Lesson 3 Cite Right with MLA

1. Get Started

1.1 Welcome

Transcript:
Welcome to Dashboard. This tutorial is designed to help you use information accurately and ethically within your paper or project. This section of Dashboard provides an overview of the resources and navigation features in this tutorial. Select the next button to continue.
1.2 Getting Started: Browser & Software Requirements

**Transcript:**

Before going any further, make sure that you have the required software loaded on your personal computer or device, and you’re using Internet browsers, Chrome or Firefox to view this tutorial. Click on any of the images on this page to download the desired software.
1.3 Take Your Time

Transcript:

Dashboard lessons provide a thorough review of how to use information in a paper or project. Depending on your experience using information, a lesson could take between 30 minutes to an hour to complete. Make sure to schedule enough time to complete the lessons. If the lesson content is new to you, consider completing half of the lesson in one sitting. Then return to the lesson at another time to complete the rest. If you use the same Internet browser on the same computer, you will be prompted to resume where you left off, or return to the beginning of the lesson.
1.4 Rules of the Road: Navigation

Transcript:
Before getting started, let's review the rules of the road. This slide illustrates how to navigate your way through the Dashboard lessons.
1.5 Rules of the Road

Transcript:

As you move through this tutorial you will come across flashing round markers that, when clicked, will provide you with more information. This is a directory of the markers that you will see throughout this tutorial. You can learn more about each marker by placing your mouse over a marker to view a short description, then, click on the marker for more details.
1.6 Activities & Assessment

Transcript:

As you move through the lesson, you will have opportunities to practice and assess your understanding. If a slide requires you to complete an activity or answer an assessment question, it will have a grey background and the slide title will begin with the word Activity or Assessment. If you’re not sure of the answer to a question, use the menu to the left to go back and review earlier slides. If you are completing this lesson as an assignment, you must complete all of the slides labeled “assessment” to earn full credit for the lesson.

Now that we’ve reviewed the rules of the road, hit the next button to get started with this lesson.
2. Cite Right with MLA

2.1 Lesson Introduction

Transcript:

Welcome to the Dashboard lesson on citations. You've done your research, you have several sources of information, and you're ready to write your paper. But how do you document your sources so that others will be able to track them down? This lesson will introduce how to cite a source using MLA style.
2.1.1 Goals & Outcomes

Transcript:

After completing the lesson, you will understand the importance of citing sources, the process of citing a source, and the elements of a documentation style. You will be able to create full citations, in-text citations and a bibliography using MLA documentation style.
2.1.2 Vocabulary

Transcript:

Here is a list of vocabulary words that will be introduced during this lesson. Vocabulary words will appear in blue text throughout the lesson. A complete list of vocabulary words and their definitions are available in the Glossary tab over on the left hand menu. Take a moment to read through this list of words. If you don’t know a word, or maybe you’ve heard of it but are unsure of it’s meaning, review its definition using the glossary tab located in the left-hand menu. Once you’ve reviewed the vocabulary words, click the next button to get started.
2.1.3 Activity: Lesson Warm-up

Transcript:

Let's start by thinking what it MEANS to "cite a source." This is terminology you may or may not be familiar with. Look at the three choices on this slide and mark the correct answer, then submit to see if you got it right.
Transcript:

So, to cite a source means to give credit to the original source of information. But why is it so important that we cite our sources? Some possible reasons are presented on this slide. Place a check mark next to all of the statements that YOU think are valid reasons.
2.2 Outcome 1: Why Cite Sources?

Transcript:

If you didn’t already guess, those were all good reasons for citing your sources!
2.2.1 Documentation Style: Definition

Transcript:

But exactly HOW do we go about citing a source? The answer is we use a "documentation style" (such as MLA, APA, or Chicago). A documentation style is a standard approach for citing your sources of information when you write a research paper. Each documentation style provides methods for citing references within the text, rules for the bibliography at the end of your paper, and even rules for formatting your headings and margins. A documentation style is also sometimes called a "citation style." These two terms will be used interchangeably throughout this lesson.
2.2.2 Example: Documentation Style

Example of a Documentation Style

Ian McGregor
Professor Elaine Flores
English 100
24 September 2013

How College Writing Differs From High School:

Essays That Welcome Uncertainty and Seek Out Debates Lead to True Growth

In high school, teachers who asked me to write personal essays or expository papers typically rewarded what Smith describes as “the emotions and knowledge that the students already know well” (123). On the other hand, success in college means being ready to “explore an idea, probe an issue, solve a problem or make an argument that compels us to turn to outside help” (Gibaldi 2). That phrase “turn to outside help” is a good definition of what it means to research - to search.

