Introduction to MLA Style Citation
What is Citing?

The way you tell your readers that certain material in your work came from another source.

It also gives your readers the information necessary to find that source again, including:

• information about the author
• the title of the work
• the name and location of the company that published your copy of the source
• the date your copy was published
• the page numbers of the material you are borrowing

Source: Plagiarism.org
Why Cite?

The Research Process

A

B

C

D

E

My Essay

blah "data"
blah blah blah blah.

blah, blah, blah, blah "quote" blah.

plagiarism
Academic integrity is “a commitment, even in the face of adversity, to **six fundamental values:** honesty, trust, fairness, respect, responsibility and courage” (ICAI, Fundamental Values Project, 1999).

Citing or giving credit to the authors

Commitment to honesty, trust, fairness, respect, responsibility, and courage

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### Academic Integrity Policy

<table>
<thead>
<tr>
<th>Area Responsible for Administration:</th>
<th>Office of the Vice President, Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authorities:</td>
<td>Academic College Council</td>
</tr>
<tr>
<td></td>
<td>Senior Executive Committee</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>July 18, 2018</td>
</tr>
<tr>
<td>Revision History:</td>
<td>New</td>
</tr>
<tr>
<td>Review Timeline:</td>
<td>One year after implementation; every three years thereafter.</td>
</tr>
</tbody>
</table>

**Purpose**

To maintain a high standard of academic integrity across the Seneca community and provide the foundation for research, teaching, learning and working practices.

[(Seneca Academic Integrity Policy)](Seneca Academic Integrity Policy)
Appendix B: Academic Integrity Offence – Sanctions

1. Seneca’s Academic Integrity Program is a holistic, integrated model, grounded in a teaching and learning approach. As such, the sanctions are also grounded in the principles of teaching and learning, and imposed according to the nature and extent of the academic integrity offence. A repeated academic integrity offence will result in harsher sanctions.

2. Academic sanctions may include one or more of the following, in ascending order of severity:
   - Written warning or reprimand
   - Required completion of an academic integrity assignment(s) or course(s)
   - Required completion of a make-up assignment or rewriting of an assignment examination or work
   - Lower grade on the assignment, examination or work
   - Lower grade in the course
   - Failure in the course
   - Suspension from the institution for a minimum of three (3) consecutive terms to a maximum of nine consecutive terms, based on the discretion of the Academic Integrity Committee and approval from the respective dean.
   - Permanent expulsion from Seneca when a student returns to the institution after being suspended under the provisions outlined above and commits a subsequent academic integrity offence
   - Such other penalties as may be appropriate in the circumstances.

3. Any academic sanction(s) imposed will be recorded on the record. In the case of suspension or expulsion from Seneca, there will be a notation on the student’s official transcript.

4. The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The sanctions imposed should reasonably reflect these circumstances. These guidelines are not intended to restrict the authority or flexibility of the Academic Integrity Committee in imposing the sanctions contained in this policy. In each case, the Academic Integrity Committee shall exercise its discretion taking into consideration the relevant factors, as outlined below. For the benefit of students, the Academic Integrity Committee shall provide an explanation in its written decision of the major reasons the sanctions imposed were deemed warranted. Important factors to be considered by the Academic Integrity Committee in imposing sanctions or reviewing sanction recommendations include:
   - Extent of the violation
   - The actions that constitute specific offences of academic integrity vary in terms of severity. Some instances of academic integrity offences constitute only minor infractions, while others represent the most extreme form of violation. Sanctions should correspond to the nature of the offence.
   - Level of the student’s academic experience
   - Extenuating circumstances that may help explain the action taken by the student with due weight being attached to those circumstances
   - If the student admits guilt and accepts responsibility for their action(s), the Academic Integrity Committee may impose a less severe penalty
   - Prior/multiple incidents

Note: If the offence is a second (or subsequent) one for the student and/or is in combination with another offence, then a more severe penalty should be considered.
IS IT PLAGIARISM?

Test yourself!
Your essay is due tomorrow and you don't have time to write it. You decide to buy an essay online. You've paid for it, so it can't be plagiarism.

**False.** It's plagiarism. Even though you paid for it, you didn't write it yourself.
Your friend gives you his essay from last semester. You use some parts of his essay in your assignment.

It can’t be plagiarism, my friend and I had different teachers and he gave me permission to use it.

False. It's plagiarism. Even though your friend gave you permission to use his essay, you didn't write it yourself.
You and a friend work on an essay together and use some of the same ideas and a few of the same sentences. This can't be plagiarism, you did it together.

