Writing and Citing in MLA Style

MacEwan University students should always check with their instructors for any preferences or requirements that may vary from the guidelines in this handout.

The documentation style of the Modern Language Association of America (MLA) is used by many university students, primarily for literature and humanities classes. The following guidelines are based on the *MLA Handbook*, 8th edition, published in 2016. For other examples and guidelines, consult the MLA website at www.mla.org/MLA-Style.

Academic Integrity

Plagiarism is presenting others' words or thoughts without crediting the sources. Whether you are quoting directly or putting the ideas of an author into your own words (paraphrasing), **you must formally cite the source of your material**. Even though most plagiarism is unintentional, there are serious consequences for plagiarizing in writing assignments (see MacEwan University's Academic Integrity Policy C1000).

You must always **cite** quoted or paraphrased information with an **in-text citation.** Each source you use must be included on a **works cited page**.

I. General Formatting

- Double space all pages, including long quotations and the works cited page.
- Use one inch margins, a 12-point easy-to-read font (such as Times New Roman), and left-justified margins.
- Type your name, your instructor's name and title if appropriate, the course number, and the date on separate double-spaced lines, beginning one inch from the top of the first page and flush with the left margin. An MLA style research paper does not need a title page.
- Center your essay title before your first paragraph, and capitalize all principal words in the title.
- Leave one space after all punctuation marks, including periods.
- Indent all paragraphs one tab (5-7 spaces).
- Consecutively number every page of the paper in the upper right-hand corner of the page. Type your last name before the page numbers.

Sample First Page

Student's Last Name 1

Student's Full Name

Instructor's Title and Last Name

Course and Section Number

Date (dd-mmm-yyyy format)

Title of Paper

Your first paragraph begins here, indented one tab from the left margin. Double space your entire paper, including long quotations and your works cited page. Use only one space after punctuation.

Indent all subsequent paragraphs one tab from the left margin.

II. In-Text Citations

A. General Rules
In-text citations generally include two elements: **the last name(s)** of the author(s) and the **locator** (page number, paragraph number, section number, etc.).

Crediting Sources with More than One Author
When a source has three or more authors, use the first-listed author plus "and others" in the text. When you use "et al." inside a parenthetical citation, state the name of the first-listed author, followed by "et al."

Number of authors	In-text citation
2 Authors	Smith and Jones explain . . . (62). **or** (Smith and Jones 62).
3 or More Authors	Roberts and others explain . . . (7). **or** (Roberts et al. 7).

See page 8 for rules about citing multiple authors on a works cited page.

B. Quotations
The following are the two ways in which the last name(s) of the author(s) and the locator can be placed into short and long quotations:

Short Quotations (Four Lines or Fewer)
Use double quotation marks around the quoted words and incorporate them into the text of your paper. Note the period is placed after the final parenthesis. For example,

> However, the attack on Vera Cruz may have been fueled by different motivations: "Perhaps the affair in Mexico was an instinctual response of the system for its own survival, to create a unity of fighting purpose among a people torn by internal conflict" (Zinn 357).
>
> **or**
>
> As Zinn suggests, "Perhaps the affair in Mexico was an instinctual response of the system for its own survival, to create a unity of fighting purpose among a people torn by internal conflict" (357).

Long Quotations (More Than Four Lines)

Indent a long quotation one tab from the left margin. Introduce the quotation first. Note the quotation is double spaced without quotation marks, and the period is placed before the page number(s):

Roberts offers this interesting comment about the origins of fiction:

> Fiction had its roots in ancient myths and folk tales. In primitive civilizations, stories were circulated by word of mouth, and often traveling storytellers would appear in a court or village to entertain eager listeners with tales based on the exploits of heroes and gods. Although many of these were heavily fictionalized accounts of events and people who may or may not ever have existed, they were largely accepted by the people as fact or history. (51)

Changes to Quotations

- Use **square brackets** when you insert changes, additions, or explanations into a quotation.

    Pinker explains, "Sometimes [common expressions] are called conceptual metaphors, because no one ever actually had to say 'Argument is war' or 'Love is a journey'; the underlying metaphor is implicit in the family of related tropes" (240).

