



UNIVERSITY OF
BALAMAND
Libraries

Modern Language Association (MLA) Manual Style

9th Edition

Theology
Languages, Translation
Arabic Language and Literature
English Language and Literature
French Language and Literature
History
Philosophy
Christian Muslim Studies

Adapted from MLA Handbook, 9th ed., 2021

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MLA is a referencing style used by students majoring in:

- Theology
- Languages, Translation
- Arabic Language and Literature
- English Language and Literature
- French Language and Literature
- History
- Philosophy
- Christian Muslim Studies

This manual consists of two parts: parenthetical references (in-text citations) within the text of your work, and a list of works cited at the end.

For further assistance in writing research papers and citing sources in MLA style, consult:

MLA Handbook, 9th ed. Available at the University Libraries.

In-Text Citations

In-text citations are intended to direct the reader clearly and easily to the full citation in the works cited list. These are references in the body of the paper that document quotations, paraphrases, and the direct use of information and ideas. They are used instead of footnotes or endnotes. They are sometimes called parenthetical references because the references appear in parentheses within the text of the essay.

The parenthetical references correspond to the list of works cited. In other words, the **information given in the parenthetical reference should make it clear to the reader which source is being referred to** in your list of Works Cited. In-text citations is typically composed of the author's surname (or whatever comes first in the citation in the works cited list) and a page number.

- **If the work has only one title by a particular author or editor**, you only need to place the author's last name and the relevant page number(s) without any intervening punctuation in your parenthetical reference.

e.g. (Smith 12).

- **If the work has three or more authors**, follow the form in the bibliographic entry in your works cited list: give the author's last name followed by et al., then the page number(s) without any intervening punctuation.

e.g. (Jones et al. 25-37).

- **If there are citations to material by different authors with the same surname**, add the author's first initial. If these authors have the same initial as well, use the full first name.

e.g. Neurological pathways are created through habitual actions (J. Stevens 87).

- **If there are two or more titles by the same author**, give the author's last name, the title, followed by the page number(s). Abbreviate the title if it is longer than a few words. When abbreviating the title, begin with the first word.

e.g. The fashion was very popular in certain parts of Northern England (Pollack, Dickinson 32- 33).

(In the example, 'Dickinson' is the shortened title of Pollack's Dickinson: The Anxiety of Gender).

- **If there is no author**, the in-text citation would contain the title. "The title may appear in the text itself or, abbreviated, before the page number in the parenthesis."

e.g. *Classical Mythology of Greece* notes that he was cut up and boiled in a cauldron by Titans sent by Hera (78).

OR

e.g. He was cut up and boiled in a cauldron by Titans sent by Hera (*Classical Mythology* 78).

- **Keep the references in parentheses as brief as possible**. If you mention the author's name or the title of the source in your text, then you do not include that information in the parenthetical reference.

e.g. This point has been argued before (McMann 16-19).
McMann has argued this point (16-19).

Others, like Blocker and Plumer (52), hold an opposite point of view.

Stress and a poor diet can have a detrimental effect on proper liver functioning (American Medical Association 209).

- **Web documents usually do not have fixed page numbers or any kind of section numbering.** If your online source does not have numbering, you have to omit numbers from your parenthetical references.

Do not count unnumbered paragraphs.

e.g. “As we read...construct the terrain of a book” (Hollmichel), something that is more difficult when the text reflows on a screen.

- **If a source, such as a web document, does provide definite paragraph numbers,** give the abbreviation par. or pars. or sections (sec., secs.) or chapters (ch., chs.) along with the paragraph number or numbers.

e.g. Devereux states that “Finley introduced energy psychology to modern psychiatry in the late twentieth century” (par. 30).

- **For audio-visual material which is time-based,** “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.”

e.g. Buffy’s promise that “there’s not going to be any incidents like at my old school” is obviously not one on which she can follow through (“*Buffy*” 00:03:16-17).

Quoting and Paraphrasing

Short Quotations

- If a quotation runs no more than four lines, put it in double quotation marks and incorporate it into the text. Put single quotation marks around quotations that appear within those quotations.
- Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical reference. Other punctuation such as question marks and exclamation marks should appear within the quotation marks if they are part of the quoted passage, but after the parentheses if they are part of your text.

e.g. Shelley thought poets “the unacknowledged legislators of the World” (794).

Dorothea responds to her sister, “what a wonderful little almanac you are, Celia!” (7).

