In your writing, you use sources as evidence to support your points. Citing sources simply means keeping track of the information you use in your essay, report, speech, or presentation and showing the reader/audience the words or ideas you have borrowed.

Make sure that you follow these two important steps:

(1) Create an alphabetical list of sources—the Works Cited—at the end of your document using MLA (Modern Language Association) Style. A “work” is one source (e.g., book, journal article, or photograph). This list contains full citations (not just a web address) for each source. For slides used in a speech, insert a citation at the bottom of a slide that displays the information or image.

(2) In your writing, show where you summarize, paraphrase (restate in your own words), “quote” exact words, or display sources so that the reader/audience knows that those words, ideas, or visuals are borrowed (not yours). This is called in-text citing or using a parenthetical citation. See sample signal phrases and citations below or on page 4.

- Use a signal phrase to introduce a source, especially when the author, organization, or publication has expertise or a high level of credibility. A signal phrase is similar to a transition because it can help you smoothly incorporate the idea into your writing.
- Insert a page number inside parentheses at the end of the information. If you use the author’s last name in the signal phrase, only the page number is in the parentheses.

[SAMPLE PARAGRAPH FROM A RESEARCHED PAPER]

No cure has yet been discovered to manage the crushing effects of Alzheimer’s Disease (AD), but non-drug therapies are currently the most effective treatment. Unsettling side effects often push patients away from using prescribed AD drugs, and they tend to look for more natural ways to help. A 2012 study by Luttenberger, et al. found that non-drug therapies help patients reinforce skills that are used in everyday life and lead to self-training strategies [7]. The researchers studied patients at five nursing homes in Germany; their results proved that multimodal therapy, an approach that is tailored to the individual client, can help subside the negative effects of Alzheimer’s Disease [7-8]. Non-drug therapies are important because over 4.5 million Americans have AD (“Alzheimer’s”). With multimodal therapy, patients are able to carry out activities of daily living and extend their overall health.

[SOURCES AT THE END OF THE SAMPLE PAPER: alphabetical by first word]

Works Cited


Instead of a web address, this citation contains a DOI (digital object identifier), a reliable persistent link beginning with the number 10 and found in the article’s record detail or web address. You can search for a DOI using the article title or author’s name at CrossRef.org.
BASIC CITATION:
Author Last Name, Author First Name. “Title of Article.” Name of Publication, Publisher, Date of Publication or vol., no., year, pp. xx-xx. Database (if used), DOI, Permalink, or Web Address (recommended).

- If no person is named as the author or the author is listed as anonymous, begin the citation with the “Title of the Article.” Do not use “Staff” as the author.
- Do not use titles or academic credentials, such as Dr. or Ph.D.
- Use last name/first name only for people, not for the names of organizations.
- The name of the publisher is not needed for a journal, magazine, or newspaper; a website that is the same name as the publisher; a database such as Proquest; or a service such as YouTube.
- Format each citation: Highlight the citation > Right click > Paragraph > Special > Hanging

WEBPAGE or WEB ARTICLE - no named author

WEB ARTICLE, NEWS REPORT or BLOG - with author
Carr, Nicholas. “The Web Shatters Focus, Rewires Brain.” Wired, 24 May 2010, 12:00 p.m. wired.com/2010/05/ff_nicholas_carr/all/1

RESEARCH ARTICLE —YOU LOCATED IT IN A DATABASE [through a library]
Note: Databases may have a citing tool, but you must make sure the citation is correct. For example, an author's name or an article title should not be formatted in all capital letters.

GOVERNMENT, ORGANIZATION, OR CORPORATE PUBLICATION - LOCATED ONLINE


REFERENCE
Note: Online dictionaries often have a cite feature. In dictionary.com, for example, you can cite the specific meaning; beneath each definition, click on Cite This Source.

ADVICE: Citation makers
Services such as EasyBib and applications such as Microsoft Word can create a citation for you, BUT you must be able to enter the correct information into their templates. You must know the type of source you are viewing or holding. For example, the research article by Miranda et al. was available on the web, but it is not a website; it is a journal article available in an online database.
The basic in-text citation is the author’s last name and page number (Mill 136). If there is no author, use the first word of the title with quotation marks (“Teens” 4). If there is no visible page number, omit the page number (“Compression”).

- List author last names in the order their names appear in the article.
- Two authors: (Egg and Howard 24). Three or more authors: (Miranda et al. 92).
- If you use the author’s name in the sentence, you do not need it in the parentheses.
- If you cite two authors with the same last name, include each author’s last name and first name in the parentheses.
- If you cite two or more works by the same author, the second citation begins with three hyphens and a period instead of the author’s first and last name: ---. "Title"
- Page numbers appear without a comma and without “page,” “pg.,” or “p.”
- Use page numbers only when the page numbers are visible; do not use the page numbers assigned by a printer. View a pdf document when one is available.
- Be aware of endnotes or footnotes¹ in articles and on webpages. Use the superscript number to identify the original source and then find that original source so that you can confidently cite it directly instead of indirectly.

¹ Endnotes or footnotes refer to additional information or sources that are referenced at the end of a document or page. They allow readers to delve deeper into the material, providing context and supporting evidence. Including these in your writing is crucial for maintaining academic integrity and providing readers with a comprehensive understanding of the topic.
Paraphrase & identify a credible organization and page number
According to the Wisconsin Department of Public Instruction, Wisconsin has one of the highest rates of binge drinking among high school students (5).

Paraphrase with quoted phrase from a credible author & indirect source
In an article adapted from his book, *The Shallows: What the Internet Is Doing To Our Brains*, Nicholas Carr observes that the “dominant mode of thought” in the U.S. is scanning information instead of reading it for a thorough understanding. Even though technology diminishes deep-thinking skills, noted developmental psychologist Patricia Greenfield, it increases the “widespread and sophisticated development of visual-spatial skills” (qtd. in Carr). An indirect source

Introduce a credible publication & paraphrase a specific idea
Cognitive therapy has been shown effective with parents who have children with ADHD and Autism Spectrum Disorder. A 2015 study by Miranda et al. and published in the journal *Exceptional Children* added to the research on parental stress. The results will be useful in clinical practice where both cognitive and behavioral therapy can reduce stress levels to help parents feel better about themselves and, as a result, their children (92).

Summarize content
Socially aware comedians Keegan-Michael Key and Jordan Peele illustrated code switching in the 47-second comedy sketch, *Key and Peele: The Phone Call*.

**Why Quote?**
It is advisable to paraphrase or summarize information from other sources as much as possible to keep your voice consistent through your writing. Sometimes writers need to quote because they cannot restate the source any more clearly, the idea is technical, the idea contains rich description or imagery (Mill), or the words are necessary for analysis (Whittier).

**Quote exact words**
From his study of common workers, Mill observed changes so dramatic that “the habits or disabilities which chained people to their hereditary condition are fast wearing away” (481).

In the sixth stanza of “Snow-Bound: A Winter Idyl,” Whittier introduces the vastness and strength of a rural snowfall:

> Around the glistening wonder bent  
> The blue walls of the firmament,  
> No cloud above, no earth below,—  
> A universe of sky and snow! (lines 50-53)

For a section of poetry that is 4 or more lines, do not use quotation marks. Instead, indent (block) as shown and introduce with a full sentence and colon.

**For More Assistance**
One-on-one help in the Learning Commons: Room 122 in the Academic Resource Center
Online Writing Lab at Purdue University: https://owl.english.purdue.edu/owl/
Evaluating sources: http://guides.lib.berkeley.edu/evaluating-resources

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