In addition to having a works cited or reference page, you must also cite the author in text, following the quotation or paraphrased statement. If you are quoting directly from the text, be sure to include the page number or numbers that the work appeared on.

**Print Works**

Work with one author:
"This is an example sentence" (Smith 32).

Work with two or three authors:
“This is an example sentence” (Smith, Jones, and Williams 55-56).

Work with more than three authors:
“This is an example sentence” (Smith et al. 12).

Work with no author; use first two words of title:
“This is an example sentence” ("Article Name” 1123).

Work with a corporate author:
“This is an example sentence” (Organization Name 11).

**Internet works**

Site with one author:
"This is an example sentence" (Smith ).

Site with two or three authors:
“This is an example sentence” (Smith, Jones, and Williams).

Site with more than three authors:
“This is an example sentence” (Smith et al.).

Site with no author; use first two words of title:
“This is an example sentence” ("Webpage Name").

Site with a corporate author:
“This is an example sentence” (Organization Title).

Site which numbers paragraphs:
“This is an example sentence” (Smith, pars. 1-2).

Site for an article in PDF format which includes accurate page numbers:
“This is an example sentence” (Smith 32).
Block Quotes

Block quotes in MLA are used when a large portion of text must be directly quoted. According to the 7th edition MLA handbook, if a quotation extends to more than four lines when placed in your document, set it off from your text by beginning a new line, indenting the entire quoted section one inch from the left margin, and typing it double-spaced, **without adding quotation marks**. If you quote a single, entire paragraph, do not indent the first line more than the rest. Include a parenthetical, in-text citation at the end of your block quote outside of the punctuation. Block quotes are often introduced with a colon, but this may not be required depending on the structure of the connecting sentence.

To set up a block quote in Word, highlight the text you wish to include in the block quote and click on the increase indent button twice. This button is located in the Paragraph category on your Home ribbon and looks like this: ➨

A block quote may also be set by using the ruler at the top of your word document. Make sure all parts of the indentation indicator have been moved to the 1 inch marker as indicated in the screenshot above.

If your paragraph does not indent properly even after following the above steps, make sure that you have included a hard return (pushed enter once) both before the block quote and directly after it. No additional space is needed between the block quote and the rest of the document text.