

Your Name

Instructor

Course name

Date

The standard MLA format is the student's first and last name, followed by the instructor's name, followed by the course name and sections (ex: ENG 101, Section 12345), and the due date written in Day Month Year format (ex: 12 August 2016). This information is double spaced, in 12-point font, and located on the left hand side of the page.

Student Last Name 1

The Header contains your last name, followed by a space and the page number. The font is the same size and style as the rest of your paper. Numbering begins on the first page. This continues throughout your paper.

An Interesting and Informative Title is Centered Here

Many professors require students to format written assignments in MLA style. The initial setup is easy: it requires one inch margins on all sides of the page, the student's last name and the page number in the header, identifying information in the name block, and a centered title. Each new paragraph is indented one standard tab, which is .5" from the left margin. There should only be one space after the period at the end of each sentence. There are several requirements to be followed for citing each source used to support the author's research.

The pages following this introduction contain information about how to cite sources that are used in research papers. Students will encounter many types of sources beyond those that are listed below, but the basic requirements are explained and examples are given for the more common reference materials.

**Always check with your instructor to determine what is required for your class.** For instance, some instructors require different formatting, such as the name of the assignment in the name block.

### **General Formatting:**

- 1. One-inch margins all the way around the paper.**
- 2. Times New Roman, 12-point font throughout the paper.**
- 3. Double-space the entire paper, including your name information.**
- 4. Do not include any extra line breaks in your document.**
- 5. Center titles. Place your paper's title after your name information; do not add extra line spaces before or after it.**
- 6. Paragraphs are indented using the "Tab" key.**
- 7. MLA uses a Works Cited page as the last page(s) of the paper for any outside sources that were consulted for your paper.**

## In-Text or Parenthetical Citations

- In-text citations direct readers to the Works Cited page.
- Parenthetical citations use the last names of the author or authors (if two). Sources with 3+ authors use the first author's last name.
- If no author, use the first 1-2 words of the source's title.
- The parenthetical citation should also include page numbers if available.

Student 1

Susie Student  
 Professor McGonagall  
 ENG 102-00  
 4 November 2014

The Silent Killer

In his book *Children with Disabilities*, Mark L. Batshaw suggests that smoking can have psychological effects on people who are unable to break the habit (147). However, what many do not realize is that, "The effects of long-term smoking are not always physical" (Batshaw 149). It is important to understand that smoking results in physical *and* psychological repercussions. According to *Medical News Today*, "About 87% of lung cancers are related to smoking and inhaling the carcinogens in tobacco smoke" ("Lung Cancer"). Therefore, we cannot ignore the physical causes of smoking altogether.

The author's name is mentioned in the sentence, so it is not included in parenthetical citation.

A period goes *after* the citation, not before.

**Basic citation:** (Author page number), no comma in between

This is name of the website where the information was found, not the article title, so the quotation still needs a citation at the end of the sentence.

This is an online source with no page, paragraph, or line numbers, so these are not included.

If a source has no author, the first piece of information in the Works Cited entry is the article title, so the first word of the title is included in the parenthetical citation.

This source has an author, so the first word of the Works Cited entry is the author's last name.

Student 2

Works Cited

Batshaw, Mark L. *Children with Disabilities*. Paul H. Brookes Publishing, 1997.

"Lung Cancer Causes." *Medical News Today*. *MediLexicon International*, www.medicalnewstoday.com/info/lungcancer.

This source does not have an author, so the Works Cited entry begins with the title of the work.

