

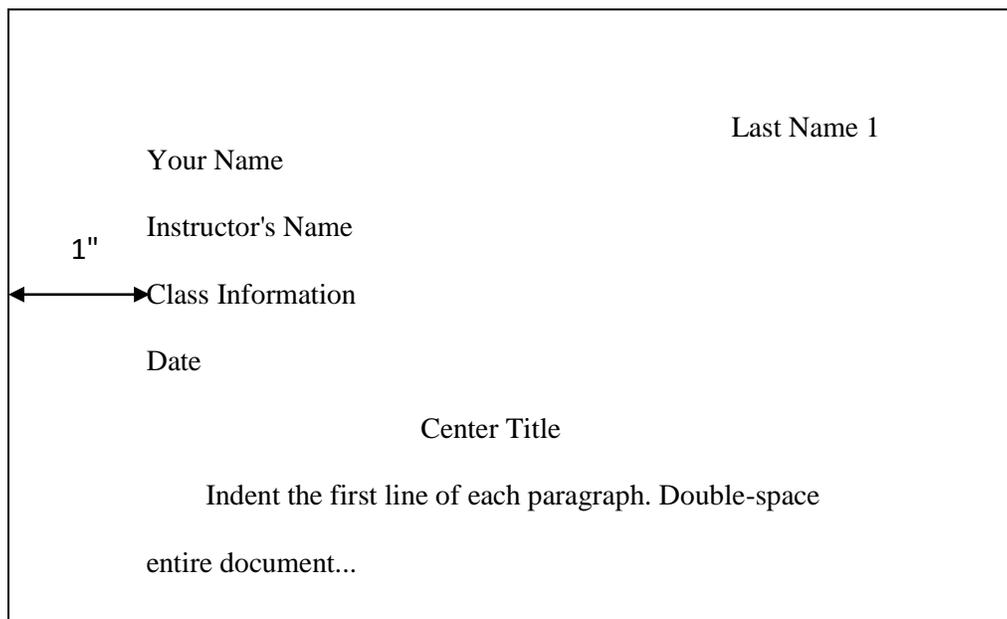
MLA Formatting Guidelines

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General Appearance for Papers

- **Type** your paper and print it on standard, white 8.5 x 11-inch paper.
- **Double-space** the text of your paper, and **use a legible font** (usually Times New Roman). The font size should be **12 point**.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the **margins** of your document to 1 inch on all sides.
- **Indent** the first line of paragraphs one half-inch from the left margin. Use the “Tab” key as opposed to using the Space Bar.
- Create a **header** in the upper right-hand margin that includes your last name followed by a space and a page number. Do not add extra formatting.
- In the upper left-hand corner of the first page, list **your name, your instructor's name, the course, and the date**.
- Center the **title** of your assignment. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- **Staple** your paper if more than one page in the upper left-hand corner.



Creating a Header with *Microsoft Word*

The procedure for creating a header may vary with the version of *Microsoft Word* being used. These steps will work with the latest versions.

Step 1: Use the mouse to double-click in the margin field at the top of the page.

Step 2: Click on the “Align Text Right” button or press *Ctrl* and *R* at the same time.

