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| **River East Collegiate MLA Style Guide (8th edition)** | | |
| MLA style is used in English and the humanities in essays and academic papers to show where information from other sources referred to in the paper has come from. When citing your sources, you need to use both in-text citations and a Works Cited page listing the bibliographic information about each of the sources you have cited.  This is a short guide that includes the information about MLA style that is most commonly needed by students. For further information, please see your teacher for an official MLA Handbook, or consult the MLA Style and Formatting Guide at the OWL at Purdue site online. | | |
| **Setting up Your Pages:**  For an essay, no cover page is needed unless your teacher requests one. Font should be 12 pt. in a legible font and essay should be double spaced. Margins should be set to 1 inch. The first page of the essay should include the title (centred) and the student name, instructor name, course, and date aligned left in the top-left hand corner of the page. Use headers to add page numbers and your last name to the top right-hand corner of all pages of the document.  Last Name 1  Student Name  Instructor Name  Course  Date (eg. 30 Sept. 2018)  Title of Essay | | |
| **In-text Citation of Sources:**  A **quotation** is a piece of text taken directly from a source. Quotation marks go around this text, and the author’s last name and page number are given in parentheses after the quotation  A **paraphrase** involves information or ideas being taken from a source and reported in your own words. You need to credit the source of the information or ideas by giving the author’s last name and page number in parentheses, as you would with a quotation. | | |
| **Using a quotation**  **Using a paraphrase**  **No page numbers**  **Leaving out part of a quotation** | Use quotation marks around the information quoted, and indicate the author’s last name and the page number that the information comes from as an in-text citation:  “The Method process was limited by collection, processing and degradation issues from the plastic that was gathered on the beach itself” (Caliendo 29).  Note that the period always goes after the parentheses, except in the case of a block quotation.  or, if you want to mention the author’s name in the sentence leading up to the quotation, write it this way:  According to Heather Caliendo, “The Method process was limited by collection, processing and degradation issues from the plastic that was gathered on the beach itself” (29).  If you want to paraphrase the information instead, you could try something like this:  According to Heather Caliendo, the Method experiment was hampered by damaged plastic and problems with collection and processing (29).  Some internet sources do not include page numbers. If the source information has no page numbers, leave out the page number, but include the author’s last name:  “Vinall estimates about 90 per cent of the incoming garbage will be diverted from the landfill, and the remaining 10 per cent will go to the Kaizer Meadow dump, which is right next to Sustane” (Willick).  If you need to leave out some text from the middle of a quotation because it is not relevant to your discussion, use an ellipsis (…) to indicate that something has been left out. Ensure that leaving this information out does not alter the meaning of the material being quoted.  “Researchers have identified 400 species of animal whose members either ingested plastics or got entangled in it… Laboratory studies have shown that if swallowed by fish, compounds in plastic fragments can be absorbed from the digestive tract into flesh” (“Known Unknowns”). | |
| **Source has no author** | Some online sources do not list authors’ names. If this is the case, use part of the article title to credit the source (Whatever is listed first on your works cited page goes between the parentheses of your in-text citation).  “Unfortunately, of the 6.3bn tonnes of plastic waste produced since the 1950s only 9% has been recycled and another 12% incinerated. The rest has been dumped in landfills or the natural environment” (“Known Unknowns”). | |
| **Quoting a quotation** | You may occasionally find that you need to quote a line from a source (Caliendo’s article) that is actually being quoted from another source (Lewis in an interview).  Sandra Lewis, a representative of Envision Plastics, notes, “If we can go into communities and intercept plastic before it reaches the beach or shorelines, we can overcome all those obstacles that were preventing us from helping people who want to use ocean plastic. Getting it before means we don’t have quality problems” (qtd. In Caliendo 30). | |
| **Long quotation** | At times, you’ll have a longer quotation that you want to use. Consider whether you **really** need to use it. Sometimes, a mixture of shorter quotations and/or a paraphrase can communicate the same idea. (If you’re using longer quotations to try to add to your essay’s word count, remember that your teachers are wise to that trick!)  For quotations longer than four lines (longer than three lines for poetry), a block quotation is used. Block quotations are given a ½ inch indent from the margin. No quotation marks are used, but the source is included in parentheses at the end of the quoted material.  But then Envision considered a study by the University of Georgia that researched how much mismanaged plastic waste is making its way from land to the ocean. The study found between 4.8 and 12.7 million metric tons (10.6 to 28 billion lb) of plastic entered the ocean in 2010 from people living within about 31 miles of the coastline. In addition, it emerged that the mismanaged waste and solidwaste disposal was the biggest contributor. For instance, developing nations like Haiti don’t have trash disposal. So, any plastic disposed of within 30 miles or so of the coastline will probably end up in the ocean. (Caliendo 29)  Note: when using a block quotation, the punctuation comes before the source in parentheses. | |
| **Using a single source multiple times** | When writing an essay using a single source or about a single literary text, include the author’s name in the citation the first time you include a quotation from that text.  “Miss Caroline walked up and down the rows peering and poking into lunch containers, nodding if the contents pleased her, frowning a little at others” (Lee 25).  You only need to include the page number (27) or page range (27-28) behind any further quotations. | |