## In-Text Citation “What If?”

What if...	Explanation	Example
<b>What if I mention the author’s name in the sentence?</b>	Include only the page number in the parenthetical citation.	Batshaw explains, “The effects of long-term smoking are not always physical” (149).
<b>What if I mention the title of the source in my sentence?</b>	If the source has an author, give the author’s name and page number (if available) in the parenthetical citation, because the author is the first word of the Works Cited entry, not the title. If the source has no author, just include the page number in the parenthetical citation.	In the book <i>Children with Disabilities</i> , the author explains, “The effects of long-term smoking are not always physical” (Batshaw 149).  If the article title is long and interrupts the flow of the sentence, consider using a parenthetical citation instead.
<b>What if I mention the author and the page number in the sentence?</b>	Avoid doing this. MLA Handbook 8 <sup>th</sup> edition explains this interrupts the sentence.	NO → On p. 149, Batshaw states that “the effects of long-term smoking are not always physical.”
<b>What if I do not use a direct quotation? I paraphrased or summarized the information from my source.</b>	Always give credit to the source that was used when paraphrasing or summarizing information by using a parenthetical citation.	People who smoke suffer effects for a long time, but those effects may not always be physical (Batshaw 149).
<b>What if there is no author for my source?</b>	Use the first word of the title (or first 1-2 words if the first word is non-specific or shared with another source). <ul style="list-style-type: none"> <li>• Underline or italicize for books or websites.</li> <li>• Use quotation marks for articles.</li> </ul>	Smoking in public should be banned since every year “50,000 people die from . . . secondhand smoke” (“Lung”).  The ellipsis used in the example above indicates that words were left out of the quote.
<b>What if my source has two authors?</b>	List the last names of the authors separated by the word “and.”	The authors explain, “The effects of long-term smoking are not always physical” (Batshaw, Bishop and Cook 149).
<b>What if my source has more than two authors?</b>	List the last name of the first author alphabetically and the words “et al.”	The authors explain, “The effects of long-term smoking are not always physical” (Batshaw et al. 149).
<b>What if I used an internet site with no page numbers?</b>	Use section numbers or paragraph numbers <b>but only if they are indicated on the site</b> . If none are used in the source, do not use any numbers in the parenthetical citation.	The author stated, “The effects of long-term smoking are not always physical” (“Lung” sec. 4). <b>OR</b> (“Lung” par. 2). <b>OR</b> (“Lung”)
<b>What if I used an e-book? What do I give as the page number?</b>	Numbering for the same e-book may vary based on device format. Use only numbers that will be the same across formats, such as chapters.	Batshaw also explains, “The effects of long-term smoking are not always physical” (ch. 2).
<b>What if I have two works by the same author?</b>	List the author’s last name, the first word of the title, and the page number.	If title is a book-- (Batshaw, <i>Children</i> 149). If title is an article-- (Batshaw, “Living” 2).

## MLA Works Cited Page Example

Student Last Name and page #

### Works Cited

Batshaw, Mark L. *Children with Disabilities*. Paul H. Brookes Publishing, 1997.

“Do Violent Video Games Contribute to Youth Violence?” *ProCon.org*, 6 Oct. 2014,

<http://videogames.procon.org/view.answers.reader-comments.php?questionID=1608>

Grodal, Torben. “Video Games and the Pleasures of Control.” *Media Entertainment: The*

*Psychology of Its Appeal*, edited by Dolf Zillmann and Peter Vorderer,

Lawrence Erlbaum Associates, 2000, pp. 197-213.

Hansen, Mark B.N. *New Philosophy for New Media*. MIT P, 2004.

*MLA Handbook*. The Modern Language Association of America, eighth edition, 2016.

Onarheim, Kristine H., et al. “Economic Benefits of Investing in Women’s Health: A Systematic

Review.” *PLoS ONE*, 30 Mar. 2016, vol. 11, no. 3, doi:10.37/journal.pone.0150120.

Wolchik, Sara A. “Adolescent Drug Abuse.” *American Psychological Bulletin*, vol.123, no. 6,

2001, pp.786-92. *Academic Search Premier*

## MLA Works Cited Page Example

### Works Cited

Sources are alphabetized by first word in citation, either the author's last name or the title if no author.

Batshaw, Mark L. *Children with Disabilities*. Paul H. Brookes Publishing, 1997.

Book with one author.

"Do Violent Video Games Contribute to Youth Violence?" *ProCon.org*, 6 Oct. 2014,

<http://videogames.procon.org/view.answers.reader-comments.php?questionID=1608>

Article from website, no author.

Grodal, Torben. "Video Games and the Pleasures of Control." *Media Entertainment:*

*The Psychology of Its Appeal*, edited by Dolf Zillmann and Peter Vorderer,

Lawrence Erlbaum Associates, 2000, pp. 197-213.

Hanging indent for sources that are more than one line.

Book with no author or a corporate author.

*MLA Handbook*. The Modern Language Association of America, eighth edition, 2016.

Onarheim, Kristine H., et al. "Economic Benefits of Investing in Women's Health: A Systematic

Review." *PloS ONE*, 30 Mar. 2016, vol. 11, no. 3, doi:10.37/journal.pone.0150120.

A DOI is a unique identifier for a source.

Wolchik, Sara A. "Adolescent Drug Abuse." *American Psychological Bulletin*, vol.123, no. 6,

2001, pp.786-92. *Academic Search Premier*.

An article retrieved from an online database without a DOI so the location of the article is used.

### Formatting Requirements

- The title Works Cited (not References or Bibliography) is centered, and the first letter of each word is usually capitalized; review the rules for using title case. If only one source is cited, the title should be Work Cited.
- The contents are arranged alphabetically by the first item in the source, such as the author's last name or the title of a work with no author. If the first letters of multiple sources are the same, consider the following letters: Abate comes before Abbot. Readers should be able to scan down the left-hand side of the citation list and easily identify the sources cited in the text.
- The Works Cited page is double-spaced. Do not add extra space between citations.
- Citations longer than one line use a hanging indent: the first line of the citation starts at the margin, but the second and any subsequent lines are indented one tab space (.5"). HINT: If pressing Tab causes the whole citation to indent, click undo. Then, place the cursor at the front of the line to be indented, hit Backspace, then Enter, then Tab. OR: Go to Paragraph on the Home tab, choose Special, Hanging indent, .5" and click the box with the notation: "Don't add space between paragraphs of the same style." This function will automatically format the sources so no tabbing is required.

