Campus Academic Resource Program:
Modern Language Association Style (MLA) Handout

This handout will:
- Discuss MLA Style page formats
- Explain different forms of MLA Style citations
- Provide formats and examples of reference source citations by type
- Provide formats and examples of bibliographical source citations by type
- Give general guidelines of MLA Style

Take Note: **This handout is not a substitution for your professor's specific requirements regarding the format of the paper. Always consult with your professor about formatting requirements!**

Formatting

FOR THE FIRST PAGE ONLY:
Include your:
Full Name
Professor
Class
Paper Due Date
(Day Month Year)

Title of the paper is centered. Do not bold or underline the title.

Use a legible font such as Times New Roman or Palatino. Professors usually prefer TNR in 12 point font.

Smith 1

John Smith

Dr. Carp

ENGL101

6 December 2013

Formatting a Paper in MLA Style

This is the first page of your paper. It includes a

running header that contains your last name and current

page number. Write your name, your professor's name,

your class, and the date of the paper in the upper left-

hand corner. For the most part, the rest of your paper

will maintain these guidelines (unless otherwise noted by a

professor). For special rules and exceptions, please

consult the professor of the class, as well as the sources

listed on the works cited page of this handout.

The header on every page is comprised of your last name and the current page number on the top right of the page. The header is .5" from the top of the page.

The paper needs to be double-spaced in the paper body. Consult the MLA Guide for special exceptions and more information to this rule.

Margins need to be 1".

How to Quote your Information

If you incorporate another source's words into your own writing, you must *always* quote the source correctly.

For quoting 4 lines or fewer of general prose (stories, novels, analytical/interpretive works, etc.) in your paper, integrate the information into your text without any special formatting.

Example:

This quote is integrated into the text. Also, maintain double spacing and the other rules for the general body of the paper.	White argues that in order to maintain a persuasive, yet firm presence in business, the entrepreneur must be "the one who knocks" (200).	You can also incorporate a quote/paraphrase/other information with a signal phrase, such as "he/she said," "according to _____,"

For quoting 4 lines or fewer of text with line breaks (poetry, songs, certain plays, etc.) in your paper, use a forward slash (/) to indicate where the line breaks. Maintain the same capitalization and syntax as the original source.

As the wise poet said, "Roses are red/ Violets are blue/ Let's be friends/ Cows say moo" ("Deep" 1-4).

For quoting 5 lines or more of general prose in your paper, follow the format in this example.

Introduce the quote in your own words. If you introduce the quote with a complete sentence, use a quotation. If you use a signal phrase, end the phrase with a comma. If the quote is fully integrated into your writing, do not use any punctuation.	White suggests that businesses can change a person's disposition, and: Once this happens, the business will cease without its owner. At this moment, others may not know who you are. Kindly remind these people that you are the danger, because you are the one who knocks. (White 250)	Maintain double spacing from your text to the actual quote. Indent entire block quote 1". Citation comes after the end of the quote and punctuation.

For quoting 5 lines or more of text with line breaks (poetry, songs, certain plays, etc.) in your paper, maintain the form of the original source as much as possible. Do not use a forward slash. See the following example.

Introduce the quote in your own words. If you introduce the quote with a complete sentence, use a quotation. If you use a signal phrase, end the phrase with a comma. If the quote is fully integrated into your writing, do not use any punctuation.	After Mr. Smith gave his wife the flowers and chocolates, he recited the following poem: Roses are awesome and usually red, Violets are cool and commonly blue, And daisies are just white. You are so very beautiful, And so very dy-no-mite. (Bennett 109)	Maintain double spacing throughout, even with the transition from your text to the actual quote. Indent entire block quote 1". Citation comes after the end of the quote.

Citing Your Information

Whenever you quote an author/source, paraphrase an author's ideas, or incorporate uncommon knowledge from a source, you must cite your sources in order to tell the readers where you received your information (otherwise it is plagiarism!) The MLA Style uses parenthetical citations to cite information. The following information shows basic guidelines for formatting citations. **As always, consult with your professor about specific formatting and citation requirements!**

Basic Parenthetical Citations:

For most sources that have authors and page numbers (**especially sources in print**), you will use the author-page format in the parenthetical citation:

> Parenthetical citations are pretty easy "once you get the hang of it" (Smith 109).

Parenthetical citations contain the author's last name and the page number(s) where you found the information inside a pair of parentheses at the end of the sentence. The name in the citation *must* match the name in the works cited page entry.

For quotes that are 4 lines or fewer, place the citation right *before* the final punctuation (including question marks and exclamation points). For block quotes, place the citation right *after* the final punctuation on the last line. (See examples above).

Take Note:

If you mention the author(s) in a signal phrase, you may omit the author's name from the citation.

- *Example:* As Smith declares in his article, parenthetical citations are "a blast" (199)!

If your paragraph or sentence includes more than one quotation/paraphrase/piece of information from a single source, you may use one parenthetical reference at the end of the paragraph or sentence. Use a comma to separate different page numbers; use a dash to indicate consecutive page numbers.

- *Example:* (Smith 45, 77).
- *Example:* (Smith 77-79).

