

MLA DOCUMENTATION STYLE: WORKS CITED AND IN-TEXT CITATIONS

This handout provides general guidelines and examples only. It is not meant to be used as an all-inclusive resource of information regarding MLA documentation. For more information about MLA formatting, see the official *MLA Handbook* (9th ed.). You may also want to refer to the following websites:

- Modern Language Association: www.mla.org
- Purdue OWL: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html

Contents

General Guidelines for In-Text Citations	2
Example In-Text Citations.....	2
Author Cited in a Signal Phrase.....	2
Author Cited in Parentheses.....	2
Two Authors.....	2
Three or More Authors.....	2
Unknown Author.....	2
Unknown Page Number	3
General Guidelines for Works Cited	3
Example Works Cited Entries	3
PRINT SOURCES	3
Book by a Single Author.....	3
Book by Two Authors.....	4
Book by Three Or More Authors.....	4
Edition Other Than the First	4
Book with an Author and an Editor or Translator.....	4
Book with an Unknown Author.....	4
Work within a Collection by a Single Author.....	4
Collections and Anthologies	4
Entry from a Reference Book such as a Dictionary or Encyclopedia.....	5
Article in a Journal.....	5
Article in a Newspaper.....	5
Article in a Magazine.....	5
ELECTRONIC SOURCES.....	5
eBook	5
Entry or Comment on a Weblog (Blog).....	5
Email.....	6
Web Site.....	6
Short Work from a Web Site.....	6
Article from a Database.....	6
MULTIMEDIA SOURCES	6
Personal Interview.....	6
Published Interview	6
Film.....	6
Podcast	7
Online Video Clip.....	7
Lecture or Public Address	7
Map or Chart	7

General Guidelines for In-Text Citations

When you include information or ideas borrowed from a source, whether it is paraphrased, summarized, or quoted directly, you must include an in-text citation. In-text citations should follow the following general formatting guidelines:

- ✓ Introduce the quote, paraphrase, or summary with a signal phrase.
- ✓ Present the quote, paraphrase, or summary.
- ✓ End with a parenthetical citation, which should typically include the author's last name and the page number from which the information was retrieved.
- ✓ If a quote is more than four lines of text, use the block quote format

Example In-Text Citations

Author Cited in a Signal Phrase

If the author's name is cited in a signal phrase introducing the quote, paraphrase, or summary, include only the page number in parentheses at the end of the material being cited.

According to Peter Edelman's view of the PRWORA Act, "Bad policies kept too many people on welfare too long, but the new law invited states to make things worse, and too many accepted the invitation" (145).

Author Cited in Parentheses

If the author's name is not cited in a signal phrase introducing the quote, paraphrase, or summary, both the author's last name and the page number must be included in parentheses following the material being cited.

"States with the biggest reductions in welfare rolls have low unemployment levels or stringent welfare policies or both" (Edelman 146).

Two Authors

If a text has three or fewer authors, include all authors in the signal phrase or parentheses.

In 1996 the Temporary Assistance to Needy Families (TANF) program took the place of AFDC when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was enacted by the Clinton Administration (Hagen and Owens-Manley 171).

Three or More Authors

If a text has three or more authors, name only the first author followed by "et al."

"Even though the results are not fully conclusive, they do suggest that a work test is not a powerful tool in encouraging work effort" (Gil et al. 97).

Unknown Author

If the author is unknown, include the entire title (for short titles) or an abbreviated version of the title (for long titles) in a signal phrase or an abbreviated version of the title in parentheses. Abbreviated titles should be presented in the title within a title format, i.e., with single quotes inside double quotes.

According to the *Almanac of Policy Issues*, “Much of America's welfare state remained largely unchanged after that until August of 1996, when a Republican Congress passed, and President Clinton signed, a sweeping welfare reform law that is still the subject of much controversy in public policy circles” (“Social Welfare”).

Unknown Page Number

If a text lacks page numbers (such as many resources found on the Web, omit page numbers from the in-text citation.

As evidence of the effectiveness of these incentives, work participation requirements were reduced for 31 states to 0% in 2002 as a direct result of the dramatic decrease in caseloads (Fagnoni).