Long Quotations

- If a quotation runs to more than four lines in your paper, set it off from your text by beginning a new line, indenting half an inch from the left margin. For a single paragraph or part of a paragraph, do not indent the first line more than the rest of the quotation.
- Do not use opening and closing quotation marks.
- For long quotations, a period at the end of a quotation is placed before the parentheses.
- If starting a new paragraph within the block quotation, indent its first line.

e.g. At the conclusion of *Lord of the Flies*, Ralph, realizing the horror of his actions, is overcome by

great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the back smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

Paraphrase

Author Incorporated into Text

e.g. Kafka describes the insecurities of his youth, analyzing his social shortcomings in school and his rocky relationship with his father (44-46).

Author after Paraphrase

e.g. The insecurities of youth are described, as the author analyzes his social shortcomings in school and his rocky relationship with his father (Kafka 44-46).

Citing Indirect Sources

“Whenever you can, take material from the original source. Sometimes, however, only an indirect source is available. If what you quote or paraphrase is itself a quotation, put the abbreviation *qtd. in* (“quoted in”) before the indirect source you cite in your parenthetical reference. (You may wish to clarify the relation between the original and secondhand

sources in a note.)”

Lawrence Christy remarked that Lindsay Ryan had a “unique style of debate” (qtd. in Anderson 107).

For your list of works cited, give the indirect source (Anderson) not the source quoted (Christy).

Works Cited

- The Works Cited list appears at the end of your research paper or thesis.
- **Title:** Start the list on a new page titled: Works Cited (centered and 12pt.)
- **Font:** Use Times New Roman, size 12pt. or equivalent.
- **Sorting:** The list is sorted alphabetically by the author's last name, or, in case of no author, by the first word of the title (when sorting the list, ignore but do not omit: "The", "An" or "A" at the beginning of the title).
- **Indentation:** The first line of the entry is aligned with the left margin, and all subsequent lines are indented 1/2 inch (1.27cm) or use tab button to form a "hanging indent". The list should be double spaced (2.0), do not include a line break between each citation.
- If a source does not give the publisher, or the date of publication, then give what information you might know in square brackets [].
- Each citation in a works cited list ends with a period.
- Citations must appear both in the text of your paper (in-text citations) and in the works cited list at the end of your paper.
- The punctuation used for citations in the works cited are mainly commas and periods. Periods are used after the author, after the title of the source, and at the end of the information for each container. Commas are used in the author's name and between elements within each container.

Books

One Author

In the list	Perrott, Elizabeth. <i>Effective Teaching: A Practical Guide to Improving Your Teaching</i> . Longman, 1982.
In-Text	(Perrot 8)

Editions of a Book

In the list	Frank, Robert H., and Ben Bernanke. <i>Principles of Microeconomics</i> . 3rd ed., McGraw-Hill/Irwin, 2007.
In-Text	(Frank and Bernanke 29)

Book, Edited

In the list	Peterson, Nancy J., editor. <i>Toni Morrison: Critical and Theoretical Approaches</i> . Johns Hopkins UP, 1997.
In-Text	(Peterson 28)

Book, Corporate Author

In the list	National Research Council (U.S.). Committee on Environmental Impacts of Wind-Energy Projects. <i>Environmental Impacts of Wind-Energy Projects</i> . National Academies Press, 2007.
In-Text	(National Research Council 87)
Comments	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.

Book, No Author

In the list	<i>American Heritage Dictionary for Learners of English</i> . Houghton, 2002.
In-Text	(<i>American Heritage</i> 49)
Comments	<p>“When a work is published without an author's name, do not list the author as “Anonymous.” Instead, skip the author element and begin the entry with the work's title.”</p> <p>If there were other contributor's such as translators, they would come after the title of the book.</p> <p>In-text citation: you should provide the name of the work in the signal phrase and the page number in parentheses.</p>

Book, Three or More Authors

In the list	Wysocki, Anne Frances, et al. <i>Writing New Media: Theory and Applications for Expanding the Teaching of Composition</i> . Utah State UP, 2004.
In-Text	(Wysocki et al. 57)
Comments	“If the source has three or more authors, the entry in the works cited list begins with the first author's name followed by <i>et al</i> . The in-text citation follows suit.”

Book in Translation

In the list	Homer. <i>The Odyssey</i> . Translated by Robert Fagles, Viking, 1996.
In-Text	(Homer 37)
Comments	This format could also be used to highlight roles such as illustrators or adaptors etc.

