

The MLA referencing style is an Author-Page referencing style.

- In your text, sources are identified by the authors surname and page number if quoting or paraphrasing.
- A list of Works Cited (Reference/Bibliography list) at the end of your assignment lists all the in-text citations according to author surname.

The link between what you write, and the evidence on which it is based, is provided by referencing

Each, and every, time you use somebody else's work or ideas in your own work, you are expected to reference. **There are no exceptions.**

This includes all information on the internet.

Your Department may issue you with guidelines on how they want you to reference within your chosen area of study. If they do then follow these guidelines carefully.

You should always aim to reference **reliable sources**. If a written or online source does not have a list of references, then think carefully before using it in your work.

Remember we live in an age of **"fake news"**, so try to locate academic sources that substantiate the original material.

Always reference the version of the information source that you have actually used. When searching online be aware that the PDF's you find may not be the information source. The PDF may be the means of delivering information to you online.

You must find out if you are looking at a book chapter, journal article or report then cite appropriately and accordingly (Pears and Shields 2).

When citing a source, you need the following information:

1. Author.
2. Title.
3. Title of container,
4. Other contributors,
5. Edition/Version,
6. Numbers,
7. Publisher,
8. Publication Date,
9. Location.

Any of the above elements that are missing from your source are omitted from your Works-Cited reference.

Use the next available element in the list above for your in-text citation if a source does not have an author (Pears and Shields 189).

Works Cited List

- Sources are listed in alphabetical order according to author Surname. If there is no author, the source title is used.
- The second line of the reference and subsequent lines should be indented by half an inch or 1.3cm. This is called a hanging indent.
- Use the punctuation as shown in the list on page 1 for each element in the reference in the Works Cited List.
- Check out the full list of abbreviations which MLA uses in section 1.6 of the 8th edition of the MLA handbook. MLA uses abbreviations for organisations names, time periods, countries, US states and counties in the Works Cited List (Pears and Shields 190).
- Give the authors name as Surname followed by First name (Pears and Shields 190).

Author's name

Use the authors full name as written on the Title page.

With in-text citations and footnotes use authors First name or initial (if required) followed by surname.

For two authors with the same surname use their first name initial in the in-text citation. Eg. A. Richmond and K. Richmond

When citing **multiple sources by the same author** include a short version of the title of each work in the in-text citation. In the Works Cited list give the authors name for the first entry only after that use three hyphens and a full stop to replace the authors name (Pears and Shields 190).

Reagan's analysis (High society and Equal status) ...

For a **source with two authors** use their surnames in the in-text citation but in the Works Cited list use first author surname First name and Second author First name Surname.

For **three or more authors** use the name of the first author and then **et al**. Et al is not italicised.

If referring to more than one source in your assignment include them in parenthesis and separate them with a semicolon in the in-text citation (Pears and Shields 190). Eg. (Reagan 25; Richmond 57; Doyle 78) ...

Titles

The first word of the title should be capitalised as well as all nouns, verbs, and adjectives.

Articles should be capitalised if they are the first word after a colon in a subtitle.

The title should be italicised if it is on its own like for example a book or in double quotation marks if it is within a container.

For sources that do not have a title eg. Tweets, or advertisements, provide a description in normal font as the first element of the citation (Pears and Shields 191).

Give the title in the original language unless you are using a translation. You can include a short, translated title in square brackets after the original title.

Containers

The idea of a container is where the source may be kept or accessed, for example a journal containing articles.

A source can have more than one container for example an article within a journal accessed within a database such as Ebsco.

The title of the container should be in italics (Pears and Shields 191).

Other contributors

Use the phrases edited by, directed by, translated by, or illustrated by, for work by other contributors.

Version

- Use (ed.) for edition
- (vol.) for volume
- (no.) for number

Do not abbreviate 'version' (Pears and Shields 191).

Publisher

Leave out business words such as limited, corporation, incorporated from the Works Cited list.

Use the abbreviation UP for university press.

Date

Names of months and days should be spelt out in your assignment.

In the Works Cited list, abbreviate these, for example:

- Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec., use May, June, July.
 - Mon., Tues., Wed., Thu., Fri., Sat., Sun.
-

Location

- The location could be page numbers ie book chapter, article or from where you are quoting from.
 - It could be the URL or DOI.
 - For a painting or work of art it will be the museum where you viewed it.
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Page Numbers

For in-text citations provide a page number when quoting or paraphrasing. Do not include p before the page number.

