General Guidelines

- Your list of references should begin on a separate page, with the title "Works Cited".

- Arrange entries alphabetically, using the last name of the author. If no author is given, alphabetize by the title, eliminating any initial A, An, or The.

- Begin each entry at the left margin. Indent the following lines one-half inch from the left margin.

- Double-space within each entry, and between each entry.

- Follow carefully the punctuation and capitalization in the examples.

- If no author or creator is provided, start the citation with the title/name of the item you are citing instead. Note: an author/creator won't necessarily be a person's name. It may be an organization or corporation, for example Health Canada or a username on a site such as YouTube.

- If no date is provided, skip that information. It's recommended that you add the date you accessed the work at the end of the citation.

- Page numbers may not be provided for some items, such as online materials. If this is the case leave the page numbers out of the citation.

- Shorten the name of the publishing company by eliminating articles (A, An, or The), business abbreviations (Co., Inc., Ltd.), and descriptive words (Books, House, Press). However, when citing a University Press, add the abbreviation "UP" (Ohio State UP). If the publisher’s name is the name of one or more persons, cite the first surname only (Abrams).
In-Text Citation

Parenthetical references
The list of Works Cited at the end of your paper tells your reader what resources you used to write your paper. To avoid plagiarism or taking credit for ideas that are not your own, you must also indicate in the text of your paper precisely what is borrowed from a source and where to locate that information in the source.

- The in-text citation (in-line citation) usually appears in parentheses and corresponds directly to an entry in your list of Works Cited (like an index of a book).
- The author's last name and the page number are usually enough to indicate the location in the source.
- If the author's name is used in the sentence, do not repeat it in the in-text citation.

In-Text Citation Examples

<table>
<thead>
<tr>
<th>Author’s name in text</th>
<th>Sellers had expressed that the market changed in the 17th century (91-92).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s name in reference</td>
<td>…Sellers view on economic growth is not widely embraced among Historians (Cassell 9).</td>
</tr>
<tr>
<td>Multiple authors of a work</td>
<td>The literature also indicates (Hamilton and Spruill 231) that modest improvements have been made to training programs.</td>
</tr>
<tr>
<td>Two locations</td>
<td>Sellers market and democracy theory does have merit (91-92, 261).</td>
</tr>
<tr>
<td>Two works cited</td>
<td>(Salzman 38; Sellers 198)</td>
</tr>
<tr>
<td>References to volumes and pages</td>
<td>(Crowell 4: 19-22)</td>
</tr>
<tr>
<td>Corporate authors</td>
<td>(Chrysler Group, 2009 Annual Report 36-39)</td>
</tr>
<tr>
<td>Work with no author</td>
<td>(Time 22)</td>
</tr>
</tbody>
</table>
MLA Style Guide – Quick & Easy

Book with One Author
Author’s last name, First name and Middle initial [if available]. *Italicize Title.* Publishing Company, Year.


Book with Two Or Three Authors
First author’s last name, First name and Middle initial [if available], Second author's First name and Last name, and Third author's First name and Last name. *Italicize Title.* Publishing Company, Year.


Book with More Than Three Authors
First author’s last name, First name and Middle initial [if available], et al. *Italicize Title.* Publishing Company, Year of publication.


Book with Editor’s & No Author
Editor’s last name, First name and Middle initial [if available], ed. *Italicize Title.* Publisher, Year.


Book with Author & Editor
Author’s last name, First name and Middle initial [if available]. “Title of Work in Quotations.” *Italicize Book Title.* Ed. Editor’s First name Middle initial [if available] and Last name. Publisher, Year. Pages.


Personal Interview (In person/ Telephone)
Last Name of Person Who Was Interviewed, First Name. Description of Interview. Day Month Year of interview. Personal Interview/ Telephone Interview.


Personal Interview (Email)
Last Name of Person Who Was Interviewed, First Name. "Subject Line of Email." Received by Name of Person Who Received Email. Day Month Year of Email. Email Interview.

*Example:* Smith, Paula. "Re: Food and Family." Received by Joseph Tan. 20 May 2016. Email Interview.

*In-text citation Example:* (Last Name of Person Who Was Interviewed) e.g. (Smith)
MLA Style Guide – Quick & Easy

Anthology (Essay, short story, poem, or other work that appears within a collection of literary pieces)

Author's last name, First name and Middle initial [if available]. "Title or Description of the Essay/Short Story/Poem." Italicize Title of Book. Editor or Compiler (write Trans., Ed., or Comp.). Ed. or Comp. First name Last name. Publishing Company, Year.

Example:

Reference Materials

Encyclopedia or Dictionary – Printed with Editor (no author)
"Title of Entry." Italicize Title of Encyclopedia or Dictionary, edited by Editor's First Name Last Name, Edition if given and not first edition, vol. Volume Number, Publisher Name, Year of Publication, pp. First Page - Last Page.

