

**The MLA Documentation System**  
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**What to Cite**

Any time you quote, paraphrase, or summarize material from a source in a paper, you must document your research. You must also document any visuals that you borrow from a source (artwork, photographs, charts, tables, etc.).

You do not need to cite sources for common knowledge—facts that most readers already know; facts available in a wide variety of sources, such as encyclopedias or almanacs.

**How to Cite**

MLA citations are made in the text of the paper, with the combination of a signal phrase or sentence and a parenthetical reference.

The signal phrase or sentence introduces the material and usually names the author of the source. The parenthetical reference—which follows the quotation, summary, or paraphrase—usually contains the number(s) of the page(s) on which the material appears in the source.

If you introduce the quotation with a signal phrase, use a comma before the quotation:

In the view of ethnomusicologist Terence O'Grady, "Lennon's 'In My Life' evokes the passivity of a restrained folk ballad, eschewing both the blues-derived qualities of the typical pop-rock song and the harmonic suavety and sophistication associated with the slicker commercial ballads" (89).

If you introduce the quotation with a signal sentence, use a colon before the quotation:

Writing of the Beatles' first visit to America, biographer Bob Spitz describes the area surrounding New York City's Plaza Hotel: "Hundreds of fans showed up simultaneously, causing gridlock. A throng of girls swarmed over the fountain and statue in the tiny arcade along 5<sup>th</sup> Avenue" (463).

You can also weave short quotations into your own sentences:

Shirley Whitely contends that "She Loves You" is "a song that adheres to the advice formula of girl-group songs, a genre that presented an explicitly female perspective (girl-talk) and a variety of female viewpoints" (60).

Signal summaries or paraphrases as you do quotations:

Kenneth Womack and Todd Davis note that the Beatles' handlers went to great lengths to ensure that the singers were perceived as free of romantic entanglements, believing that fans would be more devoted if they saw the boys as available (101-102).

If the author's name does not appear in the signal phrase—or if there is no signal phrase—the author's last name must appear in parentheses with the page number.

According to one recently published article, "An examination of the Beatles' interviews reveals that they were fascinated with their sales figures from the start" (Decker 194).

In their songwriting, Lennon and McCartney utilized phrases and images from both antiquated and contemporary advertisements. "Being for the Benefit of Mr. Kite" quotes an old circus poster, for example, while "Good Morning Good Morning" borrows a Kellogg's cereal slogan (Northcutt 143).

If your Works Cited list includes more than one work by the same author, either mention the full title of the work to which you are referring in the signal phrase, or use a short form of the title in the parentheses.

Many studies of the Lennon-McCartney songbook buy into stereotypes of Paul as the "naïve lightweight" and John as the "tough-minded realist"; in such analyses, "McCartney is found wanting while Lennon gets high marks" (Kimsey, "Spinning" 210).

Use the abbreviation "qtd. in" when you need to indicate that you are quoting from someone else's report of a source, a presentation, or a conversation.

Inducting James Taylor into the Rock and Roll Hall of Fame in March 2000, McCartney described the large number of "underwhelming aspirants" who auditioned for Apple Records, the label founded by the Beatles in 1968. In contrast, McCartney recalled, "[James] started singing, and it was just so beautiful—there and then we said, 'OK, he's on Apple'" (qtd. in Rosen 2).

For parenthetical references to electronic sources, page numbers are not readily available. Provide information that will allow your readers to locate the correct source on your list of Works Cited. When you can, use the name of the author and/or the title under which you list the source. You can also cite paragraph or section numbers in parenthetical references to electronic sources.

Harrison's philanthropy continues posthumously: "The George Harrison Fund for UNICEF [will support] programs that provide lifesaving assistance to children caught in humanitarian emergencies" ("George Harrison Fund" par. 2).

## **How to Prepare the Works Cited List**

Center the phrase Works Cited at the top of the page. Double-space the Works Cited list. Alphabetize the Works Cited entries by the authors' last names (or by the first key word in the title when no author is listed).

## ***How to Cite Secondary Sources***

### **Book by One Author**

Reeve, Andru J. Turn Me On, Dead Man: The Beatles and the "Paul-Is-Dead" Hoax. Bloomington, IN: AuthorHouse, 2004.

