

Student Name (First and Last)

Teacher

Course Title, Period

Date in MLA format (Day Month Year)

To set your header:

- Click **View, Header and Footer**
- Click the **Right Align** button and type your last name with an extra space at the end
- Click **Insert, Page Number**

Last Name 1

Centered Title

Your title should **NOT** be in quotation marks, in bold, underlined, or italicized

Double-space the entire paper. Indent the first word of every paragraph. Do not skip extra lines between paragraphs. Use a 12-point Times New Roman font and no less than one inch top, bottom, and side margins. Your essay should be left aligned. Do not “justify” your margins.

All sources cited within the text of your essay should be listed on your Works Cited page. The citations should include the first word or words listed on your Works Cited and the page number of the quote with NO commas. In-text (parenthetical) citations occur “after the quotation or paraphrased idea” and before the period (Parenthetical Citation). There are some exceptions to these rules; see your In-Text or Parenthetical Citations handout.

Make sure your paper is neat. Do not fold it or tear it in any way. If you have more than one page, staple the papers together with one staple in the upper left corner.

MLA: In-text or Parenthetical Citations

In MLA style, an in-text citation generally consists of the author's last name and the page number of the reference. When multiple elements are used in a parenthetical citation, they are separated by a space. In all cases, except for block quotations, parenthetical citations are placed immediately *before* the final punctuation of the sentence that cites the work.

For Exact Quotes:

Rule: If the author is unknown, either use the complete title in a signal phrase or use a short form of the title in parentheses.

Example: "A popular keystroke logging program operates invisibly on workers' computers yet provides supervisors with details of the workers' online activities" ("Automatically").

Rule: When a quotation runs less than four lines, put quotation marks around it, incorporate the author into the text, and provide the page number in a parenthetical citation.

Example: "He was obeyed," writes Joseph Conrad of the company manager in *Heart of Darkness*, "yet he inspired neither love nor fear, nor even respect" (87).

Rule: When the author's name does not appear in the signal phrase, like the example above, place the author's name and the page number(s) in the parenthetical citation.

Example: "If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (Davis 26).

Rule: When a quotation runs more than four lines, do not use quotation marks, but indent it one inch from the main body of your text. Double-space the block quote. Incorporate the author's name or the title of the piece into a signal phrase preceding the quote. Finally, provide the page number(s) of the excerpt, in parentheses, immediately following the final punctuation of the quotation.

Example:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

For Paraphrased Ideas:

Rule: When paraphrasing where the author(s) is clearly identified in your text, provide only the page number in the parenthetical citation.

Example: Others, like Jakobson and Smith, hold the opinion that children who attend pre-school are better socially adjusted than those who do not (156).

Rule: When paraphrasing where the author(s) is not clearly identified in your text, provide author(s) and page number in the citation.

Example: Between 1968 and 1988, television coverage of presidential elections changed dramatically (Hallin 5).

From Sources With No Pagination or Page Numbers:

Rule: For sources with no pagination, you might introduce your quotation by naming the author **or** include only the first word of the source citation listed on your Works Cited page, whether it is the author's last name or the article title.

Example of naming the author in the signal phrase: David Bancham suggests that "The hand saw is the most common tool to cut metal."

Example of a parenthetical citation with no pagination: "The hand saw is the most common tool used to cut metal" (Bancham).

From E-Readers:

Rule: Most electronic readers include a numbering system that tells users their location in the work. Do not cite this numbering, because it may not appear consistently to other users. If the work is divided into stable numbered sections like chapters, the numbers of those sections may be cited, with a label identifying the nature of the number. **Note:** Electronic book readers such as *Kindle*, designate *locations* as opposed to page numbers. The Nook uses non-standard page numbers.

Example in a Kindle: Add the parenthetical citation information at the end of the relevant sentence (Henderson Ch. 2, location 17, par. 2).