Chapters and Works in Anthologies with an Author

In the list	Brant, Beth. "Coyote Learns a New Trick." <i>An Anthology of Canadian Native Literature in English</i> , edited by Daniel David Moses and Terry Goldie, Oxford UP, 1992, pp. 148-150.
In-Text	(Brant 149)

Chapters and Works in Anthologies without an Author

In the list	"Is Abortion Immoral?" <i>Taking Sides: Clashing Views on Bioethical Issues</i> , edited by Carol Levine, 14th ed., McGraw Hill, 2012, pp. 136-137.
In-Text	("Is Abortion Immoral?" 137)

The Bible

In the list	<i>The Bible</i> . The New Oxford Annotated Version, 3rd ed., Oxford UP, 2001.
In-Text	(<i>The Bible</i> , Ezek. 1.5-10)

EBook designed for Ebook Readers

In the list	Silva, Paul J. <i>How to Write a Lot: A Practical Guide to Productive Academic Writing</i> . E-book, American Psychological Association, 2007.
In-Text	(Silva 76)

EBook from a Website or Database

In the list	Barrett, Louise. <i>Beyond the Brain: How Body and Environment Shape Animal and Human Minds</i> . Princeton UP, 2011. MyiLibrary, orca.douglascollege.ca/record=b1865693~S9 . Accessed 14 Sept. 2016.
In-Text	(Barrett 189)
Comments	Use the permanent link of the eBook but omit http:// or https://

Encyclopedias and Dictionaries

Encyclopedia or Dictionary Entry, (Online) with an Author

In the list	Friesen, Gerald. "Assiniboia." <i>The Canadian Encyclopedia</i> , 3 Apr. 2015, <i>Historica Canada</i> . www.thecanadianencyclopedia.com/en/article/assiniboia/ . Accessed 29 July 2016.
In-Text	(Friesen)

Encyclopedia or Dictionary Entry, (Online) without an Author

In the list	"Ideology." <i>The American Heritage Dictionary</i> . 3rd ed. 1997. www.ahdictionary.com/word/search.html?q=ideology . Accessed 19 Oct. 2016.
In-Text	("Ideology")

Encyclopedia or Dictionary Entry, (Print) with an Author

In the list	Lewisohn, Leonard. "Sufism." <i>Encyclopedia of Philosophy</i> , edited by Donald Borchert, 2nd ed., vol. 9, Thomson Gale, 2006, pp. 300-314.
In-Text	(Lewisohn 307)

Encyclopedia or Dictionary Entry, (Print) without an Author

In the list	"Mystic." <i>Oxford Concise Dictionary of Phrase and Fable</i> , edited by Elizabeth Knowles, Oxford UP, 2003, p. 349.
In-Text	("Mystic" 349)

Articles

Journal, Article (Print)

In the list	Jacoby, William G. "Public Attitudes toward Government Spending." <i>American Journal of Political Science</i> , vol. 38, no. 2, May 1994, pp. 336-361.
In-Text	(Jacoby 337)

Journal, Article from a Library Database without a DOI

In the list	Singh, Tejinder Pal. "Testing the Limits of Quantum Mechanics." <i>Current Science</i> (00113891), vol. 115, no. 9, Nov. 2018, pp. 1641–1643. <i>EBSCOhost</i> , search.ebscohost.com/login.aspx?direct=true&db=asn&AN=132965021&site=ehost-live&scope=site .
In-Text	(Singh 184)

Journal, Article from a Library Database with a DOI (Two Authors)

In the list	Salafia, Elizabeth Blodgett, and Jessica Lemer. "Associations between Multiple Types of Stress and Disordered Eating Among Girls and Boys in Middle School." <i>Journal of Child and Family Studies</i> , vol. 21, no. 1, 2012, pp. 148-57. <i>Academic Search Complete</i> , doi:10.1007/s10826-011-9458-z.
In-Text	(Salafia and Lemer 149)

Journal, Article from a Library Database with a DOI (Three authors and more)

In the list	Rabb, Nathaniel, et al. "Truths About Beauty and Goodness: Disgust Affects Moral but not Aesthetic Judgments." <i>Psychology of Aesthetics, Creativity and the Arts</i> , vol. 10, no. 4, 2016, pp. 492-500. <i>PsycINFO</i> , doi:10.1037/aca0000051.
In-Text	(Rabb et al. 494)

Journal, Article from the Internet

In the list	Cianciolo, Patricia K. "Compensating Nuclear Weapons Workers and Their Survivors: The Case of Fernald." <i>Michigan Family Review</i> , vol. 19, no. 1, 2015, pp. 51-72, quod.lib.umich.edu/m/mfr/4919087.0019.103?rgn=main;view=fulltext . Accessed 21 Sept. 2016.
In-Text	(Cianciolo 61)

Magazine Article from a Library Database

In the list	Agren, David. "Here Comes the Rain Again." <i>Maclean's</i> , vol. 124, no. 29, 8 Aug. 2011, p. 43. <i>CBCA Complete</i> , 0-search.proquest.com.orca.douglascollege.ca/docview/879703108?accountid=10545.
In-Text	(Agren 43)
Comments	Always use a DOI number if one is available; otherwise use a URL. Use a persistent link or stable URL for the article if one is available and remove the beginning "http://" or "https://" from the link in your citation.