| **Quotation from verse** | If you are quoting lines of verse (including Shakespeare’s plays), include line breaks marked with a forward slash (/). If a stanza break falls within the material you are quoting, mark the stanza break with two forward slashes (//). Include the author’s name and the word “line” or “lines” only in the first citation to establish that you’re referring to lines, using only the line numbers after that.  “The grave’s a fine and private place,/But none, I think, do there embrace” (Marvell lines 31-32).  When quoting from plays or long works in verse, indicate divisions by act and scene, canto, or part. A quotation from Shakespeare’s *A Midsummer Night’s Dream* is below:  “Lord, what fools these mortals be!” (MND 3. 2. 115)  Note that the abbreviation of the work’s title need only be included in the parenthetical citation the first time it is used if the essay is about a single work. | |
| **Paraphrase** | If you are writing about information from a source in your own words, no quotation marks are used. You must give credit to your source by giving the author’s last name and page number in parentheses as an in-text citation, eg. (Smith 25) as you would with a quotation. If your source does not have an author identified, use a shortened form of the article title for your in-text citation.  Less than 10% of plastics are ever recycled, and the majority are discarded after one use. The European Commission has proposed a law banning certain single-use plastics, including straws and plastic cutlery, along with a public-education campaign educating consumers about how to properly dispose of other problematic products, such as wet wipes (“Stemming the flow” 8-9). | |
| **Citing Your Sources on a Works Cited Page:**  Your works-cited list should be done on a separate page titled Works Cited at the end of your essay. Sources should be recorded in alphabetical order based on the first letter of each entry (except where they begin with “An” or “The,” in which case you would put them in alphabetical order based on the first letter of the second word of the entry. If an entry is longer than one line, use a hanging indent for the second and subsequent lines of the entry. The ruler bar in Word can help you to create a hanging indent. | |
| **The order of elements listed in a works-cited entry is as follows:**   1. **Author 2. Title of source 3. Title of Container\* 4. Other contributors (if any) 5. Version 6. Number 7. Publisher 8. Publication date 9. Location. Container information may also be listed if the source was accessed through a subscription service, such as EBSCOHost, Netflix, Hulu, etc. (MLA Handbook 20).**   \*The container is the larger work that contains the piece being cited, eg. a website, book, magazine, journal, or newspaper containing the article you are citing. The title of the container is usually italicized. | |
| **Citing a book** | Always italicize the title of a major work, such as a book, newspaper, website, or magazine title.  Author last name, first name. *Book Title*. Publisher, Date of publication.  Lee, Harper. *To Kill a Mockingbird*. Grand Central P, 1982.  For any kind of source, if there are two authors listed, put the first author’s name reversed, followed by a comma and the second author’s first and last names. Eg.) Smith, John, and Martin Jones.  If there are three or more authors listed, reverse the first author’s name, follow it with a comma, and include *et al*, which means “and others.” Eg.) Smith, John, et al. |
| **Citing an article from a website** | Put the titles of shorter works, such as those of articles, stories, or poems, in quotation marks. If the container is a major work, like a website, book, or newspaper, italicize the title of the container.  Author last name, first name. “Article Title.” *Name of Container,* Date of publication, URL or DOI/. Date of access (optional).  Willick, Frances. “Company aiming to convert plastics into fuel seeks environmental approval.” *CBC*, 7 Jul. 2018, <https://www.cbc.ca/news/canada/nova-scotia/sustane-technologies-plastic-fuel-diesel-environment-1.4735539/>. Accessed 3 Sept. 2018.  Note that the inclusion of the date accessed is now optional, but up to the discretion of your instructor. |
| **Citing an article from a website where there is no author listed** | “Article Title.” *Name of Container, Publisher,* Date of publication. URL or DOI/. Date of access (optional).  “The Known Unknowns of Plastic Pollution.” *The Economist*, 3 Mar. 2018. <https://www.economist.com/international/2018/03/03/the-known-unknowns-of-plastic-pollution/>. Accessed 3 Sept. 2018.  Note that DOI means “Digital Object Identifier.” It is a method of giving a fixed identifier to academic sources, such as research articles, government reports, and sets of data. If there is a DOI given, use it in place of a URL. A forward slash goes immediately after the URL or DOI. |
| **Citing an academic article from EBSCOHost** | The nice thing about using EBSCOHost is that it will do your Works Cited entries for you. Click the “cite” icon to the right of your screen when viewing an article that you plan to use for your essay. (The icon looks like a piece of paper.) Scroll down the list to “MLA” on the box that pops up. Copy and paste the citation into a Word document.  Author last name, first name. “Article Title.” *Name of Container,* volume and issue number, date, page numbers. (Use p. for an individual page and pp. for a page range.) Subscription service name and link to the article.  Caliendo, Heather. “Trash as Value: Turning Ocean Waste into Viable Products.” *Plastics Technology*, vol. 64, no. 7, July 2018, p. 28. EBSCOhost, search ebscohost.com/  login\_aspx?direct=true&db=f5h&AN=130474508. |
| **Citing a film** | Film Title, Director, notable performers (optional), Studio, date.  *An Inconvenient Truth.* Directed by Davis Guggenheim, performances by Al Gore, Billy West, and George Bush, Lawrence Bender Productions and Participant Productions, 2006. |
| **Citing an interview that you have conducted with someone** | Interviewee Lastname, firstname. Personal interview.  Smith, John. Personal Interview. 8 Mar. 2018. |

