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# MLA STYLE GUIDE

BCIT Library Services

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## INTRODUCTION

When writing a research paper, poster or other work, it is important to cite any sources that you have consulted in your research. You must acknowledge when you are using the ideas, information or arguments of others, whether they are directly quoted or not. Failure to do so may be construed as plagiarism. Plagiarism is the presentation of the ideas of others as one's own and is a serious academic offence. Note that you do not need to give sources for such things as well-known quotations, or common knowledge such as historical architectural style periods. Eg. Georgian, 1714-1801.

Citation information must appear in two places.

- I. **WORKS CITED:** an alphabetical list of sources used.
- II. **IN-TEXT CITATION OR PARENTHETICAL CITATION:** brief citation in the text of your paper, enclosed in parentheses, at the point where the borrowed fact or idea appears.

## WORKS CITED

The Works Cited list contains all of the sources used in your research. It appears on a separate page at the end of a research paper. Entries are listed alphabetically by main entry (usually the author).

The 9th edition of the MLA style guide recommends a method which is applicable to any type of document or source.

Double space all citations, but do not skip spaces between entries.

Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

All entries in a Works Cited list are based on nine core elements and should be included in the following order with the punctuation shown. End the full citation with a period.

Note: It's possible that you will not have all of the core elements for a particular source. Simply skip missing elements, with the exception of the title. If there is no title, supply a description of the source in place of the title [pg. 105/5.1]. You may also add supplemental elements [for further clarification about supplemental elements see pgs. 208-210 of the 9th edition of the MLA Handbook].

1. Author.
2. Title of source.
3. Title of container [ie, the larger collection that the work is a part of, such as the album a song is from],
4. Contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication Date,
9. Location.

By recording the core elements, in their proper order, with punctuation provided, you have created a Works Cited list.

**EXAMPLE OF A WORKS CITED LIST**

Blakemore, Robbie G. *History of Interior Design and Furniture: From Ancient Egypt to Nineteenth-Century Europe*. J. Wiley & Sons, 2006.

"Building Permit." *City of Vancouver*, 2017, [www.vancouver.ca/home-property-development/building-permit.aspx](http://www.vancouver.ca/home-property-development/building-permit.aspx).

Crespi, Bernie. "Darwin and Your Brain." *Vancouver Evolution Festival*. Simon Fraser University and University of British Columbia, 12 Feb. 2009, Simon Fraser University, Vancouver. Lecture.

*Fundamentals of Health Information Management*. Canadian Healthcare Association, 2013.

Grant, Adam. *Originals: How Non-Conformists Move the World*. Penguin Books, 2016. EBSCOhost, [search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1147912&site=ehost-live](http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1147912&site=ehost-live).

Heatherwick, Thomas and Maisie Rowe. *Thomas Heatherwick: Making*. Monacelli Press, 2015.

Jirousek, Charlotte. "The Arts and Crafts Movement." *Art, Design and Visual Thinking*, [char.txa.cornell.edu/art/decart/artcraft/artcraft.html](http://char.txa.cornell.edu/art/decart/artcraft/artcraft.html). Accessed 3 Mar. 2020.

"The Door." *Game of Thrones*, created by David Benioff and D.B. Weiss, season 6, episode 5, HBO, 26 May 2016.

*Merriam Webster's Collegiate Dictionary*. 11th ed, Merriam-Webster, 2014.

Potvin, John. "Colour Wars: Personality, Textiles and the Art of the Interior in 1930s Britain". *Visual Culture in Britain*, Vol. 16, no.1, Mar.2015, pp. 25-41. *Ebscohost*, <https://doi.org/10.1080/14714787.2015.983727>.

Pressier, Rudolph, et al. *Antique Biedermeier Furniture*, translated from German by Edward Force. Schiffer, 2002.

Seton, Ernest Thompson. *The Trail of the Sandhill Stag*. Charles Scribner's Sons, 1914. *Project Gutenberg*, [www.gutenberg.org/ebooks/32319](http://www.gutenberg.org/ebooks/32319). Accessed 14 Jan. 2018

Zacharias, Yvonne. "Robofuture." *The Vancouver Sun*, 6 Aug. 2004, p. F1. *Canadian Newsstream*, [0-search.proquest.com.orca.douglascollege.ca/docview/242295984?accountid=10545](http://0-search.proquest.com.orca.douglascollege.ca/docview/242295984?accountid=10545). Accessed 15 July 2016.

