MLA GUIDE
(Rules from the MLA Handbook for Writers of Research Papers, 7th edition)

Headings, Page Numbers, and Title

Adjust the margins of your document to 1 inch from every side. Sometimes this is the standard for Microsoft Word, but always check just in case. Also change your font to Times New Roman, 12 point, the standard and accepted font.

Your last name and the page number should appear on every page in the header position. To add this in Microsoft Word, go to the Insert tab and click on “Page Number,” “Top of Page,” and “Plain Number 3.” This will put a page number on every page at the top, right corner. To add your last name, click next to the number, type your last name, and hit the spacebar once. Your last name should show up on every page following. (Make sure your name is in the same font style as the rest of your paper.)

Your heading should start with your name, your professor’s name, the course title or number, and then the date the assignment is due. These should each be on its own separate line and should be double spaced.

Your title should come directly after your heading without any extra lines. Your title does not need to be italicized, bolded, underlined, ALL CAPS, or “in quotation marks.” It should match the rest of your paper and be in standard text. After typing your title, hit “Enter” once and “Tab” once and begin writing your paper. All of this should be double spaced. Between subsequent paragraphs, no extra lines are needed; just hit “Tab” each time so your paragraphs will be indented.

If your professor has any special recommendations or formats, follow the professor’s guidelines.
Essays are Awesome

Writing essays is a great way to prepare for real world experiences like reports, memos, and summaries. Everyone should have the invaluable experience of practicing
Titles of Works

1. Italicized Titles

Titles of larger, longer works are put in italics. Examples:
   • books
   • plays
   • a collection of poems
   • periodicals (newspapers, magazines, and journals)
     • pamphlets
     • web sites
     • online databases
     • films
     • television and radio broadcasts
   • CDs, cassette tapes, record albums
     • dance performances
     • operas
   • works of visual art (paintings, sculptures, etc.)
     • ships, aircraft, and spacecraft

2. “Titles in Quotation Marks”

Titles of shorter works are put in “quotation marks.” Examples:
   • articles
   • essays
   • stories and poems published within larger works
     • book chapters
     • pages in Web sites (Web page)
   • individual episodes of television and radio broadcasts
     • short musical compositions (songs)
   • unpublished works (lectures, speeches, etc.)

3. Exceptions

You should generally not use italics or quotation marks for these sources:
   • scripture (including all books and versions of the Bible and any other holy book, like the Talmud, Qur’an, or Upanishads)
   • laws, acts, and similar political documents (Magna Carta, Declaration of Independence)
   • musical compositions identified by form, number, and key (Beethoven’s Symphony no. 7 in A, op. 92)
   • societies (Modern Language Association)
   • buildings and monuments
• conferences, seminars, workshops, and courses

In-text, In-source, or Parenthetical Citations

You use in-text citations when you quote, paraphrase, or summarize an idea from another source, such as a book, journal article, or newspaper. This complements your Works Cited page at the end of your essay. In-text citations help your reader know exactly from where your information came so the reader could easily find it again. The citations also prevent plagiarizing, which happens when you use another person’s work and do not give her credit for the words or idea.

Remember: You must always cite a source. Plagiarizing is a serious crime and can result in at least failing the assignment and class.

An in-text citation tells the reader the last name of the author and the page number(s) from which the quote or idea came. The reader can take that last name and should be able to find it in the Works Cited page. Example:

All in parentheses: Myths of origin “often emphasize descriptions of the ways men received those things that are fundamental to their culture and to their means of making a living, such as fire, rainfall, and a knowledge of farming” (Hammond 258).

(Author’s last name Page #).

Author integrated: Hammond states that myths of origin “often emphasize descriptions of the ways men received those things that are fundamental to their culture and to their means of taking a living, such as fire, rainfall, and a knowledge of farming” (258).


(*See the section for the Works Cited page for more information*)

In-text citations come at the END of a sentence. However, if you reference more than one source in the same sentence, then put the citation with the corresponding quote or idea in a place where a pause would naturally occur, such as before a comma.

Example: In the late Renaissance, Machiavelli contended that human beings were by nature “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343).
1. A source does not have an author, use the title (shortened or full) in the parenthetical citation.
   • International espionage was as prevalent as ever in the 1990s ("Decade").

2. The source has between one and three authors, list them all.
   • Although writings describing utopia have always seemed to take place far from the everyday world, in fact “all utopian fiction whirs contemporary actors through a costume dance no place else but here” (Rabkin, Greenberg, and Olander vii).