General Guidelines for Works Cited

A works cited page in MLA format should adhere to the following general formatting guidelines:

- ✓ The entire works cited page should be double-spaced.
- ✓ Paginate the works cited page as a continuation of your essay rather than as a separate section. For example, if the conclusion of your essay is on page 10, your works cited would begin on page 11.
- ✓ List entries in alphabetical order according to the surname of the authors. (Any entries with anonymous or corporate authors should be alphabetized according to the first word of their titles, excluding *a*, *an*, and *the*.)
- ✓ The first line of an entry should begin at the left margin. Indent all successive lines of the same entry five spaces (or one tab).
- ✓ When including more than one source by the same author, do not repeat the author's name. For a second entry by an author, replace the author's name with three hyphens (---) followed by a period.
- ✓ After each piece of information (author, title, editor, publication details, etc.) insert a period followed by one space.
- ✓ If more than one place of publication is given, use only the first.

Example Works Cited Entries

PRINT SOURCES

Book by a Single Author

Type the author's last name followed by a comma, the author's first name, middle name or initial, a period, and one space. The title of the book should appear next in italics, followed by a period and one space (do not underline the period). Finally, find the publication information on the title page or copyright page. The place of publication appears first followed by a colon, the name of the publisher, a comma, and the year of publication.

Edelman, Peter. *Searching for America's Heart: RFK and the Renewal of Hope*. Houghton Mifflin, 2001.

Book by Two Authors

Type the first author's last name, a comma, the author's first name and middle initial, followed by another comma and the second author's name (first, middle, last). The rest of the entry should follow the guidelines for a book with a single author.

Axinn, June and Mark J. Stern. *Social Welfare: A History of the American Response to Need*. 7th ed. Allyn & Bacon, 2007.

Book by Three Or More Authors

*Up to three authors may be cited in the order they appear on the title page. For three authors, you may follow the format for a book by two authors. For a book with more than three authors, include the first author's last name, a comma, the author's first name, middle name or initial, a comma, and the words *et al* (Latin for "and others"). The remainder of the entry should follow the guidelines for a book with a single author.*

Ambrosino, Rosalie, et al. *Social Work and Social Welfare: An Introduction*. Brooks Cole, 2007.

Edition Other Than the First

When citing an edition other than the first, include the number of the edition after the title followed by "ed."

Denitto, Diana M. and Linda K. Cummins. *Social Welfare: Politics and Public Policy*. 6th ed. Pearson/Allyn & Bacon, 2007.

Book with an Author and an Editor or Translator

If a book has an editor or a translator, include the name of the editor or translator after the title of the book preceded by "Edited by." Or "Translated by" followed by the editor or translator's name, a period and one space.

Dolgoft, Ralph. *Poverty and the Homeless*. 8th ed. Edited by Donald Feldstein. Allyn & Bacon, 2008.

Book with an Unknown Author

When the author of a publication is unknown, simply begin with the title.

Social Welfare: Fighting Poverty and Homelessness. Gale, 2009.

Work within a Collection by a Single Author

For anthologies or collections of a single author's work, place the cited title in quotation marks followed by the title of the collection, which should be italicized. When citing a shorter piece appearing within a larger volume (articles, poems, short stories, etc.) you should also include the page numbers at the end of the citation after the date of publication.

Finnegan, Cara. "The Paul Kellogg Era: Social Reform in *The Survey* and *Survey Graphic*." *Social Welfare and Visual Politics: The Story of Survey Graphic*, Putnam, 2009, pp. 53-65.

Collections and Anthologies

For collections of works by many different authors, follow the same format for a single author, adding the name of the editor or compiler after the title of the anthology.

Lang, John Temple. "Privatisation of Social Welfare: European Union Competition Law Rules." *Social Welfare and EU Law*. Edited by Michael Dougan and Eleanor Spaventa. Hart, 2005, pp. 45-78.

Entry from a Reference Book such as a Dictionary or Encyclopedia

For signed articles in well-known reference books, provide the name of the author if there is one, the title of the entry, the name of the reference book, and the year of publication. For unsigned entries, only the edition or year of publication is necessary.

“Social Welfare Program.” *Encyclopedia Britannica*. 15th ed. 1998, p. 782.

