

## MLA Style Guide

This handout provides an overview of the Modern Language Association style. It is based on the sixth edition of the MLA Handbook for Writers of Research Papers. For additional information and examples, consult a copy of the handbook available in the Reference collection of the Vera Bracken Library.

### Why Cite Sources?

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When writing a paper, we often build upon the information and ideas of others. When information is borrowed from others, we must give them credit. Citing sources accomplishes the following:

- ~ provides a way to give proper credit to the sources used in writing the paper
- ~ enables the reader to find the information for themselves
- ~ adds credibility and provides strength for your arguments

### When to Cite Sources?

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Credit must be given whenever:

1. quoting from a source (copying from the source word for word)
2. summarizing or rephrasing information from a source into one's own words

### How to Cite Sources?

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MLA style requires **2** elements:

#### 1. **Parenthetical Citation**

- ~ located in the text of the paper
- ~ tells the reader what information was borrowed and where it came from

#### 2. **A list of Works Cited**

- ~ located at the end of the paper
- ~ tells the reader what sources were used to write the paper and provides complete information about the sources

The **Parenthetical Citation** and list of **Works Cited** work together to give complete credit to the sources used in writing the paper. The Parenthetical Citation in the paper should correspond with the beginning of the citation in the list of Works Cited.

## Formatting a Paper in MLA Style

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(unless your instructor advises differently)

- ~ Use standard 8.5 X 11 inch good quality white paper.
- ~ Text will only be printed on one side of the paper – do not use the duplexing feature on your printer for the final copy.
- ~ Avoid fonts that are difficult to read. Times Roman 12-pt font is recommended, but any easy to read 12-pt font (such as Arial, or Courier) is allowed.
- ~ Double-space all lines throughout the paper.
- ~ Left justify the text of the paper – this means that the paper will have its margin tight to the left margin and jagged on the right side.
- ~ All pages are numbered consecutively, starting on the first.
- ~ Each paper's header (which includes the author's last name and page number) sits ½ inch from the top and 1 inch from the top right corner of the paper. One space is sufficient between the author's last name and page number.
- ~ The first line of all paragraphs is indented ½ inch (or five spaces).
- ~ Leave one space after all punctuation – this includes periods, unless your instructor orders otherwise.
- ~ Consult with your instructor about their preferred method of binding the paper – whether it is a folder, paperclip or staple. The MLA Handbook for Writers of Research Papers suggests securing your essay with a paperclip.
- ~ A title page and abstract are not required – your essay begins on page one (this is unlike the American Psychological Association (APA) style of research paper writing).

## Titles - Underline or Quotation Marks?

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- ~ Titles to be **underlined** include books, plays, pamphlets, periodicals (journals, magazines, newspapers), films, compact discs, audiocassettes, and paintings. It is permissible to use **italicized** text instead of underlining in some instances, but you should check with your instructor to ascertain their preference.
- ~ Titles to be put in **quotation marks** include articles, essays, short stories, poems, chapters of books, and songs.

## MLA Style Examples

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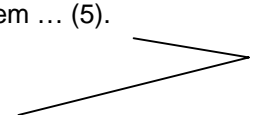
MLA style requires brief references in the text of the paper and complete reference information at the end of the paper. Below are some general guidelines:

<b>Works Cited</b>	<b>In-Text References</b>
<p>The list of sources is titled "Works Cited" and is located at the end of the paper on a new page.</p> <ul style="list-style-type: none"><li>~ alphabetize entries by the first word of the entry</li><li>~ entries are double spaced and the second line of an entry is a hanging indent of a half inch (standard tab space)</li><li>~ provide the author's name as it appears on the title page, do not use initials for names given in full</li><li>~ capitalize all significant words in titles</li><li>~ underline the titles of books and periodicals (see page 8 for more details)</li><li>~ one space after all punctuation</li><li>~ list only works that were referenced in the text of the paper</li></ul>	<p>An in-text reference is generally given in one of two ways.</p> <p><b>For borrowed information</b> (information put into your own words):</p> <ol style="list-style-type: none"><li>1. use author's surname within the sentence and provide the page numbers in brackets at the end of the sentence before the period</li></ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"><li>2. provide the author's surname and page numbers in brackets at the end of the sentence before the period</li></ol> <p><b>For quoted information</b> (information copied word for word):</p> <ol style="list-style-type: none"><li>1. use the author's surname within the sentence and the page numbers from which the information was copied in brackets at the end of the sentence (see example on page 6 for details)</li></ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"><li>2. provide the author's surname and page numbers in brackets at the end of the sentence before the period (see example on page 6 for details)</li></ol>