## Works Cited Content Template

The punctuation after each category in column 1 is the punctuation used in the citation.

Author.	Usually the person who wrote the material cited; however, it could be an editor or a translator if that is more appropriate for citing the source. As an example, this would be the first item listed if the translator is the primary citation: Smith, Jane L., translator.
Title of source.	Italicize (generally preferred) or underline book, album, film, or magazine titles; use quotation marks to indicate article titles, short stories, songs, poems, TV program episodes—anything that would be a part of a larger whole.
Title of container,	The container is where the source was found; it could be a website, an anthology, a newspaper, a television series, or a database (which is likely a secondary container). If an article in a journal is found in a database such as JSTOR, the citation will include two containers.
Other contributors,	This information includes editors and translators; it may or may not be used.
Version,	Include this information if the source indicates that it is a version of a work that has been released in more than one form. Another word to be aware of here is edition (revised edition, second edition, expanded, revised, etc.)
Number,	This represents a source that contains more than one volume. Journals and magazines may use volume and/or issue numbers, such as vol. 2, no. 12, or no. 12; television shows, for instance, would be noted by season and episode: season 2, episode 12.
Publisher,	The publisher produces the material and makes it available to users. Publishing information for books is usually found on the title page or on the copyright page. Website publishers are often found in a copyright notice on the home page or on a page that gives information about the site. Leave out business words such as Company (Co.), Corporation (Corp.), or Limited (Ltd.). Use U for University and P instead of Press for academic presses: Ohio UP instead of Ohio University Press. Leave out if there is no publisher, the source is a periodical, the work is published by the author or editor, the name of the Web site is the same as the publisher, or it is found on YouTube or in an archive such as JSTOR (which is a container).
Publication date,	Use the date specific to the source used; the specific date of an online article or other Web-based source should be listed as day-month-year: 16 July 2016 (abbreviate the month if its name is longer than four letters: 16 Aug. 2016). The year only is sufficient for books.
Location.	The location in print sources is indicated by a page (p.1) or range of pages (pp. 110-15). The location of an online source is either the URL or the DOI if it is available.

## MLA Works Cited Examples

<p><b>Print Sources</b></p>	<p><b>Tips and Suggestions:</b></p> <ul style="list-style-type: none"> <li>• These are sources found in print form (like a book from the library or a magazine or journal found on a shelf).</li> <li>• Publication information for books (such as the publisher) is usually found on the title page or the copyright page</li> <li>• The city of publication may be included if it is important for the reader to know, such as a book published in more than one country with differing languages.</li> </ul>	<p>Use whatever information is available to allow readers to most easily identify the cited sources, keeping the following core elements in mind:</p> <ul style="list-style-type: none"> <li>• Author</li> <li>• Title of source (book title)</li> <li>• Title of container</li> <li>• Other contributors</li> <li>• Version (volume or edition)</li> <li>• Number</li> <li>• Publisher</li> <li>• Publication date</li> <li>• Location (page numbers, etc.)</li> </ul> <p>Not every source will have every core element.</p>
<p><b>Type of Source</b></p>	<p><b>MLA Format</b></p>	<p><b>Example</b></p>
<p><b>Book with One Author</b></p>	<p>Author last name, first name middle initial. <i>Title of Book</i>. Publisher, year.</p>	<p>Alvarez, Andrew T. <i>The Savage God: A Study of Suicide</i>. Penguin, 1976.</p>
<p><b>Book with Two Authors</b></p>	<p>Author last name, first name middle initial, author first name middle initial last name. <i>Title of Book</i>. Publisher, year.</p>	<p>Natarajen, Rupert J. and Robert Chaturvedi. <i>Geology of the Indian Ocean</i>. Random House, 1982.</p>
<p><b>Book with More than Two Authors</b></p>	<p>Author last name, first name, et al. <i>Title of Book</i>. Publisher, year.</p>	<p>Jones, Samuel J., et al. <i>Unholy Semantics</i>. Allen &amp; Bacon, 2006.</p>
<p><b>Book with Editor</b></p>	<p>Last Name, first name, middle initial, editor. <i>Title of Book</i>. Publisher, year.</p>	<p>Meyer, Mark A., editor. <i>Why Murder?</i> Wiley, 1996. Use the same format for a translator.</p>
<p><b>Print Journal Article</b></p>	<p>Author last name, first name middle initial. "Article Title." <i>Journal Title</i>, vol. #, issue #, month (if applicable), year, page (p.) or pages (pp.).</p>	<p>Wolchik, Sara A. "Adolescent Drug Abuse." <i>American Psychological Bulletin</i>, vol. 123, no.6, 2001, pp.786-92. Note: abbreviate the names of months that are longer than four letters.</p>