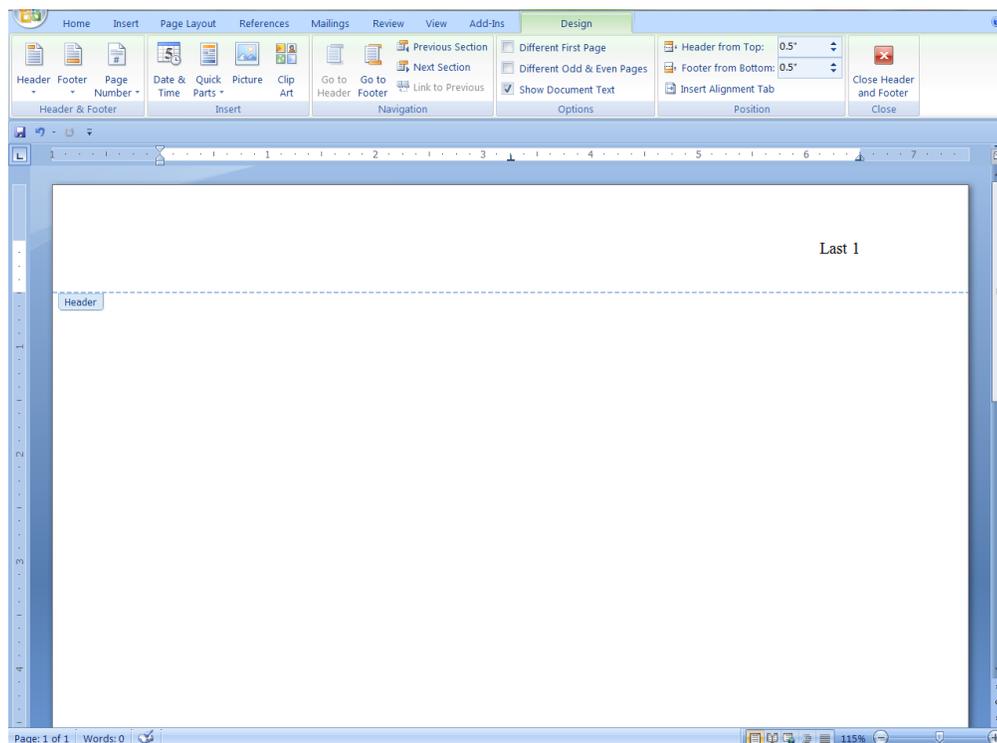
Step 3: Type your last name and hit the *Space Bar* once.

Step 4: Click on the “Insert” tab at the top of the page.

Step 5: Hold down the “Page Number” button. Choose “Current Position” and then “Plain Number.” Typing a number rather than selecting “Page Number” will put the same number on each page in your document.

Step 6: Select the header you have just created and change the font if necessary to match the rest of the font on the page.

Note: You must be typing in the margin field to correctly create a header.

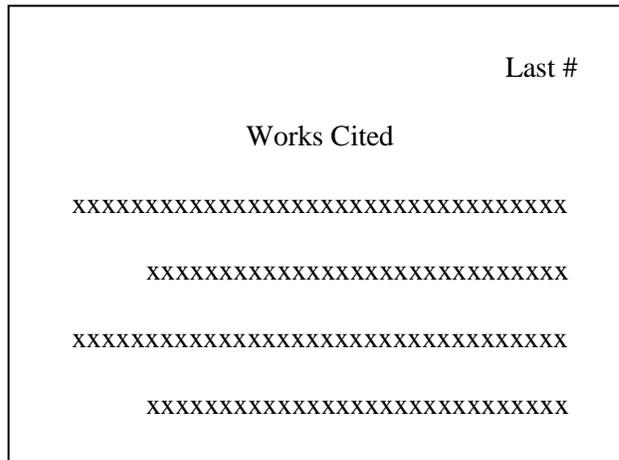


The Works Cited Page

A works cited page is a list of sources used to write a paper. It should follow these guidelines:

- **Double space** the entire page. Do not add extra lines between entries.
- Center the **title** "Works Cited."
- Use **hanging indent** format. The first line is aligned left; all other lines are indented. In *Microsoft Word*, right click and choose "Paragraph." Under "Indentation," choose "Hanging Indent."

Hanging Indent



- **Alphabetize** the entries, usually this is by the authors' last names.
- **Authors' names** are inverted (Last, First). If there is **more than one author**, only invert the first author's name (Last, First, and First Last). For a work with three or more authors, you may provide only the first author, followed by "et al."
- If **no author's name is given**, put the source in alphabetical order using the first important word or words of the title (ignore the parts of speech called "articles": "a," "an," and "the," but do not eliminate them).
- If the **same author is used more than once** in a list of works cited, provide the author's name only for the first work by this author, and use three hyphens (---) in place of the name for subsequent entries. Determine the order of the entries by this author using the first important word of each work's title. If more than one author or editor is involved, they must be in the same order.

Gilbert, Sandra M., and Susan Gubar, editors. *Feminist Literary Theory and Criticism: A Norton Reader*.

