MLA:

* **Format**
* **Citation**

**Formatting**
• 12 font Times new Roman, double spaced, 1’ Margins in all sides

• Header: Your last name and page number
• Heading (only on the 1st page)

**Citation:**

* **In-Text Citation** (Quotes)
* **Works Cited Page** (Sources- places (articles, web sites, books) we got the quotes)

**Where to look for Credible Sources?**

* **LAVC Library database**
* **Google Scholar**
* **The credible citations** that were used in a (credible) source or in wiki they are in the END of the article or Wikipedia information

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In-Text Citation:

* **Direct Quotes** - “word by word” direct quote cannot be longer than 4 typed lines
* **Indirect Quotes** – the idea is from a source restated with your words

Introducing In-text Citations:

* By Signal words - **According to** Tom Smith the author of the article, “………..”

 **As** Tom Smith, the author states “………….”

* **Parenthetical** - “…………..” (Smith).

**EXAMPLES**

**Direct Quote: Parenthetical Citation**

“The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees” (Clarke).

**Direct Quote:** Signal words/ phrases

According to Sam Clarke, the speaker on 1News, “The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees.”

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**Indirect Quote: Parenthetical Citation**

A study experimenting a four-day working week resulted with positive effects and benefits for both employees and employers (Clarke).

**Indirect Quote:** Signal words/ phrases

According to Sam Clarke, the speaker on 1News, a study experimenting a four-day working week resulted with positive effects and benefits for both employees and employers

What to mention from a source in the in-text citation:

**Author’s name (**last name)

If no author:

 **Title of the source** (article). Remember: “Titles of articles, video” BUT. *Titles of books, movie*

If no Title

 ***Name of the Website***

Example: Let’s use a website article with an author and then, cite it as if it doesn’t have author nor title.

 <https://www.1news.co.nz/2018/07/18/kiwi-company-trials-four-day-working-week-for-more-energised-engaged-workforce/>

**Article has an Author: Direct** and **Indirect** In-text Citations with **Parenthetical** andSignal words

“The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees” (Clarke).

According to Sam Clarke, the speaker on 1News, “The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees.”

**Lets’ say the Article doesn’t have an Author, so we will use the Title:**

“The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees” (“Kiwi company trials”**).**

As the article “Kiwi company trials” states, “The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees.”

**Lets’ say the Article doesn’t have an Author and no Title, so we will use the name of the source ( website):**

The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees” (*1News***).**

As stated in the website *1News,* “The dream of a four-day working week is looking more likely after a study found positive benefits for both employers and employees.”

**When citing from the sources, REMEMBER again:**

• Do not over-quote!
• You can have in-text direct quotes or paraphrased. In both cases, you should validate /
mention the author/ the source
• Use credible sources (valid websites, Google Scholar and School Library Academic Databases)

**Works Cited – is a separate page (last page of your paper and it follows the same MLA Formatting )**

So, it has Times New Roman 12 font and is Double Spaced

 Citations are in ABC order

Works Cited

Clarke, Sam. “Kiwi company trials four-day working week for more 'energised, engaged workforce'”

*1News.*  17 July 2018. https://www.1news.co.nz/2018/07/18/kiwi-company-trials-four-day-working-week-for-more-energised-engaged-workforce/

Gosselin, Peter G. “Unconstitutional Sections of the Patriot Act.” New York Times, 11 Jan. From

newspaper Last Name, First Name. “Title of Article.” Title of Newspaper. Pub. Date: 2009.