

# MLA FORMAT

## **Format, Heading, and Page Numbers:**

Your paper should have one-inch margins on all four sides. All of the text must be double-spaced, and the letters should be in 12-point font. The first page should begin with your name typed flush with the left-hand margin. The second line will consist of your teacher's name; the third, the name of the course; the fourth, the date the paper is due; and the fifth line, your title centered. The page numbers should be preceded by your last name and fall within the top margin, one-half inch from the top of the page and flush with the right margin, as a header. The first line of each paragraph should be indented one-half inch or five spaces. Block quotations will have left margins one inch or ten spaces in from the normal margin of one inch.

## **Rules to Remember for Quotations:**

1. Document any direct quotation from a source as well as any ideas or passages you paraphrase or summarize by citing the name of the author and the page(s) from which you got the information. For example: The survey showed that 48% of all marriages end in divorce (Tejas 47).

As Ross says, "Penn followed his conscience in all matters" (127).

You should use an abbreviated title when the article has no author.

For example: Television ratings wars have escalated during the past ten years ("Leaving the Cellar" 102).

2. If the source you are documenting has already been identified and no other source has been documented yet, use only the page number in parentheses after the sentence containing the next citation.

3. If you are quoting a source within a source, document it by using the abbreviation "qtd. in" within the parentheses with the page number.

For example: Wagner said that myth and history stood before him "with opposing claims" (qtd. in Winkler 10).

4. If you are using a source with more than one but less than five authors, cite all names in parentheses.

For example: With the advent of behaviorism, psychology began a new phase of inquiry (Cowan, Bar, and Crum 31-34).

For more than five authors, cite the first author's last name followed by "et al."

For example: Many readers believe they are "victimized by the writer" (McPherson et al. 38).

## Works Cited Entries:

At the end of your paper, on a separate sheet, you should list your sources in alphabetical order on a “Works Cited” page. The heading “Works Cited” should be centered at the top of the page with the same standard one-inch margin, and the first source should begin just one double-spaced line below the heading. The entire page should be double-spaced throughout, and any line of an entry after the first needs to be indented five spaces or one-half inch.

**The following are some basic examples of how to list your sources on the “Works Cited” page:**

### **A Book by One Author:**

Smith, Alfred. How to Survive English 101 Without Going Insane. New York: Nowhere P, 1989.

### **Two or More Books by the Same Author:**

Pratt, Sandra. Catching the Crowd: How I Got into Business. Boston: Kirby-Smythe Pub., 1984.

---. Keeping Ahead of the Crowd: How I Got Ahead and Stayed. Boston: Kirby-Smythe Pub., 1985.

### **An Edited Book:**

Melville, Herman. Moby Dick. Ed. Charles Fiedelon, Jr. Indianapolis: Classics, Ltd., 1964.

### **An Essay, Poem, Short Story, or Article Appearing in a Collection of Works:**

Durante, James. “Express Yourself Till It Kills Ya.” Open Communication in Arts. Ed. Phil Chalos. New York: Free P, 1987. 224-35.

### **A Book by a Corporate Author:**

American Library Association. Intellectual Freedom Manual. Chicago: ALA, 1983.

### **An Article in a Reference Book (Encyclopedia, Dictionary, etc.):**

“Melodeon.” Encyclopedia American. 1985 ed.

“Azimuthal Equidistant Projection.” Webster’s New Collegiate Dictionary. 1983 ed.

### **A Newspaper:**

Reinhold, Jaques. “Why Parking Stinks at SIU.” Daily Egyptian 17 Sept. 1990: 1+.

### **A Magazine Article:**

Jones, Richard. “Going for Broke.” Time 25 February 1974: 41.

Lane, Barbara. “Keeping Track of the King of Television.” People 28 June 1996: 56-60.

### **An Article in a Scholarly Journal:**

Farrell, Theo. “The Challenge of Basic Writers.” Basic Writing 2.1 (1987): 30-50.

### **A Pamphlet:**

Careers in Aerospace--Aircraft Engineering. Chicago: Institute for Research, 1987.

### **A Film or Video Recording:**

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

**A Television or Radio Program:**

“Yes, but Is It Art?” Narr. Morley Safer. Sixty Minutes. CBS. WCBS, New York. 19 Sept. 1993.

“The Trouble with Tribbles.” Perf. William Shatner and Leonard Nimoy. Star Trek. FOX. KBSI, Cape Girardeau, MO. 30 Oct. 1996.

“Shakespearean Put-downs.” Narr. Robert Siegel and Linda Wertheimer. All Things Considered. Natl. Public Radio. KDHX, Edwardsville, IL. 6 Apr. 1994.

**A Sound Recording:**

Simon, Paul. The Rhythm of the Saints. Warner Bros., 1990.

Gabriel, Peter. “A Different Drum.” Perf. Gabriel, Shankar, and Youssou N’Dour. Passion: Music for *The Last Temptation of Christ*, a Film by Martin Scorsese. Geffen, 1989.

**A Letter, a Memo, and an E-Mail Communication or a Public Online Posting:**

Woolf, Virginia. “To T. S. Eliot.” 28 July 1920. Letter 1138 of The Letters of Virginia Woolf. Ed. Nigel Nicolson. Vol. 2. New York: Harcourt, 1976. 437-38.

Elaine Burmingham. Memo to assessment liaisons, State Board for Community and Technical Colleges, Olympia, WA. 29 May 1997.

Mary Frances Salazar. “Howdy, Buddy.” E-mail to Terry Chen. 15 Sept. 1996.

**An Interview:**

Gordimer, Nadine. Interview. New York Times 10 Oct. 1991, late ed.: C25.

Pei, I. M. Personal interview. 10 Dec. 1990.

**An Advertisement:**

Chanel for Men. Advertisement. GQ Dec. 1995: 125-26.

Welch’s Grape Juice. Advertisement. ABC. 17 Nov. 1994.

**Material Accessed from a Periodically Published Database on CD-ROM:**

Galloway, Stephen. “TV Takes the Fall in Violence Poll.” Hollywood Reporter 23 July 1993: 16. Predicasts F and S Plus Text: United States. CD-ROM. SilverPlatter. Oct. 1993.

Guidelines for Family Television Viewing. Urbana: ERIC Clearinghouse on Elementary and Early Childhood Educ., 1990. ERIC. CD-ROM SilverPlatter. June 1993.

“Time Warner, Inc.: Sales Summary, 1988-92. Disclosure/World scope. CD-ROM. W/D Partners. Oct. 1995.

**A Nonperiodical Publication on CD-ROM:**

The CIA World Factbook. CD-ROM. Minneapolis: Quanta, 1992.

“Oboe.” Orchestra. CD-ROM. Burbank: Warner New Media, 1992.

**A Publication on Diskette:**

“Nuclear Medicine Technologist.” Guidance Information System. 17th ed. Diskette.  
Cambridge: Riverside-Houghton, 1992.

**Material Accessed through an Electronic Source:**

Basically, sources accessed through an electronic source must include the following: author; title; publication for the print version, if any; publication information for the online version (title of the site, date of last update, and the name of organization sponsoring the site); date of your access; and the electronic address, or URL.

For Example:

Sagoff, Mark. “Do We Consume Too Much?” Environmental Challenges to Business. Ed. Joel

Reichart and Patricia H. Werhane. Washington, DC: Soc. For Business Ethics. 18 February

2003. U. of Virginia. 4 March 2003 <<http://www.ocae.virginia.edu/ruffin2/sagoff.html>>.

--Prepared by Rebecca S. Borah. Based on a handout by Virginia Crank.