This handout contains a quick reference to the most used citations. An in-depth, expanded version can be found online at http://www.occc.edu/comlab/instructions.html

**IN-TEXT CITATION**

*Documentation* is the method of giving credit to the creator of a source. To correspond with a Works Cited page, you must also make shortened in-text citations (also called *parenthetical citations*) within the body of your paper. This mark will directly refer the reader to the documentation information on the Works Cited page. *Every piece of information that is not your own idea or is not considered common knowledge should be cited.*

**Introducing Source:** According to Mary Summer Rain, “This woman was simply amazing” (39).

**With Author:** “This woman was simply amazing” (Rain 39).

**With no page number:** “This woman was simply amazing” (Rain).

**With no author:** “This woman was simply amazing” (“Amazing Woman” 39).

**CREATING THE WORKS CITED PAGE**

*Documentation Details*

In order to make citations easy to locate, MLA uses a template for each type of source. Below is an example of that template:

1. **Book (Single Author)**

2. **Anthology**

3. **Website**

4. **Journal, Newspaper, and Magazines**

5. **Database**
# Template

1. +Author.  
2. Title of Source.  

**Container 1**

3. Title of Container,  
4. Other Contributors,  
5. Version,  
6. Number,  
7. Publisher,  
8. Publication Date,  
9. Location.  

**Container 2**

3. Title of Container,  
4. Other Contributors,  
5. Version,  
6. Number,  
7. Publisher,  
8. Publication Date,  
9. Location.