Example:

Encyclopedia or Dictionary – Online with author
Author's Last Name, First Name. "Title of Entry." Italicize Title of Encyclopedia or Dictionary, Publication or Update Date, Name of Website. URL. Accessed Day Month Year of Access.


In-text citation Example: (Author's Last Name) e.g. (McLean)

Article from a newspaper
Author's last name, First name and Middle initial. "Title of Article." Italicize Title of Newspaper, Day Month Year of publication, page number(s). [Title of the database, Online Source (such as a url / doi) - if an online newspaper]

Example:


In-text citation Example: (Author's Last Name) e.g. (Ashenmacher)
Article from a popular magazine
Author's last name, First name and Middle initial. "Title of Article." Italicize Title of Magazine Date Month Year of publication: page numbers.

Example:


In-text citation Example: (Author Surname page number) e.g. (Barone 19)

Article from a scholarly journal (one author)
Author’s Last Name, First Name Middle Initial. "Title of Article." Italicize Title of Journal, vol. issue no., year, pp. page range. [Database source, doi or url]- If online.

Example:


In-text citation Example: (Author Last Name page number) e.g. (Hossain 19)

Webpage
Name of Author/ Compiler/ Director/ Editor etc. of the work. "Title of Specific Document or Page" Web Site, Date if given (if nothing is available, use n.d.), URL. Access date if likely to be updated or changed.


In-text citation Example: (Author Last Name) e.g. (Matthews)

eBook
Author’s Last Name, First Name Middle Initial. Italicize Title and subtitle of Work. Edition. Publisher, Year. Name of Database. ULR. Date of access.

In-text citation Example: (Author Last Name Page number) e.g. (Heffron 19)
Social Media

**Facebook**: Author Last Name, First Name or Account Name. Description of Post. *Facebook*, Day Month Year of Post, Time of Post, URL. Accessed Day Month Year post was viewed.


**In-text citation Example**: (Author's Last Name or Account Name) e.g. (Rick Mercer Report)

**Twitter**: Twitter Handle (First Name Last Name if Known). "The entire tweet word-for-word. " *Twitter*, Day Month Year of Tweet, Time of Tweet, URL.

**Example**: @ReallyVirtual (Sohaib Athar). "Helicopter hovering above Abbottad at 1AM is a rare event." *Twitter*, 4 Jan. 2017, 3:58p.m. twitter.com/reallyvirtual/status/64780730286358528?lang=en.

**In-text citation Example**: (Twitter handle) e.g. (@ReallyVirtual)

**Youtube & Vimeo**: Last Name, First Name of video creator or Username of Creator. "Title of Video." *Italicize Title of the Hosting Website*, Day Month Year of Publication, URL of video. Accessed Day Month Year video was viewed.


**In-text citation Example**: (Last Name of Video Creator) e.g. (Sethi)

**Blog Post**: Author's Last Name, First Name or Username if real name not provided. "Title of Blog Post." *Italicize Name of Blog*, Blog Network/Publisher if given, Day Month Year of blog post, URL of blog post. Accessed Day Month Year blog was visited.


**In-text citation Example**: (Author's Last Name) e.g. (Naish)

**Wikipedia**: "Title of Entry." *Italicize Wikipedia: The Free Encyclopedia*, Wikimedia Foundation, Day Month Year entry was last modified, Time entry was last modified, URL of entry. Accessed Day Month Year Wikipedia entry was last viewed.