- Use **ellipsis points** (three periods with a space before and after each period) to show you have omitted material from a quotation.

    "Like many contemporaries, the Paris masters believed that the extraordinary ecological upheavals of the 1330s and 1340s . . . played an important role in the plague" (Kelly 170).

Note: When you omit a sentence or more, use **four** ellipsis points (literally a period and three ellipsis points):

    "On January 13, 1348, a second major Venetian colony, Dubrovnik—or Ragusa, as it was known—became infected. . . . With total extinction looming, in early June municipal authorities ordered every citizen to make out a will" (Kelly 260).

Short Quotations from Poetry (3 Lines or Fewer)

- Use a forward slash with a space on either side (/) to indicate line breaks.
- Mark a stanza break with two forward slashes (//) if the break occurs in the quotation.
- Cite the source using the author's last name and the line number(s).

    In her poem, "Unlinked," Meynell vows, "No, I shall live a poet waking, sleeping, / And I shall die a poet unaware" (7-8).

Long Quotations from Poetry (More than 3 Lines)

- Indent one tab from the left margin for quotations that are more than three lines.

    In "The Song of Wandering Aengus," Yeats' description of the metamorphosis from a fish to a beautiful girl is shown by the shift in pronouns from "it" to "one":

    > When I had laid it on the floor
    > I went to blow the fire aflame,
    > But something rustled on the floor,
    > And some one called me by my name:
    > It had become a glimmering girl. (9-13)

Quoting Plays

- Give the act, scene, and line number(s) in parentheses, with periods separating the various numbers:

    Shakespeare's Othello is confident, calm, and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (1.2.59).

Alternatively, you may cite the act and scene in your introductory remarks, and then add the line number(s) at the end of your quotation (or paraphrase) in parentheses:

In act 1, scene 2, Shakespeare's Othello is confident, calm, and reasonable. As Roderigo and Iago prepare to fight, Othello commands them, "Keep up your bright swords, for the dew will rust them" (59).

For examples of how to quote dialogue between two or more characters in a play, see p. 80 of the *MLA Handbook*, 8th ed.

C. Paraphrases

When you **summarize or rewrite an author's idea,** you **must** use your own words and indicate your source.

Avoid Patch Writing

Paraphrasing improperly is a common reason that students may be accused of plagiarism, so it is crucial to develop proper paraphrasing skills. Paraphrasing is more than simply replacing a few words or phrases with synonyms.

Original	Patch Writing
"For nearly as long as English has had a relatively stable or 'settled' spelling system, there have been people complaining about it and campaigning for change" (Wolman 3).	Since the time English has had a relatively uniform spelling system, there have been critics protesting it and arguing for change (Wolman 3).

Here are some tips on **how to paraphrase properly:**

1. Read the passage several times until you understand the meaning.
2. Cover the original and write the main ideas in point form.
3. Draft your paraphrase.
4. Check it against the original passage to see if you have captured the idea without using the phrasing or structure of the original. (Note: key/technical terms may remain.)
5. Rephrase wherever appropriate.
6. Cite each sentence if your paraphrase is more than one sentence.

Sample Paraphrases

Thornton shows that the energy of Lawrence's writing results from her techniques of identifying with her characters. Her perspective and empathy change from one character to the next (46).

or

Babies who are not allowed to be with their mothers experience negative effects: lack of sleep, introversion, and interrupted physical and mental growth (Gallico et al. 67).

Multi-Sentence Paraphrases and Quotations

If you borrow more than once from the same source within a single paragraph and no other source intervenes, you can create multi-sentence paraphrases and quotations. Of course, you are still able to provide full citations on each sentence if the following techniques cause ambiguous in-text citations. Remember, every paraphrased sentence needs to have an in-text citation; otherwise, the distinctions between the author's ideas and your analysis may be unclear.

