**MLA Doc, Cite and Quote Quick Study Guide-------------------------------**

**Parenthetical documentation**: *IN-text identification of authors or sources and pages*

•Use parenthetical documentation for everything you summarize, paraphrase and quote

•No need to document when the author is named in the same sentence as the information you use

MLA Format patterns with correct punctuation:

(Hansen 92). (Hansen and Jones 92). (Hansen, Jones and Miller 93). (Hansen, et al 93).

(Hansen, *The Book* 76). (Jones, par. 2). (Jones, pars. 2-3). (qtd. in Jones 9).

In a summary sentence: Academic writing is typically thesis-based (Ramage, Bean and Johnson 42)*.*

In an attributive tag: According to our text book editors, the habit of asking “questions … initiates strong

college-level writing and thinking” (Ramage, Bean and Johnson 13).

**Quotations:** restate *the EXACT words of your source*

•Use quotes only when the words offer 1)best language, 2)controversial statements, 3)amazing and

profound data, 4)clear explanation of otherwise complicated information, 5)someone of NOTE says it

•Modify quotes through brackets [ ] or ellipses … to make them match your language and usage

•At all costs, avoid the **D**ropped **Q**uote. Here’s an example of that **ERROR**:

**Holden gets frustrated and decides to leave.  "People are always ruining things for you" (Salinger 88).**

Quotation Format patterns:

Attributive tags identify the source of the quotation. Tags are enclosed in commas unless the word THAT is used, and commas go inside quotes:

“In some cases,” our textbook editors say, “you’ll want to quote a complete sentence” (Ramage, Bean and Johnson 621). **Or** no comma “---,” our book editors say that “you’ll want to…” (-- #).

Inserted quotations use one or two words within your own sentence idea or summary:

Ramage, Bean and Johnson offer many clear examples to show how writers can “modify” quotations (22).

Block quotations should be used rarely. They come with their own rules:

•About 40 or more words in length

•Indent two tabs in (one tab more than typical paragraphing)

•Do not use quotations (unless you are quoting a quote)

•Parenthetical doc has period before, not after . (Jones 92)

To match the grammar of your own sentences and paragraphs, modify quotes in three ways:

[ ] to change tense, pronoun reference or word clarification, and caps/lower case letters

… or …. to show omission within one sentence or through a period into another sentence

“’ to show you are quoting language that your source quoted, too (qtd. in Jones 2). For example,

Our text editors tell us that research involves “pos[ing] problematic questions.” They say that we will enjoy “‘wallowing in complexity’” as we work to understand as many sides of an issue as we can, and they conclude by stating that they hope to “increase [students’] own … pleasure in becoming [writers]” (Ramage, Bean and Johnson 29).

**Works Cited:** *end-text list of the sources and their author/publication information for readers to find*

Basic rules for MLA Works Cited reference page:

•Alphabetize but do not use numbers to list

•Indent the second, third, etc., lines. First line should stand out in the left margin for readers

•Title is always Work or Works Cited

•Single or double spacing are both appropriate

Basic pattern for all in-the-hand books:

Last name, First. *Title of Source*. Publication place:

Publisher, YEAR. Page numbers. Print.

Basic pattern for all in-hand articles from periodicals:

Last name, First. “Title of article.” *Title of Journal* 21 Nov. 2008: Page numbers. Print.

Basic pattern for all web entries:

Last name, First. “Title of page or article.” *Title of Larger Source*. Publication place:

Publisher, YEAR. Page numbers if any. Web. Your date of download.

**EXAMPLES from 2009 Hacker Web site:**

Craig, Patricia. *The Asian Book of Travel Stories*. Oxford: Oxford UP,

1996. Print. **(entire book in hand)**

Desai, Anita. “Scholar and Gypsy.” *The Oxford Book of Travel Stories*. Ed.

Patricia Craig. Oxford: Oxford UP, 1996. 251-73. Print.

**(essay from in-hand anthology)**

Fay, J. Michael . “Land of the Surfing Hippos.” *National Geographic* Aug.

2004: 100+. Print.

**(journal article in hand; note punctuation—no period after title of journal)**

Peterson, Susan Lynn. “Martin Luther.” *The Life of Martin Luther*. Berkeley: University Press,

2002. Web. 24 Jan. 2006.

**(basic online article with author named; note order of dates—this way for WEB)**

“Living Old.” *Frontline*. PBS, 21 Nov. 2006. Web. 19 Jan. 2007. **(web site but no author)**

Kolata, Gina. “Scientists Debating Future of Hormone Replacement.”

*New York Times* 23 Oct. 2002, late ed.: A20. *LexisNexis Academic*.

Web. 26 Nov. 2005.

**(database with author; note italics—one for title, the other for database index)**

***\*\*\*\*\*\*\*\*Many samples taken from OWL at PURDUE and DIANE HACKER web site updates\*\*\*\*\*\*\*\*\****