Note: Examples from pages 5 to 10 are presented in a 10 point Arial font, not 12 point Times Roman. Refer to the [MLA Handbook for Writers of Research Papers](#) (6th ed.) for additional details about each example.

# Anatomy of a Reference

<p><b>In-Text Reference</b></p>	<p>Direct quote from a book. { The <u>MLA Handbook for Writers of Research Papers</u> (6th ed.), states that “[r]eferences in the text must clearly point to specific sources in the list of works cited” (Gibaldi 238).</p> <p>In text citation tells the reader the author’s name and the page number that the quote was take from. Complete detail about the source can be found on the “Works Cited “ page, which is organized alphabetically by author’s last name.</p>
<p><b>Works Cited page- Book Reference</b></p>	<p>Author: Gibaldi, Joseph. Title (underlined): <u>MLA Handbook for Writers of Research Papers</u>. Edition: 6th ed. City of Publication (include State/Province/Territory, &amp; Country (if necessary) to clear-up potential confusion): New York. Publisher: MLA. Year: 2003.</p>
<p><b>Works Cited page – Article Citation</b></p>	<p>Author: Raymond, James C. Article Title (between quotation marks): “Reflections on the New MLA Handbook.” Journal Title (underlined): <u>Editors’ Notes</u>. Volume / Issue numbers: 5.1. Year: (1986). Pages: 25-27.</p>
<p><b>Works Cited page – Website Citation</b></p>	<p>Page title (if no author): “Should I Use Underlining or Italics?”. Title of Internet site: <u>MLA: Modern Language Association</u>. Page Creation Date: 9 Sept. 2003. Date of retrieval: 8 Apr. 2005.</p> <p>&lt;<a href="http://www.mla.org/publications/style/style_faq/style_faq2">http://www.mla.org/publications/style/style_faq/style_faq2</a>&gt;.</p> <p>Complete web address (URL) – copy and paste from site for accuracy.</p>

	In-text Reference	Works Cited
<p><b>Book - One Author</b> See section 5.6.1 of the MLA Handbook</p>	<p>Thomas found ... (156). <i>or</i> ... (Thomas 156).</p>	<p>Thomas, Ronald R. <u>Detective Fiction and the Rise of Forensic Science</u>. Cambridge, UK: Cambridge UP, 1999.</p>
<p><b>Book - Two or Three Authors</b> See section 5.6.4 of the MLA Handbook</p>	<p>~ use "and" between author's names Bloom and Blair compared ... (14). <i>or</i> ... (Bloom and Blair 14).</p>	<p>~ cite all authors and only reverse the name of the first author Bloom, Jonathan, and Sheila Blair. <u>Islam: A Thousand Years of Faith and Power</u>. New York: TV Books, 2000.</p>
<p><b>Editor and no Author</b> See section 5.6.2 of the MLA Handbook</p>	<p>~ since the information was edited, do not use the editor's name as if he or she wrote it ... (Price 186).</p>	<p>Price, Richard T., ed. <u>The Spirit of the Alberta Indian Treaties</u>. 3rd ed. Edmonton, AB: University of Alberta P, 1999.</p>
<p><b>Author and Editor</b></p>	<p>Lewis supports the argument ... (145). <i>or</i> ... (Lewis 145).</p>	<p>Lewis, Barbara A. <u>What Do You Stand For? A Kid's Guide to Building Character</u>. Ed. Pamela Espeland. Minneapolis, MN: Free Spirit, 1998.</p>
<p><b>Section of a Book - with Author and Editor</b> See section 5.6.7 of the MLA Handbook</p>	<p>Pache determined ... (1045). <i>or</i> ... (Pache 1045).</p>	<p>Pache, Walter. "Urban Writing." <u>Encyclopedia of Literature in Canada</u>. Ed. William H. New. Toronto, ON: University of Toronto P, 2002. 1148-1156.</p>
<p><b>Section of a Book - with Editor and no Author</b></p>	<p>~ since the information was edited, do not use the editor's name as if he or she wrote it ... (Allen 629).</p>	<p>Allen, R. E., ed. "Rhetoric." <u>The Concise Oxford Dictionary of Current English</u>. 8th ed. Oxford, UK: Oxford UP, 1990. 1033.</p>
<p><b>Anthology - with Editor</b> See section 5.6.7 of the MLA Handbook</p>	<p>In Frost's poem ... (5). <i>or</i> ... (Frost 5). </p>	<p>Frost, Robert. "Wind and Window Flower." <u>Anthology of American Poetry</u>. Ed. George Gesner. New York: Avenal, 1983. 577-578.</p>
	<p>~ for poetry use line numbers instead of page numbers</p>	