> To excel in persuasive writing, we must "consider how to appeal to [our] audience." Many writers dismiss the reader's perspective while planning to write their paper, which can weaken the paper's overall argument (Stewart and Allen 4).
>
> **or**
>
> To excel in persuasive writing, we must "consider how to appeal to [our] audience" (Stewart and Allen 4). Many writers dismiss the reader's perspective while planning to write their paper, which can weaken the paper's overall argument (4).
>
> **or**
>
> According to Stewart and Allen, to excel in persuasive writing, we must "consider how to appeal to [our] audience" (4). Many writers dismiss the reader's perspective while planning to write their paper, which can weaken the paper's overall argument (4).

Note: If you include material from a different source or your own analysis between two cited sentences, you must repeat the author's name and the locator in the subsequent citation. For example,

> According to Stewart and Allen, to excel in persuasive writing, we must "consider how to appeal to [our] audience" (4). In fact, "having a focused topic is important, but having a specific audience is equally important" ("Audience Matters," sec. 2). Many writers dismiss the reader's perspective while planning to write their paper, which can weaken the paper's overall argument (Stewart and Allen 4).

D. Special Cases of In-Text Citation

Sources without Page Numbers
e-Books typically have a different numbering system than their paper counterparts; therefore, you should not cite the page numbers of an e-Book unless you know it appears consistently in other sources. Instead, provide the chapter number.

If an online publication uses explicit paragraph, section, or chapter numbers rather than page numbers, then provide the relevant number(s), preceded by the label par. or pars., sec. or secs., or ch. or chs. Place a comma between the author's last name and the label when it appears in a parenthetical citation:

> Although proofreading can be rather dull and tedious, it's a necessary step in the writing process because it allows you to think about the work from the reader's perspective (Hacker, par. 11).

> "Authors use setting to create meaning," writes Roberts, "just as painters include backgrounds and objects to render ideas" (ch. 7).

For **audio and visual recordings**, cite the relevant time or range of times. Give the numbers of the hours, minutes, and seconds as displayed in your media player, separating the numbers with colons:

> Pollan asserts that "processing food is extremely profitable—much more so than selling it or growing it whole" (00:22:16-22).

Note: When a source has no page number nor any other kind of locator, cite only the author's(s') last name(s) in the in-text citation.

Sources without an Author

When the author is the organization that published the work or the author is anonymous, the title of the work replaces the author in your in-text citation. The title may appear in the text itself or abbreviated before the page number in the parentheses:

> *Working for Health: An Introduction to the World Health Organization* notes that the world is in the middle of a health crisis: "as many as two billion people around the world face health threats every day" (10).
>
> **or**
>
> The world is in the middle of a health crisis: "as many as two billion people around the world face health threats every day" (*Working* 10).

Note: When a title is needed in a parenthetical citation, abbreviate the title if it's longer than a noun phrase. The abbreviated title should begin with the word by which the title is alphabetized. Provide the first noun and any preceding adjectives, while excluding any initial articles: *a, an, the*.

Indirect or Secondary Sources

When possible, take material from the original source, not a secondhand one. Sometimes, however, only an indirect source is available. When the author of your source cites another author's work, name the author of the original work first (Hobbes in the examples below), then cite the author of your source (Adler and Van Doren in the examples below):

> Hobbes remarks, "If I read as many books as most men do, I would be as dull-witted as they are" (qtd. in Adler and Van Doren 166).

> "If I read as many books as most men do, I would be as dull-witted as they are" (Hobbes, qtd. in Adler and Van Doren 166).

Note: Include only a works cited entry for your source (i.e., Adler and Van Doren).

Crediting More than One Source

If more than one source discusses the idea you are referencing, cite all the sources in the same parentheses, listing them in alphabetical order by the authors' surnames. Separate the sources with semicolons:

> Several scholars have noted that the strongest evidence that Virginia Woolf suffered from what we now call manic depression or bipolar disorder comes from her letters and journals (Caramagno 6; Dalsimer 809; Iszaj and Demetrovics 27-28).

III. Works Cited Page General Format

- Include only the sources from which you have quoted or paraphrased, and provide full publication/retrieval information.
- Center the title (Works Cited) in plain, easy-to-read font.
- Number the page(s) sequentially as part of the paper.
- Use a hanging indent (i.e., keep the first line of each entry at the left-hand margin and indent all following lines 1 tab. See sample works cited entries below.)
- Use one-inch margins.
- List sources alphabetically, according to the first distinct element in each works cited entry, which is typically the author(s) or the title.