**Sample Works Cited Page:**

Works Cited

Caliendo, Heather. “Trash as Value: Turning Ocean Waste into Viable Products.” *Plastics Technology*, vol. 64, no. 7, July 2018,p. 28. EBSCOhost, search ebscohost.com/login\_aspx?direct=true&db=f5h&AN=130474508

“The Known Unknowns of Plastic Pollution.” *The Economist*, 3 Mar. 2018. [https://www.economist.com/international/ 2018/03/03/the-known-unknowns-of-plastic-pollution/](https://www.economist.com/international/%202018/03/03/the-known-unknowns-of-plastic-pollution/). Accessed 3 Sept. 2018.

Lee, Harper. *To Kill a Mockingbird*. Grand Central P, 1982.

Marvell, Andrew. “To His Coy Mistress.” *The Poetry Foundation*. <https://www.poetryfoundation.org/poems/44688/to-his-coy-mistress/>. Accessed 3 Sept. 2018.

*MLA Handbook*. Modern Language Association of America, 2016.

"Stemming the Flow of Plastic Waste: World Wakes up to Harm Caused by Throwaway Plastics." *TCE: The Chemical Engineer*, no. 925, Jul/Aug2018, pp. 8-10. EBSCO*host*, search.ebscohost.com/login.aspx?direct=true&db=aph&AN=130781429 Accessed 3 Sept. 2018.

Willick, Frances. “Company aiming to convert plastics into fuel seeks environmental approval.” *CBC*, 7 Jul. 2018, <https://www.cbc.ca/news/canada/nova-scotia/sustane-technologies-plastic-fuel-diesel-environment-1.4735539/>. Accessed 03 Sept. 2018.