### MLA FORMAT

#### STANDARD END-CITATION FORMAT:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title of source</th>
<th>Title of container</th>
<th>Other contributors</th>
<th>Version</th>
<th>Number</th>
<th>Publisher</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
</table>

- Begin with the last name, followed by a comma, then the rest of the name. End with a period. Do not include titles like Mr., Mrs., Dr.


- If there are 2 authors, put them in the order they are presented in the work. Reverse the name of the first author but not the second. Put a comma with "and" between them.


- If there are 3 or more authors, list only the first name followed by a comma and "et al" ("and others").


- If the author is an editor or translator who did not create the main content, list his or her title.


- If the author isn’t an individual but a "corporate author," list that institution, association, agency, or organization.


- If the corporate author is the same as the publisher, begin the entry with the title and list the organization only as the publisher.


- If there is no author listed, do NOT use "anonymous." Instead, skip the author element and start with the work’s title.


#### Title of Source

- List the title exactly as you find it in the source, except that capitalization is standardized (all words capitalized except articles, prepositions, coordinating conjunctions, and the “to” in front of infinitives.)


- Subtitles are listed after the main title and a colon.


-Italicize titles of self-contained works such as books, plays, films, and any other work usually published by itself.

-Italicize the title of a larger container carrying smaller works such as a collection of essays.

- Put quotation marks around titles of works published in a collection such as poems, articles in periodicals, newspaper articles, and webpages that are part of a larger website.


#### Title of Container

- If the source is part of a larger whole, you need the title of that larger container. Examples include an essay collected with other essays in a book, an article in a journal or periodical, or a webpage that is part of a website containing many articles, postings, etc.


- Sometimes there is a container within a container, such as a journal article contained in an online database.


  Notice that the container is always italicized and followed by a period.

  See pages 30-36 of MLA Handbook, 8th ed.
If your source is a version of a work released in more than one form (such as multiple editions of a book), you must indicate that in your citation. If two or more sources are named and seem equally responsible or the work, cite each of them separated by a forward slash (/). If your source includes more than one date, choose the date that is most relevant to your project.


If your source is part of a numbered sequence, such as a book issued in multiple volumes, indicate the volume number.


Journals are also issued with volume and issue numbers.


If your source uses another type of numbering system, indicate the number preceded by a term that identifies the kind of division the number refers to.


If it is a print source, the “location” is the page number or range of page numbers that locates the text in the book or periodical, preceded by p for a single page or pp for a page range.


If it is an online source, the location is the URL. If the source offers a stable “permalink,” use that. If there is a DOI (Digital Object Identifier), cite that number rather than the URL.


When a source includes more than one date, choose the date that is most relevant to your project.

If there are dates for online and print publication, but you only consulted the online version, use the online date. Do not include the date you accessed the source. Write the date day/month/year.


For a book with more than one date, choose the most recent.


If your source is a version of a work released in more than one form (such as multiple editions of a book), you must indicate that in your citation. If two or more sources are named and seem equally responsible or the work, cite each of them separated by a forward slash (/). If your source includes more than one date, choose the date that is most relevant to your project.


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STANDARD IN-TEXT CITATION FORMAT:

- Place the parenthetical citation where there is a natural pause in the text, usually at the end of a quotation or paragraph. The period goes AFTER the end parentheses.

  Reading is “just half of literacy. The other half is writing” (Baron 194).

- If you mention the name in the sentence, you do not have to repeat it in the parenthetical citation.

  According to Naomi Baron, reading is “just half of literacy. The other half is writing” (194).

- Always, what is in the parenthetical citation should direct the reader unambiguously to the correct entry in your works cited list.


- To avoid ambiguity, add whatever is needed to the citation. For instance, if you quote from two different authors with the same last name, include the first initial of the author in the parenthetical citation.

  Reading is “just half of literacy. The other half is writing” (N. Baron 194).

- If you use more than one work from the same author, add a shortened version of the title to avoid ambiguity.

  Reading is “just half of literacy. The other half is writing” (Baron, “Redefining” 194).

- If there is no author, put a shortened version of the title in the parenthetical citation.

  Reading at Risk: A Survey of Literacy Reading in America notes that despite an apparent decline in reading during the same period, “the number of people doing creative writing—of any genre, not exclusively literary works—increased substantially between 1982 and 2002” (3).

  or

  Despite an apparent decline in reading during the same period, “the number of people doing creative writing—of any genre, not exclusively literary works—increased substantially between 1982 and 2002” (Reading 3).

- When using the title in the parenthetical citation, use the rules for italics or quotation marks listed under the “Title” section of this handout.

- If the quotation runs more than four lines of your paper, set it off as a block indented half an inch from the left margin. Remove quotation marks. Place the parenthetical citation AFTER the period.

  At the conclusion of Lord of the Flies, Ralph, realizing the horror of his actions, is overcome by great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

- For details on how to properly cite poetry or drama, see pp. 77-80 of the MLA Handbook, 8th ed.

WORKS CITED PAGE FORMATTING:

- The Works Cited page starts on a new page, with “Works Cited” at the top center. If the list contains only one entry, change the title to “Work Cited.”

- Put the entries in alphabetical order according to the first word in the citation (excluding articles a, an, the).

- Format the entries with a hanging indentation. (First line of each citation is flush left, but subsequent lines are indented by 0.5 inches. Try “control” “t”.)

- Always end each citation with a period. If Word changes the web address to a hyperlink, hit “control” “z” to undo, or right click to remove hyperlink.

- If you cite multiple works by the same author, order the entries alphabetically by the title, then use three hyphens in place of the author’s name for every entry after the first.

- For more details on formatting the Works Cited page, see pg. 111-116 of the MLA Handbook, 8th ed.

PAPER FORMATTING:

- Paper margins should be 1”.

- Use Times New Roman 12 point font.

- Double space the entire paper, including the Works Cited page.

- Remove extra space after paragraphs (use paragraph spacing menu under the “Home” tab in Microsoft Word).

- Number every page with your last name, a space, and the page number. Go to the “Insert” menu, then “Page Number” in the “Header and Footer” area.

- Do not include a title page unless requested. Instead, put the MLA header on the first page only. See example to the right.

- Center the title of your paper just below the header.

- For more details on formatting the paper, see https://style.mla.org/formatting-papers/.

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