Sample Works Cited Page

Student's Last Name 6

Works Cited

Born Free and Equal: Sexual Orientation and Gender Identity in International Human Rights Law. United Nations Human Rights Office of the High Commissioner, 2012. www.ohchr.org/Documents/Publications/BornFreeAndEqualLowRes.pdf. Accessed 22 Feb. 2014.

Jansen, Joyce C. and Holly Bustard. *Beginner English: What Every International Student Need to Know About English.* Gage, 2006.

Rodriquez, Michael, et al. "Social Media in Large Scale Forces: An Empirical Study of the Impact of Sales Process Capability and Relationship Performance." *Journal of Marketing Theory and Practice*, vol. 24, no. 3, Summer 2016, pp. 365-379. *Business Source Complete*, doi: 10.1080/10696679.2016.1170538.

III. Works Cited Entries

The *MLA Handbook,* 8th edition, recommends a universal set of guidelines that writers can apply to any source they need to cite. Be aware that there may be more than one correct way to cite a source on your works cited page—it depends on what information you want to emphasize.

The Core Elements
1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

Note: An element may not be included in the entry if it's not relevant to the work being documented. Each element is followed by the punctuation mark shown above unless it is the final element, which should end with a period.

A. Using the Core Elements

To create a works cited entry, use the core elements to guide your decisions about what to include in the entry. Begin with the first core element and then move through the list until you reach the last element. The following examples don't address every guideline in the *MLA* Handbook, 8th ed.; rather, the examples are meant to be a guide for the most common types of sources. Use the questions attached to each core element below to help you create works cited entries for your sources.

1. Author.
- Does the source have an author? If the answer is no, skip the author element and begin the entry with the work's title.
- How many authors are there? When a source has 2 authors, invert only the name of the first author. When a source has 3 or more authors, invert the first author's name and follow it with a comma and et al.
- Do the authors require a specific label (e.g., editor, translator, performer, creator)?
- Has the work been published by an organization that is also its author? If so, skip the author element and list only the organization as publisher. Thus, the entry will begin with the work's title.

Examples

Book in print	Hardt, Michael, and Antonio Negri. *Empire*. Harvard UP, 2000.
Tweet	@SportsCentre. "UPDATE: Michael Jordan to donate of $1M apiece to organizations trying to improve police-community relations." *Twitter,* 25 July 2016, 9:14 a.m., twitter.com/SportsCentre/status/757610099489865728. Accessed 1 Aug. 2016.
Television show with emphasis on performer	Hamm, Jon, performer. *Mad Men*. Lionsgate Television, 2007-2015.
Television show with emphasis on creator	Weiner, Matthew, creator. *Mad Men*. Lionsgate Television, 2007-2015.
Blog post published by an organization that is also the author	"Every Day Actions Transform Lives: Stop Torture and My Body My Rights Campaigns." Amnesty International, 13 July 2016, www.amnesty.ca/blog/every-day-actions-transform-lives-stop-torture-and-my-body-my-rights-campaigns. Accessed 15 July 2016.

Note: For information on how to cite multiple works by one author, see p. 113 of the *MLA Handbook,* 8th ed.

2. Title of source.
- Is the work independent or part of a larger whole?
- Is the source untitled? If yes, provide a generic description of it, neither italicized nor enclosed in quotation marks, in place of a title. Capitalize the first word of the description and any proper nouns in it.
- Is the title a short message, such as a tweet? Reproduce its full text, without changes, in place of a title. Enclose the text in quotation marks.

How to Format Titles in Your Paper and Works Cited List
- Capitalize first, last, and all principal words (nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions) of titles **regardless** of how titles are printed on your sources.
- *Italicize* the titles of any independently published works: books, plays, journals, films, etc.
- Use double quotation marks around titles of smaller works that are part of a larger whole: journal articles, short stories, poems, etc.