## IN TEXT CITATIONS OR PARENTHETICAL CITATIONS

In text citations are brief citations, enclosed in parentheses in the text of your paper at the point where the borrowed fact or idea appears. They give direct credit to a source you have used and guide the reader to the corresponding reference in your Works Cited list. Your in text citation must use whatever appears first in your Works Cited page for that entry. In text citations are as brief as possible, usually just the author and page, or just the page if you incorporated the author into your text. Your goal is to attribute your source without interrupting your text. Extra information interferes with the flow of your argument.

These references are situated right after a quotation or paraphrase.

### Short quotations (fewer than 4 lines of text)

Enclose the text in quotation marks. Place the author and page number after the quote, in parentheses. End with a period.

“It should never be forgotten that domestic English furniture was always intended for use as well as decoration” (Bly 134).

### Long Quotations (more than 4 lines of text)

Long quotations should be set off from the text by beginning a new line, indented and double spaced. Quotation marks are not used. Periods come before the parenthetical reference [pg. 254-255/6.35].

As demonstrated by this lovely quote:

It should never be forgotten that domestic English furniture was always intended for use as well as decoration. Treated with care and respect, old furniture can add warm atmosphere and character to a home and most important of all, it will continue to improve in appearance while providing the owner with a pleasing and tangible piece of English history. (Bly 134)

### Paraphrase

A paraphrase is a rewording of an idea, information or argument written or spoken by someone else.

Bly emphasizes that we should remember that English domestic furniture had both decorative and practical uses (134).

## BOOKS OR ELECTRONIC BOOKS

### Book with one author

In-text citation	[Blakemore 10].
Works cited	Blakemore, Robbie G. <i>History of Interior Design and Furniture: From Ancient Egypt to Nineteenth-Century Europe</i> . J. Wiley & Sons, 2006.
<b>Note:</b> For in-text citations, place the author’s last name and page number in parenthesis at the end of the quote or paraphrase. If the author’s name is mentioned in the text, only include the page number [pg. 227-230/6.1-6.2].	

**Book with two authors**

In-text citation	[Heatherwick and Rowe 25].
Works cited	Heatherwick, Thomas and Maisie Rowe. <i>Thomas Heatherwick: Making</i> . Monacelli Press, 2015.
<p><b>Note:</b> The first author's name should be written in the inverse [Heatherwick, Thomas], and the names of the other authors can be written in natural language [e.g. Maisie Rowe] [pg. 111/5.7]. In-text, include the last names of both author's connected with "and" [pg. 232/6.5].</p>	

**Book with three or more authors (edited)**

In-text citation	[Pressier et al. 86].
Works cited	Pressier, Rudolph, et al. <i>Antique Biedermeier Furniture</i> . Translated from German by Edward Force. Schiffer, 2002.
<p><b>Note:</b> For sources with three or more authors, list the first author in the inverse [Pressier, Rudolph], followed by a comma and et al.. Do the same for the in-text citation [pg. 112/5.8].</p> <p>For additional contributors beyond the author [e.g. editors, illustrators, translators, etc.], include them in your citation. No need to abbreviate the term</p>	

**Book with Corporate Author**

In-text citation	[Canadian Healthcare Association 87].
Works cited	"Fundamentals of Health Information Management." Canadian Healthcare Association, 2013.
<p><b>Note:</b> List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry. When the author and publisher are the same, skip the author, and list the title first. Then, list the corporate author only as the publisher [pg. 119/5.19].</p>	

**Book with No Author**

In-text citation	[Merriam Webster 89].
Works cited	<i>Merriam Webster's Collegiate Dictionary</i> . 11th ed, Merriam-Webster, 2014.
<p><b>Note:</b> When a work is published without an author's name, skip the author element and begin the entry with the work's title. If there are any other contributors [editor, etc.], they would come after the title of the book. See pages 237-238 of MLA Handbook, 9th ed. for details about shortening titles.</p>	

**Electronic Book from a Library Database**

In-text citation	[Grant 5].
Works cited	Grant, Adam. <i>Originals: How Non-Conformists Move the World</i> . Penguin Books, 2016.  EBSCOhost, search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1147912&site=ehost-live
<p><b>Note:</b> Use a permanent link to link to the Ebook but omit https:// or http:// [pg. 195-196/5.96].</p>	

In-text citation	[Seidler 5].
Works cited	Seidler, Douglas R. <i>Digital Drawing for Designers: A Visual Guide to AutoCAD 2021</i> . Fairchild Books Interior Design Library, Fairchild Books, 2021, <a href="https://doi.org/10.5040/9781501362866">https://doi.org/10.5040/9781501362866</a>
<b>Note:</b> When a DOI is available use it [pg. 188/5.84].	