W. W. Norton, 2007.

---. *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Imagination*. Yale UP, 1979.

- **Capitalize** each word in the title (except articles, prepositions, and conjunctions – unless one is the first word of a title or subtitle).
- **Italicize** titles of books, journals, magazines, etc. (Underlining should only be used if handwriting.)
- Use **quotation marks** around the titles of articles in journals, magazines, and parts of web pages.

- Usually titles are followed with periods, but if a title or subtitle ends with another punctuation mark, such as a question mark or exclamation point, use that.
- **Abbreviate all months** except for May, June, and July.
- Days come before months in dates and no commas are used (Ex. 27 Aug. 2016).
- For journals, use **months, seasons, and even days** in entries if provided by the journal. They should precede the year and not be followed by a comma. If a work is published in a periodical that spans two or more months, hyphenate them (Ex. Jan.-Feb. 2016).
- Sometimes journals have **only volumes or only issues**; simply provide what is given.
- Precede **page numbers** with “pp.” (or “p.” if only one page). When works are not on consecutive pages, provide the first page and a plus sign (pp. 3+). When page numbers are over 100 and in the same range of a hundred, drop the first numeral of the last page number (Ex. pp. 312-14).
- Use “and” rather than the ampersand (&).
- Citing the **date when an online work is accessed** is optional. Because online works can be changed (information may be added or removed), in some cases, the date of access should end the entry for an online source. Precede dates with “Accessed” (Ex. Accessed 15 June 2016).

Basic Forms for Works Cited Entries

PERIODICALS

Formats for electronic versions of periodicals begin the way that formats for print ones do, but after the pages (years if there are no pages) provide what MLA calls the “location,” such as database or URL. URLs are not useful for subscription-based databases since the reader may not have access to that database. Instead, provide the name of the database and the company that provides the database. While the MLA recommends URLs for all web sources, these are optional, so consult your professor. The URL follows the database or the year if there is no database. When providing URLs, drop “http//” and “https//.”

A scholarly journal article in print

Author(s). “Title of Article: Subtitle.” *Title of Journal*, volume number, issue number, month or season (if provided), year of publication, pages.

Pelizzon, Penelope, and Nancy M. West. “Multiple Indemnity: Film Noir, James M. Cain, and Adaptations of a Tabloid Case: The Disappearing Death Chamber.” *Narrative*, vol. 13, no. 3, Oct. 2005, pp. 211-37.

A scholarly journal article from a school library’s subscription-only database

Howson, Teri. “Zombies, Time Machines, and Brains.” *Thesis Eleven*, vol. 131, no. 1, Dec. 2015, pp. 114-26. *Academic Search Premier*. EBSCO.

A journal article from an online-only scholarly journal

Magnusson, Gert. “Being a Vampire Sucks: Regarding the Anonymous Vampires in *Buffy the Vampire Slayer*.” *Slayage: The Journal of Whedon Studies*, vol. 9, no 1, Spring 2011, www.whedonstudies.tv/uploads2/6/2/8/26288593magnusson_slayage_9.1.pdf.

MAGAZINES AND NEWSPAPERS

Format entries for magazine and newspaper articles the same way as you format journal articles but without volumes and issues. Newspapers and weekly magazines provide days, which precede months.

A magazine article in print

Weinberg, Steven. “Eye in the Present: The Whig History of Science.” *The New York Review of Books*, 17 Dec. 2015, pp. 82-84.

A newspaper article in print

If a city of publication is not part of the title of a locally published paper, add it in brackets after the name of the paper. You do not need to add cities for nationally published newspapers.

Bergman, Joe. "Kit-fox Probe Begins." *The Renegade Rip* [Bakersfield], 3 May 2016, pp. 1+.

A newspaper article published online

Bergman, Joe. "Kit-fox Probe Begins." *The Renegade Rip* [Bakersfield], 3 May 2016, www.therip.com/top-stories/2016/05/03/kit-fox-probe-begins/#sthash.tVRJeqDA.dpbs.

Book review

Durante, Janice Floyd. Review of *Who is King? Ten Magical Stories from Africa*, by Beverley Naidoo. *New York Journal of Books*, 29 May 2015, www.nyjournalofbooks.com/book-review/bayou-magic.

