

Source One

Name

Name of Instructor

Course

Date

MLA Documentation Cheat Sheet

- NICD in the upper left corner of the paper:
- Last Name Page # in right hand corner
- Times New Roman
- 12 pt.
- Double-Spaced throughout
- 1" Margins all the way around

- The entire heading is double-spaced, regular text (i.e. NO bold, underline or single space)
- Proper Concrete Detail Integration

Sample Concrete Detail Integration:

Lead-in, " _____ " (Author 25).

Note: There is NO comma between the author and page number. The period is placed at the end of the sentence, outside of the parenthesis.

A. Introduction of the Speaker:

She states, "[t]hat influence, in its last analysis, was simply the power of money" (Walker 251).

B. Introduction and Colon:

Alice Walker identifies one main reason black women have been denigrated in folklore: "We have been handed the burdens that everyone else—everyone else—refused to carry" (86).

C. Introductory Phrase:

According to Alice Walker, black women have "been handed the burdens that everyone else—everyone else—refused to carry" (86).

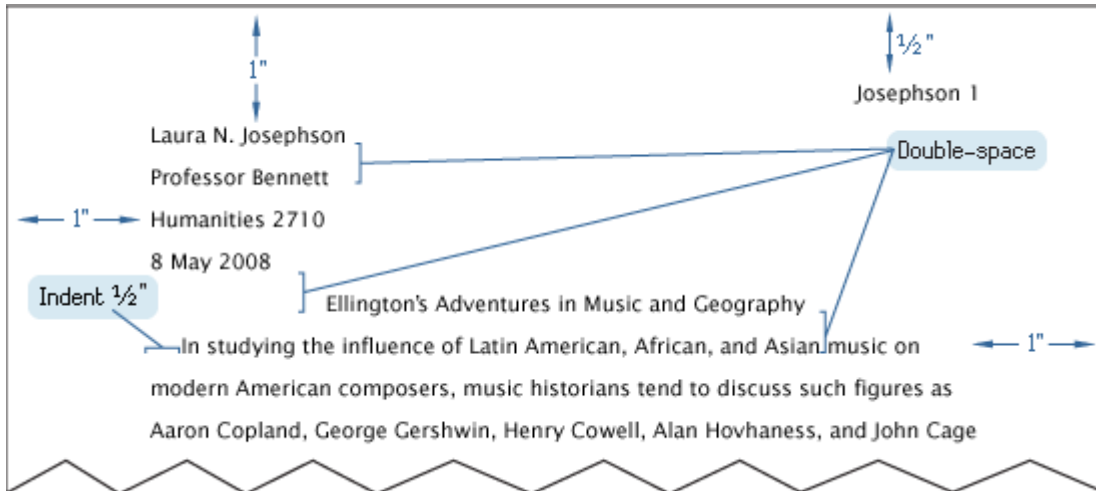
D. Subordination Using 'That':

In the face of racism and antifeminism, Walker declares that "black women have been called 'the mule of the world'" (86).