### Electronic Book from a Website

In-text citation	[Seton 6].
Works Cited	Seton, Ernest Thompson. <i>The Trail of the Sandhill Stag</i> . Charles Scribner's Sons, 1914. Project Gutenberg, <a href="http://gutenberg.org/ebooks/32319">gutenberg.org/ebooks/32319</a> Accessed 14 Jan. 2018

## ARTICLES

Many scholarly journal articles found in databases like EBSCOhost include a DOI [digital object identifier]. If a DOI is available, cite the DOI number instead of the URL and place <https://doi.org/> in front of the doi number. If it's from a database, include the name of the database in Italics.

### Journal Article

In-text citation	[Potvin 46].
Works cited	Potvin, John. "Colour Wars: Personality, Textiles and the Art of the Interior in 1930s Britain". <i>Visual Culture in Britain</i> , Mar.2015, Vol. 16, no.1, pp. 25-41. <i>Ebscohost</i> , <a href="https://doi.org/10.1080/14714787.2015.983727">https://doi.org/10.1080/14714787.2015.983727</a> .
<b>Note:</b> If the journal has only issue numbers and no volume numbers, then cite the issue number alone [pg. 158/5.51].	

In-text citation	[Miller].
Works cited	Miller, Patricia. "Geothermal Technology for Sustainable Climate Control in an Historic House." <i>Studies in Conservation</i> , vol. 65, Oct. 2020, pp. 237-43. <i>EBSCOhost</i> , <a href="https://doi.org/10.1080/00393630.2020.1777746">https://doi.org/10.1080/00393630.2020.1777746</a> .
<b>Note:</b> Even though you can get to this article by selecting and searching the "GreenFILE" database, the actual container listed in the top left is EBSCOhost [pg. 138-139/5.35].	

### Newspaper Article from a Library Database

In-text citation	[Zacharias].
Works cited	Zacharias, Yvonne. "Robofuture." <i>The Vancouver Sun</i> , 6 Aug. 2004, p. F1. <i>ProQuest</i> , <a href="http://0-search.proquest.com.orca.douglascollege.ca/docview/242295984?accountid=10545">0-search.proquest.com.orca.douglascollege.ca/docview/242295984?accountid=10545</a> . Accessed 15 July 2016.
<b>Note:</b> Online newspapers and magazines sometimes include a "permalink," which is a shortened, stable version of a URL. Look for a "share" or "cite this" button to see if a source includes a permalink. If you find a permalink, use that instead of a URL [pg. 189/5.87].	

## STANDARDS

Standards will typically be prepared by a committee or corporate body. Include the standard number and the version of the standard in the Works Cited list.

In-text citation	[IES Standards Committee].
Works cited	IES Standards Committee. <i>Recommended Practice: Lighting Roadway and Parking Facilities Part 1. IES Lighting Library, V1</i> , IES ANSI/IES RP-8-21, Illuminating Engineering Society, 2021, New York.

## WEBSITES

Because web addresses are not static and because documents sometimes appear in multiple places on the web [e.g., on multiple databases], MLA encourages the use of citing containers such as Youtube, JSTOR, Spotify, or Netflix in order to easily access and verify sources.

However, MLA only requires the www address, so eliminate all https:// when citing URLs. It is advisable to truncate long URLs, as long as they still work and direct to the correct page. See pages 194-196 of the MLA Handbook, 9th edition for more information.

Because web pages often do not stay the same, it is a good idea to use the optional Date accessed element. This is especially useful if you are unable to locate any indication of a copyright date, or the website does not list if/when the page was last updated.

### Website

In-text citation	[Jirousek].
Works cited	Jirousek, Charlotte. "The Arts and Crafts Movement." <i>Art, Design and Visual Thinking</i> , char.txa.cornell.edu/art/decart/ artcraft/artcraft.html. Accessed 3 Mar. 2020.
<b>Note:</b> If the website has an author, cite with the author's last name. If the website doesn't have an author, use the title of the webpage [or a shortened version of the title]. See pg. 130/5.26 of the MLA Handbook 9th edition for guidance on shortening titles.	

