In-Text Citations

Whenever you quote or paraphrase, you need to include the source's author & page number/part identifier so the reader can use your Works Cited page to find the source of your information.

Ex 1: Jones claims that "remote collaboration is a challenge" (44).

Ex 2: Managers assert that "remote collaboration is a challenge" (Jones 44).

Ex 3: Jones suggests that coordinating employees across distances brings unique challenges (44).

Sample Signal Words		
acknowledges	admits	affirms
agrees	argues	asserts
believes	claims	comments
compares	confirms	counters
defines	disputes	emphasizes
estimates	finds	illustrates
implies	insists	mentions
notes	observes	points out
proposes	recognizes	recommends
refutes	rejects	reports
shares	states	suggests
tells	warns	writes

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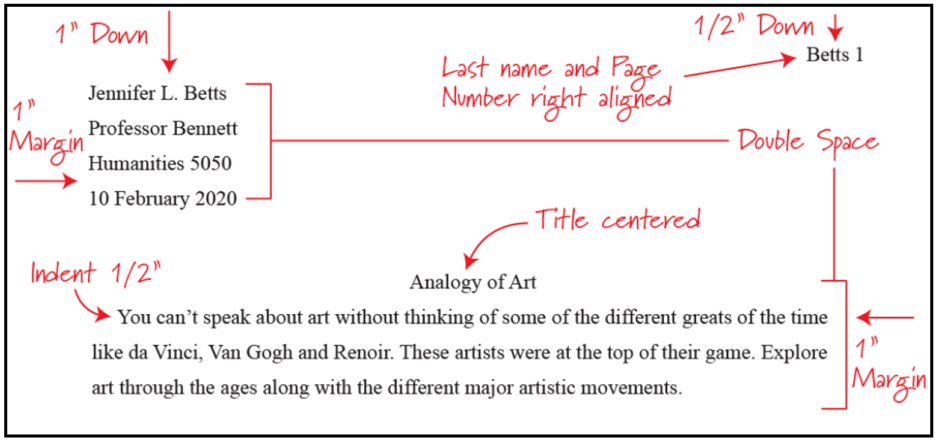
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MLA 9

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- All pages include a header with your last name and page number right justified.
- Use 1" margins throughout, left hand justified, with a .5" indent at the beginning of each paragraph.
- The entire paper is double-spaced, typically written in 12pt. Times New Roman. Do not add extra space between paragraphs.



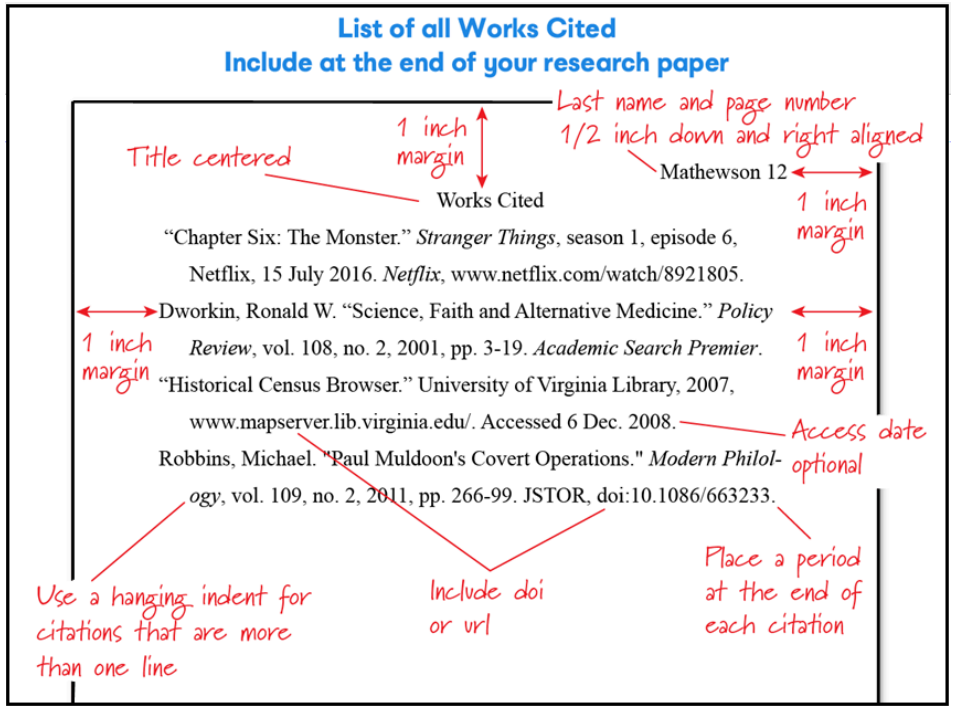
First page of student paper from Bibliography.com

- On the first page of your paper, add a left justified text block that includes your name, the instructor's name, the course, & the due date of the assignment.
- Go to a new line and type your centered title, capitalizing major words.
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Your *Works Cited* Page



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- Use "Work Cited" if you only cite one source.
- Citations should be alphabetized and double-spaced with an indented 2nd line, called a "hanging indent".
- Title is in title case (all words are capitalized, except for minor words).
- Use the full name of the author as shown in the work: Author last, First.
- If there are 2 authors, both authors are listed "last name, first" and separated by a comma and the word "and": Author last, First and Author last, First
- If there are 3 or more, list the first author, a comma, and the phrase "et al.": Author last, First, et al.
- For digital resources, use the "DOI" if one is available. Otherwise, include the stable url (permalink) of the resource without "https://"

Example *Works Cited* entries

Book -or- eBook from Database

Author last, First. *Book Title: Subtitle of Book*. # ed. if not 1st, vol. #, Publisher, Year. *Website or Database Name*, https://doi.org/xx.xxx.

Brown, Wendy. *States of Injury: Power and Freedom in Late Modernity*. 3rd ed., vol. 2, Princeton UP, 1995.

McClean, Shilo T. *Digital Storytelling: The Narrative Power of Visual Effects in Film*. MIT Press, 2007. *eBook Comprehensive Academic Collection (EBSCOhost)*, search.ebscohost.com.

Book -or- eBook Chapter from Database

Author last, First. "Chapter Title: Subtitle." *Book Title*, edited by Editor name, # ed. if not 1st, vol. #, Publisher, Year, pp. ## - ##. *Website or Database Name*, https://doi.org/xx.xxx.

Smith, Ali. "The Universal Story." *The Penguin Book of the Contemporary British Short Story*, edited by Philip Hensher et al., Penguin Books, 2018, pp. 99–107.

- Notice that the title of the chapter is in "quotation marks," while the book title is *italicized*. Use "pp." before listing the chapter's page numbers.
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Journal Article

Author last, First. "Article Title: Subtitle." *Journal Title*, vol. #, no. #, Publication date, pp. ##- ##. https://doi.org/xx.xxx.

Andreff, Wladimir, et al. "The Evolving European Model of Professional Sports Finance." *Journal of Sports Economics*, vol. 1, no. 3, Sept. 2000, pp. 257–276. https://doi.org/10.1177/152700250000100304.

- The article title is in "quotation marks," while the journal title is *italicized*. Include the volume ("1" in above example) and the issue number ("3" above), and use "pp." before listing the chapter's page numbers.

Website

Author last, First. "Article/Page Title: Subtitle." *Website Title*, Publication date. URL.

Slat, Boyan, et al. "Whales Likely Impacted by Great Pacific Garbage Patch." *The Ocean Cleanup*, 10 Apr. 2019. www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch.

- If a publication/update date is not available, add "Accessed day mo. year" after the URL: …pacific-garbage-patch. Accessed 17 Aug. 2025.