3. The source has more than three authors, list the first and then write “et al.”
   • People often use “The Yellow Wallpaper” to illustrate how society imprisons women (Lauter et al. 2601-09).

4. More than one author has the same last name, include the first initial.
   • The mother teaches her daughters all the practical skills, including grinding corn, cooking, and motherhood. (F. Eggan 33). Dorothy Eggan states that “children belonged—literally—to the mother and her clan” (1).

5. More than one article/book has the same, exact author, include the sources’ titles.
   • (Author must be exact; this does not include articles with a consistent author, but different co-authors)
   • Shakespeare’s King Lear has been called a “comedy of the grotesque” (Frye, Anatomy 237). For Northrop Frye, one’s death is not a unique experience, for “every moment we have lived through we have also died out of into another order” (Double Vision 85).

6. You use a quotation of another author in a different source (indirect sources/quotations), reference the original work in text and add “qtd. in ___.” (qtd. = quoted)
   • Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 2: 450).

7. You reference more than one work in the same sentence and do not need to separate the quotations or ideas, separate the citations in the parentheses with a semi-colon (;).
   • They plant seeds into Mother Earth’s womb and care for the seeds through their whole lives (Ferrero; Lomatewama; Masayesva & Wall).
Works Cited

Your Works Cited page comes at the end of your paper and starts at the top of the page following your conclusion. Remember to continue with the number following the last page of your paper when numbering your Works Cited page(s). Like the rest of your paper, double space everything and for entries that run onto the next line, indent (Tab) all lines following the first. This is called a hanging indentation.

The entries must be in alphabetical order by the first author’s last name or the first word in the title, ignoring any initial A, An, or The. If you cite two separate sources by the same author, put three hyphens (---) in the place of the author’s name and then continue as normal with the rest of the citation.

Commonly Used Citations:

Printed Sources

1. Book by One Author
   • Author’s last name, First name. Title of Book. Location: Publisher, Year. Print.


2. Book by Two or More Authors
   • First author’s last name, First name, and Second author’s first name Last name. Title of Book. Location: Publisher, Year. Print.

• For more than three authors, you may list all authors’ names as above or list the first author and then add et al. (“and others”).


3. Anthology (a textbook is often considered an anthology)
• Editor/Compiler’s last name, First name, ed. Title of Anthology. Location: Publisher, Year. Print.


4. Work in an Anthology
• Author’s last name, First name. “Title of Work.” Title of Anthology. Ed. Name of editor(s). Location: Publisher, Year. Page numbers. Print.


• For a work (other than a journal article) in an anthology that has been published before, you may include the original publication date, though you do not need to record the medium of previous publication.


• Reprinted journal article in an anthology (Rpt. in = reprinted in)


5. Book Published in a Second or Subsequent Edition
• Author’s last name, First name. Title of Book. __ ed. Location: Publisher, Year. Print.

6. **Newspaper Article**
   
   Author’s last name, First name. “Title of Article.” Title of Newspaper Day Month Year, ___(late, early, etc.) ed.: Page. Print.


   If the newspaper has sections that separate the numbering of pages, then include the section name or number:


7. **Magazine Article**
   
   For magazines published more than once a month, include full date (day month year). For magazines published every month or two months, include only the month(s) and year.

   Author’s last name, First name. “Title of Article.” Title of Magazine Date: Page numbers. Print.


**Web Sources**

1. **Webpage**

   Author’s last name, First name. “Title of Work or Webpage.” Title of the Overall Website. Publisher or sponsor of the site (if none, use N.p.), Day Month Year.

   Web. Date accessed.


2. **Scholarly Journal Articles from a Database**


   Chan, Evans. “Postmodernism and Hong Kong Cinema.” Postmodern Culture 10.3

Other

1. Television or Radio Broadcast
   a. “Title of Episode or Segment.” Title of Program or Series. Name of Network. Call letters and city of local station, Broadcast date. Medium (Radio, Television, Web).


2. Film or Video
   • Title of Video. Dir. Name. Perf. Names of top actor/actresses. Distributor, Year. Film.


3. Interview
   • Last name of Interviewee, First name. “Title of Interview” (if broadcasted or published). Title of Program. Date. Medium.


   • For a personal interview:
     i. Last name of Interviewee, First name. Personal/Telephone interview. Date.

   Pei, I. M. Personal Interview. 22 July 1993.