

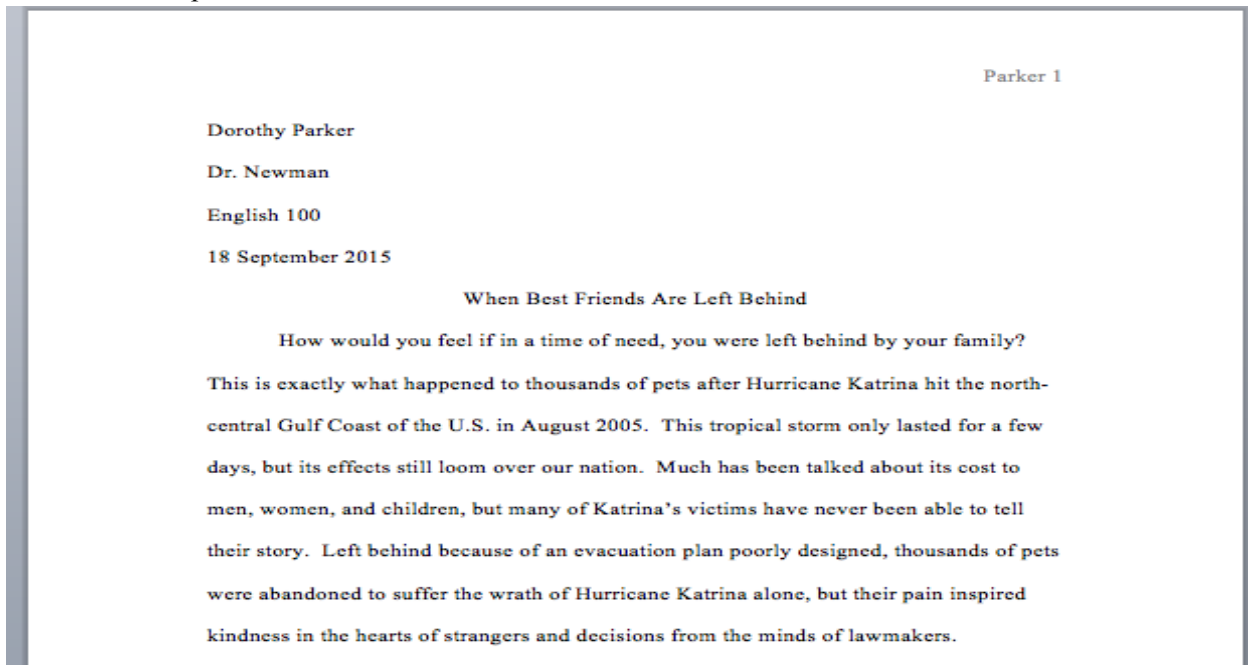
## Modern Language Association (MLA) Format and Documentation

This handout covers the basics of MLA format and the documentation of sources students frequently use. For more complete information, refer to the *MLA Handbook for Writers of Research Papers, 8<sup>th</sup> ed.* The MLA has a brief FAQ page online at [http://www.mla.org/handbook\\_faq](http://www.mla.org/handbook_faq)

### Formatting Your Paper

- **Margins:** One-inch on the top, bottom, and sides of each page.
- **Page Numbering:** Use your word processor to create a header that includes your last name and the page number in the upper right hand corner of the page, one half inch from the top of the page. Every page has this header.
- **Title Page:** MLA style does not require a title page; instead, the first page of the paper should begin with four lines, double spaced, indicating: your name, name of the course instructor, name of the course, and the date.
- **Spacing:** Double-space every line (including long quotes and the citations on the Works Cited page).
- **Indenting:** Indent the first line of every paragraph five spaces or one tab. Indent long quotations ten spaces or two tabs.
- **Font and Typeface:** Use a 12-point font in Times New Roman

Here is an example:



The example shows a page with a header in the top right corner: "Parker 1". On the left side, there are four lines of text: "Dorothy Parker", "Dr. Newman", "English 100", and "18 September 2015". In the center, there is a title: "When Best Friends Are Left Behind". Below the title is a paragraph of text: "How would you feel if in a time of need, you were left behind by your family? This is exactly what happened to thousands of pets after Hurricane Katrina hit the north-central Gulf Coast of the U.S. in August 2005. This tropical storm only lasted for a few days, but its effects still loom over our nation. Much has been talked about its cost to men, women, and children, but many of Katrina's victims have never been able to tell their story. Left behind because of an evacuation plan poorly designed, thousands of pets were abandoned to suffer the wrath of Hurricane Katrina alone, but their pain inspired kindness in the hearts of strangers and decisions from the minds of lawmakers."

## Creating the “Works Cited” Page

- Continue the page numbering sequence from the main body of your paper.
- Center the words “Works Cited” one inch from the top of the page.
- Continue double-spacing.
- If the citation takes up more than one line of the page, indent the remaining line(s) one-half inch from the left margin.
- Alphabetize the works you cite by the last name of the author. If there is no known author, alphabetize by the first word in the title of the work other than *A*, *An*, or *The*.

Here is an example:

Johnson 12

### Works Cited

Bernstein, Mark. “10 Tips on Writing the Living Web.” *A List Apart: For People Who Make Websites*, 16 Aug. 2002, [alistapart.com/article/writeliving](http://alistapart.com/article/writeliving). Accessed 4 Mar. 2019.