Article in a Journal

Include the volume and issue number after the title of the journal, followed by the date of publication in parentheses. For a journal published once a year, the year is sufficient. If the journal is published quarterly, include the season (Spring, Summer, Fall, Winter) before the year. If the journal is published monthly or bimonthly, include the month and year. If a journal is published weekly or biweekly, include the day also.

Hagen, Jan L. “The New Welfare Law: ‘Tough on Work.’” *Families in Society: The Journal of Contemporary Human Services*, vol. 79, no. 6, Nov. 1998, pp. 596-605.

Article in a Newspaper

If the city of publication does not appear in a newspaper’s title, include the city in square brackets immediately following the title unless it is a national newspaper such as the Wall Street Journal. Next, provide the day, month, and year of publication. If an edition is named, include it after the date. Be sure to include the section and page numbers. If the page numbers are not sequential, separate them with a semicolon.

Frank, Robert H. “The Other Milton Friedman: A Conservative with a Social Welfare Program.” *New York Times*, 23 Nov. 2006, p. A7.

Article in a Magazine

Include the author’s name, title of the article, title of the magazine, date, and page numbers.

Samuelson, Robert J. “The Parent Trap: How Our Budget Policies Hurt Families.” *Newsweek*, 16 Aug. 2010, pp. 22-3.

ELECTRONIC SOURCES

eBook

Follow the format of a print book, adding “E-book ed.” after the title.

Berg-Weger, Marla. *Social Work and Social Welfare: An Invitation*. E-book ed., T & F Books, 2010.

Entry or Comment on a Weblog (Blog)

Begin with the author’s name if available, followed by the title of the entry or comment. Next, include the title of the blog in italics, the date the entry was published, followed by the web address for the blog entry.

Bradley, Kiki and Robert Rector. “How President Obama’s Budget Will Demolish Welfare Reform.” The Heritage Foundation, 25 Feb. 2010, <https://www.heritage.org/welfare/report/how-president-obamas-budget-will-demolish-welfare-reform>.

Email

Begin with the author of the email, followed by the phrase “E-mail to the author” and the date the message was received.

Smith, John. E-mail to the author. 11 Nov. 2003.

Web Site

Include the name of the author or corporate author, the name of the Web site in italics, followed by the sponsoring entity, date of publication or last update, and the web address.

Florida Department of Children and Families. *Access Florida*. Florida Department of Children and Families, 2006, www.myflorida.com/accessflorida/.

Short Work from a Web Site

Begin with the author’s name, followed by the title of the article. Then include the name of the Web site, the sponsoring entity, date of publication or last update, and the web address.

Hage, Dave. “What Does Minnesota Know?” *American Prospect*. American Prospect, 14 Jul. 2002, prospect.org/topics/minnesota/.

Article from a Database

Follow the format for the type of publication (e.g., journal, newspaper, magazine). In italics include the title of the database from which you retrieved the article (e.g., Academic Search Complete). End with the doi or permalink.

Hage, Dave. “What Does Minnesota Know?” *American Prospect*, Summer 2002, p. A6. *Periodical Abstracts*,
<https://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,sso,shib&db=a9h&AN=11866413&site=ehost-live&scope=site&custid=linclnd>

MULTIMEDIA SOURCES

Personal Interview

Begin with the name of the person interviewed, followed by “Interview with the author.” End with the date the interview took place.

Smith, Jane. Interview with the author. 7 Nov. 2003.

Published Interview

Begin with the name of the person interviewed, followed by the title if there is one. If no title exists, replace the title with the word “Interview.” Next, include the title of the publication, the date of publication, the page numbers or web address if applicable.

Haskins, Ron. “Interview: Welfare Reform, 10 Years Later.” *Brookings*, 30 Aug. 2010, www.brookings.edu/on-the-record/interview-welfare-reform-10-years-later/.

Film

Begin with the title of the film. Name the director. Then end with the distributor or production company, and the date the film was released.

With Honors. Directed by Alek Keshishian, Spring Creek Productions, 1994.

Podcast

Begin with the title of the podcast. Next, include the name of the series, followed by the podcast host, the publisher or radio station that aired the podcast, the date it was uploaded, and the web address if applicable.