Type of Source	Original Title	Modified Title
Book	The pleasures of reading	*The Pleasures of Reading*
Journal article	Mindfulness: diverse perspectives on its meaning	"Mindfulness: Diverse Perspectives on Its Meaning"

Examples

Episode of a television series	"The Harvest." *Buffy the Vampire Slayer,* created by Joss Whedon, performance by Sarah Michelle Gellar, season 1, episode 2, Mutant Enemy, 1997.
e-Book	Kafka, Franz. *Metamorphosis.* Translated by Ian Johnston, Floating Press, 2008. *EBSCO Host E-book,* web.a.ebscohost.com/ehost/ebookviewer/ebook/. Accessed 3 Nov. 2015.
Article on a website	Lahr, John. "The Lady and Tennessee." *The New Yorker,* 19 Dec. 1994, www.newyorker.com/magazine/1994/12/19/the-lady-and-tennessee. Accessed 22 May 2016.
Play in an anthology	Shakespeare, William. *Hamlet. Norton Introduction to Literature*, edited by Jerome Beatty et al., Norton, 2002, pp. 1670-1769.

Note: When an independent work (such as a novel or play) appears in a collection (*Hamlet,* above), the work's title remains in italics.

Note: When you discuss a source that was translated from another language and your focus is on the translation, treat the translator as the author. For example,

Bassett, Jennifer, translator. *Les Miserables.* By Victor Hugo, Simplified ed., Oxford UP, 2012.

3. Title of container,

When a source is a part of a larger whole, the larger whole can be thought of as a container that holds the source. Containers can include a collection or anthology, a journal or periodical, a television series, a Web site, or a comic book series. The title of the container is italicized.

Example

Newspaper article	Harris, Kathleen. "Elections Commissioner Sanctions Green Party for Peddling 'Misleading' Polling Data." *CBC News,* 26 July 2016, www.cbc.ca/news/politics/elections-commissioner-green-party-polling-1.3695519. Accessed 27 July 2016.
Chapter in an edited book	Beechey, Veronica. "Women and Production: A Critical Analysis of Some Sociological Theories of Women's Work." *Feminism and Materialism: Women and Modes of Production*, edited by Annette Kuhn and Ann Marie Wolpe, Routledge, 1978, pp. 155-95.

Multiple Containers

A container can be nested inside a larger container: journals may be stored on digital platforms (like *JSTOR*) or a television series may be watched on a system like *Netflix*. It's necessary to list all of the source's containers because your readers need to know where you found your source. The MLA website provides a practice template you can use to fill in all of the core elements for sources with more than one container: style.mla.org/files/2016/04/practice-template.pdf.

- How many containers does the source have?

Examples

Journal article	Stansberry, Susan, et al. "Teaching Creativity in a Master's Level Educational Technology Course." *Journal of Technology and Higher Education*, vol. 23, no. 3, July 2015, pp. 433-453. *ERIC*, library.macewan.ca/library-search/detailed-view/eric/EJ1071577.
Television episode on *Netflix*	"A Study in Pink." *Sherlock,* season 1, episode 1, BBC, 25 July 2010. *Netflix,* www.netflix.com/watch/70174779?trackId=13462986&tctx=5%2C5%2Cc0d8b6a8-23a7-4ddc-9cb1-0ae7f94b2874-1416475. Accessed 9 May 2015.

Note: If you discuss a television show, film, or other collaborative work in a general way, without focusing on an individual's contribution to it, then you typically cite no author ("A Study in Pink," above).

4. Other contributors,

- Are other people credited in the source as contributors (e.g., directors, editors, narrators), aside from the author(s)? Name the contributors if they're important to your research or identification of the work.

Example

Edited book	Austen, Jane. *Sense and Sensibility*, edited by Claudia Johnson, W. W. Norton, 2001.

Note: If a source (such as a film or television episode) has many contributors, include the ones most relevant to your project.

5. Version,

- Does the source indicate a particular form or version of the text (e.g., edition)?

Example

Edition of a book	Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students.* 3rd ed., Pearson / Longman, 2004.
Article in a reference book	Mohanty, Jitendra M. "Indian Philosophy." *The New Encyclopaedia Americana*, 5th ed., 2005, pp. 973-85.
Scripture	*The New Revised Standard Version Bible.* General editor, George Sinclair, Harper Collins, 1973.