From Indirect Sources:

Rule: When quoting a reference that is not originally from the source you have, after the reference use the phrase "qtd. in" (quoted in) and the author(s) of the source you have, the volume of the source (if more than one), and the page number. An indirect source may be documented in the Works Cited page.

Example: Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 2: 450).

For Verse:

Rule: For three lines of verse (poetry) or less write each line with a / (forward slash) where there is a line break in the poem. At the end of the quotation, list the line numbers in parentheses with the period at the very end.

Example: "Life is a broken-winged bird / That cannot fly" (Hughes 2-4).

Rule: For four lines of poetry or more use a block quotation format by indenting the lines of poetry one extra tab from your left margin. Then write each line with a line break, just like it looks like in the poem. At the end of the last line, list the line numbers in parentheses, with the period before the parenthetical citation, at the end of the last line. Do not use quotation marks; because you use the block quote format, your reader will know it is a quotation.

Example:

Hughes uses metaphor to explore the importance of dreams,

Hold fast to dreams

For when dreams go

Life is a barren field

Frozen with snow. (Hughes 5-8)

<p>Dreams By Langston Hughes</p> <p>Hold fast to dreams For if dreams die Life is a broken-winged bird That cannot fly.</p> <p>Hold fast to dreams For when dreams go Life is a barren field Frozen with snow.</p>

For the Bible:

Rule: In your first parenthetical citation, you want to make clear which Bible you're using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse.

Example: Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

For Multiple Sources in the Same Parenthetical Citation:

Rule: Separate each citation by a semi-colon:

Example: . . . as has been discussed elsewhere (Burke 3; Dewey 21).

Plays, Prose vs. Verse:

In prose, lines from margin to margin. Verse includes line breaks. To tell the difference between verse and prose, lines of verse are capitalized at the start of every line—regardless of whether or not the line starts a new sentence. Use block quotations for lines of verse longer than four typed lines.

Parenthetical citations in plays: Do not cite the page number when line numbers are included in the text; instead, cite the Act, Scene and line numbers. You may do so in Roman numerals, e.g. (II.i.56-57) or Arabic numerals, e.g. (2.1.56-57).

Rule, citing prose: When quoting from a prose play, no slashes are necessary to indicate the beginning of a new line.

Example: “There are things in this comedy of Pyramus and Thisbe that will never please” (III.i.8-9).

Rule, citing verse: Divide lines of verse the way you would quote poetry.

Example: “Well, go thy way. Thou shalt not from this grove/
Till I torment thee for this injury” (II.i.56-57).

Rule, citing dialogue: If you cite a passage in which two characters are talking to one another, you must set the margin one inch (or tabbed twice) from the rest of your text. You must do so, even if it is only two lines long. Do not use quotation marks when you use the block quote format. You will begin the block quote on the line after your lead-in and the block quote will be single-spaced. To indicate which characters are speaking, you will name the character, followed by a period, before their lines. For block quotes, the period goes at the end of the line, instead of at the end of the parenthetical citation.

Example:

As the Tradesmen argue about staging the play, they debate the necessity of creating a series of special effects in order to indicate that the play is, in fact, not real.

STARVELING. I believe we must leave the killing out, when all is done.

BOTTOM. Not a whit. I have a device to make it all well. Write me a prologue, and let the prologue seem to say we will do no harm with our swords, and that Pyramus is not killed; indeed for the more better assurance, tell them that I, Pyramus, am not Pyramus, but Bottom the weaver. This will put them out of fear. (III.i.13-20)

Rule, citing text that is longer than four typed lines: For lines that are more than than four lines long, create a block quote and indent the text one inch (or tabbed twice) from the rest of the text. The lines will all be single-spaced. Do not use quotation marks when you use the block quote format. For block quotes, the period goes at the end of the line, instead of at the end of the parenthetical citation.