Magazine, Article (Internet)

In the list	Bernstein, Mark. "10 Tips on Writing the Living Web." <i>A List Apart: For People Who Make Websites</i> , 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.
In-Text	(Bernstein)

Magazine, Article (Print)

In the list	Kulger, Jeffery. "The Science of Romance: Why We Love." <i>Time</i> , Jan. 2008, pp. 54-60.
In-Text	(Kulger 55)

Newspaper, Article (Web)

In the list	Skerritt, Jen. "Local Liver Specialists Struggle to Keep up with Hep-C Influx." <i>Winnipeg Free Press</i> , 20 May 2009, www.winnipegfreepress.com/arts-and-life/life/local-liver-specialists-struggle-to-keep-up-with-hep-c-influx-45462112.html . Accessed 28 Dec. 2016.
In-Text	(Skerritt)

Newspaper, Article (Print)

In the list	Fayerman, Pamela. "Body Degerates as Patients Wait." <i>The Vancouver Sun</i> , 3 June 2005, p. A12.
In-Text	(Fayerman A12)

Newspaper, Article – No Author (Print)

In the list	"Online Privacy Is Precious. Let's Protect It." <i>The Observer</i> , 23 May 2010, p. 28.
In-Text	("Online Privacy" A14)

Theses and Dissertations

Theses and Dissertations (Print)

In the list	Njus, Jesse. <i>Performing the Passion: A Study on the Nature of Medieval Acting</i> . 2010. Northwestern U, PhD dissertation.
In-Text	(Njus 50)

Theses and Dissertations (Online)

In the list	Njus, Jesse. <i>Performing the Passion: A Study on the Nature of Medieval Acting</i> . 2010. Northwestern U, PhD dissertation. <i>ProQuest</i> , search.proquest.com/docview/305212264?accountid=7432.
In-Text	(Njus 50)
Comments	For theses retrieved from a commercial database, include the database name and the URL at the end. If retrieved from the web, include the DOI, or the URL.

Websites

The MLA guide states: “since online works typically can be changed or removed at any time, the date on which you accessed online material is often an important indicator of the version you consulted.”

Page on a Website

In the list	Valki, Cathy. “Pesticides and Your Health - A Family Physician's Perspective.” <i>David Suzuki Foundation</i> , 25 Feb. 2010, www.davidsuzuki.org/blogs/docs-talk/2010/02/pesticides-and-your-health---a-family-physicians-perspective/. Accessed 17 Oct. 2016.
In-Text	(Valki)
Comments	“When a source has no page numbers or any other kind of part number, no number should be given in a parenthetical citation. Do not count unnumbered paragraphs or other parts.”

In the list	“Four Main Components for Effective Outlines.” <i>OWL Purdue Online Writing Lab</i> , 2016, owl.english.purdue.edu/owl/resource/544/01/. Accessed 21 June
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	2016.
In-Text	(“Four Main”)
Comments	If there is no personal author, start the citation with the title of the document/website.

Entire Website

In the list	Felluga, Dino. <i>Guide to Literary and Critical Theory</i> . Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/ . Accessed 10 May 2006.
In-Text	(Felluga)

Blog Post

In the list	Salmar1515 [Sal Hernandez]. “Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?” <i>BoardGameGeek</i> , 29 Sept. 2008, boardgamegeek.com/thread/343929/best-strategy-fenced-pastures-vs-max-number-rooms . Accessed 5 Apr. 2009.
In-Text	(Salmar1515)

Government Documents

In the list	United States, Government Accountability Office. <i>Climate Change: EPA and DOE Should Do More to Encourage Progress Under Two Voluntary Programs</i> . Government Printing Office, 2006.
In-Text	(United States, Government Accountability Office 18)
Comments	Cite the author of the publication if the author is identified. Otherwise, start with the name of the national government, followed by the agency (including any subdivisions or agencies) that serves as the organizational author.