BOOKS AND PLAYS

When providing publishers' names, omit "business" words and their abbreviations, such as Company (Co.) and Incorporated (Inc.). With University Presses, replace University with U and Press with P (no periods), for example, U of Maryland P or Oxford UP. If a book was published significantly earlier than the copy that you have, you may include the original publication date after the title of the book. The city of publication is only provided for books published before 1900 when no publisher is given and for books published in different countries where changes have been made to the original versions. Provide the city before the publishing company, followed by a comma.

Burgess, Anthony. *A Clockwork Orange*. New York, W. W. Norton, 1962.

Shelley, Mary Wollstonecraft. *Frankenstein; or, The Modern Prometheus*. London, 1818.

A book or play

Author(s). *Title*. Publisher, year of publication.

Book or play with one author

Carver, Raymond. *Will You Please Be Quiet, Please?* Vintage Contemporaries, 1992.

Hoffer, Erik. *The True Believer*. 1951. First Perennial Classics, 2002.

Book with no author given

If no author is provided, begin with title.

Hazards of Primary Care in Aging Populations. J.B. Lippincott, 1978.

E-books from Internet providers (other than library subscription collections)

Author(s). *Title*. Publisher, year of publication. *Provider*, URL.

E-book from an online provider

Jenkins, Henry. *Convergence Culture: Where Old and New Media Collide*. New York UP, 2006. *ACLS Humanities E-book*, hdl.handle.net/2027/heb05936.0001.001.

Charles, John C. *Abandoning the Black Hero: Sympathy and Privacy in the Postwar African American White-Life Novel*. Rutgers UP, 2012. *Project Muse*, muse.jhu.edu/book/19214.

E-book from a library subscription collection

Author(s). *Title*. Publisher, year of publication. Library collection, company.

Patterson, Anita Hayes. *From Emerson to King: Democracy, Race, and the Politics of Protest*. Oxford UP, 1997. Bakersfield College eBook Collection, EBSCO.

A single article, essay, or other work in a collection or anthology

Baker, C. Edwin. "Implications of Rival Visions of Electoral Campaigns." *Mediated Politics: Communication in the Future of Democracy*. Edited by W. Lance Bennett and Robert M. Entman. Cambridge UP, 2004. pp. 342-61.

Multiple selections from a collection or anthology (cross-references)

When using more than one work from an anthology, provide one entry just for the anthology and separate cross-references for each of the works that you take from it. Organize these works, like everything else, in alphabetical order. A cross-reference has just four elements: The author, the title of the work, the last names of the anthology's editors, and the page numbers.

Baker, C. Edwin. "Implications of Rival Visions of Electoral Campaigns." Bennett and Entman, pp. 342-61. [Note: This is a cross reference]

Bennett, W. Lance, and Robert M. Entman, editors. *Mediated Politics: Communication in the Future of Democracy*. Cambridge UP, 2004. [Note: This is the anthology]

Article from an encyclopedia or reference book

Candelabra, Cordelia Chavez. "La Malinche." *The Greenwood Encyclopedia of Latino Literature*. Edited by Nicolas Kanellos. Vol. 2. Greenwood, 2008, pp. 726-30.

WORKS BY CORPORATE AUTHORS, INCLUDING GOVERNMENT AGENCIES

Corporate authors include institutions, government agencies, and other organizations. Omit "the" before the name of any organization. Omit the name of the author at the start of an entry if it is the same as the publishing organization. If it is not the same, begin with the corporate author, not the title. Do not italicize the name of the corporate author. Follow with the title in italics. End with the publisher, a comma, and the date of publication.

Institut National d'études Démographiques. *Consequences of Rapid Population Growth in Developing Countries*. Routledge, 1 June 1991.

When a work is both written and published by the same organization, begin with the title, not the organization, and list the organization as the publisher, followed by the date of publication.

Human Development Report: 2015. United Nations Development Programme, 14 Dec. 2015.
Publication Manual of the American Psychological Association. American Psychological Association, 2001.