Example:

Not a whit. I have a device to make all well. Write me a prologue, and let the prologue seem to say we will do no harm with our swords, and that Pyramus is not killed; indeed for the more better assurance, tell them that I, Pyramus, am not Pyramus, but Bottom the weaver. (III.i.15-20)

MLA: Works Cited Entries

Follow these rules for citing your sources in your research notes to compile on your Works Cited Page. Format titles properly: For article titles: "Use Quotation Marks." For novels, plays, journal or periodical titles: *Italicize the Title*. Remember to indent every line, after the first line of each citation. List all citations in alphabetical order, according to the first word in each work cited entry.

BOOKS AND PRINT:

E-READER: If the text is from an e-reader (Nook, iPad, Kindle, etc.) the citation is the same, according to the publication information listed in the ebook, with the ereader format listed at the end of the citation.

Rule: Last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Example:

Rowling, J. K. *Harry Potter and the Chamber of Secrets*. New York: Arthur A. Levine Books, 1999.

Kindle ebook file.

BOOKS WITH ONE AUTHOR: The author's name or a book with a single author's name appears in last name, first name format.

Rule: Last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Example:

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

BOOKS WITH TWO OR THREE AUTHORS: The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

Rule: Last name, First name and First name Last name. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Example:

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

BOOKS WITH MORE THAN THREE AUTHORS: If there are more than three authors, you may choose to list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names, or you may list all the authors in the order in which their names appear on the title page. (Note that there is a period after "al" in "et al." Also note that there is never a period after the "et" in "et al.")

Rule: Last name, First name, et. al. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Example:

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of*

Composition. Logan: Utah State UP, 2004. Print.

ANTHOLOGY OR COLLECTION: Works may include an essay in an edited collection or anthology, or a chapter of a book.

Rule: Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.

Example:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed.

Ben Rafoth. Portsmouth: Heinemann, 2000. 24-34. Print.

POEMS OR SHORT STORIES IN AN ANTHOLOGY:

Rule: Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.

Example:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

ARTICLE IN AN ENCYCLOPEDIA OR A REFERENCE WORK: For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection but do not include the publisher information. Also, if the reference book is organized alphabetically, as most are, do not list the volume or the page number of the article or item.

Example:

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

AN INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD: When citing an introduction, a preface, a foreword, or an afterword, write the name of the author(s) of the piece you are citing. Then give the name of the part being cited, which should not be italicized or enclosed in quotation marks.

Rule: Last name, First name. Part of work being cited. *Title of Work*. By Author of Work (if different than author of part being cited). City of Publication: Publisher, Year Published. Pages. Medium of Publication.

Example:

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*. By Farrell. New Haven: Yale UP, 1993. 1-13. Print.

If the writer of the piece is different from the author of the complete work, then write the full name of the principal work's author after the word "By." For example, if you were to cite Hugh Dalziel Duncan's introduction of Kenneth Burke's book *Permanence and Change*, you would write the entry as follows:

Example:

Duncan, Hugh Dalziel. Introduction. *Permanence and Change: An Anatomy of Purpose*. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv. Print.

THE BIBLE: Give the name of the specific edition you are using, any editor(s) associated with it, followed by the publication information. Remember that your in-text (parenthetical citation) should include the name of the specific edition of the Bible, followed by an abbreviation of the book, the chapter and verse(s).

Rule: Name of Edition of Bible. Ed. First name Last name of Editor. City of Publication: Publisher, Year Published. Medium of Publication.

Example:

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

A PAMPHLET: Cite the title and publication information for the pamphlet just as you would a book without an author. Pamphlets and promotional materials commonly feature corporate authors (commissions, committees, or other groups that does not provide individual group member names). If the pamphlet you are citing has no author, cite as the example below. If your pamphlet has an author or a corporate author, put the name of the author (last name, first name format) or corporate author in the place where the author name typically appears at the beginning of the entry.

Rule: Last name, First name. Title of Pamphlet. City Published: Organization Name, Year Published. Medium of Publication.