If you reference more than two sources within the same sentence or paragraph, you may include more than one citation within a pair of parentheses. List the author and the page number in the order that they appear in your sentence or paragraph. Use a semicolon to separate different citations.

- *Example*: (Smith 99; Jonson 343).

If you reference the entire work, and not specific page numbers, you may omit the page number from the parenthetical citation.

- *Example:* MLA Style is "useful" (Jackson).

However, if possible, it is better to incorporate the name of the person/title into your text, and forgo the parenthetical citation.

- *Example:* Jackson asserts that MLA Style is "useful."

Sources Without Pagination:

If you cite a work without pagination, whether it is a print source or non-print source (including, but not limited to film, performance, website, etc.), you may omit the page numbers from your citation, and use the author's name (or title of the source if there is no author).

- *Example:* Students "must learn MLA Style" for first and second year composition (*MLA Documentary*).

However, if possible, it is better to incorporate the name of the person/title into your text, and forgo the parenthetical citation.

- *Example:* According to the *MLA Documentary*, students "must learn MLA Style" for first and second year composition.

For some sources without pagination, such as online websites, you may be able to use the organization that owns or sponsors that website in lieu of the title.

- *Example:* MLA Style is commonly used for liberal arts and humanities papers (The OWL at Purdue).

- *Example:* The Online Writing Lab at Purdue states that MLA Style is commonly used for liberal arts and humanities papers.

Sources with Multiple Authors or No Authors:

If the work you are citing has *two or three authors*, give the last name of each author in the parenthetical citation.

- *Example:* (Smith, Johnson, and Jackson 333).

If the work you are citing has *four or more authors*, give the last name of the first author listed in the work, followed by "et al." and the page numbers.

- *Example:* (Smith et al. 88-99).

If you are citing a source from an author that has multiple works listed on your works cited page, you may include the title of the work in the citation.

- *Example:* (Smith, *MLA is Fun*, 94-89).

If you mention the authors in the text of your paper, you may omit the author's name from the citation.

- *Example:* According to Jackson and Smith, MLA Style has "quite a few rules" (749).
- *Example:* Smith and Skrull argue that "learning MLA Style is important for students" (*MLA is Fun*, 47).

If you are citing a source without an author, use a fragment of the title to refer to the source.

- *Example*: You need to cite your sources to avoid plagiarism (*MLA Handbook* 85).
    - o The full title of this source is *MLA Handbook for Writers of Research Papers.*

If the source is owned or sponsored by an organization, you may be able to use the organization's name in lieu of the title. **Double check with the MLA guidebook and your professor for more details on this matter.**

Parenthetical Citations for Common/Classic/Famous Literature:

If you are citing common, classic, and/or famous works and literature, you may list more information than just the author and page number, OR include different information that is specific for that source (such as line numbers, volume numbers, etc.) OR even omit some information. The information below covers common sources that deviate from the basic author-page format.

Classic and Literary Prose:

For disciplines that use the MLA Style (especially English and related majors), additional information may be helpful for sources that have been printed in multiple volumes and editions. This includes, but is not limited to, classic novels, classic plays, famous essays, and other common/classic literature.

In these cases, still provide the author and page number. Insert a semicolon after the page number, and then add in the additional information . MLA Style uses the following abbreviations:

- Volume – vol.
- Book – bk.
- Part – pt.

- Chapter – ch.
- Section – sec.
- Paragraph – par.

These abbreviations are usually followed by a number, so your reader can find this information more easily.

- *Examples:* (Hawthorne 9; ch. 1), (Milton 66; bk. 3)

Verse Plays or Poems:

For verse plays, instead of providing the author's name and the page number, give the act, scene, and line numbers that can be located in any edition of the work. The act, scene, and line numbers are represented by Arabic numerals. Separate the act, scene, and line numbers with periods.

- *Example:* In Shakespeare's *King Lear*, Gloucester proclaims that "a man may see how this world goes / with no eyes" (4.6.148-149).

Some professors may require Roman numerals for the act and scene. In this case, the act is represented by capital Roman numerals. The scene is represented by lower-case Roman numerals. The line numbers are still in Arabic numerals.

- *Example:* In Shakespeare's *King Lear*, Gloucester proclaims that "a man may see how this world goes with no eyes" (IV.vi.148-149).

For verse poems, cite the part/book, stanza, and line numbers in Arabic numerals.

Separate the part, stanza, and line numbers with periods. If the poem is not divided into numbered parts or stanzas, just use the line numbers.

- *Example*: The Green Knight exclaims that King Arthur's men "are considered so magnificent" (1.12.258-59).

For the first citation, use the word "lines" to indicate the poem's lines. Thereafter, you may use the numbers when referencing the poem.

- *Example*: Walt Whitman invites the reader to "walk aside from the rest" (line 1).
- *Example*: Walt Whitman then begs the reader to tell him "what you would not tell your brother, wife, husband, or physician" (4).

For poetry that uses a different organization form than parts or stanzas, please consult the MLA guidebook or your professor!

