

## **MLA Guide: IN-TEXT CITATIONS**

***Follow this format to cite your sources using the Modern Language Association style***

**When you use direct quotes, paraphrased information or ideas, or borrowed images in your reports/projects you must show, within your paper/project, exactly which information or ideas you used from each source, and where this is located within each source; this must refer directly to your Works Cited list to allow the reader to find your source. This is called In-Text Citation and one uses Parenthetical Documentation (enclosing the author and pages in parentheses). This style is preferable and easier to create than footnotes.**

### **CITATION GUIDELINES:**

1. Within the text of your work identify any quotations or paraphrased information or ideas or opinions, or images with the author's last name and a page reference enclosed within parentheses or curved brackets and before the final punctuation.

**“The global economy is growing exponentially” (Smith 46).**

**A well known expert claims that the global economy shows steady growth (Smith 46).**

2. If you name the author in your text then only the page(s) are required.  
**According to Smith the problem of overpopulation is increasing (98).**
3. The references in your text must clearly point to specific sources in the Works Cited list:
  - For a single work by an author give only the author's last name and page reference. **(Smith 46)**
  - For two different works by two different authors with the same last name add the first initial. **(A. Smith 46)**
  - For more than one work by an author give the author's last name, a shortened version of the title, and the page reference. **(Smith, *Expansion* 46)**
  - For a work by two or three authors give the last names of all authors followed by the page reference. **(Smith, Brown, and Green 85)**
  - For a work with more than three authors give the last name of the first person followed by et al. and the page references. **(Smith et al. 69)**
  - For a work with no author given give a shortened version of the title and the page reference; use the first word in the title of except for *A, An or The*. ***Italicize* or use quotation marks as for your Works Cited list. (*Exploring* 103) (“Wondering” 16)**
  - For non-print sources without pages (films, television programs,

- recordings, or electronic sources) give a brief or shortened title.
  - If you are referring to an entire work rather than a single page do not give page numbers.
4. Keep your parenthetical references brief and as few as possible.
  5. Place the parenthetical reference where a pause would naturally occur to avoid interrupting the flow of your writing, preferably at the end of your sentence.

#### GUIDELINES FOR USING QUOTATIONS:

1. Use quotations selectively for emphasis or particular interest; do not over use and keep them brief.
2. Reproduce quotations exactly, including all words, original spelling, and punctuation. If you omit words you must indicate this by using ellipsis ( . . . ) while your sentence must remain grammatically correct. If your omission is at the end of a sentence that has no parenthetical documentation you must use a fourth period.
3. Introduce your quotations by creating a clear and grammatically correct sentence.
4. If a quotation runs longer than four lines, set it off from your text by beginning a new line, indent the whole quote by one inch and type it double-spaced with no quotation marks. Your introduction should end with a colon and your quotation should end with a parenthetical reference.
5. To quote within a quote use double quotation marks around entire quotation and single quotation marks around internal quote.

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***For other examples see the [MLA Handbook for Writers of Research Papers in the Secondary Library \(REF 808.02 GIB\)](#).***

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#### Work Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: MLA, 2003.