MLA Style Guide

General Format

Begin with the Basics:

- The whole document is double-spaced, 12-point, Times New Roman Font.

- One-inch margins on all sides.

- Your name, the professor's name, course number, and date are at the top left-hand corner of the first page. No title page.

- Dates are written as: 17 September 2019.

- Page numbers are in the upper right-hand corner half an inch from the top of the page, starting on page one. Your last name goes before each page number (e.g. Smith 3).

- The title is centered with no other special formatting. The essay will begin immediately underneath.

- Headings are not needed, but if you use them (for papers of 10+ pages), be consistent in formatting them (i.e. SMALL CAPS for level two, then *Italics* for level three, and so on).

- For a level three heading, the paragraph will follow right after it. (e.g. *Heading.* Start of the paragraph).

Works Cited:

- The Works Cited list appears at the end of the paper on its own page with the title "Works Cited" centered at the top with no special formatting.

- Double space citations, but do not skip lines between entries.

- Citations look like this:

  Author last name, author first name. Title of Source. Title of Container, Other

  Contributors, Version, Number, Publisher, Publication Date, Location.

  (Note: the location means the page numbers, written pp. 7–12, or the website url if applicable).

  Use a hanging indent of ½ inch on every line except the first in each entry. To do this, highlight

the Works Cited list, then use the ruler at the top of Word and drag the bottom triangle over half an inch.

- Book, magazine, journal, and website titles are in italics.

- Specific chapters or article titles are in quotation marks.

- When citing a website, add the date accessed at the end of the citation.

- The list is alphabetized (by author last name).

- In-text citations are simply the author's last name and the page number with no comma: (Smith 9).

- If the author's name is in the sentence, use just the page number: Smith says, "…" (9).

- Examples of Citations: You can mix-and-match formats, for instance a website with two authors would use the two authors and the website templates. Some of these examples are taken from the Purdue OWL website (WC=Works Cited; IT=In Text).

Book:

WC: Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

IT: (Henley 87)

Book with two authors:

WC: Belasco, Susan, and Linck Johnson, editors. *The Bedford Anthology of American Literature: Volume One: Beginnings to 1865*, Bedford/St. Martin's, 2008.

IT: (Belasco and Johnson 38)

Book with multiple authors:

WC: Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

IT: (Wysocki et al. 23)

Two pieces by the same author:

WC: Poe, Edgar Allan. "The Fall of the House of Usher." *The Bedford Anthology of American Literature: Volume One: Beginnings to 1865*, edited by Susan Belasco and Linck Johnson, Bedford/St. Martin's, 2008, pp. 1031–1044.

---. "The Philosophy of Composition." *Graham's Magazine*, vol. 28, no. 4, 4 April 1846, pp. 163–167, www.eapoe.org/works/essays/philcomp.htm. Accessed 23 Oct 2019.

IT: (Poe "Usher" 1033) and (Poe "Philosophy" 165)

Work in an anthology:

WC: Poe, Edgar Allan. "Annabel Lee." *The Bedford Anthology of American Literature: Volume One: Beginnings to 1865*, edited by Susan Belasco and Linck Johnson, Bedford/St. Martin's, 2008, pp. 1229–1230.

IT: (Poe 1229)

Website:

WC: Wyhe, John van. "Overview." *History of Phrenology on the Web*, 2011. www.historyofphrenology.org.uk/overview.htm. Accessed 24 Oct 2019.

IT: (Wyhe)

Source with no author:

WC: "Virginia Clemm Poe: Edgar Allan Poe National Historic Site." *National Park Service*, 27 Sept 2007. www.nps.gov/people/poe-virginiapoe.htm. Accessed 23 Oct 2019.

IT: ("Virginia Clemm Poe")

Article in a magazine:

WC: Buchman, Dana. "A Special Education." *Good Housekeeping,* Mar. 2006, pp. 143-48.

IT: (Buchman 145)

Article accessed from an online database:

WC: Peeples, Scott. "Unburied Treasure: Edgar Allan Poe in the South Carolina Lowcountry."

Southern Cultures, vol. 22, no. 2, Summer 2016, pp. 5–22, 122. *ProQuest*,

search.proquest.com/pqrl/docview/1793588203/22EC002651814DB1PQ/3?accountid=13

1031. Accessed 24 Oct 2019.

IT: (Peeples)

The Bible:

WC: *The Bible.* The New Oxford Annotated Version*,* 3rd ed., Oxford UP, 2001.

IT: (*The New Oxford Bible*, John 3:16)

Speech or lecture:

WC: Stein, Bob. "Reading and Writing in the Digital Era." Discovering Digital Dimensions,

Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette,

IN. Keynote Address.

IT: (Stein)

- Quotations longer than four lines are block quotes, so they are their own paragraph that is

  entirely indented ½ an inch and still double-spaced. Do not use quotation marks. The

  parenthetical citation goes after the closing punctuation.

For more help, visit:

- https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

- https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_overview_and_workshop.html

Your Name

Professor Name

Class Name / Course Number

Day Month Year (4 September 2019)

<div align="center">Title of Your Paper</div>

This is the introduction of the essay; it follows right after the title on the next line. Here, you will explain what the paper will be about as well as make a statement about it in a thesis that will usually be the last sentence of this introduction. The introduction will also show the organization of the paper by presenting your main points.

SECTION HEADING

Do not indent the first paragraph after a level two section header, like the one above. This section will present your first main point of the essay, which you should have already mentioned in the introduction. Section headings are not required, but you may use them in long essays (10+ pages) to help organize your content. Each paragraph should be organized around a main idea and should support your thesis.

Subsection Heading. Use subsection headings for sub-points. Again, use these only in long essays if needed. Your text will start on the same line as the heading.

> This is an example of a block quote that is indented half an inch on all lines. If a quotation will take up four or more lines, this is the format it needs to be in. No quotation marks are needed, and the citation will appear at the end after the punctuation. The citation used here is the model if there is more than one author. (Author last name et al. page #)

Additional commentary after the block quotation will not be indented.

For shorter quotations use the following model: "Quotations will be in this format with the citation before the punctuation" (Author last name page #).

If you quote a source without an author, simply use the title instead, "It will be the same format otherwise" (Title of source page #). If the author's name appears in the sentence, just use the page number. For example, [Author's name] says, "something really smart (unlike this example)" (page #).

CONCLUSION

Wrap up your paper with a conclusion. Summarize your main points—some writers write one to two sentences in review of each main point. Then bring it all to a meaningful end. What was learned? Why was it important? How should things change? What is the point? Answering one or more of these questions will tie the paper together nicely.

You may use many paragraphs to conclude, but don't introduce any new research here; that belongs in the body of the paper.

Works Cited

Author last name, author first name. Title of Source. Title of Container, Other Contributors,

Version, Number, Publisher, Publication Date, Location.

Author last name, author first name. Title of Source. Title of Container, Other Contributors,

Version, Number, Publisher, Publication Date, Location.

Author last name, author first name. Title of Source. Title of Container, Other Contributors,

Version, Number, Publisher, Publication Date, Location.

(Note: this list will be in alphabetical order based on author last name. Add only the information

you know about the source. If the source does not have an author, a version, or a container, skip

the missing part. Location refers to page numbers, written as pp. # – #, or url if applicable. If it is

a website, also include the date accessed at the end of the entry. Place book, magazine, website,

and journal titles in italics, but place short works like articles, poems, and particular chapters in

quotation marks. Remember to use the hanging indent.)