Extended Essays and the
Modern Language Association citing format (MLA 8)

An overview
Updated September 2016

For details and authoritative information please refer to the MLA Handbook.

IN-TEXT or PARENTHETICAL CITATIONS

PUNCTUATION
• Leave a space between the author and the page number (Chioini 23)
• Use , to separate 2 pages (Chioini 23, 45)
• Use - to separate a sequence of pages (Chioini 23-35)
• Use : to indicate the volume number (Chioini 2: 45)
• Use ; to separate more than one source for the same citation (Chioini 23; Friendly 82)

TITLES VS. AUTHORS
Titles in parenthetical citations are in italics (The Economist 16)
Authors are not (Boswell 16)

FOOTNOTES
MLA prefers in-text citations to endnotes and footnotes. If you decide to use notes the latter is the preferred format. You will still need to include a works cited page at the end of your essay.

The format of the first footnote in your essay is different from the format of the same reference in your works cited page:
First footnote:


Works cited page:

If you make more references to the same author, only write the author’s last name and the page number.

Miller 315

PICTURES
"If the caption of a table or illustration provides complete information about the source and the source is not cited in the text, no entry for the source in the works-cited list is necessary” (MLA7, section 4.5 Tables and Illustrations).

WORD COUNT
Because notes are not calculated in your total word count teachers may suggest that you use footnotes instead of in-text citations. You will still need to include a works cited page at the end of your essay.

Are included in the 4000 words the introduction, the body, the conclusion and any quotations.

Are not included: The abstract, acknowledgments, the contents, notes, bibliography, appendices, citations/references, equations, maps, etc.

WORKS CITED PAGE

WORKS CITED OR BIBLIOGRAPHY?
The definitions of “bibliography” and “works cited” are ambiguous. Generally speaking, a bibliography refers to all the sources you used to help you write your essay and not only those you cited in the body of your work while the term works cited refers to the references you cited in your paper.

Both the MLA handbook and the IBO are a bit vague on what the differences are (Extended Essay Guide 17).
LAYOUT:
MLA is very specific about the layout of the works cited page. You can find a copy of the MLA handbook in the library.

ALPHABETIZE AND INDENT
Alphabetize your list of references by first word to help the reader find the needed reference. For the same reason of clarity align the first line of the reference to the right margin and indent all subsequent lines.


DOUBLE-SPACE
You should double-space everything, within the reference and between references.

THE WEB ADDRESSES (URL)
Include the URL (web address) of the Internet page you used at the end of each web reference. MLA requires it, so does the IBO (EE Guide 2013, page 18) and most of your teachers do as well.

DEFINITE ARTICLES (A, AN, THE)
Write but ignore the initial article of the title (*a, an, the*) when you alphabetize. *The New Deal: What is the Role of Government?* is alphabetized under “N”

3 HYPHENS
If you make reference to more than one book from the same author use three hyphens in lieu of repeating the name.


---, *Free spirit in literature (…)*

IB., IBID. OP. CIT.
MLA does not use those abbreviations anymore.

NO PAGINATION, DATE, PUBLISHER GIVEN

REMEMBER
- Examiners do not really care about the citing format you use. They want you to be clear and consistent throughout your essay.
- Examiners are in no obligation to read in excess of 4000 words.
- When in doubt, cite.

For more information please consult the MLA 8 Handbook, the “Cite Well” libguide on the library web site or see Mr. Chioini.