	In-text Reference	Works Cited
<p><b>Anthology - with Author</b> See section 5.6.7 of the MLA Handbook</p>	<p>In <u>Hamlet</u> ... (1.3.25). <b>or</b> ... (<u>Hamlet</u> 1.3.25).</p> <p>~ for plays cite by division act, scene, line) instead of page numbers. Separate each number with a period. Also use the title instead of the author.</p>	<p>Shakespeare, William. <u>Hamlet</u>. <u>The Norton Introduction to Literature</u>. Ed. Carl E. Bain, Jerome Beaty, and J. Paul Hunter. 5th ed. New York: Norton, 1991. 1197- 1295.</p>
<p><b>Secondary Source</b> See section 6.4.7 of the MLA Handbook</p>	<p>~ whenever possible use the original source ~ in the text cite the original source and in brackets cite the secondary source with the phrase "qtd. in" ~ in this example there were more than three authors, therefore you may list the first author and use "et al." (and others)</p> <p>Knowles defined andragogy as ... (qtd. in Selman, et al. 162).</p>	<p>~ cite only the secondary source in the Works Cited list</p> <p>Selman, Gordon, et al. <u>The Foundations of Adult Education in Canada</u>. 2nd ed. Toronto, ON: Thompson Educational, 1998.</p>
<p><b>A Review</b> See section 5.7.7 of the MLA Handbook</p>	<p>In Gardner's review of the book ... (422). <b>or</b> ... (Gardner 422).</p>	<p>Gardner, Jared. Rev. of <u>Patterns for America: Modernism and the Concept of Culture</u>, by Susan Hegeman. <u>American Literature</u> 73.2 (2001): 423-426.</p>
<p><b>Journal Article</b> See section 5.7.1 of the MLA Handbook</p>	<p>Beattie provides many examples ... (499). <b>or</b> ... (Beattie 499).</p>	<p>~ see page 2 of this handout for information on when to italicize or underline titles ~ issue number and year are not necessary if you are sure that the pagination is continuous</p> <p>Beattie, Valerie. "The Mystery at Thorfield: Representations of Madness in <u>Jane Eyre</u>." <u>Studies in the Novel</u> 28.4 (1996): 493-505.</p>
<p><b>Magazine Article</b> See section 5.7.6 of the MLA Handbook</p>	<p>McKenna evaluated the ... (70). <b>or</b> ... (McKenna 70).</p>	<p>~ for magazines it is not necessary to include the volume and issue number, however if you are not sure if it is a magazine or a journal publication, include volume and issue information ~ for magazines provide the full publication date in the format shown below</p> <p>McKenna, Brian. "Heroism on Verrières Ridge." <u>Maclean's</u> 115.45 (11 Nov. 2002): 68-74.</p>