<p><b>Online Sources</b></p>	<p><b>Tips and Suggestions:</b></p> <ul style="list-style-type: none"> <li>• MLA format now includes the URL in citations in the location position. A DOI is preferable if one is available. URLs may be left out if the professor does not wish to have them included in the citations.</li> <li>• Date of publication is the date the author or organization posted the work online. Date of access is the date the resource was found; if no publisher information is available, include the date of access.</li> <li>• Do not include paragraph or page numbers if they do not exist in the source.</li> </ul>	<p>Online sources use the same core elements and may have more than one container that must be included:</p> <ul style="list-style-type: none"> <li>• Author</li> <li>• Title of source</li> <li>• Title of container (journal, website, etc.)</li> <li>• Other contributors (editors, translators, etc.)</li> <li>• Version</li> <li>• Number (issue)</li> <li>• Publisher*</li> <li>• Publication date</li> <li>• Location (website, etc.)</li> </ul> <p>Not every source will have every core element. Repeat elements three through nine (container through location) if there is more than one container for a source.</p> <p>*The publisher may be omitted for periodicals (journal, magazine, newspaper) and websites that are hosts for user content like <i>YouTube</i> or <i>WordPress</i></p>
<p><b>E-book</b></p>	<p>Author last name, first name middle initial. <i>Title of Book</i>. Publisher, Year, <i>Title of Website</i>, URL or DOI</p>	<p>Carr, Adam. <i>Abnormal Psychology</i>. Taylor &amp; Francis e-Library, 2004, <i>eBrary</i>.</p>
<p><b>Journal Article from an Online Database</b></p>	<p>Author last name, first name middle initial. "Title of Article." <i>Title of Journal</i>, vol. #, Issue #, Year, pages. <i>Database Title</i>.</p>	<p>Wolchik, Sara A. "Adolescent Drug Abuse." <i>American Psychological Bulletin</i>, vol.123, no. 6, 2001, pp.786-92. <i>Academic Search Premier</i>.</p>
<p><b>Website Article with Author</b></p>	<p>Author last name, first name middle initial. "Article Title." <i>Website Title</i>, Publisher or Site Sponsor, Date of Publication. *URL optional but often included</p>	<p>Gross, Jane. "Growing Older, Not Happier." <i>The New York Times</i>, 19 Jan. 2015, <a href="http://www.nytimes.com/2015/01/20/science/donald-halls-frank-collection-of-essays-about-growing-older-not-better.html?ref=topics&amp;_r=0">http://www.nytimes.com/2015/01/20/science/donald-halls-frank-collection-of-essays-about-growing-older-not-better.html?ref=topics&amp;_r=0</a> *Publisher omitted because source is from a newspaper</p>
<p><b>Website Article With No Author</b></p>	<p>"Title of Article." <i>Title of Website</i>. Publisher, Date of Publication. *URL is optional, but often included</p>	<p>"What Are Sleep Deprivation and Deficiency." <i>National Heart, Blood, and Lung Institute</i>, National Institutes of Health, 22 Feb. 2012, <a href="http://www.nhlbi.nih.gov/health/health-topics/topics/sdd">http://www.nhlbi.nih.gov/health/health-topics/topics/sdd</a></p>
<p><b>YouTube Video</b></p>	<p>Author's name or username. "Title of Video." <i>Website Title</i>, date posted, URL.</p>	<p>Veritasium. "10 Facts About Great White." <i>YouTube</i>, 17 Oct. 2013, <a href="http://www.youtube.com/watch?v=F69uqDIhr60">www.youtube.com/watch?v=F69uqDIhr60</a>.</p>

## Resources

The materials in this guide were developed using the *MLA Handbook*, Eighth Edition, published by the Modern Language Association of America, 2016.

For additional information, consult the following resources:

- The *MLA Style Center*, developed by the MLA, at <https://style.mla.org>
- *MLA Handbook*, eighth edition, in the library
- The library's MLA help guide at [www.estrellamountain.edu/library/citations](http://www.estrellamountain.edu/library/citations)
- The *Online Writing Lab* for Purdue University at <https://owl.english.purdue.edu/owl/resource/747/01/>.

NOTE: Be careful about using online citation websites like easybib.com or citationmachine.net or the Microsoft Word References tab. Sometimes these tools create correct citations, but more often the citations are incorrect. These can be a good starting place, but always compare each citation to a correct example citation like the ones in this guide.