

## Crediting Sources Within Your Text

**W**hile writing your paper, use parentheses to credit direct quotations, paraphrased material, and summarized information. MLA style makes this task quite simple. Although these basics will get you started, you will, at some point, need to access a current style manual to get more specialized information.

- **Author’s name used in text:** If you use the author’s name as you introduce the material, you need only put the page number in parentheses, after the quotation marks and followed by a period.

*Example:*

Hailey states that the “effective selection of a college begins with careful and deliberate research, based on identified priorities” (133).

- **Author’s name used in parentheses:** If you do not include the author’s name as you introduce the material, you need to include it in parentheses, along with the page number. The parenthetical reference is placed after the quotation marks. Add a period after the parentheses.

*Example:*

It has been suggested that “a majority of students who ignore the research process of selecting a college end up dissatisfied with their choice and eventually drop out” (Hailey 142).

- **Author unknown:** If the author of the material is unknown, then you need to reference the work by title. If the title is short, use it in its entirety; if it is long, offer a brief version. As with other citations, the parenthetical reference follows the quotation marks, and the period follows the parentheses.

*Example:*

According to one source, “scholarship money is unfairly distributed, often going to students whose parents know how to work the system” (“Scholarship Scandals” 41).

- **Multiple authors:** If your information has multiple authors, list all of them, by last name, in the text, or place all of their names in the parentheses, along with the page number. As with other citations, the parenthetical reference follows the quotation marks, and the period follows the parentheses.

*Example 1:*

In *Finding Your Dream School and Getting In*, Grant, Jenkins, and McCoy assert that a high percentage of parents pressure their children to go to a college of the parents’ choice, without considering the long-term effects that their decision will have on their children (23–25).

*Example 2:*

One group boldly suggests that a high percentage of parents pressure their children to go to a college of the parents’ choice, without considering the long-term effects that their decision will have on their children (Grant, Jenkins, and McCoy 23–25).



Your parenthetical references should immediately follow any direct quotations. When you paraphrase or summarize, place the reference as close to the information as possible, without interrupting the flow of the passage.

## Guidelines for Creating a “Works Cited” Page

When writing research essays, you will need to include a list of works cited—an alphabetical list of all sources referred to in the text of your paper. The guidelines below should help you to successfully accomplish this task.

### Steps for Creating a “Works Cited” Page:

1. Begin a new page for your “Works Cited” list. It will be the last page of your manuscript.
2. Set one-inch margins and double space the entire document.
3. Place your name and the page number in the upper-right corner.
4. Center the heading at the top one-inch margin.
5. Take out your Cornell notes, note cards, or commentary notes.
  - Separate all of the references that you used in your paper from those that you did not use.
  - Double check to see that you have a source listing for every reference in the actual text of your paper.
  - Alphabetize the pages or cards according to author’s last names. If a source does not have an author, then alphabetize by title.
6. Type the “Works Cited” page.
  - Beginning at the left margin, type in the first source. If the reference is longer than one line, indent additional lines.
  - Double space the entire document.
  - Take special care to use correct format and punctuation.
  - For specific information about how to cite a particular source, refer to the list below; for more detailed information, use the MLA style guide available in your classroom.
  - Check to see that every citation in your paper has a corresponding reference on the “Works Cited” page.
7. Save your work for future revision.

### How to Cite Basic Sources:

There are many different types of works to be cited, and there are many little elements to each citation. The list below covers some of the basic sources. For information about other sources, refer to the MLA style guide in your classroom. (The sample sources below are fictional, used only to model the format.)

#### ***Book or Text—Single Author***

- Type the author’s last name, followed by a comma. Then type the author’s first name, followed by a period.
- Add the title; underline or italicize it, and place a period after it.
- Type the city of publication, followed by a colon.
- Add the name of the publisher, followed by a comma.