REFERENCING GUIDELINES
Documenting your Sources

Works Cited Lists and In-Text Citations
MLA Style

A guide to writing Works Cited Lists and in-text citations (parenthetical references) based on MLA style

The Library offers instruction to support this document

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Libraries@Sharjah HCT

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**Works Cited List**

**What is a Works Cited list?**

- It is a list of **every** source of information that you **make a reference to** in your report.
- It includes books, articles, television programs, Internet sites, interviews and all other information sources you use in your report.
- It is an alphabetical list by the author’s surname.
- It is attached at the end of a report.

**Why write a Works Cited list?**

- To show what information sources you use to write your report.
- To help the reader find more information.
- To prevent plagiarism and cheating. *(Plagiarism is stealing a person’s ideas)*

**How do you write a works cited list?**

- Follow the rules set by The Modern Language Association or **MLA style**.
- Always list the references in **alphabetical order** by the author’s surname.
- Use a program called **NoodleBib** in the NoodleTools database, available on the Portal: Library>NoodleTools. Use the **MLA Starter or MLA Advanced** option. NoodleBib will help you
  1. create your citations online using MLA style, and
  2. format your works cited list and keep it online until you need to save and print it.

**In-Text Citations**

**What is an in-text citation?**

- A link in the body of your paper to your works cited list at the end of your paper or project.
- Includes enough information so that the reader can locate the complete information about your source in the works cited list.
- Written next to the information that you take from another source.
- May be written within a sentence or at the end of a sentence, within parentheses.

**When do you use an in-text citation?**

- Whenever you use information from another source in your paper or project.
Why do you use an in-text citation?

- To lead your reader to the full information about your source in your works cited list.
- To avoid plagiarizing.

**Two Types of In-Text Citations**

1. Quotation

- When you use someone else’s exact words.
- *Always* written inside double quotation marks: “ ” when the quotation is 4 or less typed lines.

A quotation helps support your argument by showing that other experts agree with you.

**Example One to avoid plagiarism:**

When you use a quotation, “enclose the author’s last name and the relevant page number(s) within parentheses” (Smith, Jones, and Parks 781).

**Example Two to avoid plagiarism:**

Smith, Jones, and Parks note that “you can shorten a parenthetical note by naming the author of the source in the body of the essay; then the parenthetical note consists of a page number only” (782).

2. Paraphrase

- When you use someone else’s ideas but write it in your own words.
- Do *not* use quotation marks.

**Original quote:**

“To avoid plagiarizing an author’s language… close the book, write from memory, and then open the book to check for accuracy” (Hacker 361).

**Example of paraphrasing:**

This is one method for avoiding plagiarism. Experts suggest a reflective approach by reading the original source, then writing down your understanding of the idea. Afterward the original source should be compared with your paraphrase to make sure it is correct (Hacker 361).
# Print Sources

## Book – 1 author

**Format:**  
*Author's Last Name, First Name. Title of Book. Edition (if not the first). Publication place: Publisher's Name, Year of publication. Medium.*

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

## Book - 2 to 3 authors

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

## Book - 4 or more authors

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

## Book with editor (s)

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>
### Book with corporate author

#### Works Cited List

#### In Text
(Emirates Center for Strategic Studies and Research, 22)

#### NoodleBib
Nonperiodicals
Book

### Chapter in a Book

*Format:
Chapter Author’s Last Name, First Name. "Title of Chapter." *Title of Book*. Author or Editor of book’s First Name Last Name. Publication place: Publisher's Name, Year of publication. Page numbers of chapter.*

#### Works Cited List

#### In Text
(Fontana and Frey 646)

#### NoodleBib
Nonperiodicals
Book

### Encyclopedia Article

*Format:
Author’s Last Name, First Name. (if available)“Title of Article.” *Title of Encyclopedia*. Volume number. Publication place: Publisher’s Name, Year of publication. Page numbers of article. Medium.*

#### Works Cited List

#### In Text
("Romanticism" 426)

#### NoodleBib
Nonperiodicals
Reference Source (Dictionary, Encyclopedia)

- Note: When a source has no known author, use a shortened title of the work instead of an author name. Place the title in “quotation marks” if it's a short work (e.g. articles) or italicize it if it's a longer work (e.g. plays, books, television shows, entire websites) and provide a page number.
### Journal Article