Works Cited


Transcript:

Here’s an example of a student paper formatted for MLA documentation style. Click on the question marks for hints about how a documentation style helps you to set up your paper.
2.2.3 In-text Citation

Transcript:

The key element used for documenting sources is called an "In-text citation". An in-text citation is "a brief mention in the text of your paper, usually at the end of a sentence, that leads the reader to the complete citation about that reference" (usually at the end of the paper). In-text citations are also sometimes called "parenthetical citations" because the information is placed inside of parentheses.
2.2.4 Assessment

A brief notation within the text of your paper that directs your reader to the complete source listing at the end of your paper is called an

Transcript:

Let's see if you got that! Fill in the blank and submit.
2.2.5 *When to cite?*

Transcript:

How do you know when you SHOULD cite something and when it's not necessary? Let's review some general rules.

- Always cite when you paraphrase or summarize someone else's work.
- When you use an idea that is not your own, cite it.
- When you wish to make a point by referring to someone else's work, cite it.
- If you use someone else's words exactly, be sure to use quotation marks, and cite your source.
- Common knowledge, such as the date of the first moon landing, doesn't have to be cited. Common expressions such as "letting the cat out of the bag" don't have to be cited either. On the other hand, a well-known saying or speech, such as Martin Luther King's "I have a dream" speech should be cited.

If you aren't sure whether to cite something or not, it's always safer to cite it!
2.2.6 Activity: When to Cite?

Transcript:

Based on your understanding of when to cite and when it's not necessary, read each statement here and put a check mark in the box if you think it should be cited.
2.2.7 Assessment

Transcript:

Read this statement and decide whether it should be cited.

The U.S. entered World War II after the bombing of Pearl Harbor.

- Yes, this statement about World War II needs a citation.
- No, this statement does not need a citation because it is common knowledge.
2.2.8 Assessment

Does this statement require a citation, or is it considered common knowledge?

Some argue that the vampires of 18th Century Eastern Europe were very different creatures from those in Western Europe.

- Yes, this statement about vampires needs a citation.
- No, this statement does not need a citation because it is common knowledge.

Transcript:

Read the statement here and decide if it should be cited or not.
2.2.9 Process of Citing a Source

Transcript:
Okay! Now that we’ve reviewed some common questions about citing sources, let’s walk through the process of citing a source in your paper or project. This slide presents the 5 stages of citing a source.
2.2.9.1 Step 1 - Identify Source

Transcript:

Let’s say you’re decided to write a essay about the learning environment at Palomar College. You found a statement by the President of the college, Robert Deegan, on the Palomar college website. You would like to directly quote from the president’s statement. How would you do this? The first step to citing a source is identifying WHERE you found the information or ideas that you would like to use in your paper. As you identify sources during the research process, keep a record of each one. Record or save the author, title, URL, publisher, date, and other information about the source.
2.2.9.2 Step 2 - Identify Words, Images or Ideas from Source

Transcript:

Next, identify the words, images or ideas from the original source that you would like to include in your paper or project. In this example, the student would like to use a quote made by President Deegan about community and student success. Make sure to record the exact location of the excerpt in the original source, for example, the page or paragraph number where you found the information.
2.2.9.3 Step 3 - Incorporate Information into to Your Work

Transcript:

Next, incorporate the information into your paper or project using quotations, paraphrasing or summarization. The quotation, paraphrase or summary of the original source should add to your own ideas and arguments.
2.2.9.4 Step 4 - Add In-text Citation

Transcript:

Immediately after you incorporate information from another source, make sure to add an in-text citation using the appropriate documentation style (APA, MLA or Chicago). The in-text citation tells the reader that the words or ideas are from another source. It also guides the reader to your bibliography, where they can find more DETAILED information about the source. It's important to know the in-text citation rules for the documentation style you are using so make sure you review the rules before writing your paper.
Transcript:

The last step is to add a full citation of the source to your bibliography. This will help people reading your paper to FIND the original source if needed. Depending on the documentation style, this final page of your paper might be called the references, works cited or bibliography. Sources are always listed alphabetically on this page. Again, it's important to know the citation rules for the particular documentation style you're using.
2.2.10 View Sample Paper

Transcript:

Now that we've reviewed the process of citing a source, it might be helpful to view a sample paper to see how citations are incorporated into the body of the text and at the end in the bibliography. Click on the blue button to view a sample student paper using MLA documentation style.
2.2.11 Documentation Styles

The three documentation styles most often used at Palomar are APA, MLA and Chicago. All three styles publish a complete set of guidelines in both print and electronic format.