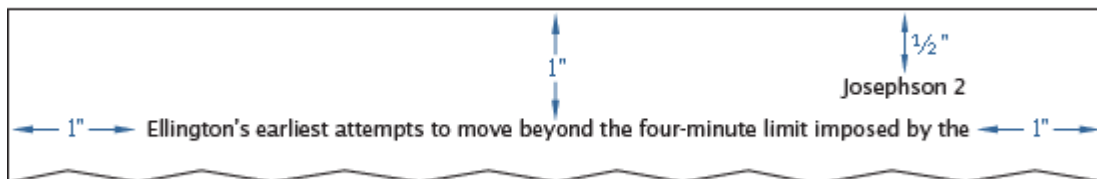
Source Two

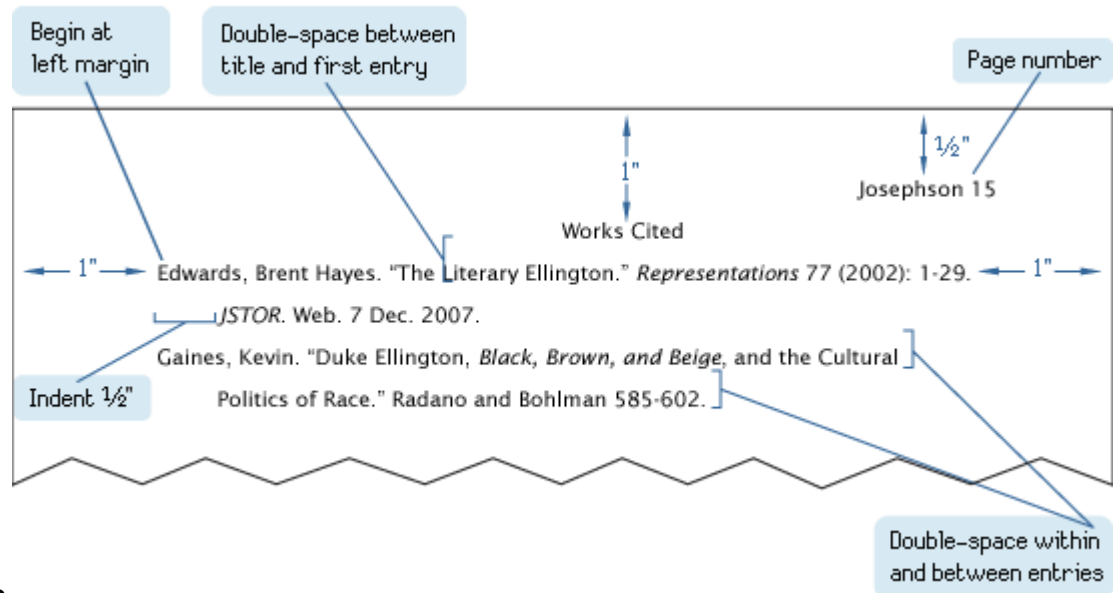
Guidelines for Word Processing a Paper

I. The Top of the First Page (NO TITLE PAGES)



II. The Running Head of All Pages After the First Page





III. The Works Cited Page

Source ThreeMLA Cheat SheetWorks Cited

- Always use the author's last name as the first piece of information for a citation.
 - * If there are multiple authors, use the first name listed (last name first) then other names are written normally. For example: Smith, John and Edith Jones.
 - * If there is not an author listed, but there is an editor(s) listed, use them like an author.
 - * If there is no editor or author, but the source was printed by a company or corporation, list them like you would an author.
 - * If there is no author, editor, or organization then go to the title
 - * If there is no author, editor or title – **find a better source!**
- In the Works Cited, when citing authors/editors do not include professional titles such as: Dr. PhD. etc. Or, Mr., Mrs. or Ms. Do include titles such as: Jr., III., etc. Example: Smith, John, Jr.
- If a book or journal has an author, but also editors, list the author - last name first, then article/chapter/book titles, then Ed. and the editor's name. Example:
Allende, Isabel. "Toad's Mouth." *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88. Print.
- Titles of books, newspapers, journals, artworks, sculptures, album titles, etc. are *italicized* in text and on the works cited (underlined if handwritten). **Articles (from book or web), chapters, songs or section titles** are in quotation marks " ". The subtitle should be listed as part of the italicized title, after a colon (e.g., *Mythology and You: Classical Mythology and Its Relevance in Today's World*).
- Copy titles for the citation page exactly as the author has written them (e.g., spelling, capitalization, etc.).
- For websites, it is important to record titles of the website and titles of the article/page you are viewing and using as a source: "The Flying Car is Here!" (Comcast). You also need to know who publishes or sponsors the website (typically located at the very bottom).
- In the works cited, periods are **inside** the quotation marks.
- If several cities are listed for publication, just use the first.
- Online source citations must always include two dates: the date the information was published or last updated **and** the date that you accessed (viewed) it.
 - * The format for dates is always the same: day/month/ year -- such as 14 January 2008, 25 July 1999, 2 October 1971, etc.

In-Text Citations

- Every in-text citation should include both an author (or title, if there is no author) and a page number (print sources only).
- If the author's name is used in the text** - no need to repeat it in the parentheses. Example: Jack is indirectly characterized by Golding when he says, "I ought to be chief," said Jack with simple arrogance, "because I'm chapter chorister and head boy. I can sing C sharp" (22).
Otherwise, it would read like this: Jack is indirectly characterized when he says, "I ought to be chief," said Jack with simple arrogance, "because I'm chapter chorister and head boy. I can sing C sharp" (Golding 22).
- Because the in-text citation is a part of the sentence you are attaching it to, the period should **always** follow.
 - If you are directly quoting all the way to the end of the sentence and that quote ends in a period, you **remove** the period from the quote and finish your sentence with a period after the citation.
 - If you are directly quoting all the way to the end of the sentence and that quote ends in a question or exclamation mark (or you are using ellipse...), you **keep** that punctuation but still finish your sentence with a period after the citation.