*Format:*

**Author's Last Name, First Name. "Title of Article." Name of Journal. Volume.Issue (Date of publication): Page numbers of article. Medium.**

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

### Newspaper Article

*Format:*

**Author's Last Name, First Name. "Title of Article." Name of Newspaper. Date of publication: Page numbers of article. Medium.**

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

### Two entries by the same author

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

### Personal Interview

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Peter, Dr. Personal interview. 3 May. 2009.</td>
<td>(Jones)</td>
<td>Other (Interview)</td>
</tr>
</tbody>
</table>
Class Notes or Class Handouts

Format:
Author's Last Name, First Name. “Title of Class/Subject.” Type of document, Date handed out. Medium.

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Ann. “BADM 100 Semester 1, 2008.” Class notes, 15 Sept. 2008. Class Notes.</td>
<td>(Smith)</td>
<td>Other (Manuscript, Essay, Notes, or Other Unpublished Work’) Choose other and type in description</td>
</tr>
</tbody>
</table>

Electronic Sources

Web site

Format:
Corporate Name or Author's Last Name, First Name. “Web Page Title.” Name of Entire Website or Database. Sponsoring Organization, Date web page was last revised/created. Medium. Date you viewed the web page <Website address (URL) in angle brackets>.

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

Note: URLs are no longer required in citations. Due to the changeable nature of the URLs, MLA recommends that writers only include a web address if the audience is unlikely to find the source otherwise. Always check with your teacher first. They may still require the URL.
### Article in an online journal

*Format:*  
**Author’s Last Name, First Name. “Title of Article.” Name of Journal Volume.Issue (Date of publication): Page Number. Medium. Date you viewed the article <Website address (URL) in angle brackets>.*

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

### Article in a subscription database (Business Source Premier, ERIC, etc.)

*Format:*  
**Author’s Last Name, First Name. “Title of Article.” Name of Journal Volume.Issue (Date of publication): Page number. Database Name. Medium. Date you viewed the article <Website address (URL) in angle brackets>.*

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

### Electronic Encyclopedia article

*Format:*  
**“Title of Article.” Title of Electronic Encyclopedia. Sponsoring Organization, Date of publication. Medium. Date you viewed the web page <Website address (URL) in angle brackets>.*

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>
**Article in a online newspaper**

*Format:*

**Author’s Last Name, First Name. “Title of Article.” Name of Newspaper** Date of newspaper. Medium. Date you viewed the article <Website address (URL) in angle brackets>.

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

**Article in a online magazine**

*Format:*

**Author’s Last Name, First Name. "Title of Article." Name of Magazine** Date of publication: Page numbers of article. Medium. Date of Access. <Website address (URL) in angle brackets>.

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

**Email communication**

**Author’s Last Name, First Name. “Email Subject.” Message to [your name]. Date of email. Medium.**

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garner, David L. “Emiratization.” Message to Peter Jones. 3 May. 2009. E-mail.</td>
<td>(Garner)</td>
<td>Electronic/Online (E-mail)</td>
</tr>
</tbody>
</table>

**Blog**

<table>
<thead>
<tr>
<th>Works Cited List</th>
<th>In Text</th>
<th>NoodleBib</th>
</tr>
</thead>
</table>

Note: N.p = no publisher
Image – Photograph – Graph – Illustration - Map

- Place illustrations as close as possible to the parts of the text to which they relate.
- A photograph, image, illustration, graph or map should be labeled Figure (abbreviate Fig).
- The Figure should be numbered, eg Fig. 1.
- The label and caption (reference) should appear directly below the photograph.
- If the caption provides complete information about the source no entry in the works cited list is necessary.
- If the graph or illustration comes from a book put the author name as first name last name in the caption. Tom Jones.
- Publication information for books (location: publisher, year) appears in parentheses.
- Use semi-colons ; to separate information.

In Text

(see fig. 1)

Fig. 1. Play-Fighting Bengal Tigers; National Geographic; National Geographic Society, 2010; Web; 22 Feb. 2010.