When a government agency is the author, begin with the name of the government (a city, county, state, or country), a comma, and the agency (Ex. California, Department of Developmental Services). If there are organizational units that the agency is a part of, add these between the government and the agency (Ex. United States, Congress, House). The House of Representatives can be shortened to "House," as there would be no confusion about what it refers to.

If the works cited page contains more than one work by the same government, use three hyphens (with no spaces between them) instead of the author after the first entry by that same author:

---, ---, House.

---, ---, Senate.

---, Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

For congressional publications, the following are options that may be included: the number and session of Congress, the chamber (the House of Representatives or the Senate) and the type and number of the publication, for example, reports, resolutions, bills, and what are referred to as "miscellaneous documents."

United States, Congress, House, Permanent Select Committee on Intelligence. *Intelligence Authorization Act for Fiscal Year 2016*. Government Printing Office, 2015. 114th Congress, 1st session, House Report 2596.

WEBSITES

Author(s). "Title of Article." *Name of Web Site*, date, time if provided, URL.

Galbreath, Bill. Comment on "Why I Choose to Challenge Climate Change Deniers." *The Huffington Post*, 19 May 2016, 12:19 p.m., www.huffingtonpost.com/bill-nye/why-i-choose-to-challenge_b_10048224.html.

Nye, Bill. "Why I Choose to Challenge Climate Change Deniers." *The Huffington Post*, 5 May 2016, www.huffingtonpost.com/bill-nye/why-i-choose-to-challenge_b_10048224.html.

"Philippines: New President Should Break Cycle of Human Rights Violations, Not Compound Them." *Amnesty International*, 10 May 2016. <https://www.amnesty.org/en/latest/news/2016/05/philippines-new-president-should-break-cycle-of-human-rights-violations/>.

YouTube and Other Online Videos

"Title." *Site name*, uploaded by [name of up-loader, as given, if given], date, [time if provided], URL.

"Tobias Wolff on Raymond Carver." *YouTube*, uploaded by Joe Jansen, 8 May 2011, www.youtube.com/watch?v=eNS4mXnkWAo.

FILMS

You may begin either with the title of the film or with the name of a significant contributor.

Title. Director or other contributor(s), Studio, year.

Hot Coffee. Directed by Susan Saladoff, If Not Now Productions, 2011.

Name of director(s) or other creator, role. *Title*. [Other contributors optional.] Studio, year.

Jolie, Angelina, director. *Unbroken*. Legendary Pictures, 2014.

Jolie, Angelina, director. *Unbroken*. Screenplay by Joel Coen and Ethan Coen. Legendary Pictures, 2014.

Additional common descriptions include "adapted by," "narrated by," and "cinematography by."

In-Text/Paranthenetical Citations

In-text citations indicate where information from the works cited page is used in the paper. Whenever an outside source is referenced in a paper (whether it is a direct quote, paraphrase or summary), it must include a parenthetical citation to avoid plagiarizing. Citations are not necessary for statements that are common knowledge. Make sure, however, that the information is stated in your own words.

1

2

Basic Parenthetical Citation = (last name or title + page # if available) .



matches beginning of works cited entry

- The beginning of the parenthetical citation corresponds to the beginning of the entry on the works cited page. If the works cited entry begins with the author's last name, the parenthetical citation should as well.
- If there are **two authors**, provide both last names separated by a comma and "and."
- If there are **three or more**, use the first author's last name followed by "et al." unless all of the authors were supplied in the works-cited entry. In that case, use all of the authors' last names in the citation, separated by commas, and setting the last author off with a comma and "and."

"And some essayists are not out to change the world at all: some are completely indifferent to immediate circumstances or practical ends" (Scholes et al. 3).

Scholes et al. point out that "some essayists are not out to change the world at all: some are completely indifferent to immediate circumstances or practical ends" (3).

- For **corporate authors**, abbreviate words that are commonly abbreviated, such as "dept." for "department." However, do not abbreviate these words on the works cited page. If the corporate author includes the names of administrative units in the corresponding works-cited entry, separated by commas, provide all the names in the citation.

