

MLA GUIDE—MANUSCRIPT FORMAT

Use 8 1/2 by 11-inch paper. Except for page headers, leave a one-inch margin on the top, bottom, left, and right margins of your paper. Indent paragraphs 5 spaces. Indent block quotations ten spaces from left margin. Double space throughout the paper, including quotations, notes, and list of works cited. An MLA research paper does not need a title page. Instead, beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between lines. Double space again and center your title. Double space and begin the body of your text. Number all pages in the upper right-hand corner, one-half inch from the top. Type your last name before the page number.

REFERENCE CITATIONS IN TEXT

Parenthetical references signal places in your paper where you have summarized or quoted ideas or words from another source and say exactly where that material is located in the source. Identify sources by author and, if necessary, title—do not use abbreviations such as ed., trans., etc. after the name. If an author is named in the text, you need not repeat the name in the parenthetical reference that follows. Shorten long titles for brevity. For example: One political theorist identified two main categories of corporate influence (Berle 151). Berle identified two main categories of corporate influence (151). Machiavelli contended that human beings were by nature “ungrateful” (1240). **To cite a multivolume work:** Fletcher chronicles the rise of the empire (2: 332-355) as well as the development of technology (1: 220-304). **To cite two or more works by the same author(s):** author(s), title, page #. [If author and title are mentioned in the text, indicate only pertinent page number(s) in parentheses.] **To cite an indirect source:** Maring claimed Homer was “extraordinary” (qtd. in Smith 45). **To cite more than one work in a single parenthetical reference:** cite each work as you would normally but use semicolons to separate the citations. For instance, (Cox 12; Lam 2-42).

WORKS CITED

(Double-space within and between all “works cited” entries in the MLA format). First line of entry is flush left, with next and succeeding lines indented (hang the paragraph) 5 spaces.

A BOOK WITH A SINGLE AUTHOR

Troyka, Lynn Quitman. Handbook for Writers. Englewood Cliffs, NJ: Prentice, 1987.

A BOOK WITH TWO OR THREE AUTHORS

Wimsatt, William K., and Cleanth Brooks. Literary Criticism. Chicago: U of Chicago P, 1978.

A BOOK WITH MORE THAN THREE AUTHORS

Moore, Barry S., et al. Shattered Dreams. New York: Norton, 1971.

A BOOK WITH AN EDITOR

Williams, Linda, ed. History of Women in Labor. Detroit: Wayne State UP, 1973.

A TRANSLATION

Alighieri, Dante. The Inferno. Trans. John Ciardi. New York: NAL, 1971.

A BOOK WITH CORPORATE AUTHORSHIP

Editors of The Progressive. The Crisis of Survival. Glenview: Scott, 1970.

AN ANONYMOUS BOOK

Webster's Collegiate Dictionary. Springfield: Merriam, 1963.

A LATER EDITION

Bollinger, Dwight L. Aspects of Language. 2nd ed. New York: Harcourt, 1975.

A WORK IN MORE THAN ONE VOLUME

Lincoln, Sam. Lincoln. Ed. Roy P. Basler. 8 vols. New Brunswick: Rutgers UP, 1953.

A SELECTION FROM AN ANTHOLOGY

Smith, Jay. "Homecoming." Vietnam Remembered. Ed. Luis Munoz. New York: Knopf, 1980.

AN INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD

Mead, Margaret. Preface. Patterns of Culture. By Ruth Benedict. 1934. Boston: Dover, 1959.

GOVERNMENT PUBLICATION

United States. Cong. House. Committee on the Judiciary. Immigration and Nationality with Amendments and Notes on Related Laws. 7th ed. Washington: GPO, 1980.

AN ENCYCLOPEDIA OR ALMANAC

"Mammoth." The New Columbia Encyclopedia. 1975 ed.

A SIGNED ARTICLE IN A JOURNAL WITH CONTINUOUS PAGINATION

Lever, Janet. "Games Children Play." Social Problems 23 (1976): 478-87.

