



Centre for Learner Success– Handout Series: MLA summary guide

MLA summary guide

In-text citations

MLA uses an (author page number) style of in-text referencing. There is no punctuation between the author last name and page number. If there is no page number (e.g., a web page), omit this detail. If there is no author, use a short form of the reference title. All referencing elements should be title case (the first letter of major words capitalised):

(Author last name [or short title if no author] page number [if print source])

- **1 author:** (Morison 23)
- **2 authors:** (Jarman and Orsman 4)
- **3+ authors:** (Deacon et al. 124)
- **No author:** (The Coolest Place 35)
- **Web page:** (The New Dowse)
- **Indirect source** (to cite a source that is quoted by another author): (qtd. in Cherry 23)
Note: Cite the secondary source in your works cited list.

Works cited list

MLA edition 8 sets out universal guidelines for citing that can be applied to any type of source. There is flexibility in what detail you include in an MLA citation; what is important is that you credit the source of your ideas or information, provide sufficient detail so the reader can locate the source, and are consistent in your formatting of references.

Describe your source by drawing from the list of core elements where they are present (omit if unknown). Your works cited list should be in **alphabetical order**, and each reference should have a **hanging indent**. All reference elements should be **title case** (the first letter of major words capitalised):

Author.

Title of source.

Title of container, *

Other contributors,

Version, [edition...]

Number, [volume...]

Publisher,

Publication date,

Location. [page, URL ...]

* E.g., a book contains chapters, a magazine or journal contains articles, a website contains web pages, a blog contains blog posts.

Note on punctuation: Full stop after first 2 elements, then commas until the final element.

Books

Last name, first name [any other authors: first name, last name]. *Book Title*. Publisher, year published.

1 author

Maguire, Marion. *The Odyssey of Captain Cook: Lithographs*. PaperGraphica, 2005.

2 authors

Negus, Keith, and Michael Pickering. *Creativity, Communication and Culture Value*. Sage, 2004.

3+ authors use first name and 'et al.'

Danaher, Geoff et al. *Understanding Foucault*. Sage, 2000.

Later edition of book

Last name, first name [any other authors: first name, last name]. *Book Title*. Edition. Publisher, year published.

Wallis, Mick, and Simon, Shepherd. *Studying Plays*. 2nd ed., Hodder Arnold, 2002.

Book chapter

Last name, first name [any other authors: first name, last name]. "Chapter title." *Book Title*, editor, Publisher, year published, page/s.

Pere, Vernice Wineera. "Song from Kapiti." *Lake, Mountain, Tree: An Anthology of Writing on New Zealand Nature and Landscape*, edited by Philip Temple, Godwit, 1998, pp. 220-221

E-books

Last name, first name [any other authors: first name, last name]. *Book Title*. E-reader edition, Publisher, year published.

Knoblauch, Hubert. *Culture, Communication, and Creativity: Reframing the Relations of Media, Knowledge and Innovation*. Kindle ed., Peter Lang AG, 2014.

Web sources

Last name, first name [any other authors: first name, last name]. "Page Title." *Web Site*, Publisher information (if available), date posted/last update, URL/DOI. Date of access (optional but advised if content likely to change).

"Referencing Online Material in MLA." *Online Writing and Learning Link*, Massey U, 11 Feb. 2018, owl.massey.ac.nz/referencing/referencing-online-material-in-MLA.php. Accessed 2 May 2019.

Articles

Last name, first name [any other authors: first name, last name]. "Article Title". *Journal Title*, volume, issue, year, page(s).

Last name, first name [any other authors: first name, last name]. "Article Title".
Newspaper Title, Day Month Year Published, page(s), URL (if online).

Phillips, Barbara J., and Edward McQuarrie. "Narrative and Persuasion in Fashion Advertising". *Journal of Consumer Research*, vol.37, no.3, 2010, pp. 368–392.

Walker, Zoe. "What is New Zealand's Fashion Identity?". *New Zealand Herald*, 1 Sept. 2011, www.nzherald.co.nz/lifestyle/news/article.cfm

Images

A caption is the text accompanying an image inserted in written work, normally directly below it. Each image should be labelled Figure (which is usually abbreviated to Fig.) with a sequential number (e.g. Fig. 1 or Fig. 2) in the in-text reference. Name the artist if known, the title of the work (italicised) or a description if there is no title, then a reference to the original source. There is flexibility in what elements are cited and some sources can be correctly cited in more than one way. If the date is unknown use n.d., which means no date. When you do not have an exact date but have a rough idea, use circa which means about the year.