Didion, Joan. “On Going Home.” *The Beacon Book of Essays by Contemporary American Women*. Edited by Wendy Martin. Beacon, 1996, pp. 126-153.

Gould, Elizabeth. “Women Working in Music Education: The War Machine.” *Philosophy of Music Education Review*, vol. 17, no. 2, 2009, pp. 126-143. *Project Muse*, doi:10.1017/S0018246X06005966. Accessed 23 Mar. 2019.

Gregory, Phillipa. *The Other Boleyn Girl: A Novel*. Simon, 2001.

Stewart, Maria W. “Two Texts on Children and Christian Education.” *PMLA*, vol. 123, no. 1, 2008, pp. 156-165.

## Sample Works Cited Page Entries

### • A Book by a Single Author

Last name, First name. *Title of the Book*. Name of the Publisher, year.

Gregory, Phillipa. *The Other Boleyn Girl: A Novel*. Simon, 2001.

### • A Book by Two Authors

If the book has two or more authors, list their names in the same order they appear on the title page of the book. **Reverse only the name of the first author**, follow it with a comma, and give the second name in normal order.

Last name, First name, and First name Last name. *Title of the Book*. Name of the Publisher, year.

Witte, Stephen P., and Lester Faigley. *Evaluating College Writing Programs*. Southern Illinois UP, 2011.

### • A Book by More than Two Authors

If the book has more than two authors, reverse only the name of the first author and follow it with a comma and *et al* (and others).

Last name, First name, and *et al*. *Title of the Book*. Name of the Publisher, year.

Wild, Oliver, and *et al*. *Winds of Change*. Pearson, 2019.

### • A Book with a Subtitle

Last name, First name. *Title of the Book: Subtitle*. Name of the Publisher, year.

Young, Aura. *Too Scary to Tell: A Haunted Story*. Laurel, 2007.

### • A Book with a Volume

Last name, First name. *Title of the Book*. Vol., Name of the Publisher, year.

Lewis, Lisa. *American Women*. Vol. 2, Dover, 2001.

### • A Book with an Edition

Last name, First name. *Title of the Book*. ed., Name of the Publisher, year.

King, Stephen. *Carrie*. 6th ed., Dover, 2016.

### • A Book with an Edition and a Volume

Last name, First name. *Title of the Book*. ed., vol., Name of the Publisher, year.

Kristenson, Thomas. *Chemistry*. 6th ed., vol. 1, Treehouse, 1999.

### • An Anthology, Collection or Compilation

Editor's Last name, First name, editor. *Title of the Book*. Name of the Publisher, year.

Martin, Wendy, editor. *Essays by Contemporary American Women*. Beacon, 1996.

• **A Work in an Anthology, Collection or Compilation**

Last name, First name. "Title of the Part of the Book Being Cited." *Title of the Anthology*. Edited by

First name Last name. Name of the Publisher, year, pages.

Didion, Joan. "On Going Home." *The Beacon Book of Essays by Contemporary American Women*.

Edited by Wendy Martin. Beacon, 1996, pp. 3-5.

• **An Article in a Newspaper or Magazine**

Last name, First name. "Title of the Article." *Name of Periodical*, Day Month Year, pages.

Anderson, Laurie. "Music and Its Effects on One's Mood." *Time*, 20 Nov. 2013, p. 25.

• **An Article in a Scholarly Journal**

Last name, First name. "Title of the Article." *Name of the Journal*, volume, issue, year, pages.

Stewart, Maria W. "Two Texts on Children and Christian Education." *PMLA*, vol. 123, no. 1, 2008, pp. 156-165.

• **A Journal Article in an Online Database (if doi number is available, use it in place of URL)**

Last name, First name. "Title of the Article." *Name of the Journal*, volume, number, year, pages, URL. Accessed Day Month Year.

Gould, Elizabeth. "Women Working in Music Education: The War Machine." *Philosophy of Music Education Review*, vol. 17, no. 2, 2009, pp. 126-143, [www.phimureview.com/00\\_article](http://www.phimureview.com/00_article). Accessed 12 Nov. 2018.

• **Entire Website**

Last name, First name (if available). *Name of Site*. Version. Date of creation. URL. Date of access.

Fonseca, Paula. *CCHS Library*. 2021. [www.cchslibrary.org](http://www.cchslibrary.org). Accessed 26 Mar. 2022.

• **Page on a Website**

Last name, first name (if available). "Title of the Webpage." *Name of Site*, Sponsor or publisher, Date of creation, URL. Date of access.

"Athlete's Foot." *WebMD*. WebMD, Sept. 2014,

<https://www.webmd.com/skin-problems-and-treatments/understanding-athletes-foot-basics>. Accessed 6 July 2015.

• **Video on a Website**

Last name, first name (if available). "Title of the Video." *Name of Site*, Sponsor or publisher,

Date of creation, URL. Date of access.

Silva, Luis. "Brazil." *Countries of South America*, Children's Learning Inc., 2017,

[www.childrenslearning/southamerica/brazil.org](http://www.childrenslearning/southamerica/brazil.org). Accessed 12 Oct. 2021.