**False.** It's plagiarism if you and your friend hand in essays with the same sentences or the same ideas.
You get an assignment that is really similar to an assignment you had in a previous class. In order to save time, you hand in the same essay as last year with a new cover page. This can't be plagiarism, it's your work.

False. It's self-plagiarism. This is just as dishonest as plagiarism.
How do I make sure I do not plagiarize?

Always **give credit** to the authors whenever you use their work.
What is MLA Style Citation?

MLA style was created by the Modern Language Association.

It is a set of rules for:
• Citing your sources
• Formatting your essays
MLA Citation Guide

In this guide you’ll learn about MLA Style rules for:

• Citing various information sources
• Creating in-text citations
• Formatting your essay and other assignments

seneca.libguides.com/mla
MLA Style Formatting
View the MLA Sample Paper Template
MLA Style doesn't require a title page

Include your last name and page number in the header

Title is centred


Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source word for word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks.

At the end of your paper, you will list all of your sources in a Works Cited List. The Works Cited List begins on a new page and must be included in every research paper.


How Do I Cite Sources in MLA?
Citing in MLA has **2** parts

1. **In-text citations**

   Student's Name
   Professor's Name
   EAC150NCC


   Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

   As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source word for word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks.

   At the end of your paper, you will list all of your sources in a Works Cited List. The

2. **Works Cited page citations**

   Student Last Name 1

   Student Last Name 2

   **Works Cited**


Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Koltz).

Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3).

You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks.
Paraphrasing example

Using your own words to describe an author’s idea

Developing self-awareness is a lifelong process that requires continual work (Mohr 3).
Example of Quoting Directly

*Using an author’s exact words*

“Social cognition includes self-knowledge, your knowledge of other people, others’ knowledge of themselves, and their knowledge of you” (Bosacki et al. 190).

**In-text citation**
(Author's Last Name Page Number if given)

*Note: If your source has 3 or more authors, list the first author's last name followed by "et al." in your in-text citation.*
Remember!
All sources in your references list must have a matching in-text citation within the body of your paper.
Check out the MLA Citation Guide to learn how to cite different sources
### Example: Citing a Book with One Author

<table>
<thead>
<tr>
<th>Works Cited Page Citation</th>
<th>Author's Last Name, First Name. <em>Title of Book: Subtitle if Any</em>. Edition if given and is not first edition, Publisher Name often shortened, Year of publication.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation</th>
<th>(Author's Last Name Page Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Kirsh 70)</td>
</tr>
</tbody>
</table>
# Example: Citing a Newspaper Article from a Website

<table>
<thead>
<tr>
<th>Works Cited Page Citation</th>
<th>Author's Last Name, First Name. &quot;Title of Article: Subtitle if Any.&quot; Title of website, Name of Newspaper, Date of Publication, URL. Accessed access date.</th>
</tr>
</thead>
</table>

**Note:** This entry has no page numbers, so this information is left out of the citation.

<table>
<thead>
<tr>
<th>In-Text Citation</th>
<th>(Author's Last Name Page Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>(Schmidt A11)</td>
</tr>
</tbody>
</table>
## Example: Citing a Website by a Group Author

<table>
<thead>
<tr>
<th>Works Cited Page Citation</th>
<th>Name of Corporation/Group/Organization. &quot;Title of Section.&quot; <em>Title of Website</em>, Publisher or Sponsoring Organization, Date of publication or last modified date, URL. Accessed access date.</th>
</tr>
</thead>
</table>

**Note:** When the page is authored and published by the same corporation/group/organization, begin your citation with the section title.

<table>
<thead>
<tr>
<th>In-Text Citation</th>
<th>(&quot;Title of Section&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>(&quot;Audit and Assurance&quot;)</td>
</tr>
</tbody>
</table>
# Example: Citing an Infographic by a Group Author

| Works Cited Page Citation | Author's Last Name, First Name or Group Author's Name. “Title of Infographic: Subtitle if Available.” *Title of Website*, Date Posted or Updated, URL.  
| Note: Begin your citation with the title of the infographic if the author is the same as the title of the website. |

| In-Text Citation | (“Title of Infographic”)  
| Example | (“Infographic: Population Projections”) |
Digital Assignments

e.g., presentation slides, videos, websites
Citing Sources in Digital Assignments

• Check with your professor on their preferred citation style

• You may be required to use formal citation (e.g., APA, MLA) or informal citation (e.g., including the source and creator)
We’re here to help!

Visit Seneca Libraries for more help with MLA citation

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- Text 647-694-2806
- Subject Guides
- Tweet
- Hours
- Staff
- FAQs for Faculty

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