Tables

- Place tables as close as possible to the parts of the text to which they relate.
- A Table should be labeled Table.
- The Table should be numbered, eg Table 1.
- The source information should appear directly below the table.
- If the caption provides complete information about the source no entry in the works cited list is necessary.
- If additional explanatory notes are necessary, use lowercase letters in the caption after the source information. a. Note.
- If the table comes from a book put the author name as first name last name in the caption. Tom Jones.
- Publication information for books (location: publisher, year) appears in parentheses.
- Use semi-colons ; to separate information.

In Text

(see table 1)
# Table 1

Middle East Internet Usage and Population Statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bahrain</td>
<td>718,306</td>
<td>40,000</td>
<td>250,000</td>
<td>34.8 %</td>
<td>525.0 %</td>
</tr>
<tr>
<td>Iran</td>
<td>65,875,223</td>
<td>250,000</td>
<td>23,000,000</td>
<td>34.9 %</td>
<td>9,100.0 %</td>
</tr>
<tr>
<td>Iraq</td>
<td>28,221,181</td>
<td>12,500</td>
<td>275,000</td>
<td>1.0 %</td>
<td>2,100.0 %</td>
</tr>
<tr>
<td>Israel</td>
<td>7,112,359</td>
<td>1,270,000</td>
<td>5,263,146</td>
<td>74.0 %</td>
<td>314.4 %</td>
</tr>
<tr>
<td>Jordan</td>
<td>6,198,677</td>
<td>127,300</td>
<td>1,126,700</td>
<td>18.2 %</td>
<td>785.1 %</td>
</tr>
<tr>
<td>Kuwait</td>
<td>2,596,799</td>
<td>150,000</td>
<td>900,000</td>
<td>34.7 %</td>
<td>500.0 %</td>
</tr>
<tr>
<td>Lebanon</td>
<td>3,971,941</td>
<td>300,000</td>
<td>1,570,000</td>
<td>39.5 %</td>
<td>423.3 %</td>
</tr>
<tr>
<td>Oman</td>
<td>3,311,640</td>
<td>90,000</td>
<td>340,000</td>
<td>10.3 %</td>
<td>277.8 %</td>
</tr>
<tr>
<td>Palestine(West Bk.)</td>
<td>2,407,681</td>
<td>35,000</td>
<td>355,000</td>
<td>14.8 %</td>
<td>915.7 %</td>
</tr>
<tr>
<td>Qatar</td>
<td>824,789</td>
<td>30,000</td>
<td>351,000</td>
<td>42.6 %</td>
<td>1,070.0 %</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td>28,146,657</td>
<td>200,000</td>
<td>6,380,000</td>
<td>22.7 %</td>
<td>3,090.0 %</td>
</tr>
<tr>
<td>Syria</td>
<td>19,747,586</td>
<td>30,000</td>
<td>3,470,000</td>
<td>17.6 %</td>
<td>11,466.7 %</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>4,621,399</td>
<td>735,000</td>
<td>2,260,000</td>
<td>48.9 %</td>
<td>207.5 %</td>
</tr>
<tr>
<td>Yemen</td>
<td>23,013,376</td>
<td>15,000</td>
<td>320,000</td>
<td>1.4 %</td>
<td>2,033.3 %</td>
</tr>
<tr>
<td>TOTAL Middle East</td>
<td>196,767,614</td>
<td>3,284,800</td>
<td>45,861,346</td>
<td>23.3 %</td>
<td>1,296.2 %</td>
</tr>
</tbody>
</table>


a. Note: The Middle East Statistics were updated as of December 31, 2008. The demographic (population) numbers are based on data from the US Census Bureau.

### Arabic Sources

MLA says to cite the information as it appears in the book (newspaper, website, etc.). This means that you cite the title in Arabic using usual formatting rules. Because your readers may not understand Arabic, translate into English in brackets following each part.

Author [English translation]. *Title [English translation]*. Publication Place [English translation]: Publisher’s Name [English translation], Year of Publication. Medium.
More Information on MLA Style


Purdue Online Writing Lab  
[http://owl.english.purdue.edu/owl/resource/747/01/](http://owl.english.purdue.edu/owl/resource/747/01/)

Noodle Tools  
Portal – Library-Databases-Citation Tools- Noodle Tools

Sharjah HCT library [Student Style Guide](#) for MLA