Note: When citing scripture, provide an entry in the works cited list for the edition you consulted. While general terms like Bible, Talmud, and Qur'an are not italicized, full and shortened titles of specific editions are italicized. For more information about how to cite scripture, see pp. 122-23 of the *MLA Handbook,* 8th ed.

6. Number,

- Is the source part of a numbered sequence (e.g., volume or issue number)?

Example

Journal article with volume and issue number	Cimarosti, Roberta. "Literacy Stories for Global Wits: Learning English through the Literature-Language Line." *A Review of International English Literature,* vol. 46, no. 1-2, 2015, pp. 13-44. *MLA International Bibliography*, doi: 10.1353/ari.2015.0010.

7. Publisher,

The publisher is the organization primarily responsible for producing the source or making it available to the public. Omit business words from the publisher's name, such as *Company, Corporation, and Limited.* If two or more publishers seem equally important, cite each of them separated with a forward slash.

- Who or what published the source? Look at the actual source—not where you found the source—to find the publisher.

Examples

Film	Capra, Frank, director. *It's a Wonderful* Life, performance by James Stewart, RKO, 1946.
Post on a Web site	Harris, Charles "Teenie." *Civil Rights Perspectives. Teenie Harris Archive,* Carnegie Museum of Art, teenie.cmoa.org/ArchiveStories.aspx?id=24131. Accessed 11 June 2016.
Lecture	Roberts, Nancy. "MLA Documentation Style." ENGL 102, 12 Sept. 2015, MacEwan University, Edmonton.

Note: A publisher may be omitted for the following kinds of publications: a periodical, a work published by its author or editor, a Web site whose title is essentially the same as the name of its publisher, or a Web site not involved in producing the works it makes available (e.g., a service for users' content like *WordPress* or *YouTube,* or an archive like *JSTOR*).

8. Publication date,

- Does your source contain multiple dates? When a source has more than one date, cite the date that is most meaningful or relevant to your use of the source.
- Does the source include a month and day? Write the full date as you find it in the source. Occasionally, you might have to decide how full the cited date will be (e.g., the year may suffice for a television episode).

Examples

Video on a Web site	"How to Find Your Most Productive Time of the Day." *YouTube*, uploaded by Thomas Frank, 19 June 2016, www.youtube.com/watch?v=sl1RApVpIpU. Accessed 21 Feb. 2015.
Comment posted on a Web page	Runbei. Comment on "If You Don't Choose Your Work Habits, Your Habits Will Choose You." *Cal Newport,* 2 July 2016, 2:48 a.m., calnewport.com/blog/2016/07/ 07/if-you-dont-choose-your-work-habits-your-habits-will-choose-you/. Accessed 12 July 2016.

9. Location.

- Does the source specify a page number (p.) or range of page numbers (pp.)?
- Does the source have a URL? Provide the URL if it's available, unless your instructor prefers that you do not.
- Is the source a journal article? Provide the DOI if available.

Examples

Poem in an anthology	Kipling, Rudyard. "Gentlemen-Rankers." *The Broadview Anthology of Victorian Poetry and Poetic Theory*, edited by Thomas J. Collins and Vivienne J. Rundle, Broadview Press, 1999, pp. 1149-1150.
Song	Beyoncé. "Pray You Catch Me." *Lemonade,* Parkwood Entertainment, 2016, www.beyonce.com/album/ lemonade/?media_view=songs.
Introduction	Doody, Margaret Anne. Introduction. *Sense and Sensibility*, by Jane Austen, edited by James Kinsley, New ed., Oxford World Classics, 2004, vii-xxxix.
Artwork	Rodin, Auguste. *The Kiss*. 1886, *ARTstor*, http://library.artstor.org/library/iv2.html?parent=true#.

How to Retrieve the DOI

If the journal article does not include a DOI, use www.crossref.org/guestquery to see if one has been assigned to the article. If so, copy and paste the DOI (dx.doi.org/xxxxx) into your works cited entry. If not, include the URL to the article in the location position of the works cited entry.

B. Optional Elements

The core elements of the entry may be accompanied by optional elements, at the writer's discretion. Include the optional elements only if they are important to your use of the source.

