

## MLA – Modern Language Association

- **Margins:** 1” margins on all four sides of the paper
- **Font:** 12 point font / Times New Roman
- **Spacing:** Entire document must be double-spaced! This means the heading, title, body, works cited pages are ALL double spaced –
  - Check your formatting – Select Home Tab – Select Paragraph - Set Special to “First Line” at .5
  - Spacing: Before and After numbers must be set to ZERO not AUTO
  - Line Spacing: change Multiple setting to Double.
- **Indent:** .5 First line indent for all paragraphs within the body of the paper. The Works Cited page uses a Hanging Indent at .5
- **Title:** Do not bold, do not underline, do not change font, do not change size; must be centered
- **Header:** Select “Insert” – “Header” – Select “Blank”
  - Type your last name – press space bar – select Insert Tab – select Page Number – Select Current Position – Select Simple Plain Number – (make sure page number is correct font type and size because it will not default to Times New Roman 12 – you must manually change it)
  - Right Align your text – NEVER TAB
- **Heading:** Flush left aligned – always double space (no extra blank lines)
  - Enter info as follows:
    - ✓ Student first and last name
    - ✓ Teacher name (Mrs. Lyda)
    - ✓ Course name (English II Honors)
    - ✓ Date (day – space – month – space – year)
 For example: 2 May 2013 (no punctuation on the date)
  - Only goes on first page of essay so do NOT put this info in the repeating header
- **Works Cited Page**
  - Is always the last page of essay with continued pagination
  - Uses HANGING IDENT rather than First Line Indent.
  - Always double space everything with no extra blank lines
  - Do not hit Enter Key to make URL fit on one line. MS Word will break the URL where it is appropriate to break
  - All URLs must be within brackets < > followed by a period
  - Ensure every source entry ends with a period.

# **Note: Replace all underlined text with italicized text.**

Lyda 2

## **MLA Guidelines**

### **General Guidelines**

- Type your paper and print it out your paper on standard-sized white paper (8.5 X 11 inches).
- Double-space your paper.
- Set the margins of your document to 1 inch on all sides.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. Use your last name [space] then page number.
- Use *italics* throughout your essay for highlighting the titles of longer works and providing emphasis.

## **New standards do not underline.**

### **Parenthetical Citations (how to incorporate the author information in your paragraphs as you use the borrowed material)**

MLA format follows the author-page method of citation. This means that the author's last name and the page number(s) from which the quotation is taken must appear in the text, and a complete reference should appear in your works cited list (see Your Works Cited Page, below). The author's name may appear either in the actual sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

For example, the following sentences show three different ways to incorporate the citation:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Sometimes you may have to use an **indirect quotation**. An indirect quotation is a quotation that you found in another source that was quoting from the original. For such indirect quotations, use "qtd. in" to indicate the source. This would be when you read an article that quotes from another article or website. You would cite it in your paragraph as follows:

For example:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd.in Weisman 259).

\* In this example, Weisman made the quote originally, but Ravitch referenced it in his book which this writer is using.

### **Adding or Omitting Words In Quotations**

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

For example:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or word by using ellipsis marks surrounded by brackets.

For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale [...] and in a short time a lively exchange of details occurs" (78).

### **Citing the Bible**

The first time you quote from the Bible make clear which Bible you're using (and italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse.

For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

All future references can then just cite book, chapter, and verse, since you've established which edition of the Bible you will be using.

<b>Basic Forms for Citing PRINT Sources on the Works Cited page and Annotated Bibliography page.</b>
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**Books**

Author(s). Title of Book. Place of Publication: Publisher, Year of Publication.

**Book with one author**

Henley, Patricia. The Hummingbird House. Denver: MacMurray, 1999.

**Two books by the same author** (After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically.)

Palmer, William J. Dickens and New Historicism. New York: St. Martin's, 1997.

---. The Films of the Eighties: A Social History. Carbondale: Southern Illinois UP, 1993.

(This says that both books, Dickens and New Historicism and The Films of the Eighties: A Social History, are written by the same author (William J. Palmer).

**Book with more than one author**

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston: Allyn, 2000.

If there are more than three authors, you may list only the first author followed by the phrase et al. (the abbreviation for the Latin phrase "and others") in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

**Book with a corporate author**

American Allergy Association. Allergies in Children. New York: Random, 1998.

**Book or article with no author named**

Encyclopedia of Indiana. New York: Somerset, 1993.

"Cigarette Sales Fall 30% as California Tax Rises." New York Times 14 Sept. 1999: A17.

For parenthetical citations of sources with no author named, use the first "real word" from the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Encyclopedia 235) and ("Cigarette" A17).

**Anthology or collection (Your textbook is an Anthology)**

Peterson, Nancy J., ed. Toni Morrison: Critical and Theoretical Approaches. Baltimore: Johns Hopkins UP, 1997.