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2.2.12 Choosing a Documentation Style

Transcript:

Before you can begin citing a source, you have to decide which documentation style to use. So how DO you know which style to use when you write your paper? Different academic disciplines use different documentation styles. For example, English courses and other courses in the humanities normally use MLA style. Natural sciences and social sciences typically use APA. "Chicago" is used in history courses. It’s also used in the publishing industry and by journalists. You should always check with your professor or read your syllabus to find out what style to use.
2.2.13 Citations for a Book

Transcript:

Although the styles are different, most require the same basic information. For a book, for instance, all styles require the title, author, publisher, and the place and date of publication. Here are three citations for the book Fahrenheit 451. You can see that they all provide the same information, it’s just presented in slightly different order.
2.3 Outcome 2: MLA Citations

Transcript:

Now that you understand the process of citing a source and the major elements of a documentation style, let’s focus on citing sources using MLA documentation style.
2.3.1 MLA Style: Book Citation

Transcript:

Here’s the basic format for citing a book using MLA, and also the formatted citation for the book Fahrenheit 451. As you remember, the information needed for all book citations is the same: title, author, publisher, year of publication and place of publication. For MLA, one other bit of information is needed - the medium of publication. This demonstration is color-coded so you can study the corresponding parts.
2.3.2 Activity: Practice Citing a Book

Transcript:

Let’s pretend you read The Great Gatsby for a paper you plan to write for your English class. Here is all of the information you’ll need to make a citation for the book. Use the drop-downs to put the information in the correct order for an MLA citation. In case you need a reminder, the basic format for a book is at the top.
2.3.3 Assessment

Transcript:

Okay, now it's time to test yourself. Here is all the citation information for another book, The Hunger Games. Use the drop-downs to put the information in the correct order for an MLA citation.
2.3.4 Assessment

Transcript:

Choose the proper way to list the author in an MLA citation.
2.3.5 MLA: Articles in Newspapers, Magazines & Journals

Transcript:

Now you know how to make a citation for a printed book. But let's say you're citing an article you found in a periodical such as a newspaper, magazine or journal. This citation will include the author, title of the article, title of the periodical, and the volume and issue of publication. It will also include the date, page numbers, and the medium of publication. The medium refers to the format of the publication, for example a print magazine versus a magazine you found online.

Notice the title of the article is enclosed in quotation marks and the periodical title is italicized. The date is enclosed in parentheses, and you would use the exact punctuation shown here. When the citation takes more than one line of typing, the second and any additional lines are indented. The items in this format are color-coded again to help you identify the parts.
2.3.6 MLA: Articles in Print

Transcript:

Imagine you found an article in print about a project some students did with an electric car. Here’s the first page of the article, and the MLA citation for it. Most of the information can be found right here on the first page of the article. Click on the markers to investigate. To find the volume and issue in this case we had to look at the front of the publication. The article starts on page 6 and ends of page 12.
2.3.7 MLA: Sources found in an online database

Transcript:

When we find an article in an online database such as Academic Search Premier, we’re able to locate all of the citation information on the record for that article. Here’s the article record for the same story about the students and the electric car. Click on the markers to investigate.
2.3.8 MLA citations for print and online

Transcript:
When we create a citation for the online article, it will look a little different from the citation for the one we found in print. Here are two citations for the same article. The first one was found in a print copy of the publication. The second was located online using the library database, Academic Search Premier. Can you spot the differences? Click on the blue button to see the answer.
2.3.9 MLA citations for print and online

Transcript:

When an article came from an online database, we show the name of the database and the date we actually saw it online. We also indicate that the medium was "web."
2.3.10 **Activity: Create MLA Citation**

Identifying the parts of a citation for an article can be tricky so let's practice. The drop-down boxes here show citation information for an article called, "Rules for Genetically Engineered Animals," from the library online database, MasterFILE Premier. Put the parts in the correct order for an MLA citation. For instance, you know the author will be listed first, so click on the drop-down arrow in the first box and select the item that's a person's name. If you need a reminder, the basic format is at the top.
2.3.11 Activity: Create MLA Citation

Transcript:

Now practice identifying the parts of a citation. Here is all the information for the same article. Use the drop downs to label each item.
2.3.12 Assessment

Transcript:

