Quick Guide to MLA In-Text Citation

When writing a paper, an **in-text citation** must be included whenever you refer to, paraphrase, summarize or quote from another source including but not limited to books, journals, newspapers, database journals, websites, blogs, etc.

- To **paraphrase** is to interpret in your own words an idea taken from a text. A paraphrased sentence, phrase or paragraph must be followed by its citation to indicate to the reader its source.
- To **summarizing** is to take someone’s work and condensing it down into your own words to just the main points of the work.
- To **quote** is to state or use a sentence, phrase or entire paragraph in its original form word for word. Short quotes should be encased in quotation marks, longer quotes should be typed in block formatting.
- MLA In-text Citation follows the Author – page format.
- The author’s name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.


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<th>Type</th>
<th>In-text Citation Format</th>
<th>Example</th>
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| Single Author               | (Author surname – space – page number) | (Jones 27)  
As discussed by Jones … (54). |
| 2 or 3 Authors              | (Author – and – Author – space – page number) | (Jones and Smith 114)  
Jones and Smith elaborated on the theory, … (114). |
| 4 or more Authors           | (1st Author surname – space – et al. – space – page number) | (MacDonald et al. 165).  
As stated by MacDonald et al. … (165). |
| Authors – Same Last Name    | (Author’s first name initial – space – period – last name – space – page number) | (P. Jones 291).  
**OR if also same first name initials, spell out full first name:**  
(Peter Jones 291).  
Paul Jones discovered similar findings… (75). |
| No or Unknown Author        | (Title of Publication – space – page number) | (Principles of Nursing 465).  
**OR If article in a larger work – place article or chapter title in quotation mark:**  
(“Caring for the Aging” 24). |
| Organizations/Agency/Institution | (Organization full-name – space – page number) | (New Brunswick Nurses Association 344).  
**OR If a long organization name, shorten well known terms – ONLY when in parentheses ( )**  
(NBNA 344). |
| Source – no page number     | (Author surname) | (Franks).  
(Government of New Brunswick). |
| Includes internet sources, film, video, etc. | (Author surname) | (Smith) |

**Quotations**

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| Short Quote 4 lines or fewer | • Integrate into your writing with quotation marks surrounding it  
• Include an in-text citation | “In this increasingly complex, networked digital environment, communication skills matter more than ever” (Guffey and Lowey 3). |
| Long Quotation More than 4 lines | • Use BLOCK formatting – Do NOT use quotation marks  
• Indent 1 inch from left margin, double-spaced  
• In-text citation placed at end of block quote | Communication technology provides unmatched mobility and connects individuals anytime and anywhere in the world. Today’s communicators interact using multiple electronic devices and access information stored in remote locations… (Guffey and Lowey 3). |