Works Cited

Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins, double spacing, and last name 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 (just like it is on this page).
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations with a hanging indent.

Basic Format for a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Gleick, James. *Chaos: Making a New Science in the Vast Universe We Live in*. New York: Penguin, 1987. Print.

Two or Three Authors of a Book

Lastname, Firstname, Firstname Lastname, and Firstname Lastname. *Title of Book*. City of publication: Publisher, Year of Publication.

Medium of Publication.

Smith, Alan, Betsy Ross, and Ross Periwinkle. *We are Tired: We are Teachers*. Chicago: Lion's Press, 1492. Print.

Online Article/Webpage

Editor, author, or compiler name (if available). "Title of article/page." *Name of Site*. Version number. Name of institution/organization

affiliated with the site (sponsor or publisher, n.p. if not available), date of resource creation (n.d. if not available). Medium of

publication. Date of access.

Farringer, Linda. "How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 21 Oct. 2014.

YouTube (or similar online source) Videos

Author's Name or Poster's Username. "Title of Image or Video." Media Type

Text. *Name of Website*. Name of Website's Publisher, date of posting. Medium. date retrieved.

Moore, James. "Well this just happened on The Simpsons." Online video clip. *YouTube*. YouTube, 19 Oct. 2014. Web. 21 Oct. 2014.

Source Four**MLA Format****Works Cited List**

References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that specifically supports your research.

- Arrange entries in alphabetical order by authors' last names (surnames), or by title for sources without authors.
- Capitalize the first word and all other principal words of the titles and subtitles of cited works listed. (Do not capitalize articles, prepositions, coordinating conjunctions, or the "to" in infinitives.)
- Shorten the publisher's name; for example, omit articles, business abbreviations (Co., Inc.), and descriptive words (Press, Publisher).
- When multiple publishers are listed, include all of them, placing a semicolon between each.
- When more than one city is listed *for the same publisher*, use only the first city.
- Use the conjunction "and," not an ampersand [&], when listing multiple authors of a single work.
- **Pagination:** Do not use the abbreviations **p.** or **pp.** to designate page numbers.
- **Indentation:** Align the first line of the entry flush with the left margin, and indent all subsequent lines (5 to 7 spaces) to form a "hanging indent."
- **Italics:** Choose a font in which the italic style contrasts clearly with the regular style.

Books:

References to an entire book should include the following elements:

- author(s) or editor(s)
- the complete title
- edition, if indicated
- place of publication
- the shortened name of the publisher
- date of publication
- medium of publication

Basic Format

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

One author:

Nabokov, Vladimir. *Lolita*. New York: Putnam, 1955. Print.

Another work, same author:

---. *Speak, Memory: An Autobiography Revisited*. New York: Knopf, 1999. Print.

Two authors:

Cross, Susan, and Christine Hoffman. *Bruce Nauman: Theaters of Experience*. New York: Guggenheim Museum; London: Thames & Hudson, 2004. Print.

Three authors:

Lowi, Theodore, Benjamin Ginsberg, and Steve Jackson. *Analyzing American Government: American Government, Freedom and Power*. 3rd ed. New York: Norton, 1994. Print.

More than three authors:

Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: U of California P, 1993. Print.

Examples for in-text citations:

Author's name in text	Dover has expressed this concern (118-21).
Author's name in reference	This concern has been expressed (Dover 118-21).
Multiple authors of a work	This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23).
Two locations	Williams alludes to this premise (136-39, 145).
Two works cited	(Burns 54; Thomas 327)

Encyclopedia entry:

Mercuri, Becky. "Cookies." *The Oxford Encyclopedia of Food and Drink in America*. Ed. Andrew F. Smith. Vol. 1. 2004. Print.

Web page:

This example includes the optional URL. All other examples below use the shorter citation format.

Cornell University Library. "Introduction to Research." *Cornell University Library*. Cornell University, 2009. Web. 19 June 2009. website

Source:

<https://www.library.cornell.edu/research/citation/mla#list>

Source Five

MLA Formatting and Style Guide

Summary:

MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers* (7th ed.) and the *MLA Style Manual and Guide to Scholarly Publishing* (3rd ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.

