Citing Sources / Avoiding Plagiarism:
MLA Format

Terms to Know

Quotation: using the exact words from a source; requires quotation marks (" "), an in-text citation, and should match with an entry in the list of Works Cited

Paraphrase: writing an idea from a source in your own words and with a new sentence structure; requires an in-text citation and should match with an entry in the list of Works Cited

Summary: condenses a long passage from a source using your own words and a new sentence structure; requires an in-text citation and should match with an entry in the list of Works Cited

Signal Phrase: a transitional phrase or clause that lets the reader know he/she is about to read borrowed information (quote, paraphrase, or summary); usually includes the author's name or the title of the source if no author is available

Parenthetical In-Text Citations: if the author was not named in the signal phrase, the in-text citation should include the author's last name and the page number of the borrowed information (if available). *If a source has an in-text citation in the paper, it needs to be included in the list of Works Cited*. See backside of the library's MLA Citation Guide (Parenthetical References) for variations on this format

List of Works Cited: provides the publication information about a source in case a reader would like to locate sources used in a paper. *If a source has been included in the list of Works Cited, it needs to have at least one in-text citation in the paper*

Sample Quotes and Paraphrases with In-Text Citations[1]

Quote with author named in signal phrase, page numbers in parentheses:

> Kesan warns that "prohibiting personal use can seem extremely arbitrary and can seriously harm morale… Imagine a concerned parent who is prohibited from checking on a sick child by a draconian company policy" (315-16).

Paraphrase with author named in parentheses (not signal phrase), no page number available:

> As a 2005 study by *Salary.com* and *America Online* indicates, the Internet ranked as the top choice among employees for ways of wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).

Quote from article with no author or page number available, article title in parentheses:

> The Web site of a vendor for Spector Pro, a popular keystroke logging program, explains that the software can be installed to operate in "Stealth" mode so that it "does not show up as an icon, does not appear in the Windows tray,… [and] cannot be uninstalled without the Spector Pro password which YOU specify" ("Automatically").

Sample list of Works Cited (reverse)

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[1] These sample quotes and paraphrases come from a sample student paper available in PDF format at http://bcs.bedfordstmartins.com/resdoc5e/pdf/Hacker-Orlov-MLA.pdf

Works Cited

"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*.

Netbus.org, n.d. Web. 17 Feb. 2006.

Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNETNews.com*. CNET

Networks, 11 July 2005. Web. 17 Feb. 2006.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic

Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

List of Works Cited General Format
- The list of Works Cited should begin on a new page at the end of the paper (shortcut: **Ctrl + Enter**)
- A heading of Works Cited is centered at the top of the page but is not bolded, underlined, or italicized
- The entire page is double-spaced with no "extra" space between entries
- The first line of an entry is aligned with the left-hand margin; extra lines should be indented by ½" (hanging indent; shortcut: **Ctrl + T**)
- The sources go in alphabetical order by author's last name or by title if no author is given. If the list includes two or more sources by the same author, alphabetize those sources by their titles
- Invert the author's first and last name (Smith, John). When multiple authors are given, only invert the first author's name
- Italicize titles of long works (books, newspaper, journals, magazines, movies, television shows, etc.). Titles of short works (articles, poems, stories, chapters, etc.) go in quotation marks.
- Capitalize all words except articles (*a, an, the*), prepositions (*to, from, between*, etc.), and coordinating conjunctions (*for, and, nor, but, or, yet, so*)

Format for Individual Sources

The format for an individual source will depend on the type of source (book, anthology, newspaper article, journal article, web site, television show, etc.). The MLA Citation Guide from the library covers some of the more commonly used sources, but for a complete list of sources and their formats, visit:

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0011.html

http://owl.english.purdue.edu/owl/resource/747/01/

These web sites provide information about in-text citations, MLA manuscript format, and sample research papers.