



L-Università
ta' Malta

MLA

Referencing Style

Guidelines

*University of Malta Library
Outreach Department
Email: refworks.lib@um.edu.mt*

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1. Referencing

Referencing is the process of providing detailed information on all sources consulted to compile an article, book chapter, essay or dissertation both within the text (in-text citations) and at the end of your work (reference list or bibliography). This will allow readers to easily locate the original sources and consult them.

1.1 Why should I reference?

Referencing is important as it shows the reader that you have researched the subject widely and adds weight to your arguments by supporting them with relevant literature.

It also separates your ideas/results from someone else's findings by giving credit to the authors of the cited works. Referencing shows the credibility and quality of resources used and helps you avoid plagiarism.

1.2 What should I reference?

You should reference all sources that you cited in your text (reference list) as well as sources used to prepare the writing (bibliography).

1.3 What is plagiarism?

Plagiarism is a term used when an author either purposely or unintentionally presents someone else's work as if it is his/her own work. Therefore, using other people's ideas/works without citing the sources is considered as plagiarism.

Always remember that if you are quoting, paraphrasing or summarising someone else's work, you always need to acknowledge the source.

Be careful of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.

Plagiarism is treated very seriously and results in disciplinary action.

1.4 What is a Reference Management Software?

A reference management software allows you to collect, store, organise, add notes, link (to full-text, web pages and documents), cite, and create bibliographies in your preferred reference style.

2. Examples of references

The Modern Language Association (MLA) is an author-page citation style where sources are cited in the text and the list of works cited is organised in the alphabetical order by the author's last name.

2.1 In-text references

In-text citation requires the surname of the author and the page number. There is **no comma** between the Author's Last Name and the page number.

(Author's Last Name page number)

2.1.1 One author

"There is nothing either good or bad, but thinking makes it so" (Shakespeare 82).

OR

In his tragedy, William Shakespeare writes... (82).

Direct quotes need to be placed in quotation marks. In case of paraphrasing, citation should be placed as close as possible to paraphrased material.

2.1.2 Two authors

When citing a work with **two** authors, include both names and connect them with "and":

(Smith and Brown 14)

OR

Smith and Brown (14)

2.1.3 Three or more authors

When there are **three or more** authors include the name of the first author and type the words "et al." instead of the other names. Include also the page number:

(Borg et al. 24)

2.1.4 Unknown author

If the author is unidentified, use the title of the publication. In case of full publications such as books, audiovisual material and websites, write titles in italics while in case of a part of a publication, such as chapters, articles, poems, sections of a website, etc., write the title in quotation marks in normal font.

If you use the full title in the text, just add the page number in parentheses:

The main character of *The Tragedy of Hamlet, Prince of Denmark* is (19)

In your text, you may abbreviate the title* and place it in parentheses:

(*Ham.* 19)

*Consult *List of Abbreviations* (if available within the publication)

2.1.5 Group authors

When citing group authors such as government agencies, organisations, associations, corporations, etc. provide the group name and the page number:

(University of Malta 76)

Abbreviate terms that are commonly abbreviated*:

Oxford University Press = Oxford UP or OUP

*Consult *List of Abbreviations* (if available within the publication)

2.1.6 No page number

If the source uses paragraph numbers, chapters or any other form of numeration rather than page numbers, provide relevant number preceded by the appropriate label*:

(Borg, ch. 7). – ch. = chapter

(Borg, par. 17). – par. = paragraph

When citing a source which was published in a **multi-volume** publication, in addition to the page number, include the volume number and the paragraph/chapter number if available:

(Smith 78; vol. 3, ch. 1)

For audio and video recordings, provide relevant time or time range (hr:min:sec):

(Smith 01:12:30-45).

If there is no page number or any indication of the part of the publication, omit the page number and include the surname only:

(Borg)

***Consult *List of Abbreviations* (if available within the publication)**

2.1.7 Multiple works of the same author in the same year

When citing sources written by the same author, provide shortened title instead of the author's last name. Book titles should be written in italics, while titles of the articles should be placed in quotation marks:

Book: (*Information Literacy* 86)

Article: ("Privacy Policy" 3)

If you do not mention the author's last name in the sentence, add it in parentheses:

(Zammit, *Information Literacy* 86)

2.1.8 Citing more than one source in the same reference

When you want to cite more than one source at the same time, place citations in parentheses in alphabetical order by the first author's surname. Make sure to separate the citations with a semicolon:

(Borg 4; Camilleri 19)

2.1.9 Authors with same last names

If two or more authors have the same last name, include initials or full name (if the authors share the same initials):

(W. Borg 17)

(L. Borg 22)

2.1.10 Secondary referencing

Always try to cite the primary (original) source of information. However, if this is not possible, provide the secondary source.

For example, if **Borg** cited a work written by **Smith** and you did not read Smith's work, start by acknowledging the original work in your writing and add *qtd. in* to your in-text citation:

Smith (qtd. in Borg 4) claims that....