“Roundtable: Class Issues.” *NPR Roundtable Series*, hosted by Chideya, Farai, *NPR*, 11 Oct. 2005.
www.npr.org/templates/story/story.php?storyId=4800210

Online Video Clip

Begin with the title of the video. Next, include the name of the video sharing site, who uploaded the video, and the date it was uploaded.

“Richard Nixon and the Origins of Welfare Reform.” YouTube, uploaded by the Nixon Foundation, 2 Jun. 2010. www.youtube.com/watch?v=IjWN-gy81wU

Lecture or Public Address

Begin with the speaker’s name, followed by the title of the speech (if there is one) in quotation marks. Next, name the publisher, the date, and the web address if applicable.

Obama, Barak. “Farewell Address.” *The New York Times*, 10 Jan. 2017,
www.nytimes.com/video/us/politics/100000004864201/watch-live-president-obamas-farewell-speech.html

Map or Chart

Cite a map or chart as a shorter work within a longer one. Begin with the title of the map or chart in quotation mark, followed by the title of the source the map or chart was published in and the author or publisher. End with the date the map or chart was published and either the page number or web address as applicable.

“The 2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia.” ASPE: Office of the Assistant Secretary for Planning and Evaluation, by Department of Health and Human Services, Jun. 2008, <https://aspe.hhs.gov/2009-hhs-poverty-guidelines>

Tiffany Elliott

Professor Murray

COM 112-01

14 November 2003

Welfare Work Requirements:

How Much is Too Much?

Poverty is a social issue that transcends time, land boundaries, and the limited comprehensions of any one human being. It has contributed to the degradation of society through its degradation of man. It results from a variety of factors sometimes existing alone, sometimes combined, including, but not limited to, ignorance, the exploitation of labor, and perverse social institutions that hold men down instead of lifting them up. It exists as a form of slavery, which most would sacrifice their lives to escape. It is from this slavery, among other factors, that many people flee in desperation to the safety and protection of a country that promises freedom and opportunity: the United States of America. Would we then have these, along with American-born citizens, enslaved in the land of the free?

Through welfare programs, federal and state governments have attempted to alleviate the strain of poverty on society. According to "The New Welfare Law: 'Tough on Work,'" the federal government established the previous Aid to Families with Dependent Children (AFDC) program over sixty years ago, a program designed to aid mothers living in poverty (Hagen 598). In 1996 the Temporary Assistance to Needy Families (TANF) program took the place of AFDC when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was enacted by the Clinton Administration (Hagen and Owens-Manley 171). The new law was a huge step in welfare reform and changed many aspects of federally-funded welfare programs. Cynthia Fagnoni explains that under TANF states receive a block grant in lieu of the former AFDC program. Fagnoni clarifies that recipients are subject to a five-year lifetime limit for receipt of benefits and are subject to work requirements specified by the state to meet federal regulations under TANF.

The most debated issues surrounding TANF and proposals for its reauthorization are the five-year

maximum and work requirements. On one side of the debate are state governors who run successful programs that have helped reduce the number of welfare cases in their states via welfare to work programs. State officials fear the new proposal will be detrimental to the success they have seen because of the constraining requirements put on the states in order to receive federal funding. For example, Maryland officials who fear the new work requirements outlined in the TANF reauthorization proposal will “dismantle effective programs that reduce nonmarital births, improve job retention, encourage completion of secondary education by teenagers and young adults, and reduce substance abuse” (Hage). Other states such as Washington and Minnesota present similar anxieties while Oregon and Illinois worry that their programs are in danger of annihilation if the new proposal is passed (Hage).

On the other side of the debate are congressmen who believe the original TANF program was so successful that they should tighten reforms to further boost the program’s success rate. Most of this success, however, is a result of the amount of flexibility states were given under the original TANF program, allowing states to educate and train welfare recipients before shoving them into the workforce.

While individuals opposing the TANF reauthorization proposal have valid arguments against proposed changes, the original TANF program made many effective adjustments to the welfare system. TANF, as it was first implemented, helped weed out many individuals looking for a “free ride” and, most importantly, it allowed for the education and job training adults need to eventually get off welfare and support their families on their own. President Bush’s TANF reauthorization proposal, also known as the Working Toward Independence Act, doesn’t change the time limits on aid but would place strenuous work requirements on welfare recipients. Thus a more flexible proposal would better fit the needs of successful state welfare programs.

