MLA Format Resource

First Page Formatting

Student's last name and the page number

Last Name 1

This should be included on the first page only!

Student Name

Teacher Name

English 1201, Slot D

Date - D/M/Y form

Title

This should be a unique title, created by the writer that gives the reader insight into what the paper will be about.

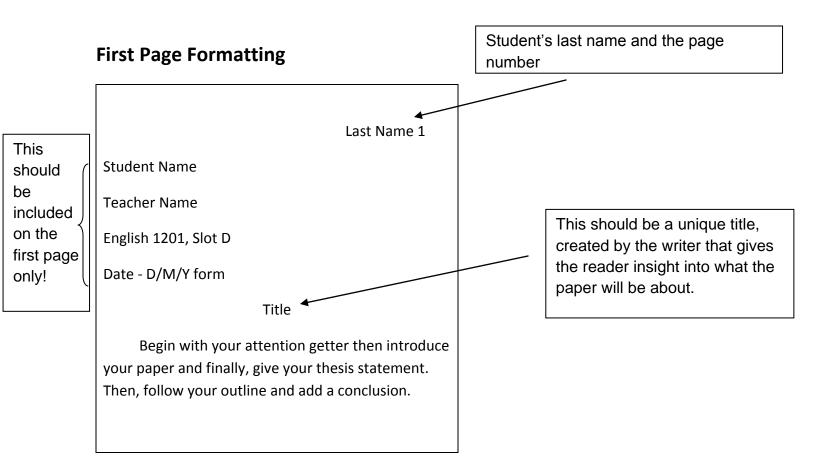   Begin with your attention getter then introduce your paper and finally, give your thesis statement. Then, follow your outline and add a conclusion.

- Don't forget your last name with the page number in the top right corner of every page including the Works Cited page. (In Word, go to the insert tab, click on the page number icon, select top of page, select number on the right hand side. Then, click next to page number on any page and type in your last name (it will appear next to the page number on all pages)
- One inch margins all around the paper, double-spaced, 12 pt Calibri or Times New Roman font. If you are using another font, ensure that it is used consistently throughout the paper. A font that is difficult to read should be avoided!

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- **Use valid sources in your document – You should never use Wikipedia as a legitimate source.**

Parenthetical Documentation (In-Text Citations)

**You must cite/document every quote, paraphrase, or summary! Anything that is not your own thoughts or words!**

- Your citation/documentation goes inside a set of parenthesis ( )
- Each citation includes the author's last name or the first main word of the title followed by the page number(s) of the citation without a comma in between
- Place punctuation AFTER the parenthesis ( ).

Example: Millions of Polish Catholics and Russian prisoners of war were killed by the Nazis before they targeted the Jews (Wistrich 13).

Other Rules

- If you use the author's name in the text of your paper, you only put the page numbers in the parenthesis.
  Example: Robert Wistrich argues that Hitler targeted other groups he deemed inferior as human beings before focusing of the Jews (13).
- If your **direct quote** (word for word) is more than four lines, indent the entire quote. This time the ( ) has the period in front of it and you do not use quotation marks.
  Example:
  Robert Wistrich points out that genocide has existed for thousands of years:
  > Throughout recorded time, there have been countless massacres, some on religious grounds, others for political or territorial reasons. Native peoples have been exterminated in colonial wars. Millions of Africans were sold into slavery. The colonization of North America, Australia, Africa, and other parts of the globe by expanding Western societies involved constant displacement, despoliation, and sometimes even the genocide of indigenous populations. (10)
- For the citation of an encyclopedia or a similar reference work give only a shortened form of the title and no page number.
  Example: Hitler felt threatened by Jewish financial prosperity ("Holocaust").
- For the citation of a quotation appearing in a source use the abbreviation _qtd. in_
  Example: In 1881, Richard Wagner said, "I am perhaps the last German who knows how to hold himself upright in the face of Judaism, which already rules everything" (qtd. in Wistrich 10).
- If you want to use a longer quote and eliminate the middle, then insert an ellipsis into the spot where you take out words.