A SIGNED ARTICLE IN A JOURNAL THAT PAGES ISSUES SEPARATELY OR THAT NUMBERS ONLY ISSUES, NOT VOLUMES

Boyd, Sarah. "Nuclear Terror." Adaptation to Change 7.4 (1981): 20-23.

A SIGNED ARTICLE IN A MONTHLY OR BIMONTHLY PERIODICAL

Stein, Harry. "Living with Lies." Esquire Dec. 1981: 23.

A SIGNED ARTICLE IN A WEEKLY OR BIWEEKLY PERIODICAL

White, Thomas. "Onward and Upward with the Arts." New Yorker 20 May 1985: 45-87.

A SIGNED ARTICLE IN A DAILY NEWSPAPER

Gargan, Edward A. "Buffalo Dies in Bronx Zoo." New York Times 16 Feb. 1984: B1.

AN UNSIGNED ARTICLE

"The Right to Die." Time 11 Oct. 1976: 101.

AN EDITORIAL, A LETTER TO THE EDITOR, OR A REVIEW

Ball, George W. "Block That Vietnam Myth." Editorial. New York Times 19 May 1985: E21.

AN ABSTRACT OF A DISSERTATION

Steciw, Steven K. "The Corbusier Project." DAI 46 (1986): 565C. Oxford U, England.

A PAMPHLET

Resource Notebook. Washington: Project on Improvement of Teaching, 1976.

AN UNPUBLISHED DISSERTATION OR THESIS

Wilson, Stuart M. "John Stuart Mill as a Literary Critic." Diss. U of Michigan, 1970.

A FILM OR TELEVISION PROGRAM

King of America. Writ. B. J. Merholz. Music Elizabeth Swados. With Lary Atlas, Andreas Katsulas, and Michael Walden. American Playhouse. PBS. WNET, New York. 19 Jan. 1982.

A LECTURE OR ADDRESS

Carlone, Dennis J. "Urban Design in the 1990s." Sixth Symposium on Urban Issues. City of Cambridge. Cambridge, 16 Oct. 1988.

AN INTERVIEW

Smithson, Councilman John. Personal interview. 6 Sept. 1985.

AN INFORMATION OR COMPUTER SERVICE

Jolson, Maria K. Music Education for Preschoolers. ERIC, 1981. ED 264 488.

Reference: MLA Handbook for Writers of Research Papers. Gibaldi, Joseph. 5th ed. New York: Modern Language Association, 1999.

CITING ONLINE SOURCES—MLA

IN TEXT

All in-text citations—parenthetical references—use the format recommended in the *MLA Handbook for Writers of Research Papers* (6th ed.). It is very important for the in-text reference to point clearly to a specific source on the double spaced works cited page(s). In other words, the information in your parenthetical reference must match exactly the beginning of the entry in the list of works cited. A page number is not necessary for Internet sites as with manuscripts.

Example: . . . bread” (Doe).

WORKS CITED

Remember the works cited page is double-spaced. The basic order of online works cited is similar to print sources and may contain all or only a part of the items below in the order shown. If you cannot find any one item, cite what is available.

1. Author’s last name, first name (or organization)
2. “Title of Document”
3. Title of complete work
4. Volume number, issue number, or other identifying number (when available)
5. Date of publication
6. Number of pages, paragraphs, or sections (if numbered)
7. Date of access
8. <Network address>
9. Path: (if following a sequence of links)

Examples:

INTERNET PAGE:

Doe, Jane. “Writing is Great.” 2004. 31 February 2005 <<http://www.awebsite.com>>.

ENTIRE INTERNET SITE:

Title of site. Editor (if any). Copyright or update date. Name of sponsoring institution. Date of access <URL address>.

Hoover’s Online. 2002. Hoover’s, Inc. 19 June 2002 <<http://www.hoovers.com/>>.

Author’s last name, Author’s first name. “Title of Message” (if any) from subject line, E-mail to the author, Date of the message.

Brown, Andrew J. “Re: Animals in Captivity.” E-mail to Donald K. Camp, 21 Aug. 1999.

Reference: Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association, 1999.