### Website with Corporate Author

In-text citation	[City of Vancouver].
Works cited	"Building Permit." <i>City of Vancouver</i> , 2017, www.vancouver.ca/ home-property-development/building-permit.aspx.
<b>Note:</b> The publisher's name can be omitted if the "website title is essentially the same as the name of its publisher" [pg. 165/5.54].	

### Website without an author

In-text citation	["Blanket and Batt Insulation"].
Works cited	"Blanket and Batt Insulation." <i>BuildingGreen</i> . buildinggreen.com/product-guide/blanket-and-batt-insulation. Accessed 27 May 2022.
<b>Note:</b> When a website or web page has no obvious author use the title of the web page or a shortened version of the title the same way you would with other sources.	

## SOCIAL MEDIA POSTS

Social media posts follow the same basic rules as any other cited source. In cases where the poster's display name is different from their handle, include their handle in square brackets. For the location use the URL of the post, which can typically be found by pressing "Share" and then "Copy link". You will have to make a decision about using the post in its entirety as the title, or supplying a description in place of a title. For shorter form platforms, such as Twitter, you can quote the entire post, while for longer form platforms and platforms that are primarily visual, a description makes more sense.

### Facebook Post

In-text citation	[Doe].
Works cited	Doe, Jane. Post outlining the various reasons the poster is deleting their Facebook account. <i>Facebook</i> , 31 Mar. 2022, facebook.com/janedoe/5416549615.
<b>Note:</b> If the social media platform allows for longer form posts describe the post. See the Twitter example for citing platforms that are shorter form.	

### Instagram Post

In-text citation	[Chin].
Works cited	Chin, Jimmy. Photo of Tommy Caldwell and Kevin Jorgeson climbing the Dawn Wall. <i>Instagram</i> , 29 Mar. 2022, instagram.com/p/CbsZ7s9Lp_E.
<b>Note:</b> Since Jimmy Chin's Instagram handle is the same as his display name, adding his Instagram handle is not necessary [pg. 188/5.16]. See the Twitter example for a poster with a display name different from their handle. If using an image from Instagram in the body of your work, see the guidelines for images in the next section.	

### A Tweet

In-text citation	[Wynn].
Works cited	Wynn, Natalie [@ContraPoints]. "Couldn't be more flattered." <i>Twitter</i> , 31 Mar. 2022, twitter.com/ContraPoints/status/1509646456394764296.
<b>Note:</b> Because Natalie Wynn's Twitter handle is different than her display name, include her Twitter handle in the citation in square brackets [pg. 118/5.16].	

## EMAIL

### Personal Correspondence

In-text citation	[Doe].
Works cited	Doe, Jane. Email to the author. 30 Mar. 2022.
<b>Note:</b> The 9th edition of the MLA handbook suggests using a description of the email instead of the subject line as the title. [pg. 121-124, 337/5.23].	



**Newsletters**

In-text citation	["What is a Library Under the Law"].
Works cited	"What is a Library Under the Law." <i>Library Futures Newsletter</i> , Library Futures, 23 Feb. 2022. E-mail.
<b>Note:</b> Newsletters and mailing lists are not simply treated as correspondence.	

**AUDIOVISUAL MATERIALS****Time-based media (e.g. audio and video recordings)**

Cite the time [or time-range] in place of a page number. Include the hours, minutes and seconds separated by a colon. [Interior Finishing Work 00:03:16-17]. In some cases you will be missing some or all of this information, simply fill in as many elements as you are able to.

**YouTube Video**

In-text citation	["Colin's Bear Animation" 00:00:10-15]
Works cited	"Colin's Bear Animation." <i>YouTube</i> , uploaded by atticusbird182, 3 Dec. 2007, youtube.com/watch?v=FiARsQSlzDc.

**TV Episode**

In-text citation	["The Door"].
Works cited	"The Door." <i>Game of Thrones</i> , created by David Benioff and D.B. Weiss, season 6, episode 5, HBO, 26 May 2016.
<b>Note:</b> If a source has more than one date, cite the most relevant and precise one [pg. 185/5.77].	

**Video from LD+A Online**

In-text citation	["LD+A January 2021: Samuel De Champlain Bridge"]
Works cited	"LD+A January 2021: Samuel De Champlain Bridge." <i>Illuminating Engineering Society</i> , ies.org/lda-magazine/projects-in-video.
<b>Note:</b> Videos from this particular resource lack a lot of the MLA elements, simply use the ones you have.	

