

Module 1: English Essentials
Topic 4 Content: MLA Style



MLA Style

1.2 Formatting

Margins	Use 1-inch margins on all four sides of each page.
Text Formatting	Use an easy to read font like Times, Times New Roman, Arial, Georgia, or Calibri and a standards font size (10, 11, or 12). Do not use decorative fonts. Indent the first line of each paragraph ½ inch from the margin (MLA actually recommends using the tab key). The entire document needs to be set to double space, including the heading and Works Cited entries. Use one space after a period or concluding punctuation mark, unless your instructor specifically recommends two spaces.
Heading	Do not use a title page, unless specifically directed by your instructor. Heading information goes in the upper left of the first page, information to be included: Your name, instructor's name, course number, and date written as the month year (FEB 2020).
Title	Center after the heading, on a separate line, centered. Leave space on the rest of the document. Do NOT underline, bold, italicize, or "use quotation marks" around the title.
Page Numbers	Page numbers go in the upper right corner of every page. Page numbers should be 1 inch from the top of the page. Your last name should appear with the page number (Jones 2).

Formatting

MLA Style sets certain formatting guidelines for text font and sizes, paragraph indentation, spacing, punctuation, headings, titles, and page numbers.

Here is an overview of MLA Style and some of the most commonly used formatting rules and guidelines.

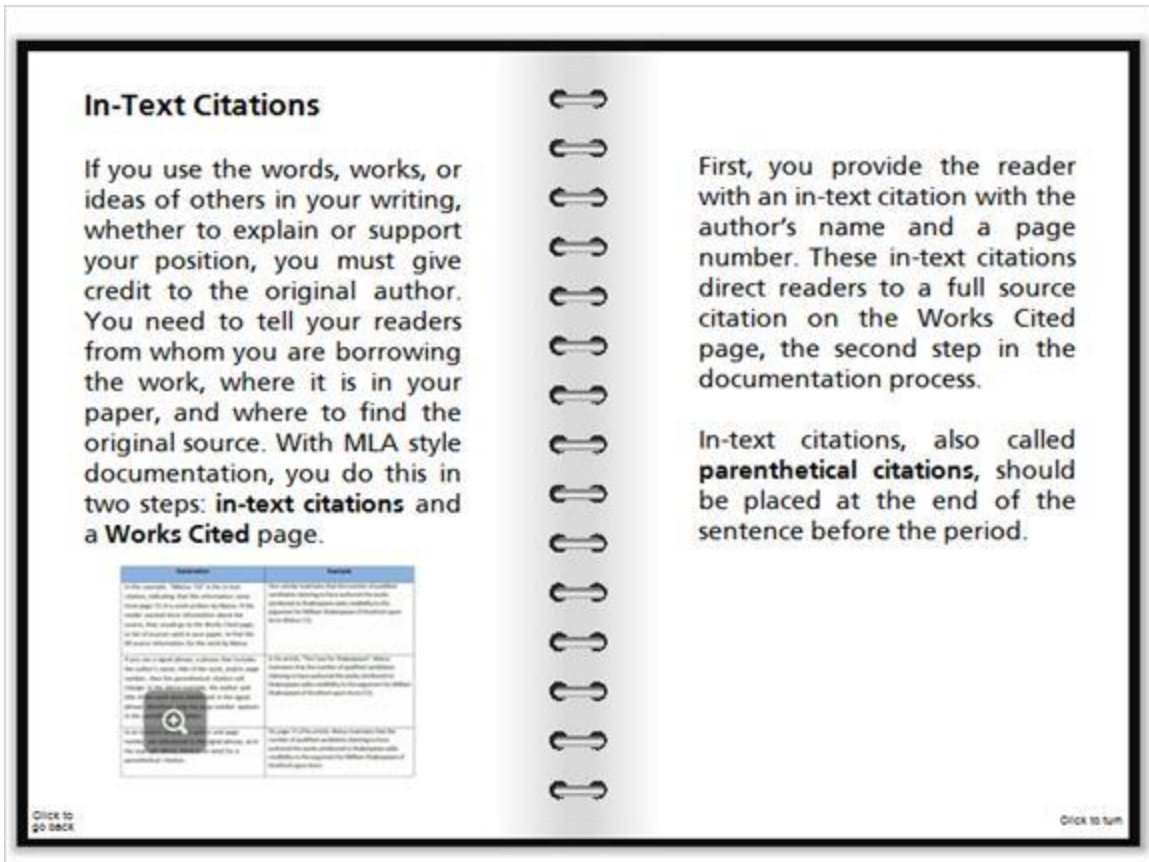
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	Same typeface as the rest of the document.
	DO NOT <u>underline</u> , bold, <i>italicize</i> , or "use quotation marks" around the title.
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In-Text Citations

If you use the words, works, or ideas of others in your writing, whether to explain or support your position, you must give credit to the original author. You need to tell your readers from whom you are borrowing the work, where it is in your paper, and where to find the original source. With MLA style documentation, you do this in two steps: in-text citations and a Works Cited page.

