

## MLA Style - General Guidelines

1. Type and print on standard, white 8.5 x 11-inch paper.
2. Double-space.
3. Use a legible font (e.g. Times New Roman), size 12 pt. Left justify (uneven right margin).
4. One space after periods or other punctuation marks.
5. Margins are 1 inch on all sides.
6. Create a heading in the upper left-hand corner of the first page. Use double-spacing.

line 1: Student Name

line 2: Teacher Name, period

line 3: Name of class

line 4: Day Month Year

7. Center the title. Do not underline, italicize, or place your title in quotation marks; use Title Case (standard capitalization), not all caps.
8. Indent the first line of paragraphs one half-inch using the Tab key.
9. Use a header (last name and page number) on every page.

## Works Cited - General Guidelines

1. Begin your Works Cited page on a separate page at the end of your research paper.
2. Center the words Works Cited at the top of the page (do not italicize or put in quotation marks).
3. Double space all citations, without extra lines between.
4. Cite entries in alphabetical order.
5. In most cases, reverse the date so it is in day month year order. Example: 15 Nov. 2010
6. Indent the second and subsequent lines of citations five spaces by using a hanging indent.
7. Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)
8. For every entry, you must state the Medium of Publication. Most entries will likely be Print or Web sources, but other possibilities may include E-mail or DVD.

## MLA 7<sup>th</sup> ed. – Citation Basics

If you are not using tools such as EasyBib ( [www.easybib.com](http://www.easybib.com) ) or Citation Machine ( <http://citationmachine.net> ), here are the formats for the most common types of sources.

### Print Format

#### Book

Author Last name, First name. *Title of book*. City of publication: Publisher, Copyright year.  
Print.

#### Magazine/Newspaper

Author Last name, First name. "Title of Article." *Magazine or newspaper*. Date: Pages. Print.

### Electronic Format

#### Websites

Editor, author, or compiler name (if available). "Title of article/webpage." *Name of web site*.  
Publisher or sponsor (if none given, use N.p.), Date of creation or update in day month  
year format (if none given, use n.d.). Web. Date of access in day month year format.

#### Online articles (from a database – EBSCO)

Author Last name, First name. "Title of Article." *Title of Source*. Date: page numbers. (if none  
given, use n. pag.) *Name of Database*. Web. Date of access in day month year format.

#### Interviews (that you conduct yourself)

Interviewee's Last name, First name. Personal interview. Date interviewed in day month year  
format.

#### E-mail (including e-mail interviews)

Message Sender Last name, First name. "Re: Subject line of email." Message Receiver Last  
name, First name. Date received in day month year format. E-mail.

## MLA Citation Examples

Book	Reference Work
<p><b>Book with author</b> Lee, Harper. <i>To Kill a Mockingbird</i>. New York: Warner, 1982. Print.</p> <p><b>Book with no author</b> <i>The American Renaissance</i>. Philadelphia: Chelsea, 2009. Print.</p> <p><b>Book with editor</b> Middleton, John, ed. "Jonas Salk." <i>Scientists Who Made a Difference</i>. New York: Scribner's, 2002. Print.</p> <p><b>Book with 2 authors</b> Middleton, John, and David Harrison. <i>Dude!: Stories for Boys</i>. New York: Dutton, 2002. Print.</p>	<p><b>Encyclopedia</b> "Ideology." <i>The World Book Encyclopedia</i>. 2005. Print</p> <p><b>Encyclopedia with article author</b> Holtzman, S. F. "Gobineau." <i>The McGraw-Hill Encyclopedia of World Biography</i>. 4. New York: McGraw-Hill, 1999. Print.</p> <p><b>Multi-volume reference book</b> "Inferno." <i>Literature and Its Times</i>. Eds. Joyce Moss and George Wilson. Vol. 2. New York: Gale, 1997. Print.</p>
Electronic	Other
<p><b>Web Page</b> "Elie Wiesel." <i>Elie Wiesel Foundation</i>. The Elie Wiesel Foundation for Humanity, n.d. Web. 02 Oct. 2010.</p> <p><b>Web Site</b> <i>The Purdue OWL Family of Sites</i>. The Writing Lab and OWL at Purdue. 2008. Web. 16. Sep. 2010.</p> <p><b>EBSCO</b> Hotinski, Roberta. "Rescued from El Nino." <i>U.S. News and World Report</i> 127.5 (1999) : 56. <i>Middle Search Plus</i>. EBSCO. Web. 15 Oct. 2010.</p> <p><b>EUREKA</b> "Firefighter." <i>EUREKA</i>. CSIS, 2010. Web. 15 Nov. 2000.</p>	<p><b>Magazine/Newspaper</b> Hatfield, Mary. "I want to be a firefighter." <i>Time</i>. 18 Jan. 2008: 9-11. Print.</p> <p><b>Interview (that you conduct yourself)</b> Obama, Barack. Personal interview. 1 Dec. 2010.</p> <p><b>Movies/Films</b> <i>Ed Wood</i>. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker. Touchstone, 1994. DVD.</p> <p><b>E-mail</b> Kinka, Andrew. "Re: Modernist Literature." Miller, Paul. 15 Nov. 2000. E-mail.</p> <p><b>Visual Art/Photograph</b> Picasso, Pablo. <i>Three Musicians</i>. 1921. Oil on panel. Museum of Mod. Art, New York.</p>