

When using any work (print / digital / images / video / etc.) that are NOT your own, you must cite where you located the information you are presenting.

General factual information needs to be cited but not in direct quotes unless it is word-for-word from the source.

- At the end of the sentence(s) within parentheses, you must provide the author's name and the appropriate page or section of the information.

Common Knowledge Print Example:

Jack Kennedy married Jacqueline on September 12, 1953 (Mills 108).

When using a sentence from a source word-for-word, you must do the following:

- Use quotation marks - “ ”
- At the end of the sentence(s) within the parentheses, you must provide the author's name and the appropriate page or section information.

Direct Quote Print Example:

“He [Jack] loved to taunt his opponent, and where humor was concerned, it was strictly no contest” (Mills 179).

Mills states that “He [Jack] loved to taunt his opponent, and where humor was concerned, it was strictly no contest” (179).

If you are using a larger section or full paragraph from a source:

- You must indent the passage
- Use citing information from above

Large Direct Quote Example: Indent passage

“In November, the minor aggravations of the campaign were forgotten when Jack defeated his opponent almost three to one. At twenty-nine years of age, he had become the representative of the Eleventh Congressional District of Massachusetts. He had never held a job, yet now Jack Kennedy was off to Washington to represent a working-class constituency” (Mills 80).

Web Examples: Use the author name, if available. Example has no author.

JFK was an officer in the U.S. Navy for five years (“John”).

According to American President.org, JFK was an officer in the U.S. Navy for five years (“John”).

Same Author, Different Titles Examples:

A person should also understand that copyright is not trademark. Trademarks are the design, logo, or slogan for a company or industry; it is not limited to just words or just an image (Simpson, *Copyright Catechism* 4).

Most court cases have led to the development of four factors in judging “fair use”: 1) purpose & character of use, 2) nature of copyrighted work, 3) amount of work used, and 4) effect of use on market for or value of work (Simpson, *Copyright for Schools* 42-45).

****Ask LMC Staff or your teacher for assistance with MLA format. See also: page 214 in MLA Handbook. ****

Work Cited

MLA Handbook for Writers of Research of Papers. 7th ed. New York: The Modern Language Association of America, 2009. Print.

“John Fitzgerald Kennedy (1961-1963).” *American President.org*. January 2005. The Rector and Visitors of the University of Virginia. Web. 5 April 2006. <<http://www.americanpresident.org/history/johnfkennedy/>>.

Mills, Judie. *John F. Kennedy*. Franklin Watts: New York, 1988. Print.

Simpson, Carol. *Copyright catechism: practical answers to everyday school dilemmas*. Worthington, Ohio: Linworth Books, 2005. Print.

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