Date of Original Publication

When a source has been republished, you can provide the date of original publication if it will provide the reader with insight into the work's creation or relation to other works. The date of original publication is placed immediately after the source's title. For example,

Adler, Mortimer J., and Charles Van Doren. *How to Read a Book.* 1940. Rev. and Updated ed., Simon & Schuster,

1972.

City of Publication

There are very few circumstances in which the city of publication is relevant. If a book was published before 1900, provide the city of publication in place of the publisher's name. It's also appropriate to provide the city of publication if a publisher with offices in more than one country releases a novel in two versions. In this case, place the name of the city before that of the publisher. For example,

Rowling, J. K. *Harry Potter and the Chamber of Secrets.* London, Bloomsbury, 1998.

Date of Access

The date on which you accessed online material can be an important indicator of the version you consulted. (The date of access is especially important when a source provides no date specifying when it was produced or published.) For example,

"Sweet Baby." *Scandal*, season 1, episode 1, ABC Studios / ShondaLand, 5 Apr. 2012. *Netflix,* www.netflix.com/

watch/70248952?trackId=13462986&tctx=4%2C3%2Cc7e95f4f-f6bc-4d98-90ea-962423adda54-

25508489. Accessed 11 Nov. 2014.

Note: This list of optional elements is not exhaustive. For more information on optional elements, see pp. 50-53 of the *MLA Handbook,* 8th ed.

> **For additional information on formatting a research paper, visit style.mla.org/formatting-papers/.**
> **To view sample research papers in MLA Style, see style.mla.org/sample-papers/.**

Words for Introduction of Quotations—MLA Format

This list of alternatives for the words "say" or "says" suggests the possibilities for indicating the context of a quotation, the attitude of the source, and your own point of view. Each word gives a quotation a slightly different meaning or emphasis; the words **cannot be used interchangeably**. Please note that the words listed are in simple present tense.

acknowledge(s)	contend(s)	inquire(s)	recount(s)
acquiesce(s)	contest(s)	insinuate(s)	refute(s)
add(s)	continue(s)	insist(s)	regret(s)
address(es)	contradict(s)	interject(s)	reiterate(s)
admit(s)	counsel(s)	interrogate(s)	rejoin(s)
advise(s)	counter(s)	intimate(s)	relate(s)
advocate(s)	debate(s)	lament(s)	remark(s)
affirm(s)	decide(s)	lecture(s)	remind(s)
agree(s)	declare(s)	maintain(s)	remonstrate(s)
allege(s)	decreed(s)	mandate(s)	repeat(s)
announce(s)	demand(s)	mention(s)	reply/replies
answer(s)	deny/denies	narrate(s)	reprimand(s)
argue(s)	denounce(s)	note(s)	request(s)
articulate(s)	describe(s)	object(s)	respond(s)
ask(s)	dictate(s)	observe(s)	reveal(s)
assent(s)	direct(s)	order(s)	rule(s)
assert(s)	disclose(s)	petition(s)	state(s)
assure(s)	divulge(s)	plead(s)	stipulate(s)
attest(s)	elaborate(s)	point(s) out	suggest(s)
avow(s)	enjoin(s)	preach(es)	supplicate(s)
beg(s)	entreat(s)	proclaim(s)	suppose(s)
boast(s)	enunciate(s)	pronounce(s)	swear(s)
brag(s)	equivocate(s)	propose(s)	talk(s)
call(s)	exclaim(s)	protest(s)	testify/testifies
charge(s)	exhort(s)	query/queries	think(s)
chide(s)	explain(s)	question(s)	tell(s)
claim(s)	grant(s)	quibble(s)	translate(s)
command(s)	hold(s)	quip(s)	urge(s)
comment(s)	hesitate(s)	quote(s)	utter(s)
complain(s)	hint(s)	rant(s)	vow(s)
concede(s)	impart(s)	read(s)	warn(s)
conclude(s)	implore(s)	reason(s)	
concur(s)	indicate(s)	rebut(s)	
confess(es)	infer(s)	recite(s)	
confide(s)	inform(s)	recognize(s)	