

Student Success Center Handout

MLA

Format

- ▶ Double-spaced (including MLA header & Works Cited page), Times New Roman 12 pt., 1 in. margins
- ▶ Number all pages (including page one and the Works Cited page) at top right.
- ▶ Put last name to the left of the page number.
- ▶ Put title of paper after the MLA header, centered (don't bold, italicize, etc.).
- ▶ Only one return between the header, title, and body of the paper.
- ▶ Remove extra spacing between paragraphs.

MLA Header

- ▶ Place at the top left of the first page, double-spaced.
- ▶ Your name, the instructor's name, the course name and number, and the date.
- ▶ The date is formatted day/month/year (10 October 2007).

Citations

- ▶ After direct quotes, paraphrases, summaries, and any other material from a source
- ▶ Include the author's last name and page number of the quote or paraphrase.
- ▶ If you include the author's name in the text of your paper, only the page number goes in the parentheses.
 - Ex. "The narrator has already recognized as precious the comradeship of the men in the boat" (Kissane 21).
 - Ex. As Leedice Kissane writes, "The narrator has already recognized as precious the comradeship of the men in the boat" (21).
- ▶ The parenthetical citation goes at the end of the sentence, after the end quotation mark but before the period.
- ▶ Indent quotes that take up more than 4 lines, removing quotation marks and placing the period before the parentheses.
- ▶ Put the full bibliographical citation at the end of the paper on the Works Cited page.

Style

- ▶ *Italicize* titles of books, plays, films, magazines, newspapers, and journals.
- ▶ Put the titles of poems, journal articles, and other short works in quotation marks.
- ▶ Use words for numbers fewer than three words (one hundred, one thousand). Use numerals for longer numbers (101, 1215).

Works Cited

- ▶ Sources directly cited in your paper are placed on a page called Works Cited.
- ▶ Sources read as background but not used are placed on a Works Consulted page.
- ▶ Both pages are alphabetized by author's last name.
- ▶ Hanging indent

BOOK BY ONE OR TWO AUTHORS

Author's last name, first name. *Title of Book*. City of Publication: Publisher, Copyright year.

Joyce, James. *Dubliners*. New York: Signet, 1967. Print.

Knoblauch, C.H., and Lil Brannon. *Rhetorical Traditions and the Teaching of Writing*. Upper Montclair, New Jersey: Boynton/Cook, 1984. Print.

SECTION IN A BOOK BY AN EDITOR

Author of essay. "Title of Essay." *Title of Book*. Editor. City of Publication: Publisher, year. Pg. range. Print.

Parrinder, Patrick. "Dubliners." *Bloom's Modern Critical Views: James Joyce*. Ed. Harold Bloom. Philadelphia: Chelsea House, 1984. 245-273. Print.

ARTICLE IN A WIDELY-USED REFERENCE WORK

"Title of Entry." *Title of Reference Book*. Edition. Copyright year. Print.

"Azimuthal Equidistant Projection." *Merriam-Webster's Collegiate Dictionary*. 11th ed. 2003. Print.

ARTICLE IN A SPECIALIZED REFERENCE WORK

Author (if available). "Title of entry." *Title of Book*. Edition number (if any). Editor(s). City of Publication: Publisher, Year.

"Joyce." *Merriam-Webster's Encyclopedia of Literature*. Ed. John Smith. Springfield, MA: Merriam-Webster, 1995.

ARTICLE IN A JOURNAL FOUND IN PRINT FORM

Author of essay. "Title of Essay." *Title of Journal*. Volume.Issue (Date): Page range. Print.

Selber, Stuart A. "Reimagining the Functional Side of Computer Literacy." *CCC* 55.3 (2004): 470-503. Print.

ARTICLE IN A JOURNAL FOUND THROUGH GALILEO OR ANOTHER ELECTRONIC SERVICE

Author. "Title of Essay." *Title of Journal* Volume.Issue (Date): page range of essay. *Database*. Web. Access Date. (URL optional per instructor's preference)

Wright, David G. "Interactive Stories in *Dubliners*." *Studies in Short Fiction* 32.3 (1995): 285-293. *Academic Search Complete*. Web. 10 Oct. 2007.

WORLD WIDE WEB SITE

The following list shows all the possible components of an entry for an Internet source. Search diligently for the information at the top and bottom of the webpage, and return to the homepage if necessary. 1) Name of the author; 2) Title of the specific webpage; 3) Title of the overall website (if different from number 2); 4) Publisher or sponsor of the site; if not available, use N.p.; 5) Date of publication (day, month, year, as available); if nothing is available, use n.d.; 6) Medium of publication (Web.); 7) Date of access (day, month, year); 8) If your instructor requests that you include the URL, put it after the access date, enclosed in < >, and remove the hyperlink. Ex. <<http://www.blakearchive.org/blake>>.

Author. "Title of Webpage." *Title of Organization/Website*. Last update/posting/copyright. Sponsoring organization. Web. Date of access.

Jenkins, Henry. "Bearings." *MIT Communications Forum*. 19 Feb. 2002. MIT. Web. 10 Oct. 2007.

"de Kooning, Willem." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 20 July 2007.

Quade, Alex. "elite Team Rescues Troops Behind Enemy Lines." *CNN.com*. Cable News Network, 19 Mar. 2007. Web. 15 May 2008.

"Verb Tenses." Chart. *The OWL at Purdue*. Purdue U Online Writing Lab, 2001. Web. 15 May 2008.

Liu, Alan, ed. Home page. *Voice of the Shuttle*. Dept. of English, U of California, Santa Barbara, n.d. Web. 15 May 2008.

Smith 1
Jane Smith
Instructor Johnson
English 102
10 October 2007
Brotherhood in "The Open Boat"
In Stephen Crane's short story "The
Open Boat" a ship sinks and many lives are
lost. This is certainly a tragedy, and one which

Compton 9
Works Cited
Joyce, James. <i>Dubliners</i> . New York: Signet Classic, 1967. Print.
"Joyce." <i>Merriam Webster's Encyclopedia of Literature</i> , 1995. Print.
Parrinder, Patrick. "Dubliners." <i>Bloom's Modern Critical Views: James Joyce</i> . Ed. Harold Bloom. Philadelphia: Chelsea House, 1986. 245-273. Print.
Ruch, Allen B. "Dubliners." <i>The Modern Word: James Joyce</i> . 22 June 2003. Web. 26 March 2004.