Now that you've had some practice, here's an assessment to see how well you learned it. Shown here is all the citation information for another article from the database called MasterFILE Premier. Put the parts in the correct sequence for MLA citation style.
2.3.13 Assessment

Transcript:
Choose the proper MLA citation for a newspaper article found in an online database.
2.4 Outcome 3: MLA Bibliography & In-text Citations

Transcript:

Okay. We’re half way to understanding MLA documentation style. For the last outcome of this lesson, you’ll learn how to prepare an MLA bibliography and how to cite a source within the text of your document.
2.4.1 Sample MLA Works Cited Page

Transcript:

The next step after you've made a citation for each of your sources is to put them together in an alphabetical list. The list will be titled "Works Cited" and it will be the last page of your paper. Here's a sample Works Cited list. Click on the markers for some clues. Notice that the items are in alphabetical sequence according to the author's last name. If there's no author listed, you won't be able to include it, so the citation will start with the title of the source, and it will still be ordered alphabetically using the title instead of the author. If there's more than one author, list them in the order they were shown in the article.
2.4.2 MLA Parenthetical / In-text citations

Transcript:

Now that we’ve reviewed how to create citations and put them together to form a Works Cited list, let’s focus on how to properly format your in-text citations using MLA style. You will place them in parentheses at a pause in the text, listing the author’s last name along with the page numbers you’re referencing. If you’ve mentioned the name of the author in your text, all you have to note are the page numbers. This sample from a student paper includes two parenthetical citations, and it also includes an example of a full formatted citation from the Works Cited page.

How College Writing Differs From High School:

   Essays That Welcome Uncertainty and Seek Out Debates Lead to True Growth

   In high school, teachers who asked me to write personal essays or expository papers typically rewarded what Smith describes as “the emotions and knowledge that the students already know well” (123). On the other hand, success in college means being ready to “explore an idea, probe an issue, solve a problem or make an argument that compels us to turn to outside help” (Gibaldi 2). That phrase “turn to outside help” is a good definition of what it means to research - to search.

   Works Cited

2.4.3 Examples: Citing a Source

Excerpt from the body of the paper

Palomar College is a supportive place for students to grow personally and academically. One of the best features of the College is the strong community of students and faculty. As the College’s President states in his welcome message, “together, we produce many positive results and personal successes” (Deegan).

Excerpt from the bibliography (Works Cited) page:


Transcript:

To review, whenever you introduce someone else's words or ideas in your paper, you should immediately acknowledge that person or group of people by adding an in-text citation to your paper. At the end of your paper, it’s important to include a fully formatted citation that provides enough information about the source to allow others to find it.
2.4.4 MLA Parenthetical / In-text citations

Transcript:

Let's use the article Reinventing the Electric Car by Mark Mahoney to example the various ways to incorporate an in-text citation. On the second page of the article, page 7, Mahoney discusses how students benefit from “out of classroom” learning experiences. Let’s look at how you could present this information in your paper.
2.4.5 MLA Parenthetical / In-text citations

Transcript:

There are a few different ways to format a parenthetical citation. It all depends on how you introduce the source in your writing. One way is to include author's name in the body of your sentence, then exclude it from the citation. Place the citation in the text where there is a pause in the sentence - normally before the period or a comma. If you DON'T name the author in your statement but it refers directly to something he or she wrote or said, include the last name in parentheses just in front of the page numbers. If you directly quote something from your source, you should put it in quotations, say who said it and list the page number it was found on. If your source has more than one author, list up to three of them.
2.4.6 MLA Parenthetical Citations: More Than One Author

Transcript:

Sometimes you'll find an article has two or more authors. If there are two or three authors you should list all of them in your parenthetical citation. If there are more than three, list only the first one followed by et al and the date. For additional information, visit Purdue University's Online Writing Lab.
2.4.7 MLA In-text Citations for Online Sources

Transcript:

But what if your source was found online? Sometimes you won’t know exactly what page to note. In that case you can list the whole range of page numbers the article covers. For websites, you won’t be able to provide page numbers. You can find additional information by clicking on this link to EasyBib.
2.4.8 Activity: Create MLA in-text citation

Transcript:

It’s time for some practice. Here is a summary statement from the online article “Reinventing the Electric Car”. Choose the proper parenthetical (in-text) citation for MLA style from the list below. Remember that the article was found in an online database. Assume that you do not know the page number from the original source because it was published online.
2.4.9 Assessment