Government officials at both the state and federal levels need to take a closer look at programs that have been successful in helping families escape poverty and focus on creating a federal program that would facilitate state programs that have proven effective.

In order to better understand opposition to the new proposal, the views of those individuals supporting it must first be examined. California State Representative Wally Herger and Benjamin Cardin

express their joint opinion on this matter. They believe the President's proposal "would pull parents out of the dependency trap and give states incentives for decreasing caseloads" (Herger and Cardin). States, however, already have plenty of incentives for decreasing caseload numbers. Not only does a decrease in caseloads allow for budget increases in other state-funded programs, but TANF allows states certain exemptions from program participation requirements as a reward for such decreases. According to description of TANF and its requirements under PRWORA, for every percent in caseload reduction, work participation requirements are equally reduced. As evidence of the effectiveness of these incentives, work participation requirements were reduced for 31 states to 0% in 2002 as a direct result of the dramatic decrease in caseloads (Fagnoni).

Obviously, states are taking advantage of TANF's incentives to decrease caseloads. The stricter work requirements of the TANF reauthorization proposal will only hinder in this areas rather than help as Herger and Cardin believe. States would be forced to focus on meeting work requirements rather than education and job training, which has made their programs so successful in helping welfare recipients become independent and remain independent of government assistance. Under original TANF provisions, these programs were possible, but President Bush's proposal would restrict them. Secretary Thompson supports the Working Toward Independence Act and believes that TANF has been so successful that the reauthorization proposal should be endorsed as the "next step in welfare reform" (U.S. Dept. of Health and Human Services). But how can the next step be taken when the first has not yet been perfected?

Martin O'Malley, Mayor of Baltimore, Maryland, discusses the need for "greater accountability" in regard to TANF spending at state and local levels (House Subcommittee on Human Resources). This is an issue the President should be addressing in his proposal instead of stricter work requirements that threaten to destroy currently effective programs.

Although Bush's proposal would not change the five-year time limit on receipt of benefits, the controversy has been carried forward by opposers of the time limit. Advocates of the time limit argue that such limits keep individuals from trying to make a living off welfare. The opposition fears that individuals who desperately need welfare will be harmed by the imposed time limits. Such fears,

however, are misplaced. As long as states do not abuse the time limits, truly needy families will not be harmed. In fact, states have an incredible amount of flexibility with the time limits currently in place. First, the time limits only apply to cash benefits or other benefits considered a necessity and only to benefits paid out of the TANF block grant (Fagnoni). Any type of assistance paid out of state funds is not subject to the federal requirements. Second, states may extend or eliminate these time limits “for reasons of hardship,” with states free to define “hardship” as they will (Fagnoni). Third, the time limits on TANF benefits only apply to families in which adults receive aid (Fagnoni). Cases in which only children are welfare recipients, or “child-only cases,” are exempt from TANF time restraints. According to Fagnoni, such cases account for 736,000 families nationwide or one-third of all families on welfare.

While the time limits imposed by TANF have caused heated debate, it takes a back burner to the issue of work requirements under the reauthorization proposal. The original TANF program established fair and flexible work requirements that states must comply with or face penalties up to a 5% reduction in annual TANF funds (Fagnoni). While seemingly harsh, states experience a generous amount of flexibility just as with the time limits. As reported by the Department of Health and Human Services, the President proposes to increase work requirements to 30-40 hours per week, 24 of which must be spent in the work place rather than on education and job training. Under these constraints, it would take years to fully train an individual in a profitable skill. In the meantime, that individual is working 24 hours a week at a minimum wage job while still collecting welfare benefits. Mayor O’Malley clarifies the problem with this system: “no one can be self-sufficient in a minimum wage job. And many of those who still remain on welfare roles [*sic*]^{*} are, in fact, only qualified to work in minimum wage jobs” (“Welfare Overhaul Proposals”). It would be much more beneficial for both that individual and the state if that 24 hours per week could initially be spent in education and job training programs, decreasing the amount of time it would take to fully prepare individuals for jobs that would allow them to gain financial independence and thus the amount of time they spend on welfare.