OR

Smith makes an excellent point with regards to recycling (qtd. in Borg 4)

2.1.11 Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, etc.), letters, interviews and phone conversations.

When writing, indicate that the used source is a form of personal communication by providing the details about the type of material and the communicator:

In his email to staff, the Director of Salaries Department, Michael Jones stated that...

2.2 Final list of references/bibliography

In MLA style, your final list of references should be titled "Works Cited". This list should be formatted with double-spacing and hanging indent.

Works should be organised in alphabetical order by the author's last name or by the first significant word of the title if there is no author.

In case of full publications such as books, audiovisual material and websites, write titles in italics while in case of a part of a publication, such as chapters, articles, poems, sections of a website, etc., write the title in quotation marks in normal font.

2.2.1 One author

In MLA style, the reference list should be arranged in alphabetical order by the author's surname followed by the author's name. The author's last name and first name are to be separated by a comma and ended by a full-stop:

Borg, Carmen.

Camilleri, Stephen J.

2.2.2 Two authors

If the source has **two** authors, write them down in the same order as mentioned in the publication. Reverse the first name (surname, first name) include a **comma** and an “and”, and add the second name in normal order (first name surname):

Borg, Carmen, and Stephen J. Camilleri.

2.2.3 Three or more authors

If the source has **three or more** authors, reverse the first one (surname, first name), followed by a comma and add “*et al.*”

Borg, Carmen, et al.

2.2.4 Same author(s)

If two or more works were written by the same author(s), provide the name(s) for the first entry only. For subsequent entries, type three hyphens:

Borg, Carmen, and Stephen J. Camilleri. *History of Art*
---. *Easy referencing for students*

Usually hyphens are followed by a full stop and the title. However, if the person has a different role (director, editor, translator, etc.), use three hyphens followed by a comma, role and a full stop:

---, editor. *Encyclopaedia of Education*

2.2.5 Two or more works by the same author(s)

In case of several works by the same author(s), arrange the publications by the first significant word of the title in alphabetical order:

Zammit, Peter. *Information Literacy*
---. *Studying at the Library*

2.2.6 Same first author, different co-author

In case of works with the same first author but different co-author, arrange the works in alphabetical order by the surname of the second author.

Borg, Carmen, and Stephen J. Camilleri.
Borg, Carmen, and Lara Zammit.

2.2.7 Different authors, same surname

In case of works with different authors having the same surname, arrange the works in alphabetical order by the first name:

Borg, Carmen.
Borg, Michael.

2.2.8 No author

If no author is provided, place the reference in alphabetical order by the first significant word of the title (omit articles).

2.2.9 Books

Last name, First name. *Title of Book*. Publisher, Year of Publication.

Zammit, Peter, and Jo Parker. *Information literacy beyond library 2.0*. Facet Publishing, 2012.

2.2.10 Chapter in a book

Last name, First name. "Title of Chapter." *Title of Book*, edited by Editor's Name(s), Publisher, Year, Page range of entry.

Vinik, Etta J., and Aaron I. Vinik. "Transcending Tradition: Quality of Life as the Inextricable Link between Activities of Daily Living and Specific Organ and Disease States." *The Value of Innovation: Impact on Health, Life Quality, Safety, and Regulatory Research*, edited by Irina Farquhar, Kent H. Summers, and Alan Sorkin, Emerald, 2007, pp. 29-52.

2.2.11 Journal articles

Last name, First name. "Title of Article." *Title of Journal*, volume, issue, month year, page range of article.

Savage, Mike, and Roger Burrows. "The Coming Crisis of Empirical Sociology." *Sociology*, vol. 41, no. 5, 2007, pp. 885-899.

In case of **electronic articles**, provide the name of the database and URL or DOI number after the page number:

Last name, First name. "Title of Article." *Title of Journal*, volume, issue, year, page range of article. *Database*, URL.

Weiner, Sharon A. "Institutionalizing Information Literacy." *Journal of Academic Librarianship*, vol. 38, no. 5, 2012, pp. 287-293, *ProQuest*, doi:10.1016/j.acalib.2012.05.004.

2.2.12 Website

Last name, First name or Group Author. "Title of webpage". Publisher or sponsor of site, date of publication (if available), URL.

Fox News. "Wash. Post Stands by 9-Source Russia Story After Trump Calls it 'Fake News'". FOX News Network, 24 Feb. 2017, <http://insider.foxnews.com/2017/02/24/wash-post-stands-behind-9-source-story-after-trump-calls-it-fake-news>.

2.2.13 Non-text material

If there is no author, begin with the title. If there is no date, skip this information.

Drawing/ Painting/ Sculpture/ Photograph:

Last name, First name. *Title of the artwork*. Year of Publication, Museum or Gallery, City.