Provide page numbers in parentheses after the authors name in your in-text citation or in parenthesis with the authors name or in parenthesis at the end of the sentence.

In the Works Cited list use pp for journal articles or book chapters. Do not elide page ranges (Pears and Shields 192).

DOIs and URLs

Use full URLs or DOIs. If a source has a DOI or permalink (stable URL) this should be used in preference to a URL.

If you are using a URL include the date you accessed it.

Copy the URL from the browser but leave out <https://> or <http://> and do not shorten the URL.

Footnote/ Endnotes

Footnotes and Endnotes can be used in MLA for supplementary information, but the use of long notes is discouraged.

A superscript number can be used, and all sources cited in the footnotes/endnotes must be included in the Works Cited list.

Secondary Referencing

Only reference sources that you have read.

If you read something from a secondary source, then you should cite the material from the secondary source in your in-text citations as well as the Works Cited List.

Common Knowledge

Common knowledge is defined as facts, dates, events, and information expected to be known by somebody studying, or working in, a particular field, or area of study.

Typically, there is no need to reference common knowledge eg. Dublin is the capital city of Ireland.

However, if you are a student only just beginning your study in a certain area and are unaware of what is known as common knowledge then you need to ask yourself 2 questions:

1. “Before I started my course, did I know this information”
2. “Did this idea or information come from my own head”.

Common Knowledge (ctd.):

If you answer NO to one, or both, of these questions, then the information is not common knowledge and you should cite and reference the sources.

If you are in doubt if something is common knowledge or not, then always cite and reference it (Pears & Shields 3).

Quotations

Quotations of four or less lines of prose or three lines of verse in your assignment should be enclosed in double quotation marks.

Provide author and specific page number for prose and line number for verse in the in-text citation accompanied with a full reference in the Works Cited list.

For longer quotations, use a new indented (half inch) paragraph. There is no need for quotation marks. Your citation should come after the closing punctuation mark.

- If you insert your own or different words into a quotation, then put these words in square brackets [].
- If you omit part of the quotation, indicate this by using three dots ‘ ... ’. This is called an ellipsis. A space should follow and precede the ellipsis.
- When pointing out an error in the quotation, use the word sic in square brackets next to the error [**sic**]

The MLA referencing style discourages the use of *italics* for emphasis of a word(s) in the quotation.

Theses and Dissertations

Author Surname, first name. *Title of thesis or dissertation. [in italics]* Year. Institution, Qualification. *Repository name, [in italics]* URL Accessed date.

Renwick, Robin. *Sourcenote: a software application for network music performance*. 2011. Cork School of Music, Masters thesis.

Full Published Proceedings of a conference

Editor Surname, First name, editor. *Conference title [in italics]*, Conference date and location. [if not in title] Publisher, Year of publication.

Lee, Colin, editor. *Lonely waters: proceedings of the International conference on Palliative care*, 1994. Oxford. Sobell Publications, 1995.

Facebook

Author Surname, First name. "Title of post." *Title of website, [in italics]* Date of post. DOI or URL and Accessed Date.

Cork Institute of Technology Library. "Contact us." *Facebook*, 6 May 2020. www.facebook.com/CITlibraries Accessed 7 May 2020.

Twitter

User's name (Twitter handle). "Tweet." *Twitter [in italics]*, Date and time of post, DOI or URL Accessed date.

CIT Libraries (@CITLibrary) "Best of luck to all CIT students." *Twitter*, 31 Mar. 2020, 6.00a.m., twitter.com/CITLibrary Accessed 7 May 2020.

Original Work of Art you have seen

Artist Surname, First Name. *Title of work [in italics]*. Year, Location.

Object in a museum

Creator. Description of object. Date, Museum, Location, Item number. (if available)

Shonibare, Yinka. Thumbnail How to blow up two Heads at once (Ladies). 2006, Davis Museum Wellesley College, Massachusetts.

Sound Recordings Complete Works

Artist Surname , First Name. *Title of full recording [in italics]*. Distributor, Year, Format (optional).

Songs on an Album

Artist Surname, First name. "Title of item." *Title of full recording [in italics]*. Distributor, Year. Format (optional).

If viewed online

Title of container, DOI or URL and Accessed date.

Keane. "Spiralling". *Perfect Symmetry*. Universal Island Records, 2008. CD.

Bibliography

Pears, Richard and Graham Shields *Cite them right: The essential referencing guide*. 11th Edn. Red Globe Press. 2019.

MLA REFERENCING FOR POSTGRADUATE STUDENTS