^{*} When a spelling or grammatical error appears in a text you are quoting from, present the quote exactly as it appears in the original source. You can include the editorial note “[*sic*]” (Latin for “so” or “thus”) immediately following the error to clarify that the error belongs to the original source.

Another opponent of the TANF program is Peter Edelman. In protest against the PRWORA Act, Edelman “resigned his position at the U.S. Department of Health and Human Services, rather than work on the implementation” of TANF (“Poverty & Welfare” 1078). In his book, *Searching for America’s Heart: RFK and the Renewal of Hope*, Edelman says of the PRWORA Act, “Bad policies kept too many people on welfare too long, but the new law invited states to make things worse, and too many accepted the invitation” (145). He continues, “states with the biggest reductions in welfare rolls have low unemployment levels or stringent welfare policies or both (*Renewal of Hope* 146). In refutation of Edelman’s arguments, low unemployment levels are an accomplishment, especially in states that have seen a decline in welfare caseloads. Isn’t this the ultimate goal of the TANF program? It would seem that Edelman’s evidence actually supports the success of TANF rather than the failure of “bad policy.” Some abuse of TANF is bound to exist, as with any welfare program, but in most states, it has worked.

A better system of accountability may need to be established to ensure that states aren’t abusing the flexibility of the program. Such flexibility is necessary, however, if successful programs are going to continue in their success. Perhaps the Working Toward Independence Act should be traded for a Working Toward State Accountability Act. In either event, too few government officials are focusing on the real issue: how people will be affected by the proposal.

President Bush’s Working Toward Independence Act passed the House in May of 2002 (Herger and Cardin). It passed the Senate as well, though not without many amendments, on Oct. 3, 2003 (*Thomas Legislative Information on the Internet*). If approved by the President, this act will harm both welfare recipients and state governments as more time and money is poured into ineffective programs and previously effective programs are unable to offer the education and training necessary to helping welfare recipients become financially independent. This can only lead to more families living in poverty, increased caseloads, and the further degradation of society.

Works Cited

- United States, Department of Health and Human Services. "President's TANF Proposal Good for Families: Work, Education, Training Provisions Send Welfare Reform to Next Level." 5 May 2002. archive.hhs.gov/news/press/2002pres/20020305.html.
- Edelman, Peter. "Poverty & Welfare: Does Compassionate Conservatism Have a Heart?" *Albany Law Review*, vol. 64, no. 3, 2001, pp. 1073-1084. *Academic Search Premier*, <https://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,sso,shib&db=a9h&AN=4425848&site=ehost-live&scope=site&custid=linclnd>.
- . *Searching for America's Heart: RFK and the Renewal of Hope*. Houghton Mifflin, 2001.
- Fagnoni, Cynthia M. "Welfare Reform: With TANF Flexibility, States Vary in How They Implement Work Requirements and Time Limits." *FDCH Government Account Reports. Military and Government Collection*, <https://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,sso,shib&db=eric&AN=ED469811&site=ehost-live&scope=site&custid=linclnd>.
- Hage, Dave. "What Does Minnesota Know?" *American Prospect*, 2 Jul. 2002, prospect.org/article/what-does-minnesota-know.
- Hagen, Jan L. "The New Welfare Law: 'Tough on Work.'" *Families in Society: The Journal of Contemporary Human Services*, vol. 79, no. 6, Nov. 1998, pp. 596-605.
- Hagen, Jan and Judith Owens-Manley. "Issues in Implementing TANF in New York: The Perspective of Frontline Workers." *Social Work*, vol. 42, no. 7, Apr. 2002, pp. 171-182. *Academic Search Premier*, <http://dx.doi.org/10.1093/sw/47.2.171>.
- Herger, Wally and Benjamin L. Cardin. "Symposium: Are the Work Requirements in the New House Republican Welfare Plan Fair?" *Insight on the News*, vol. 18, no. 38, Oct. 2002, pp. 46-49.
- O'Malley, Martin. "Welfare Overhaul Proposals." FDCH Congressional Testimony, 11 Apr. 2002. *Thomas Legislative Information on the Internet*. Library of Congress, 21 Nov. 2003, www.congress.gov/congressional-report/107th-congress/house-report/452.