	In-text Reference	Works Cited
<p><b>Newspaper Article</b> See section 5.7.4 of the MLA Handbook</p>	<p>Chase reported that ... (A5). <i>or</i> ... (Chase A5).</p>	<p>~ <i>if the city name is not included in the name of the newspaper, add the city in square brackets</i></p> <p>Chase, Steve. "Information about Kyoto Insufficient." <u>Globe and Mail</u> [Toronto] 9 Nov. 2002: A5.</p>
<p><b>Full Text Article from a Subscription Database</b> See section 5.9.7 of the MLA Handbook</p>	<p>According to Schacht ... (2). <i>or</i> ... (Schacht 2).</p>	<p>~ <i>provide the reference for the article and include: the name of the database (underlined), company name, name of institution providing the database and city, and date of access</i></p> <p>Schacht, Paul. "Dickens and the Uses of Nature." <u>Victorian Studies</u> 34.1 (1990): 77-102. <u>Academic Search Elite</u>. EBSCO. Medicine Hat College Library, Medicine Hat, AB. 28 Nov. 2002. &lt;<a href="http://search.ebscohost.com/">http://search.ebscohost.com/</a>&gt;.</p>
<p><b>Text Book from an Internet Site</b> See section 5.9.3 of the MLA Handbook</p>	<p>Leacock described the event ... (17). <i>or</i> ... (Leacock 17).</p>	<p>~ <i>provide the reference for the book and include (if given): title of the project or database, editor of project, date of electronic publication, name of sponsoring organization, date of access, and web address of the book</i></p> <p>Leacock, Stephan B. <u>Adventures of the Far North: A Chronicle of the Arctic Seas</u>. Toronto, ON: Glasgow, Brook and Company, 1914. <u>Our Roots: Canada's Local Histories Online</u>. 2002. University of Calgary, and Université Laval. 28 Nov. 2002. &lt;<a href="http://www.ourroots.ca/e/toc.asp?id=1238">http://www.ourroots.ca/e/toc.asp?id=1238</a>&gt;.</p>
<p><b>Translation</b> See section 5.6.13 of the MLA Handbook</p>	<p>Vanier interpretation reveals ... (45). <i>or</i> ... (Vanier 45).</p>	<p>Vanier, Jean. <u>Made for Happiness: Discovering Life with Aristotle</u>. Trans. Kathryn Spink. Toronto, ON: House of Anansi P, 2001.</p>
<p><b>Video</b> See section 5.8.3 of the MLA Handbook</p>	<p>In the video <u>Pride and Prejudice</u> ... character. <i>or</i> ... (<u>Pride and Prejudice</u>).</p>	<p><u>Pride and Prejudice</u>. Dir. Robert Z. Leonard. Prod. Hunt Stromberg. Videocassette. MGM/UA Home Video, 1985.</p>

	<b>In-text Reference</b>	<b>Works Cited</b>
<p><b>Pamphlet</b> See section 5.6.20 of the MLA Handbook</p>	<p>Environment Canada's pamphlet on the ozone layer reinforces... (3).</p> <p><b>or</b></p> <p>... (Environment Canada 3).</p>	<p>Environment Canada. <u>The Ozone Layer</u>. Ottawa, ON: Authority of the Minister of the Environment, 1995.</p>
<p><b>Course Lecture</b> See section 5.8.11 of the MLA Handbook</p>	<p>In the English 202A lecture, Smith presented information...</p>	<p>~ <i>provide the speaker's name, title of lecture in quotation marks or course name (not in quotation marks), the sponsoring organization (if applicable), location, and date of lecture</i></p> <p>Smith, Bill. English 202A. Medicine Hat College. 4 Dec. 2002.</p>
<p><b>Website</b> See section 5.9 of the MLA Handbook</p>	<p>~ <i>cite electronic information the same way as printed works</i> ~ <i>if the website does not have any type of numbering (such as numbering of paragraphs) omit the page numbering</i></p> <p>Gray developed a timeline ...</p> <p><b>or</b></p> <p>... (Gray).</p>	<p>~ <i>provide as many bibliographic elements that are available in the following order: name of author or compiler, title, date of electronic publication, name of institution sponsoring the website (if applicable), date of access, and complete web address for the page from which the information was taken</i></p> <p>~ <i>if there is no sponsoring institution, the electronic publication date and access date will be side by side</i></p> <p>Gray, Terry A. <u>A Shakespeare Timeline Summary Chart</u>. 16 Sept. 2000. 2 Dec. 2002. &lt;<a href="http://shakespeare.palomar.edu/timeline/summarychart.htm">http://shakespeare.palomar.edu/timeline/summarychart.htm</a>&gt;.</p>
<p><b>Short Quotation (less than 4 lines)</b> See section 3.7.2 of the MLA Handbook</p>	<p>~ <i>place quotation marks around the information that was copied word for word from the source and incorporate into the text of your paper</i> ~ <i>you may quote just a word or a phrase within your sentence</i></p> <p>As Olson states, "Teachers are at the nexus of curriculum implementation" (171).</p> <p><b>or</b></p> <p>"Teachers are at the nexus of curriculum implementation" (Olson 171).</p>	<p>Olson, Margaret. "Curriculum as a Multistoried Process." <u>Canadian Journal of Education</u> 25.3 (2000): 169-187.</p>