**A part of a book (such as an essay in a collection)**

Author(s). "Title of Article." Title of Collection. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages.

**Essay in a collection**

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." A Tutor's Guide: Helping Writers One to One. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34.

**Article from a reference book**

"Jamaica." Encyclopedia Britannica. 1999 ed.

**An article in a periodical (such as a newspaper or magazine)**

Author(s). "Title of Article." Title of Source Day Month Year: pages.

When citing the date, list day before month; use a three-letter abbreviation of the month (e.g. Jan., Mar., Aug.). If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g. 17 May 1987, late ed.).

**Magazine or newspaper article**

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.

Trembacki, Paul. "Brees Hopes to Win Heisman for Team." Purdue Exponent 5 Dec. 2000: 20.

**An article in a scholarly journal**

Author(s). "Title of Article." Title of Journal Vol (Year): pages.

"Vol" indicates the volume number of the journal. If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. Modern Fiction Studies 40 (1998): 251-81. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. Mosaic 19.3 (1986): 33-49.

**Essay in a journal with continuous pagination**

Allen, Emily. "Staging Identity: Frances Burney's Allegory of Genre." Eighteenth-Century Studies 31 (1998): 433-51.

**Essay in a journal that pages each issue separately**

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." Arizona Quarterly 50.3 (1994): 127-53.

**The Bible (specific editions)**

*The New Jerusalem Bible*. Susan Jones, gen. ed. New York: Doubleday, 1985.

**Basic Forms for Citing ELECTRONIC Sources on the Works Cited page and Annotated Bibliography page.**

**If no author is given for a web page or electronic source, use the title of the article. Use the first "real word" of the title for the parenthetical citation in your paragraphs.**

**A web site**

Author(s). Name of Page. Date of Posting/Revision. Name of institution/organization affiliated with the site. Date of Access <electronic address>.

It is necessary to list your date of access because web postings are often updated, and information available at one date may no longer be available later. Be sure to include the complete address for the site. Also, note the use of angled brackets around the electronic address; MLA requires them for clarity.

**Web site examples**

Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue University. 15 Nov. 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

Purdue Online Writing Lab. 2003. Purdue University. 10 Feb. 2003 <<http://owl.english.purdue.edu>>.

**An article on a web site**

It is necessary to list your date of access because web postings are often updated, and information available at one date may no longer be available later. Be sure to include the complete address for the site. Also, note the use of angled brackets around the electronic address; MLA requires them for clarity.

Author(s). "Article Title." Name of web site. Date of posting./revision. Name of institution/organization affiliated with site. Date of access <electronic address>.

**Article on a web site**

Poland, Dave. "The Hot Button." Roughcut. 26 Oct. 1998. Turner Network Television. 28 Oct. 1998 <<http://www.roughcut.com>>.

"Using Modern Language Association (MLA) Format." Purdue Online Writing Lab. 2003. Purdue University. 6 Feb. 2003 <[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)>.

**An article in an online journal or magazine**

Author(s). "Title of Article." Title of Journal Volume. Issue (Year): Pages/Paragraphs. Date of Access <electronic address>.

Some electronic journals and magazines provide paragraph or page numbers; include them if available. This format is also appropriate to online magazines; as with a print version, you should provide a complete publication date rather than volume and issue number.

**Online journal article**

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." Emerging Infectious Diseases 6.6 (2000): 33 pars. 5 Dec. 2000 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

**An article or publication retrieved from an electronic database**

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database that your library subscribes to, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

Provide the following information in your citation:

- Author's name (if not available, use the article title as the first part of the citation)
- Article Title
- Publication Name
- Publication Date
- Page Number/Range
- Database Name
- Service Name
- Name of the library where service was accessed
- Name of the town/city where service was accessed
- Date of Access
- URL of the service (but not the whole URL for the article, since those are very long and won't be able to be re-used by someone trying to retrieve the information)

The generic citation form would look like this:

Author. "Title of Article." Publication Name Volume Number (if necessary) Publication Date: page number-page number. Database name. Service name. Library Name, City, State. Date of access <electronic address of the database>.

Here's an example:

Smith, Martin. "World Domination for Dummies." Journal of Despotry Feb. 2000: 66-72. Expanded Academic ASAP. Gale Group Databases. Purdue University Libraries, West Lafayette, IN. 19 February 2003 <<http://www.infotrac.galegroup.com>>.

**Article in a reference database on CD-ROM**

"World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999.

**Article from a periodically published database on CD-ROM**

Reed, William. "Whites and the Entertainment Industry." Tennessee Tribune 25 Dec. 1996: 28. Ethnic NewsWatch. CD-ROM. Data Technologies. Feb. 1997.

**Basic Forms for Citing OTHER TYPES of Sources on the Works Cited page and Annotated Bibliography page.**
**Government publication**

United States Dept. of Health and Human Services. Healthy People 2010: Understanding and Improving Health. Washington: GPO, 2000.

**Pamphlet**

Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.