**In-text citation Example**: ("Title of Entry") e.g. ("Body Image")
# MLA Style Guide – Quick & Easy

## Appendix

### Continuum of expectations across Middle and High School

<table>
<thead>
<tr>
<th>Factors</th>
<th>Grade 6-7</th>
<th>Grade 8-9</th>
<th>Grade 10-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Questions</strong></td>
<td>What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?</td>
<td>What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?</td>
<td>What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it? and when do I cite work, what needs a citation, and how is citation used in different types of writing?</td>
</tr>
<tr>
<td><strong>Citation expectations</strong></td>
<td>Name of source, name of creator, publication date, location of information in source (e.g., page number). Formatting flexible; title may be italicized or underlined.</td>
<td>Name of source, name of creator, publication date, location of information in source (e.g., page number), and publication date. Accurate MLA formatting in bibliography and INCLUDE the URL of websites.</td>
<td>What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it? and when do I cite work, what needs a citation, and how is citation used in different types of writing?</td>
</tr>
<tr>
<td><strong>What and When to cite?</strong></td>
<td>Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.</td>
<td>Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.</td>
<td>All assignments where research and the use of others ideas and information take places e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS.</td>
</tr>
<tr>
<td><strong>In-text citation</strong></td>
<td>In-text pictures, graphs, quotes and attempt to paraphrase</td>
<td>In-text pictures, graphs, tables etc. When use author voice directly e.g. quotation or paraphrase (error acceptable)</td>
<td>In-text pictures, graphs, tables, summary etc. When using author voice directly e.g. quotation or paraphrase (error acceptable)</td>
</tr>
<tr>
<td><strong>Suggested Tools</strong></td>
<td>Use referencing tools e.g. Noodle Tools/ Easy Bib EDU</td>
<td>Use referencing tools e.g. Noodle Tools/ Easy Bib EDU Attempt to use Mendeley</td>
<td>Use referencing tools e.g. Noodle Tools/ Easy Bib EDU Using Mendeley for note taking &amp; essay planning are highly encouraged.</td>
</tr>
<tr>
<td><strong>IB Learner Profile</strong></td>
<td>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</td>
<td>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</td>
<td>Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills</td>
</tr>
<tr>
<td><strong>IB Attitudes ATL skills</strong></td>
<td>1+2+3+4+5 7. Teachers are expected to know, and teach, the difference between information resulting from search engines and where the information appears on an actual website. 8. Discuss in-text citation, reference and bibliography and model in-text citation 9. Introduce types of plagiarism and attempt to use plagiarism feedback symbols</td>
<td>1+2+3+4+5+6+7 8. Use proper MLA format to document materials used with students or on your webpages, including the URL of websites. 9. Ensure in-text citation, reference and bibliography with accurate order and Accurate punctuations. Errors are acceptable in some cases. 10. Use plagiarism/referencing error feedback symbols on students works</td>
<td>1-10</td>
</tr>
<tr>
<td><strong>Role of Teacher/Supervisor/ Teacher-Librarian</strong></td>
<td>11. Ensure in-text citation, reference and bibliography with accurate order and punctuations. Errors are not acceptable! 12. All feedback should be given by symbols wherever applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Feedback on Plagiarism and Referencing errors by teacher/TL (see Annex 7.2)</strong></td>
<td>Attempt to use plagiarism feedback symbols for electronic submissions (See annex)</td>
<td>Use plagiarism and referencing error feedback symbols for IA, individual/group assignments etc. (See annex)</td>
<td>Must use plagiarism and referencing error feedback symbols for any assignment e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS. (See annex)</td>
</tr>
</tbody>
</table>
## Bibliography and Referencing errors using symbols (Teachers’ only)

<table>
<thead>
<tr>
<th>Plagiarism Continuum</th>
<th>Feedback symbols</th>
<th>Problem statement</th>
<th>Types of Bibliography &amp; Referencing errors</th>
<th>Feedback symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting another’s work, word-for-word, as one’s own.</td>
<td>Clone</td>
<td>Wrong alphabetical order in bibliography or cited works</td>
<td>Alphabetization</td>
<td>AL</td>
</tr>
<tr>
<td>Information contains significant portions of text from a single source without alterations.</td>
<td>Ctrl+C</td>
<td>Wrong citation or referencing style</td>
<td>Wrong style</td>
<td>WS</td>
</tr>
<tr>
<td>Changing key words and phrases from the original work but retaining the essential content of the source</td>
<td>Find+Replace (Idea Theft)</td>
<td>Accurate citation and referencing but using different styles in one paper</td>
<td>Broken style</td>
<td>BS</td>
</tr>
<tr>
<td>Relying too heavily on the vocabulary and syntax of the source material.</td>
<td>Patchwriting</td>
<td>Paraphrasing the work by just changing few keywords/omitting few words</td>
<td>Skimpy paraphrase</td>
<td>SP</td>
</tr>
<tr>
<td>Paraphrasing from different sources and making the content fit together seamlessly.</td>
<td>Remix</td>
<td>Work created without consulting other sources or least sources</td>
<td>Minimal reference</td>
<td>MR</td>
</tr>
<tr>
<td>Combining perfectly cited sources with copied passages—without citation—in one paper.</td>
<td>Hybrid</td>
<td>Reference(s) mentioned in the work cited list (bibliography) but no in-text citation</td>
<td>Spare references</td>
<td>SR</td>
</tr>
<tr>
<td>Mix of copied material from several sources without proper citation.</td>
<td>Mashup</td>
<td>Use in-text citation but no bibliography</td>
<td>Un-cited references</td>
<td>UR</td>
</tr>
<tr>
<td>Work that includes citations to non-existent or inaccurate information sources</td>
<td>404 Error</td>
<td>Missing writer/author thoughts, feelings, passions, dreams, beliefs, fears and attitudes in the text</td>
<td>No Author Voice</td>
<td>NA</td>
</tr>
<tr>
<td>Work that includes proper citation, but relies too closely on the original sources wording and/or structure.</td>
<td>Re-Tweet</td>
<td>It is recommended to exercise the error symbols from grade 8 but should be mandatory from grade 9-12 students and teachers!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowing generously from one’s own previous work without citation</td>
<td>Self-plagiarism (Recycling)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>