First, you provide the reader with an in-text citation with the author's name and a page number. These in-text citations direct readers to a full source citation on the Works Cited page, the second step in the documentation process.

In-text citations, also called parenthetical citations, should be placed at the end of the sentence before the period.

Explanation	Example
<p>In this example, “(Matus 72)” is in the in-text citation, indicating that this information came from page 72 of a work written by Matus. If the reader wanted more information about the source, they would go to the Works Cited page, or list</p>	<p>One scholar maintains that the number of qualified candidates claiming to have authored the works attributed to Shakespeare adds credibility to the argument for William Shakespeare of Stratford-upon-Avon (Matus 72).</p>

<p>of sources used in your paper, to find the fill source information for the work of Matus.</p>	
<p>If you use a signal phrase, a phrase that includes the author's name, title of the work, and/or page number, then the parenthetical citation will change. In the above example, the author and title of the work were mentioned in the signal phrase; therefore, only the page number appears in the parenthetical citation.</p>	<p>In his article, "The Case for Shakespeare," Matus maintains that the number of qualified candidates claiming to have authored the works attributed to Shakespeare add credibility to the argument for William Shakespeare of Stratford-upon-Avon (72).</p>
<p>In an instance where the author and page number are referenced in the signal phrase, as in the example above, there is no need for a parenthetical citation.</p>	<p>On page 72 of his article, Matus maintains that the number of qualified candidates claiming to have authored the works attributed to Shakespeare adds credibility to the argument for William Shakespeare of Stratford-upon-Avon.</p>

Common In-Text Formats

This chart shows you how to format parenthetical in-text citations for some of the most common situations you will encounter.

Situation	Format for In-Text Citation	Example of Citation
Work with one author	Author's last name and page #	(Matus 72).
Work with two authors	Author's last names and page	(Bell and Gable 153).
Work with more than two authors	First author's last name and "et al." and page number	(Thompson et al. 7).
Work with no author	First 3 words of title and page number	("Food for Thought" 18).
Use author's last name	Author's last name, a comma, a shortened version of the title, and a page number	Matus, "The World Eye 72". Matus, "Behind 123". Matus, "The World Eye 72".
Use author's first name	Use the first initial, a period, and then the last name	J. Matus 72. M. Matus 123.

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Work with more than two authors	First author's last name and "et al." and page number	(Thompson et al. 7).
Work with no author	First 3 words of the title and page number	("Food for Thought" 18).


		(<i>World Book Encyclopedia</i> 8).
Two or more works by the same author	Author's last name, a comma, a shortened version of the title, and a page number	(Morrison, <i>The Bluest Eye</i> 79). (Morrison, <i>Beloved</i> 120). Morrison wrote "... " (<i>Sula</i> 33).
Authors with the same last name	Use the first initial, a period, and then the last name	(C. Moore 221). (A. Moore 117).

Works Cited Page

The second stage in the documentation process is providing your readers with a list of all the sources referenced in your paper. Under MLA style, this listing of sources, or bibliography, is called a Works Cited page. As with the general formatting of your paper and in-text citations, the MLA style guide sets forth rules and guidelines for the Works Cited page.



Click to go back



Works Cited Page Example

In this example of a Works Cited page, notice how the first line of each source is not indented. Also, notice the other page, title, and source formatting used.

Click to turn

Works Cited Page

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Page Format	The Works Cited page is also a separate page, NOT added at the bottom of the last page.
	Continue the same font and spacing from the paper. (Standard 12-point font and double spacing)
	Margins are 1-inch on all sides.
	Page numbers are set in the upper-right corner, ½-inch from top with your last name before the page #.
Title	The title is always Works Cited. (Do not add the work “page.”)
	Do not <u>underline</u> , <i>italicize</i> , or bold the font.
Sources	Do not number your sources or bullet your sources.

	Sources are arranged in alphabetical order by authors' last names. If an author's name is unknown, use the first word in the entry to alphabetize the entry, ignoring <i>a</i> , <i>an</i> , and <i>the</i> .
	Sources are required to be in full MLA citation format
	Use a hanging indent for entries that are longer than one line. For a hanging indent, the first line is flush to the left, while subsequent lines are indented ½ inch.

Works Cited Page Example

In this example of a Works Cited page, notice how the first line of each source is not indented. Also, notice the other page, title, and source formatting used.