### **Book by More Than One Author**

McCabe, Peter, and Robert D. Schonfeld. Apple to the Core: The Unmaking of the Beatles. London: Brian & O'Keefe, 1972.

### **An Edited Collection**

Womack, Kenneth, and Todd F. Davis, eds. Reading the Beatles: Cultural Studies, Literary Criticism, and the Fab Four. Albany: State U of New York P, 2006.

### **A Work in an Anthology or Collection**

Ehrenreich, Barbara, Elizabeth Hess, and Gloria Jacobs. "Beatlemania: Girls Just Want to Have Fun." The Adoring Audience: Fan Culture and Popular Media. Ed. Lisa Lewis. London: Routledge, 1992. 93-119.

### **Article from a Daily Newspaper**

Gunderson, Edna. "The Beatles: The Magical Mystery Lure." USA Today 30 March 2001: E1.

### **Article from a Weekly Magazine**

Roane, Kit R. "We Love Them Yeah, Yeah, Yeah, and Yeah!" US News and World Report 15 January 2001: 43.

### **Article from a Monthly Magazine**

Freund, Charles Paul. "Still Fab: Why We Keep Listening to the Beatles." Reason June 2001: 37-43.

### **Article in a Scholarly Journal with Continuous Annual Pagination**

Compton, Todd. "McCartney or Lennon?: Beatle Myths and the Composing of the Lennon-McCartney Songs." Journal of Popular Culture 22 (1988): 99-131.

### **Article in a Scholarly Journal That Paginates Each Issue Separately**

Bradby, Barbara. "She Told Me What to Say: The Beatles and Girl-Group Discourse." Popular Music and Society 28.3 (2005): 359-390.

## ***How to Cite Primary Research***

### **Interview**

Stark, Steven. Telephone interview. 12 February 2005.

Tompkins, Jane. Personal interview. 5 December 1991.

### **Correspondence**

Spitz, Bob. "Interviewing George Harrison." Personal e-mail.  
25 Jan. 2006.

## ***How to Cite Electronic Publications***

### **eBooks**

When citing an eBook that is available through the Web, provide all of the following elements that are available: the author's name; the title of the book; the city, publisher, and publication date for the print version of the book; the title of the site through which the eBook is available; the publication date of the electronic version of the book; the date of access; and the URL.

Everett, Walter. The Beatles as Musicians: The Quarry Men Through Rubber Soul. New York: Oxford U P, 2001. eBooks.com. 2001. 14 Sept. 2006. <[http://www.ebooks.com/ebooks/book\\_display.asp?IID=241328](http://www.ebooks.com/ebooks/book_display.asp?IID=241328)>

Thomson, Elizabeth, and David Gutman, eds. The Lennon Companion: Twenty-five Years of Comment. Cambridge, MA: Perseus Books, 2004. NetLibrary. 2004. 8 Sept. 2006. <<http://www.netlibrary.com>>

### **Article from an Online Database (ProQuest, InfoTrac, etc.)**

Provide all of the following elements that are available: the author's name; the title of the work (in quotation marks); print publication information; the name of the online database (underlined); the name of the library through which you are accessing the database; the date of access; and the URL of the service's homepage.

Whissell, Cynthia. "Traditional and Emotional Stylometric Analysis of the Songs of Beatles Paul McCartney and John Lennon." Computers and the Humanities 30 (1996): 257-265. ProQuest. Belmont University, Lila Bunch Library. 24 Feb. 2006 <<http://proquest.umi.com>>.

### **Article in an Online Periodical**

Cite the article as you would an article from a print periodical, then provide the date of access and the URL for the article.

Boehlert, Eric. "The Greatest Week in Rock History." Salon 19 Dec. 2003. 24 February 2006 <<http://www.salon.com/ent/2003/12/19/rock/>>.

### **Material from a Website**

Provide all of the following elements that are available: the author's name; the title of the page or document, in quotation marks; the name of the website; the editor; the date of publication or latest update; the name of the institution or organization associated with the site; the date of access; and the URL of the page or document.

Taylor, Derek. "1963-1964: Beatlemania Builds in the U.K." The Beatles. Apple Corps Ltd. 2004. 24 February 2006  
<<http://www.beatles.com/hub/article.php?page=64menuItem=The%20beatles>>.