"Once a student reaches eighteen years of age or attends a postsecondary institution, he or she becomes an 'eligible student,' and all rights formerly given to parents under FERPA transfer to the student" (United States, Dept. of Education).

- If **no author** is available, use the title or a shortened version of the title.

The American Academy of Pediatrics advocates a number of changes to make children safe from gun violence. One suggestion is that the federal government "enact stronger gun laws, including an effective assault weapons ban; mandatory background checks on all firearm purchases; and a ban on high-capacity ammunition magazines" ("Federal Policies").

- Include **page numbers** if available. The abbreviations "p.," "pp.," "pg.," or the word "page" is not included; simply provide the page number.

“It would be more direct to say that Kissinger was the Albert Speer rather than the Adolph Eichmann of the crimes against humanity that he assisted in perpetrating, but that he lacked Speer’s readiness to apologize” (Hitchens 255).

- If the **quoted material spans two pages**, use a hyphen with both page numbers.

“Other researchers have found that unsubstantiated evidence in a court of law can have an impact on juries, even when the judge explicitly tells the jury to ignore the factoid” (Pratkanis, and Aronson 110-11).

- If **paragraph numbers** are provided instead of page numbers, provide the relevant numbers preceded by “par.” Place a comma after the author’s name or title. Do not provide paragraph numbers unless your source provides them—do not count them on your own.

“Magical realism involves realistic descriptions stressing normal phenomena that are accompanied by—and challenged by—straightforward depictions of the fantastic” (Cole, par. 5).

- Most **electronic readers** include a numbering system that tells users their location in the work. These numbers should not be used because it may not be the same for other users. If the work is divided into consistent numbered sections, such as chapters, those numbers may be cited, with a label identifying the nature of the number. Use a comma in a parenthetical citation after the author’s name if the information in the citation begins with an abbreviated word, such as “ch.” for “chapter.”

Mark Bauerlein reveals that “Students reaching their senior year in high school have passed through several semesters of social studies and history, but few of them remember the significant events, figures, and texts” (ch. 2).

“Digital habits have mushroomed, but reading scores for teens remain flat, and measures of scientific, cultural, and civic knowledge linger at abysmal levels (Bauerlein, ch. 3).

- If using a **direct quotation that is four lines or fewer** use quotation marks.
- A **direct quotation five lines or longer** (called a “block quote”) is indented one inch from the left margin and quotation marks are not used. The period is placed before the parenthetical citation. Block quotes should be used sparingly and its relevance should be thoroughly explained; otherwise, it appears the author is writing the student's paper for him or her.

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; 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)

- Place the parenthetical citation as close to the quoted, paraphrased, or summarized material as possible without disrupting the sentence.
- When **material from one source with the same page number** is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence. Separate the different page numbers with commas. However, if the student's thoughts are included inside the

paragraph, multiple citations are needed to distinguish between the source's ideas and the student's.

"Austen's irony is both worldly and unworldly, finding nothing to be surprised at in human immorality, but nothing to be cynically indulged about it either." Her irony is subtle and put to the task of defending the cultural and moral status quo. Eagleton explains, "One should not be misled by Austen's good-natured irony into imagining that she is, in the modern sense of the word, a liberal" (107, 108).

- If **no page numbers** are available, an in-text citation must be provided with the author or title even if it was mentioned elsewhere in the paragraph. An in-text citation makes it clear what information you have taken from the source.
- The authors' last name in parenthetical in-text citations is not needed for works with page numbers if the **author is previously named** in the paper (or the titles of the work if no authors are provided).

"He was obeyed," writes Joseph Conrad of the company manager in *Heart of Darkness*, "yet he inspired neither love nor fear, nor even respect" (87).

- Before direct quotations, use commas after **introductory words** like "states," "says," "asserts," "argues," "implies," "alleges," "finds," and so on. However, commas should not be used before quotations if the preceding phrase flows directly into the quotation without pause.

Mark Lloyd states, "Communications policy is central to our unique republic" (74).

Mark Lloyd asserts that "Communications policy is central to our unique republic" (74).

- Use a colon (:) if a **complete sentence introduces a direct quote**.

Mark Lloyd makes the following observation: "Communications policy is central to our unique republic" (74).

