<th>Soul</th>
<th>Reason</th>
<th>Courage</th>
<th>Appetites</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Elite guardians</td>
<td>Soldiers</td>
<td>Masses</td>
</tr>
</tbody>
</table>

Fig. 1. Plato’s politics, chart from Richard Osborne, *Philosophy for Beginners* (New York: Writers and Readers, 1992) 15.

Works Cited
87. Painting, sculpture, or photograph
Provide the artist's name, the title of the work, the name of the institution or individual who owns the work, and the city. If you are citing a photograph of a work, give the information for the work, followed by the publication information for the source that you got the photograph from. Include the slide, plate, figure, or page number, as relevant. In the text, mentioning the work and the artist in the text itself is preferable to a parenthetical citation.


88. Online map

National Geographic Society. 24 Nov. 2001.

89. Online work of art


90. Online cartoon

19 October 1998. 24 Nov. 2001


MULTIMEDIA SOURCES

91. Musical composition
If you have the sheet music or a score, list the publication information. If not, just provide the composer, the title of the composition, and the year.

Gershwin, George. “*Cuban Overture.*” 1932.

92. Sound recording

93. Online video or sound file

94. Film

95. Video or DVD
   Note the format of the work in the citation.

96. Television or radio program
   Provide the title of the episode or segment, followed by the title of the program and series (if any). After the titles, list any performers, narrators, directors, or others who might be pertinent. Then give the name of the network, call numbers and city for any local station, and the broadcast date.

97. Telephone interview
   McConaughey, Matthew. Telephone interview. 27 May 1999.

98. Broadcast interview
   For interviews conducted for broadcast on radio or TV, add the broadcast information.

99. Musical, dramatic, dance or artistic performance

100. Speech, debate, mediated discussion, or public talk