	In-text Reference	Works Cited
<p><b>Long Quotation (more than 4 lines)</b> See section 3.7.2 of the MLA Handbook</p>	<ul style="list-style-type: none"> <li>~ <i>long quotations are set off from the text by starting a new line and indenting the quotation one inch (2.54 cm) from the left margin</i></li> <li>~ <i>quotation marks are not used</i></li> <li>~ <i>information copied from a source must be reproduced word for word</i></li> <li>~ <b>the quotation is double spaced</b></li> <li>~ <i>the punctuation mark ending the quote appears <u>before</u> the page reference</i></li> </ul> <p>Olson concluded that:</p> <p style="padding-left: 40px;">enacting curriculum decisions within classrooms is a complex, multistoried narrative in a dynamic process of continual negotiation. Because preservice teachers enter an ongoing narrative in process, finding their place within the story can be confusing and frustrating. Finding space to create their own curriculum story with students is difficult. (175)</p>	<p>Olson, Margaret. "Curriculum as a Multistoried Process." <u>Canadian Journal of Education</u> 25.3 (2000): 169-187.</p>
<p><b>Art Work</b> See section 5.8.6 of the MLA Handbook</p>	<p>Léger's painting ... (804).</p> <p><b>or</b></p> <p>... (Léger 804).</p>	<ul style="list-style-type: none"> <li>~ <i>for an <u>original work</u> provide the artist's name, title of the work, where the work is displayed and the city</i></li> <li>~ <i>for art work that is a <u>reproduced copy</u> (i.e., photograph of the work in a book) also provide complete information about the book source including where the work is presented in the source (i.e., page, slide number, figure, etc.)</i></li> <li>~ <i>the example below is a reproduced copy of art in a book</i></li> </ul> <p>Léger, Fernand. <u>The City</u>. Philadelphia Museum of Art, Philadelphia. <u>History of Art</u>. By H. W. Janson and Anthony F. Janson. New York: Abrams, 1997. 804.</p>

**In-text Reference**

**Works Cited**

If you employ and visuals (i.e., charts, drawings, maps, graphs, photos, or maps) in you will format it as follows:

- ~ align all elements on the left-hand margin
- ~ give it the label of *Figure* (or *Fig.*) and assign it an Arabic numeral (figures must be assigned a numeric value based on the order in which they appear in the text)
- ~ the label will appear below the figure
- ~ give the figure a label/title (and/or parenthetical citation as needed) following the figure's label
- ~ double space (to the best of your ability) all elements

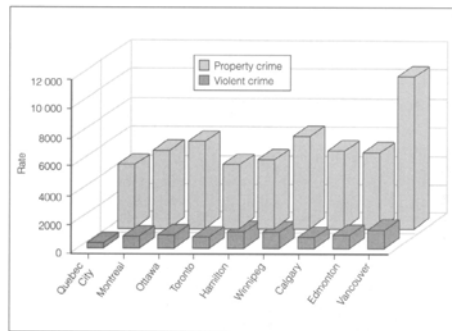


Fig. 1. Property and Violent Crime in Major Metropolitan Areas, 1996

(Ramcharan, de Lint, and Fleming 36)

**NOTE:** Refer to section 4.7 (pp. 134–137) of the *MLA Handbook for Writers of Research Papers* (6th ed.) for additional information on using the *Table* and *Example (Ex.)* labels.

