FIRST, FORMAT ENTRIES FOR THE LIST OF WORKS CITED
Since the information included in the in-text citation depends—in part—upon the source’s entry in the works-cited list, be sure to format the citation(s) that will appear in the works-cited list before attempting to format any in-text citations. *Pre-formatted citations are provided to English 110 students.*

IN-TEXT CITATIONS: POETRY (Author #).
English 110 students will format in-text citations for works of poetry in standard author-page style. In other words, do not include line numbers when citing works of poetry in the text; since most of the poems we have read are relatively short, page numbers will suffice.

IN-TEXT CITATIONS: DRAMA (Author #).
English 110 students will format in-text citations for *Hamlet* in standard author-page style. In other words, do not include division (e.g., act or scene) or line numbers when citing *Hamlet* in the text.

QUOTING VERSE
If you quote part or all of a line of verse, put it in quotation marks within your text, just as you would a line of prose. You can incorporate more than one line in this way, using a forward slash with a space on each side (//) to indicate to your reader where the line break falls. If a stanza break occurs in the quotation, mark it with two consecutive forward slashes with a space on each side (///).

**Author’s Name in Signal Phrase:**
In Edgar Allan Poe’s “The Raven,” the speaker is overwhelmed by “sorrow for the lost Lenore” (838).

**Author’s Name Not in Signal Phrase:**
In “The Raven,” the speaker is overwhelmed by “sorrow for the lost Lenore” (Poe 838).

**Author’s Name in Signal Phrase:**
Matthew Arnold begins “Dover Beach” by describing the view from the speaker’s window in Dover overlooking the English Channel toward France: “The sea is calm tonight. / The tide is full, the moon lies fair / Upon the straits . . . “ (740).

**Author’s Name Not in Signal Phrase:**
The speaker in “Dover Beach” describes the view from his window in Dover overlooking the English Channel toward France: “The sea is calm tonight. / The tide is full, the moon lies fair / Upon the straits . . . “ (Arnold 740).
VERSE QUOTATIONS LONGER THAN THREE LINES
If a verse quotation runs longer than three lines in your own text, then it requires special emphasis (i.e., a “block quotation”; specific guidelines and examples are available in 8th edition of the MLA Handbook).

However, English 110 students are not asked to complete any writing assignments this semester that require or justify the inclusion of such a lengthy quotation. Instead, English 110 students should find another way to effectively incorporate the information into their own writing, such as paraphrasing or breaking up the quotation into smaller bits (see the MLA Handbook (8th edition) for specific guidelines and examples).

AUTHORS’ NAMES IN THE TEXT (“NAMES OF PERSONS”) State someone’s name fully the first time you use it in your discussion. Write the name accurately, exactly as it appears in your source or in a reference work. For example,

A.R. Ammons
William Blake
William Shakespeare
W.B. Yeats

In subsequent uses, you may refer to a person exclusively by his or her family name (i.e., last name or surname).

NOTE: Never refer to a person by his or her first name only, as in “William wrote many plays, including Romeo and Juliet, The Tempest, and Hamlet.”

Furthermore, if the name of the author of a source is given in the source with a title—such as Dr., Sir, Ms., and so on—omit the title when the name is mentioned in the text and in the works-cited list. For example, “Alfred, Lord Tennyson” should be referred to simply as “Alfred Tennyson” in the text and in the works-cited list.

CITING WORKS OUTSIDE OF THE NORTON If you are referencing a poem that does not have a page or line numbers available—such as A. R. Ammons’s “Ballad”—then follow standard author-page style rules when formatting in-text citations.

FORMATTING NUMBERS (“STYLE OF NUMERALS”) In short, English 110 students will use arabic numerals in all references to pages and/or divisions of works (acts, scenes, lines, etc.)—even if the numbers appear otherwise in the source.