

## How to Cite Books in MLA Style (7<sup>th</sup> ed.)

When beginning your research for a paper or speech, start documenting all sources, whether consulted for basic information or intended as outside sources cited in the final project. Books are an important resource. This *infotip* provides citation samples.

### In-Text Citations

#### Signal Phrase ending with Page Numbers in Parenthesis\*

As Lane explains, these programs record every key entered into the computer in hidden directories that can later be accessed or uploaded by supervisors; the programs can even scan for keywords tailored to individual companies (128-29).

#### Paraphrase ending with Parenthetical Citation\*

These programs record every key entered into the computer in hidden directories that can later be accessed or uploaded by supervisors; the programs can even scan for keywords tailored to individual companies (Lane 128-29).

### Quotation

“Some ... forms of legal abuse, such as over-billing, are not even in the jurisdiction of state disciplinary groups. And, in nearly all states, people who lodge complaints against lawyers have no way to find out what is happening in their cases” (Callahan 239).

#### BASIC ELEMENTS OF CITATION

##### *Entire Book (Print copy)*

AuthorLastName, FirstName MiddleNameOrInitial. *Title of Book*. x<sup>nd</sup> ed. CityOfPublication: Publisher, yyyy. Print.

#### Works Cited [Sample]

American Management Association. *Electronic Monitoring and Surveillance*. [New York]: American Management Association, 2001. Print.

Adams, Scott. *Dilbert and the Way of the Weasel*. New York: HarperCollins, 2002. Print.

Callahan, David. *The Cheating Culture : Why More Americans Are Doing Wrong to Get Ahead*. Orlando: Harcourt, 2004. Print.

Lane, Frederick S ., *The Naked Employee : How Technology Is Compromising Workplace Privacy*. New York: AMACOM, 2003. Print.