- Use brackets [] when the **wording of a direct quote has been changed** (usually for grammatical reasons).
- Use an ellipsis [...] when **words have been removed** from the direct quote.
- If a **source quotes another source**, indicate the quoted person's name in your sentence and put the source's name inside the citation preceded by the abbreviation for "quoted in" (qtd. in).

Former *Washington Post* political reporter Paul Taylor calls the relationship between incumbent broadcasters and incumbent politicians "the most profitable, exclusive, and mutually beneficial relationship in the new Gilded Age of politics" (qtd. in Krishnamurthy 145-47).

- When citing **more than one work by an author**, include the title or a shortened version of the title in addition to the author's name and relevant page number(s). Italicize or use quotation marks around the title as appropriate. Separate the author's name and the title with a comma:

"Those who want to face their responsibilities with a genuine commitment to democracy and freedom—even to decent survival—should recognize the barriers that stand in their way" (Chomsky, *Hegemony or Survival* 5).

- When using **sources by different authors with the same last name**, include each author's first initial (use the whole first name if the initials are the same).

"Why should I tell the story of my life? I do it because my father is dead now, and I always knew I would have to commemorate him. He was a writer and I am a writer" (M. Martin 3).

- When using **information that comes from different sources**, indicate them all, separated by semicolons to indicate that the authors represent different, not coauthored, sources.

Throughout the history of the folktale, no matter what their respective classes or status, women across the social spectrum shared and modified fairy tales (Smith 172; Warner 316-17).

- Use an author's name in a citation for a **film or video** if one is available or the title or shortened version of the title. If the director's name is used to begin the works cited entry, use that in the parenthetical citation. If using a quote from someone else, identify him or her by name in the sentence and include "qtd. in" in the parenthetical citation.

Joan Claybook, president of Public Citize, stated that "Businesses use a number of devices to keep the public out of the courts" (qtd. in Saladoff).

- Parenthetical citations for **audio and visual recordings** should include times or ranges of times when possible. Separate the numbers with colons and give the hours, minutes, and seconds displayed by the media player.

Veronica Mars said, "I prefer the biker bar by the train station. I get more attention that way. I'm kidding" ("Silence" 00:03:11-14).

Adding Style with Parenthetical Citations

The following passage appears on page 248 of Ashley Montagu's book, *The American Way of Life*:

To be human is to weep. The human species is the only one in the whole world of animate nature that sheds tears. The trained inability of any human being to weep is a lessening of his capacity to be human – a defect that usually goes deeper than the mere inability to cry. And this, among other things, is what American parents – with the best intentions in the world – have achieved for the American male. It is very sad. If we feel like it, let us all have a good cry – and clear our minds of those cobwebs of confusion, which have for so long prevented us from understanding the ineluctable necessity of crying.

Now look at the various ways you can use the opinion expressed in the passage:

Montagu claims that American men have a diminished capacity to be human because they have been trained by their culture not to cry (248).

In his book *The American Way of Life*, Ashley Montagu writes, “The trained inability of any human being to weep is a lessening of his capacity to be human – a defect which usually goes deeper than the mere inability to cry” (248).

According to Montagu, “To be human is to weep” (248).

“If we feel like it,” writes Montagu, “let us have a good cry – and clear our minds of those cobwebs of confusion which have for so long prevented us from understanding the intellectual necessity of crying” (248).

One distinguished anthropologist calls the American male’s reluctance to cry “a lessening of his capacity to be human” (Montagu 248).

Montagu finds it “very sad” that American men have a “trained inability” to shed tears (248).

When my grandfather died, all the members of my family – men and women alike – wept openly. We have never been ashamed to cry. As Montagu writes, “to be human is to weep” (248). I am sure we are more human, and in better mental and physical health, because we are able to express our feelings without artificial restraints.

Montagu argues that it is both unnatural and harmful for American males not to cry:

To be human is to weep. The human species is the only one in the whole world of animate nature that sheds tears. The trained inability of any human being to weep is a lessening of his capacity to be human – a defect that usually goes deeper than the mere inability to cry. [...] It is very sad. (248)