Bearden, Romare. *The Train*. 1975, Museum of Modern Art, New York.

Image found online:

Last name, First name or Group Author. "Title of the image". *Name of website*. Publisher or sponsor of site, date of publication (if available), URL.

Ingalls, Bill. "Atlas-V rocket". *Reuters*. Thomson Reuters, 3 May 2018, <https://www.reuters.com/article/us-space-mars/first-nasa-lander-to-study-mars-interior-due-for-california-launch-idUSKBN1I603D>.

2.2.14 Audio and video resources

Audio-visual material includes motion pictures and audio or television broadcast.

Motion picture:

Director's Surname, Director's Name, director. *Title of Film*. Film studio or distributor's name, Year of release.

Cameron, James, director. *Titanic*. Twentieth Century Fox, 1997.

Music recording:

Artist Last Name, Artist First Name or Band name. "Name of the song." *Title of the Album*, Recording manufacturer, Year.

Nirvana. "Smells Like Teen Spirit." *Nevermind*, Geffen, 1991.

Online videos:

Last Name, First Name of video creator or Username of Creator. "Title of Video." *Title of the Hosting Website*, Day Month Year of Publication, URL of video. Accessed Day Month Year video was viewed.

O'Brien, Brenna. 2017, "NVivo 11 training - full video.", *YouTube*, 5 May 2017, <https://www.youtube.com/watch?v=eNo-Qxsp-mk>. Accessed 18 April 2018.

2.2.15 Unpublished material

Brochures, leaflets, handouts:

Last Name, First Name. "Title of Document." Date of document. Organization associated with document. Description of document (e.g., flyer, leaflet, memo or handout).

Caruana, Mark. "Academic Writing." 12 Feb. 2017. Univeristy of Malta. Course handout.

Dissertations:

Last name, First name. *Title of Thesis*. Year. Granting University, description.

Pisani, Robert. *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren*. 2017. U Malta, 2017. PhD thesis.

If the work is available online, provide the URL at the end.

Pisani, Robert. *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren*. 2017. U Malta, 2017. PhD thesis. <https://www.um.edu.mt/library/oar//handle/123456789/26703>

2.2.16 Legal documents

Court decisions:

Name of the entity. *Name of the case*. Year of the decision. *Title of the source containing the case*, Publisher.

If the decision is available online, provide the URL at the end.

United States, Court of Appeals for the Second Circuit. *Moss v. Colvin*. 9 Jan. 2017. *United States Court of Appeals for the Second Circuit*, www.ca2.uscourts.gov/decisions.html.

Statutes:

Titles of laws, acts, or similar documents should be written in normal font, not in italics.

Name of the entity. Title of the Act. Publisher, Year. Paragraphs and/or section number(s). URL (if available).

Ministry for Justice, Culture and Local Government. Media and Defamation Act, 2018. Department of Information, 24 April 2018. ACT No. XI.
<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=29045&l=1>

2.2.17 Government publications

Reference government publications like you would reference books. If there is no author, use group author (government agency or department).

Title of Document: Subtitle if Given. Edition if provided and if it is not the first edition, Name of Government Department, Agency or Committee, Publication Date.

Tal-linja cards: the next steps. Ministry for transport, infrastructure and capital projects, 2013.

If the document is available online, provide the URL at the end.

3. Managing your references

RefWorks

RefWorks is a software that will help you compile your bibliography with just a click of a button!

You may attend a *RefWorks* workshop to learn how to:

- add references manually into your personal *RefWorks* account
- export references from online sources such as online databases that the Library subscribes to and Google Scholar
- save references in different folders according to your assignments and research
- create a bibliography in your preferred reference style
- use *Write-n-Cite* - a tool that will help you insert in-text citations and footnotes in your assignments, dissertations, long essays, projects or articles

4. Further help

For further help you can contact us by sending an email at library@um.edu.mt or by phone on 2340 2541.

5. Useful sources

Works Cited

Fulton, Hannah. "Citing and Referencing: MLA 8th.",

2017, <http://guides.lib.monash.edu/citing-referencing/mla8>.

Gibson, Angela. "Documenting Legal Works in MLA Style.", Apr 5,

2017, <https://style.mla.org/documenting-legal-works/>.

Lim, Kim. "MLA Citation Style 8th Edition.", Mar 6, 2018,

[//guides.skylinecollege.edu/c.php?g=492914&p=3372374](http://guides.skylinecollege.edu/c.php?g=492914&p=3372374).

Modern Language Association of America. *MLA Handbook: Eighth Edition*. The Modern Language Association of America, New York, 2016.

Nowak, Krystyna. "MLA Citation Guide (8th Edition).", Apr 5, 2018, //columbiacollege-
ca.libguides.com/mla/welcome.

Russell, Tony, et al. "MLA Formatting and Style Guide.", Mar 28,
2018, <https://owl.english.purdue.edu/owl/resource/747/01/>.