Ramcharan, Subhus, Willem de Lint, and Thomas S. Fleming.  
The Canadian Criminal Justice System. Toronto, ON:  
Prentice Hall, 2001.

**Visuals**  
See section 4.7 of the  
MLA Handbook

Laura N. Josephson	Author of essay's name.
Professor Bennet	Professor's name.
Humanities 2710	Class Name.
8 May 2003	Date assignment is due.

*Title of paper – centered.*

The header is in the top right corner – 1 inch from right margin, ½ inch from top. Use author's last name, followed by page number – starting on page 1.

Paragraphs are indented an additional ½ inch from the margin.

Ellington's Adventures in Music and Geography

In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Allen Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-98). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls "one of America's great composers" (318), probably because they are familiar only with Ellington's popular pieces, like "Sophisticated Lady," "Mood Indigo," and "Solitude." Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as Black, Brown, and Beige (originally entitled The African Suite), The Liberian Suite, The Far East Suite, The Latin American Suite, and The Afro-Eurasian Eclipse, explore his impressions of the people, places, and music of other countries.

Use 12 pt. font and choose Arial, Times New Roman, or any comparably easy to read font.

Double space throughout the paper.

All text is aligned on the left margin.

Not all music critics, however, have ignored Ellington's excursions into longer musical forms. Raymond Horricks compared him with Ravel, Delius, and Debussy:

Indent one full inch when using block quotations. Do not use quotation marks around the block quotation.

The continually enquiring mind of Ellington . . . has sought to extend steadily the imaginative boundaries of the musical form on which it subsists. . . . Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)

Ellington's earliest attempts to move beyond the four-minute limit imposed by the

Taken from: Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003. 320.

Bibliography/reference page(s) titled "Works Cited". Title of this section is centered on first line.

## Works Cited

Double space throughout the "Works Cited" page(s), as you did for the main body of the essay.

½ inch hanging indent

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." The New

--- Music: The Avant-Garde since 1945. New York: Oxford UP, 1975. 133-145.

Burnett, James. "Ellington's Place as a Composer." Gammond 141-55.

Duke Ellington. 2002. Estate of Mercer K. Ellington. 3 June 2002 <http://

www.dukeellington.com/>.

If no author is apparent, default to document title, and order it alphabetically in the list, as you would do for titles with

Duke Ellington's Washington. 2000. Public Broadcasting System. 3 June 2002 <http://

www.pbs.org/ellingtonsdc/>.

Ellington, Duke. The Afro-Eurasian Eclipse. 1971. Fantasy, 1991.

---. Black, Brown, and Beige. 1945. RCA Bluebird, 1988.

---. The Far East Suite. 1965. RCA, 1995.

---. The Latin American Suite. 1969. Fantasy, 1990.

---. The Liberian Suite. LP. Philips, 1947.

Entries are ordered alphabetically by author's last name. If you have multiple sources by one author, list each source individually and use three hyphens (followed by a period) in place of the author's name for each entry following the first.

Gammond, Peter, ed. Duke Ellington: His Life and Music. 1958. New York: Da Capo, 1977.

Griffiths, Paul. A Concise History of Avant-Garde Music: From Debussy to Boulez.

New York: Oxford UP, 1978.

Hitchcock, H. Wiley. Music in the United States: An Introduction. 2nd ed. Englewood

Cliffs: Prentice, 1974.

Horricks, Raymond. "The Orchestral Suites." Gammond 122-131.

Lawrence, A. H. Duke Ellington and His World: A Biography. New York: Routledge, 2001.

Schuller, Gunther. Early Jazz: Its Roots and Musical Development. New York: Oxford UP,

1968.

The "Works Cited" page has 1 inch margins around the text. The header remains set ½ inch from the top of the page and 1 inch from the right margin.

Taken from: Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003. 321.