Example: "The Jewish Holocaust was unprecedented… it was the planned, deliberate policy decision of a powerful state that mobilized its resources to destroy the entire Jewish people (Wistrich 15).

Works Cited Page

- Begin your Works Cited page on a separate page at the end of your paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent. **DO NOT** bullet point!!!
- List page numbers of sources efficiently, when needed.
    - For example, if you refer to an article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.

Additional Basic Rules New to MLA

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.
  For an example, see the Sample Works Cited Page provided at the end of this document.
- Include URLs for Web entries. They will be placed in angle brackets <   >. after the entry and end with a period. For long URLs, break lines only at slashes. You should shorten longer URLs to the point where the reader can find the information on the Website.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.
- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind, The Art of War, There Is Nothing Left to Lose*.
- Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

Listing Author Names

Entries are listed alphabetically by the author's last name. Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

More than One Work by an Author

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Burke, Kenneth. *A Grammar of Motives*. [...]

---. *A Rhetoric of Motives*. [...]

Work with No Known Author

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, Boring Postcards USA has no known author:

Baudrillard, Jean. *Simulacra and Simulations*. [...]

Boring Postcards USA. [...]

Burke, Kenneth. *A Rhetoric of Motives*. [...]

Online Sources

MLA lists electronic sources as *Web Publications*. Thus, when including the medium of publication for electronic sources, list the medium as *Web*.

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

Important Note on the Use of URLs in MLA

- MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. ‹http://classics.mit.edu/›.

Date retrieved

Date published

Abbreviations Commonly Used with Electronic Sources

Angle brackets for website

- Use n.d. when the Web page does not provide a publication date.
- When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation *n. pag.*

Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)

- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL address

Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site.

Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Example: The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008 <www.owlpurdue.com>.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006 <www.purdueuniversity.net>.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009 <www.ehow.com/howtomakeveggiechili>.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo National del Prado*. Web. 22 May 2006 <www.goya.com/familyofcharles>.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006 <www.twitteringmachin.com>.

If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009 <www.greathornedowl.com>.

E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom to message was sent, the date the message was sent, and the medium of publication.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.

SAMPLE WORKS CITED PAGE

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental

Defense Fund, 8 May 2007. Web. 24 May 2009. <www.edf.org>.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New

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May 2007. Web. 25 May 2009. <www.nyt.com/savingtheplanet>.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim.

Rogerebert.com. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

<www.suntimes.com/inconvenient-truth>.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May 2009.

<www.globalwarming.org/coolerheads>.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of

Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1

(2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York:

Springer, 2005. Print.

Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and

Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.

 "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online*. Web. 24 May 2009. <www.science-online.com>.

Shulte, Bret. "Putting a Price on Pollution." *Usnews.com*. *US News & World Rept*., 6 May 2007. Web. 24 May 2009. <www.Usnews.com>.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.

Other Information:

Thesis Statement

- One of the reasons why research papers fail is the lack of a clear thesis
- The thesis of a paper is the main point… the central idea
- It is always the last sentence of the introductory paragraph
- A thesis statement is NEVER a question
- A thesis statement sums up in one sentence what you want to convey to your readers.
- You must formulate your thesis before you start to write. It will help you focus your thoughts before you start to write and it helps you stick to your thesis as you write.
- A good thesis is specific
- This means that the statement indicates exactly what the main point of the paper is but avoids vague generalities.

General	*Improved*
The Birmingham Bus Boycott was important.	The Montgomery Bus Boycott started as a one person social protest but it became an important political tool and led to the first victory in the civil rights movement.

Adapted from: *"MLA Formatting and Style Guide."* Owl Purdue Writing Lab, 2010. Web. 9 Sept. 2010 <http://owl.english.purdue.edu/owl/resource/747/01/>.