Works Cited Page

Even though in-text citations are used when referring to quotes/paraphrase/information in the body of the paper, a full "Works Cited" list must be provided at the end of the paper. Works Cited pages give credit to the original source, and provides pertinent information to the reader should they wish to read the book/article in full.

Book Entry:

Author's Last Name, First Name. "Title of the Chapter/Essay." *Title of the Work*. Ed./Trans./Comp./Rev. First and Last. Publishing City: Publisher, Year of Publication. Page numbers. Print.

Take Note:

If you are not citing a particular chapter or page numbers, or if the book does not have an editor/translator/compiler/reviser, you may omit this information.

Examples:

White, Walter. *Effective Business Models in Pharmaceuticals*. Albuquerque: Los Libros Hermanos, 2013. Print.

Grimes, Rick. "Dealing with Un-undead Beings." *Humans vs. Humans vs. Zombies*. Woodbury: Philip Blake's Publishing House, 2010. 66-78. Print.

Hayter, David. "A Snake in War." *Solid Battle Tactics*. Ed. Hal Emmerich. Chicago: Ocelot Press, 2010. 987-1999. Print.

Journal Article Entry:

Author's Last Name, First Name. "Title of the Article." *Title of the Journal* Volume Number.issue number (Year of Publication): Page numbers. Print.

Example:

Stinson, Barney. "How to be Legend…Wait for it… Dary!: An In-Depth Analysis of why I'm Awesome." *Bro Academy Journal* 55.7 (2013): 33-55. Print

Journal Article (Online) Entry:

Author's Last Name, First Name. "Title of the Article." *Title of the Journal* Volume Number.issue number (Year of Publication): Page numbers. Web. Day Month Year of Access.

Example:
Stark, Anthony. "From Zero to Hero." *American Journal of Egocentric Studies* 5.5 (2007): n. pag. Web. 7 December 2010.

Website Entry:

Author's Last Name, First Name. *Title of the Web Site.* Sponsor of the Site, last updated year. Web. Day Month Year of access.

Example:
Smith, John. *MLA is Fun!* Academy of Correct MLA Use, 2013. Web. 6 August 2013.

Take Note:

- If the website does not have an author, begin the entry with the name of the organization associated with the website.
- If the website has an editor, use the editor's name followed by "ed."
  - *Example:* Smith, Jack, ed.
- If you cannot find the author, organization, or editor of the website, begin the entry with the title of the website.

Film Entry:

Movie Title. Dir. Director's Name. Perf. Major Performers/Actors. Distributor, Release Year. Medium.

Example:
Iron Man. Dir. Jon Favreau. Perf. Robert Downey Jr., Terrence Howard, Jeff Bridges, Gwyneth Paltrow. Paramount Pictures, 2008. Film.

Performance Entry:

Title of the Work. By Author or Composer of the Work. Relevant information, such as the director (Dir.), the choreographer (Chor.), the conductor (Cond.) or major performers ("Perf."). The company that put on the performance, the theater and location. Day Month Year of the Performance. Performance.

Example:
The Dance of Dances. By Jon Artsie. Dir. Ben Lewis. Bay Area Theater Company, San Francisco. 18 November 2009. Performance.

Take Note for Sources with Multiple Authors or No Authors:

- For two or three authors, invert the first author's name, and then list the other authors normally.
  - *Example:* Hayter, David, and Walter White.
- For four or more authors, invert the first author's name, and then use "et al." to indicate that the text has more authors.
  - *Example:* Hayter, David, et al.
- If there is no author, you may either begin the citation with the title or the organization/owner that provided the original source (if applicable). Please consult the MLA guide or your professor for more details.

Sample Works Cited Page:

Smith 18

Works Cited

Bedford/St. Martins. *Humanities | Research and Documentation Online 5th Edition.* B/SM, 2009. Web. 13 August 2013.

Purdue University. *The Purdue Owl: MLA Style.* The Writing Lab and the OWL at Purdue and Purdue University, 2013. Web. 13 August 2013.

The Modern Language Association of America. *MLA Handbook for Writers of Research Papers.* 7th ed. New York: MLA, 2009. Print.

- Alphabetize your references by author's last name or title of the work (if there is no author).
- The first line of the entry is justified left. Indent any additional lines .5".
- Single-space the entries, but double-space between entries.
- Maintain the same font, header, and margins as the rest of the paper.

For more information and examples of citations and the Works Cited entries, consult the sources listed on the sample Works Cited page!
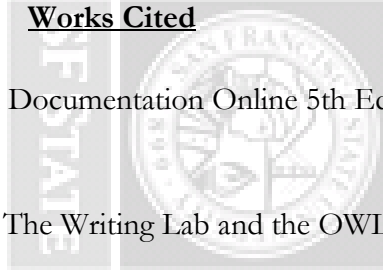
<u>**Works Cited**</u>

Bedford/St. Martins. Humanities | Research and Documentation Online 5th Edition. B/SM, 2009. Web. 13 August
  2013.

Purdue University. The Purdue Owl: MLA Style. The Writing Lab and the OWL at Purdue and Purdue University,
  2013. Web. 13 August 2013.

The Modern Language Association of America. MLA Handbook for Writers of Research Papers. 7th ed. New
  York: MLA, 2009. Print.