Audio Visual Materials

Film

In the list	<i>The Grand Budapest Hotel</i> . Directed by Wes Anderson. Performance by Ralph Fiennes, Twentieth Century Fox Home Entertainment, 2014.
In-Text	(<i>Grand Budapest</i> 01:18:29-49)
Comments	<p>“If you are writing about a film or television series without focusing on an individual's contribution, begin with the title. You can include information about the director and other key participants in the position of other contributors.”</p> <p>For audiovisual material which is time-based, “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.”</p>

To emphasize the performance of a director:

In the list	Moore, Michael, director. <i>Bowling for Columbine</i> . Alliance Atlantis, 2003.
In-Text	(Moore)
Comments	<p>It is optional to include performers.</p> <p>MLA allows the writer to emphasize the focus of particular people responsible for a work. “If your discussion of such a work focuses on the contribution of a particular person - say, the performance of an actor or the ideas of the screenwriter - begin the entry with his or her name, followed by a descriptive label.”</p>

Streaming Video from a Website, YouTube etc.

In the list	Griggs, Ben. “A Day in the Life of a Librarian.” <i>YouTube</i> , 1 Oct. 2013, www.youtube.com/watch?v=Mcn-B7X7HwQ . Accessed 9 Oct. 2017.
In-Text	(Griggs 00:02:26-27)
Comments	“For works in time-based media, such as audio and video 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.”

Music - Sound Recordings

CD

In the list	Tragically Hip. <i>Road Apples</i> . MCA Records, 1991.
In-Text	(Tragically Hip)

Song on a CD

In the list	Cohen, Leonard. "Jazz Police." <i>I'm Your Man</i> . Columbia, 1988.
In-Text	(Cohen)

Painting, Sculpture, Or Photograph

In the list	Goya, Francisco. <i>The Family of Charles IV</i> . 1800. <i>Museo del Prado</i> , museodelprado.es/en/the-collection/art-work/the-family-of-carlos-iv/f47898fc-aa1c-48f6-a779-71759e417e74 .
In-Text	(Goya)
	If the medium and/or materials (e.g., oil on canvas) are important to the reference, you can include this information at the end of the entry.

Class Lecture or Handout

In the list	Farah, Ibrahim. "Copyright & Plagiarism." <i>LISP400: Information Skills and Search Techniques</i> , University of Balamand, Al Koura, 14 Nov. 2018. Class Lecture.
In-Text	(Farah)
Comments	In case of a class handout, replace lecture by handout at the end.

Other Sources

Interviews Conducted by Yourself

In the list	Anaiss, Nour. Personal Interview. 14 July 2018.
In-Text	(Anaiss)
Comments	<p>“Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal Interview and the date of the interview.”</p> <p>(Purdue Online Writing Lab, https://owl.english.purdue.edu/owl/resource/747/09/).</p>

Brochures/Pamphlets

In the list	<i>Not Everyone Has a Home</i> . National Coalition for the Homeless. Pamphlet.
In-Text	(<i>Not Everyone</i>)
Comments	<p>“When an organization is both author and publisher, begin the entry with the work's title, skipping the author element, and list the organization only as publisher.”</p> <p>Often pamphlets do not provide publication dates. Do not include n.d. as was done in the past.</p> <p>MLA states “If the source is an unexpected type of work, you may identify the type with a descriptive term. For instance, if you studied a radio broadcast by reading its transcript, the term Transcript will indicate that you did not listen to the broadcast.”</p>

Email Communication

In the list	Selig, Pauline. “Re: Knowledge topics.” Received by Russell Moore, 22 July 2016.
In-Text	(Selig)
Comments	“When you document an e-mail message, use its subject as the title. The subject is enclosed in quotation marks and its capitalization standardized.”

Tweet

In the list	<p>@persiankiwi. “We have report of large street battles in east & west of Tehran now - #Iraelection.” <i>Twitter</i>, 23 June 2009, 11:15 a.m., twitter.com/persiankiwi/status/2298106072.</p>
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In-Text	(@persiankiwi)
Comments	“Pseudonyms, including online usernames, are mostly given like regular author names.”

Digital Files (PDFS, MP3S, JPEGs)

In the list	Smith, George. “Pax Americana: Strife in a Time of Peace.” 2005. <i>Microsoft Word file.</i>
In-Text	(Smith)

Works Cited

- “Ideology.” *The American Heritage Dictionary*. 3rd ed. 1997.
 www.ahdictionary.com/word/search.html?q=ideology. Accessed 19 Oct. 2016.
- “Mystic.” *Oxford Concise Dictionary of Phrase and Fable*, edited by Elizabeth Knowles, Oxford UP, 2003, p. 349.
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 fineartamerica.com/featured/zabriskie-point-sunset-charles-dobbs.html. Accessed 16
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- Frank, Robert H., and Ben Bernanke. *Principles of Microeconomics*. 3rd ed., McGraw-Hill/Irwin, 2007.
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www.thecanadianencyclopedia.com/en/article/assiniboia/. Accessed 29 July 2016.
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 www.youtube.com/watch?v=McN-B7X7HwQ. Accessed 9 Oct.
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