Here’s a test to make sure you understand. This is a summary statement using an article called "Why Take Your Dog on a Picnic" from the online database Academic Search Premier. The article is written by two authors - Tyrrell Dunbrack and Robert Dunbrack. Choose the correct in-text citation for MLA style from the list below. Remember that the article was found in an online database.
Transcript:

Choose the proper MLA in-text citation for an article with four authors.
2.4.11 Assessment

Transcript:
And now choose the proper MLA citation format for the bibliography.
2.4.12 MLA Basic Formats

Just as there's a basic format for books and articles from print and online sources, MLA provides formatting for all other sources of information. You can easily cite sources like websites, Youtube videos, bible verses, poetry, a painting, a personal interview with an expert on your topic ... you name it and there's a format for citing it.
2.5 EasyBib

Transcript:

Because there are so many nuances in creating correct citations from a variety of sources, and because constant technology changes cause the formats to change fairly often, we sometimes use online citation tools like EasyBib to help get it right. EasyBib Premium is free to Palomar Students when you sign up on the Palomar Library website. Take a look at the video coming up to see how it works.
2.5.1 Video: EasyBib

From the Palomar College Library homepage, select EasyBib on the right side of the page. At the EasyBib website you’ll see that it offers a selection of source types to choose from: websites, books, newspapers, journals and databases. If your source is “none of the above,” click on all 59 options for a complete list.

Let’s cite a newspaper article from an online database. First, make sure to choose a documentation style - in this case MLA. Choose the newspaper tab. Sometimes you can type the title of the article and EasyBib will automatically create a citation, but more often you’ll have to do it manually so let’s see how that works. Choose manual entry. That opens a form with boxes to fill in. Now select “online database” since that’s where the article came from, then just fill in the form with the information from the database record.

I can copy and paste the title directly from the record. “UC Irvine takes video games to the next level”

The author is Tony Barboza. Make sure to put first and last in the right boxes! Tony’s name doesn’t have a suffix.

The article was published in the Los Angeles Times. [Major pause] Since the city is named in the title of the publication we can leave that out. [pause]

It was in Section A - that goes in this box for advanced info.

It was published on November 30, 2009 [pause] It was on the front page of the paper, page 1. [pause] I found this in a online database called Proquest Newspapers - when you start typing a database name
it gives you a list to choose from.

Fill in the date you actually saw the article, or just click Today if that’s the case.

MLA specifies that we only add the URL if it will be hard to find the article otherwise. Finding an article in the LA Times is easy, so we’ll leave it out. Check that all the information is correct, then click on Create Citation. Bingo! There’s the MLA citation to copy and paste in your Works Cited list.

When you’re on campus at Palomar, create an EasyBib account by clicking on Register up in the right-hand corner. It’s very simple, and once you’ve done that you’ll be able to create projects, keep track of your sources, and use the EasyBib notetaking program for staying organized.

### 2.6 Lesson Review

**Lesson Review**

- Importance of citing sources
- Basic MLA format for citations
- How to create a bibliography in MLA style
- MLA parenthetical (in-text) citations

**ANY QUESTIONS?**

**MLA Online**

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**Transcript:**

Let’s review what you’ve learned so far. Now you know:

- Why it’s important to citing sources
- The basic MLA format for creating citations for a variety of sources
- How to create a bibliography in MLA documentation style
- How to insert MLA parenthetical citations in the text of your paper.

If you still have questions, we recommend you visit the online MLA guidelines.
2.7 Get Help!

Transcript:

This has been an introduction to citing sources using MLA. For more assistance, please ask your instructor or a Palomar College librarian. Or you can visit the English department writing center, the STAR tutoring center, or the Escondido campus's teaching and learning center. We also recommend using the Online Writing Lab at Purdue University or the EasyBib guidelines.

For more details on how to get help, click on the links presented here. Links to these resources are also available in the resources section of this tutorial located in the upper right corner.
2.8 Student Feedback

Transcript:

Now, please tell us what you now know about plagiarism and where you need more assistance by responding to the statements below.
2.8.1 Assessment Results

Transcript:

You have reached the end of this lesson. If you are completing this as an assignment, click on the print results button and enter your name. You may then print the results and give them to your instructor. If you would like to review your response to each assessment question, click on the review questions button. Then, use the next button to move through the lesson. If you’re not satisfied with your results, you can complete the lesson again by clicking on the Retry option.
3. Lesson Complete

3.1 Return to Dashboard Homepage

Transcript:

Congratulations, you have reached the end of this lesson. To review more Dashboard lessons, click on the Return to Dashboard Home Page button.