There is no need to list an image in Works Cited if the caption provides complete information about the source and the source is not cited in the text. Images discussed in text but not inserted as a captioned illustration, should be listed in the Works Cited. MLA does not require a separate illustrations list.

Works Cited examples

First name, last name, *Title of work*, date created. Website hosting work, URL.
Access date.

Ambercrombie, Gertrude. Photograph of *Untitled (Tree at Aledo Variation)*.
1963. *Contemporary Art Daily*,
<http://www.contemporaryartdaily.com/2018/09/gertrude-abercrombie-at-karma/>. Accessed 7 Sept. 2018.

Loonan, Tom. Photograph of Ouizi's *Wildflowers for Buffalo*. 2018. "Bursts of Stylized Wildflowers by Ouizi Transform Buildings Into Floral Canvasses," by Laura Staugaitis, 8 Nov. 2018. *Colossal*,
<https://www.thisiscolossal.com/2018/11/ouizi/>. Accessed 12 Nov. 2018.

OR

Ouizi. *Wildflowers for Buffalo*. 2018. Photograph by Tom Loonan, 2018. "Bursts of Stylized Wildflowers by Ouizi Transform Buildings Into Floral Canvasses," by Laura Staugaitis, 8 Nov. 2018. *Colossal*,
<https://www.thisiscolossal.com/2018/11/ouizi/>. Accessed 12 Nov. 2018.

Caption examples

Fig. number. First name, last name, *Title of work*, date created, medium/institution/ collection holding work. 2nd container (publication it is taken from) order: author, title, publisher, year, page/plate number.

Fig. 2. John Singleton Copley, *Mrs. Joseph Mann*, 1753, oil on canvas, Museum of Fine Arts, Boston. Sylvan Barnet, *A Short Guide to Writing about Art*, Pearson, 2011, p. 143.

Fig. 1. John Singer Sargent, *Madame X (Madame Pierre Gautreau)*, 1883-84, oil on canvas, The Metropolitan Museum of Art. *ARTstor*, 12492.

Fig. 7. George Bourne, *Rua* [Rua Kenana standing at the doorway of the temple], n.d., photograph, Auckland War Memorial Museum. *Auckland War Memorial Museum Collections*, PH-CNEG-C5879.

Fig. 4. Thomas Eakins, *William Rudolf O'Donovan*, 1891, photograph, Archives of American Art, Smithsonian Institution. *Flickr Commons*, www.flickr.com/photos/smithsonian/2547841439/in/photolist-4T9muF.

Personal work caption

Fig. 9. *South Crater Tongariro*, personal photograph by author, 14 Jun 2015.

No title caption

Fig. 3. Annie Leibovitz, [Kirsten Dunst in Alexander McQueen at the Grand Trianon], 2006, photograph. *Vogue*, September 2006, p. 46

Screenshot or frame capture caption

Fig. 5. Still from Jonathon King, director, *Black Sheep* (45:07). *New Zealand Film Commission*, 2007.

No creator caption

Fig. 11. Graffiti of a girl with a balloon on a wall in Wellington, n.d., personal photograph by author, 5 September, 2015.

Fig. 2. Postcard of a lithograph of chickens in a farmyard, circa 1899, Metropolitan Museum of Fine Art, New York, 2011.

Academic writing and study skills support

1. Academic Q+A

If you have a quick question about study skills or academic writing, then they can ask it on the [Academic Q+A forum](#), which can be accessed via the [Academic Support Stream site](#).

2. Consultations

One-to-one consultations with learning advisors and writing consultants are [available online and on campus](#). Consultants can answer your questions about academic

writing and study skills or give you feedback on your assignment's structure, focus, paragraph structure, flow, presentation, use of sources, and referencing.

3. Online Writing and Learning Link (OWLL)

Develop your academic writing and study skills with the [Online Writing and Learning Link \(OWLL\)](#) from Massey University. OWLL includes information on assignment writing, assignment types, referencing, study skills, and exam skills.

4. Pre-reading Service

The [Pre-reading Service](#) is a free service, which gives students s an opportunity to send their draft assignment to [CLS consultants](#) for review and advice. Students receive individual written feedback on their assignment's structure, focus, paragraph structure, flow, style, presentation, referencing, and use of sources. The service can be accessed via the [Academic Support Stream site](#).

5. Workshops

Free study seminars and workshops are run on campus and online. See [Workshops page on OWLL](#) for [programmes and registration details](#).