**WEBINARS**

For more details on webinars see: <https://style.mla.org/citing-a-webinar>

**A webinar you attended**

In-text citation	[Klein]
Works cited	Klein, Heather Greer, et al. "Open Source Systems" <i>Core Interest Group Week</i> , American Library Association, 7 Mar. 2022. Webinar.
<b>Note:</b> If the webinar has a title use the title, otherwise, use a "concise but informative description" [pg. 121/5.23]. Also see <a href="https://style.mla.org/citing-a-webinar">https://style.mla.org/citing-a-webinar</a> .	

**A video recording of a webinar**

In-text citation	[Klein]
Works cited	Klein, Heather Greer, et al. <i>Open Source Systems Core Interest Group Week</i> , American Library Association, 15 Mar. 2022, la-events.zoom.us/rec/play/pfEJCvqIYeCJsNYmNZK0qKB-2ez81AqwlCYdydXegiOi0nZOugWYjwkQw5crPXm194hpgNLrqW2Tu8an.eRhh2jPAotPsODhC.
<b>Note:</b> Use the date the video was posted and the URL as the location.	

**IMAGES**

Images are labelled Figure [usually abbreviated to Fig.], given a number and a brief, descriptive caption.

If the caption provides the following information about the source of the image, you do not need to include an entry for the image in the works cited list. In some cases you will be missing some or all of this information, simply fill in as many elements as you are able to.

**Image from a printed source**

Artist's Last Name, First Name. *Title of Artwork*. Date Artwork Created, Name of Institution or Private Collection Housing Artwork, City Where it is Housed. Title of Print Resource, Author or Editor Name, Publisher, year, page or plate

**Digital image from the internet or online database**

Artist's Last Name, First Name. *Title of Artwork*. Date Artwork Created, Name of Institution or Private Collection Housing Artwork, City Where it is Housed. Name of Website, URL or DOI. Date of Access [Optional].

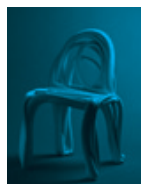


Fig. 1. Chair formed from freehand sketches; Front Design. *Sketch Chair*. 2005, Victoria and Albert Museum, London. [www.vam.ac.uk/collections/furniture](http://www.vam.ac.uk/collections/furniture). March 16, 2017.

**COURSE LECTURE/MATERIALS**

When citing an oral presentation, like a class lecture, give: the speaker's name the title of the presentation in quotation marks, if known, the name of the sponsoring organization, the date, the venue, the location. The city may be omitted if part of the venue name.

**Class lecture, speech, or reading**

In-text citation	[Crespi].
Works cited	Crespi, Bernie. "Darwin and Your Brain." <i>Vancouver Evolution Festival</i> . Simon Fraser University and University of British Columbia, 12 Feb. 2009, Simon Fraser University, Vancouver. Lecture.
<b>Note:</b> If your class lecture does not have a title, provide the course name and course number after the professor's name and write "Class lecture" [without quotation marks] after the location.	

**Class lecture, speech, or reading uploaded to Learning Hub**

In-text citation	[Plato].
Works cited	Plato. "Apology". <i>Learning Hub</i> , uploaded by Jane Doe, 22 Mar. 2022, learn.bcit.ca.
<b>Note:</b> For readings posted on the Learning Hub that link to an external sites or databases, simply cite the document as you would any other document of its type. Do not use the Learning Hub as the container unless the item is uploaded directly to the Learning Hub.	

**Coursepack**

Custom courseware packages are compilations of journal articles, book chapters and other materials selected by your instructor. The MLA manual does not give specific advice about citing these materials, they provide a universal set of guidelines for any type of material based based on the core elements.

If you need to cite a source from a Custom Courseware package, we recommend that you check with your instructor.

In-text citation	[Author Last Name Page].
Works cited	Author's Last Name, First Name. "Title of Article." Title of Course Pack, edited by Instructor's First Name Last Name, British Columbia Institute of Technology, Publication Date, pp. xx-xx. Originally published in Journal Title, vol. #, no. #, publication date, pp. #-#. Course Pack.

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- Make an appointment at BCIT's Writing Centre. [604.432.8370 or use the online booking system]. Submit your paper or a question to <http://writeaway.ca>
- Chat online with a Librarian using AskAway.
- Consult the MLA Handbook in the library. Call # LB 2369 G53 2018 2016 2021