Please use the example at the bottom of this page to cite the Purdue OWL in MLA.

To see a side-by-side comparison of the three most widely used citation styles, including a chart of all MLA citation guidelines, see the [Citation Style Chart](#).

You can also watch our [MLA vidcast series](#) on the [Purdue OWL YouTube Channel](#).

General Format

MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citation in their essays and Works Cited pages.

Writers who properly use MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental uncredited use of source material by other writers.

If you are asked to use MLA format, be sure to consult the *MLA Handbook for Writers of Research Papers* (7th edition). Publishing scholars and graduate students should also consult the *MLA Style Manual and Guide to Scholarly Publishing* (3rd edition). The *MLA Handbook* is available in most writing centers and reference libraries; it is also widely available in bookstores, libraries, and at the MLA web site. See the Additional Resources section of this handout for a list of helpful books and sites about using MLA style.

Paper Format

The preparation of papers and manuscripts in MLA style is covered in chapter four of the *MLA Handbook*, and chapter four of the *MLA Style Manual*. Below are some basic guidelines for formatting a paper in *MLA style*.

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- 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. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.

- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: *Fear and Loathing in Las Vegas* as Morality Play; Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines.)

Here is a sample of the first page of a paper in MLA style:

Catlin 1

Beth Catlin
Professor Elaine Bassett
English 106
3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn't help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary "The Richest Man in the World: Andrew Carnegie," the Industrial Revolution was difficult on Carnegie's father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who gained their wealth simply by inheritance ("Richest"). This type of upbringing played a large factor in Andrew Carnegie's destiny. In order to appease his mother's desire for material benefits, and perhaps in an effort to heal his father's wounds, Carnegie rejected poverty and cleaved to prosperity.

Carnegie's character was ideal for gaining wealth. His mother taught him to "look after the pennies, and the pounds will take care of themselves;" he later turned this proverb into "watch the costs, and the profits take care of themselves" ("Richest"). Such thrift was integral to his future success. He also believed that "all is well since all goes better" ("Richest"). His theory

The First Page of an MLA Paper

Practice Worksheet

MLA Practice Worksheet

Section 1

Using the information from each example, create the appropriate MLA citation as if it were going on a Works Cited page.

1. A book by Henry Goldman and Elizabeth Howard called Ancient Civilizations. It was published in Philadelphia by Gold House in 1989.

2. An Internet article by Joan Ingram called "Hades: God of the Underworld." No publishing date is provided, but it was viewed on February 2, 2011 and the name of the website is Greek Secrets.

3. An article/chapter by Joshua Smith, Ph. D. called "Those Insufferable Greeks" on of the book/collection called Infamous World Empires. The collection was edited by James Wygonik and published by Colonial Press of Denver in 1983.

4. An Internet article with no author called "Famous Greek Battles." It was published on June 14, 1999, viewed on January 12, 2004, and belongs to the website called Theoi Greek Mythology.

5. A video on YouTube called "The History of YouTube by The Gregory Brothers (YouTube Comedy Week)." It was uploaded by username YouTube Spotlight on May 20, 2013.

Section 2

Circle the letter of the MLA in-text citation that is handled correctly.

- 6. A) "It took 20 years for the law to take effect" (Kaiser "What Happened to Justice?" 105).
B) "It took 20 years for the law to take effect" (Kaiser 105).
- 7. A) According to Herman Jenkins, 67% of the workers only put forth half of their effort (Jenkins 4).
B) According to Herman Jenkins, 67% of the workers only put forth half of their effort (4).
- 8. A) In an interview with Clarke Rose, he divulged the reasoning behind his defection to America (Rose, interview).
B) In an interview with Clarke Rose, he divulged the reasoning behind his defection to America.

Section 3

For each example, circle the parts of each MLA citation that are wrong. Then, write the appropriate MLA citation on the lines provided.

- 9. Gillespie, Paula, and Lerner, Neal. Boston, MA: Allyn, 2000. Print. *The Allyn and Bacon Guide to Peer Tutoring*.

- 10. Web. Guide to Literary and Critical Theory by Dino Felluga. Purdue U, November 28, 2006. 30 May 2003.
