**MLA Citation Style**

From the MLA Handbook for Writers of Research Papers, 8th ed., 2016.

**FORMATTING: GENERAL GUIDELINES**

* Type your paper on a computer and print it on standard white 8.5 x 11- inch paper.
* Double-space the text -- use a clear legible font. Ex. Times Roman. Font size: 12 pt.
* Margins: 1 inch on all sides.
* Indent the first line of each paragraph, one tab from the left margin.
* Leave only one space after a period and other punctuation marks unless directed otherwise by your instructor.
* In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Use double-spaced text. Double space again and center the title. Type your title, but do not use all capital letters. Double space again. And on the left margin, indent and begin your essay.

**WORKS CITED PAGE: BASICS**

* Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and 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 to create a hanging indent (hit enter, then tab).
* All entries are in alphabetical order by the first word of the entry.

**WORKS CITED ENTRIES: EXAMPLES**

**Type of Entry**

Book: single author

**Works Cited Entry**

Smith, Jane. *Leadership and Women.* Free Press, 1996.

**Format**

Last Name, First Name (of author). Title of Book. Publisher, Publication Date.

**Type of Entry**

Book: more than one author

**Works Cited Entry**

Hill, Mike and Susan Hall. *Woman in the Car.* Yale Press, 1986.

**Type of Entry**

Anthology or collection

**Works Cited Entry**

Snow, Ann, editor. *The Early Americans*. Free Press, 1986.

**Type of Entry**

Poem or Short Story

**Works Cited Entry**

Burns, Robert. “Red, Red Rose.” *100 Best-Loved* *Poems*. Edited by Philip Smith. Dover Publishing, 1995,

pp. 26-27.

**Format**

Last name, First name (of author). "Title of Short Story/Poem." Title of Collection, edited by (Editor's Name as First Name

then Last Name), Publisher, Year, Page range of entry.

**Type of Entry**

Magazine article

**Works Cited Entry**

Jones, Wesley. “I’d Rather Travel.” *Time,* 26 June 1998, pp. 70-72.

**Format**

Last Name, First Name (of author). "Title of Article." Title of Periodical, Day Month Year (or Vol. 1, Issue 2),

pages (single page is p. and multiple pages pp.).

**Type of Entry**

Online article

**Works Cited Entry**

Mark, Joshua J . “Mesopotamia.” Ancient History Encyclopedia, 2 SEP 2009, www.ancient.eu. 16 MAY

2016.

**Format**

Last Name, First Name (of author). “Title.” Publisher, Publication Date, Location (pages, paragraphs- shown as par.),

shortened URL. Date of Access.

**IN-TEXT CITATIONS: BASICS**

* MLA uses short parenthetical citations in the text of the paper to acknowledge sources of information. The parenthetical citation information will match the source information on the Works Cited page.
* The parenthetical usually includes the author’s last name (if there is no author of the work, the first one or two words of the title), and the page number where the information was found.
* Leave the author’s name out of the parenthetical if it is clearly stated in your sentence.

**You should always provide parenthetical citations for the following:**

* direct quotes
* summarized material
* words, ideas, or theories specific to the author

**PARENTHETICAL CITATIONS: EXAMPLES**

**Type of citation** **Example**

Author’s name in text Jones states that the case is closed (68).

Author’s name in citation The report has been changed and cannot be trusted (Jones 69).

Two authors’ names in citation Children have the right to a great education (Jones and Smith 145).

Two locations in same source Huff discusses the plan briefly (69, 72).

Two sources cited Several voices have been heard on this subject (Clarke 56; Smith 63)

Electronic source (with paragraph numbers) “Mesopotamia was a collection of varied cultures” (Mark, par. 2).

No author: use the first words of title The wheel was invented in Mesopotamia (“Mesopotamia”, par. 3).