Jones 8
Works Cited
Benson, Albert. "William Shakespear". <u>Classical British Writers</u> . Ed. Edward Baines. London: Eton Printing Press, 1967.
Bethell, Tom. "The Case for Oxford." <i>The Atlantic.com</i> Atlantic Monthly Group, Oct, 1991. Web 7 Feb. 2013. < http://www.theatlantic.com/magazine/archive/1991/10/the-care-for-oxford/306478//single_page=true >.
Jaynes, Jane P. "A Biography". <u>William Shakespeare</u> . Ed. Tina Simpson. Manchester: The Printing Company, 1988.
Jimenex, Ramon. "The Case for Oxford Revisited." <i>The Oxfordian</i> 11 (2009): n. pag. Web. 13 Feb. 2013. < http://www.shakespeare-oxford.com/?p=971 >.
Matus, Irvin. "The Case for Shakespeare." <i>The Atlantic.com</i> Atlantic Monthly Group, Oct. 1991. 64 – 72. Web. 7 Feb. 2013. < http://www.theatlantic.com/past/docs/undound/flashbks/shakes/natus.htm >.
Thomas, Cander. <u>William Shakespeare Revealed</u> . Bardstown: Gethesmane Publishing, Inc., 2010.

Type of Source	Explanation and Demonstration of Works Cited Citation
Book with one author	Author's last name, first name. <i>Title</i> . Location: Publisher, Year. Publication type. Brown, Dan. <i>Angels and Demons</i> . New York: Atria Books, 2000. Print.
Book with two or more authors	Author's last name, first name and first name last name. <i>Title</i> . Location: Publisher, Year. Publication type. *NOTE: If a reference has more than three authors, give the first author's name and "et al." Example: Smith, John, et al. Aronson, Marc and Patty Campbell. <i>War Is...</i> Massachusetts: Candlewick Press, 2009. Print.
Work in an Anthology (i.e., story in a textbook)	Last name, first name (of author of the article). "Article title." <i>Anthology Title</i> . Ed. First Name Last Name (of editor). Location: Publisher, Year. Pages. Publication type. Smith, John D. "American Romanticism." <i>Elements of Literature</i> 2003 Course 1. Ed. Edward Rivers and Lee Oakes. New York: Holt, Rinehart, and Winston, 2003. 162-175. Print.
Article in a reference book	Author's last name, first of available. "Article title." <i>Book Title</i> . Edition volume. Publication Year. Publication type. "Vocabulary." <i>The Oxford English Dictionary</i> . 2nd ed. 1989. Print.
Download from a website	Name of Author/Compilation of Work. "Title of Work." <i>Overall website Title</i> . Version or edition. Publisher/Sponsor of site. Date of publication. Publication type. Date of access. (YYYY). Merriam-Webster. "Merriam-Webster in Redmond: Preparation without Red." National Geographic.com. 9 Feb. 2005. 12 Mar. 2009. http://www.nationalgeographic.com/ency/2005/02/09/merriam-Webster/ .

Common Works Cited Sources

This chart demonstrates how to cite the most common types of sources you will use when writing a Works Cited page for a paper and how to format each source entry.

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Type of Source	Explanation and Demonstration of Works Cited Citation
Book with one author	Author's last name, first name. <i>Title</i> . Location: Publisher, Year. Publication type. Brown, Dan. <i>Angels and Demons</i> . New York: Atria Books, 2000. Print.
Book with two or more authors	Author's last name, first name and first name last name. <i>Title</i> . Location: Publisher, Year. Publication type. *NOTE: If a reference has more than three authors, give the first author's name and "et al." Example: Smith, John, et al. Aronson, Marc and Patty Campbell. <i>War Is...</i> Massachusetts: Candlewick Press, 2009. Print.
Work in an Anthology (i.e.,	Last name, first name (of author of the article). "Article title." <i>Anthology Title</i> . Ed. First name Last Name (of editor). Location: Publisher, Year.

a story in a textbook)	Publication type.
	Arpin, Gary Q. "American Romanticism." <i>Elements of Literature Fifth Course</i> . Ed. Kylee Beers and Lee Odell. New York: Holt, Rinehart, and Winston, 2007. 162-173. Print.
Article in a reference book	Author's last name, first (if available). "Article Title." Book Title. Edition. Volume. Publication Year. Publication type.
	"Plagiarism." <i>The Oxford English Dictionary</i> . 2 nd ed. 1989. Print.
Document from a website	Name of Author/Compiler/Editor of Work. "Title of Work." <i>Overall Website Title</i> . Version or edition. Publisher/sponsor of site, Date of publication. Publication Type. Date of access. <URL>.
	Marshall, Leon. "Mandela in Retirement: Peacemaker without Rest." National Geographic.com. 9 Feb. 2001. 13 Mar. 2003 < http://news.nationalgeographic.com/news/2001/02/0209_mandela.html >.



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