Example:

Women's Health: Problems of the Digestive System. Washington: American College of Obstetricians and Gynecologists, 2006. Print.

MEDIA:

FILM, VIDEO OR DVD: List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the film studio or distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation perf. to head the list. List film as the medium of publication.

Rule: Title of Video. Dir. First name Last Name of Director(s). Film Distributor, Release Year. Medium of Publication.

Example:

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin,

and Benecio del Toro. Polygram, 1995. Film.

FILM, VIDEO OR DVD ON THE WEB: Follow the format above and list the medium of publication as Web and provide the date accessed.

Example:

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Web. 14 Sept. 2011.

AN IMAGE: Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Example:

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

OTHER SOURCES:

PERSONAL INTERVIEW: To use if you interview someone, list the person interviewed first.

Rule: Last name, First name of interviewee. Personal Interview. Date of interview.

Example:

Hope, Bob. Personal interview. 15 Apr. 2004.

PERIODICALS:

ARTICLE IN A MAGAZINE: Cite by listing the article's author, putting the title of the article in quotation marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Rule: Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

Example:

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

ARTICLE IN A NEWSPAPER:

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Rule: Last name, First name. "Title of Article." Title of Newspaper. Date Published: Section and Page. Medium of Publication.

Example:

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007: LZ01. Print.

AN ARTICLE IN A SCHOLARLY JOURNAL: For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

Rule: Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): Pages. Medium of publication.

Example:

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): 1-25. Print.

ONLINE SOURCES:

A PAGE FROM A WEBSITE: For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Rule: Last Name, First Name. "Title of Webpage" Name of Website, Project, Organization, Book, or Database. Any version numbers or dates. Publisher information. Page numbers. Medium of Publication. Date Accessed.

Example:

Sherman, Eliza. "Cooking for Vegetarians." *eHow*. Demand Media, Inc., n.d. Web. 24 Feb. 2009.

AN ARTICLE IN AN ONLINE SCHOLARLY JOURNAL: For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

Rule: Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): Pages. Medium of publication. Date accessed.

Example:

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): 1-25. Web. 20 May 2009.

ARTICLE IN AN ONLINE-ONLY SCHOLARLY JOURNAL: MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Rule: Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): n. pag. Medium of publication. Date accessed.

Example:

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.

ARTICLE IN AN ONLINE-ONLY SCHOLARLY JOURNAL THAT ALSO APPEARS IN PRINT: Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

Rule: Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. Date Accessed.

Example:

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

AN ARTICLE FROM AN ONLINE DATABASE (OR OTHER ELECTRONIC SUBSCRIPTION SERVICE): Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

Rule: Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. *Title of Database*. Medium of publication. Date Accessed.

Example:

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.

The first citation entry goes on the next, double-spaced, line after

Center the title at the first line of the page.

Works Cited

Your header should be numbered consecutively with the rest of your essay.

Abel, Ernest and Barbara Buckley. *The Handwriting on the Wall: Toward a Sociology and*

Book

Psychology of Graffiti. Westport: Greenwood Press, 1977. Print.

Website

“Art Crimes: The Writing on the Wall.” *Art Crimes*, 1994. Web. 10 Sep. 2006.

Frazier, David. “Old School Evolution.” *Pots*. Vol. 339. Web. 10 Sep. 2006.

Online Periodical

Leet, Duane, et al. *Gangs Graffiti and Violence: A Realistic Guide to the Scope and Nature of*

Book

Gangs in America. Nevada: Copperhouse, 2000. Print.

Macdonald, Nancy. *The Graffiti Subculture: Youth, Masculinity and Identity in London and*

New York. New York: Palgrave, 2001. Print.

Phillips, Susan. *Wallbangin’: Graffiti and Gangs in L.A.*. Chicago: University of Chicago Press,

1999. Print.

Online Periodical

Powers, Lynn. “Whatever Happened to the Graffiti Art Movement?” *Journal of Popular*

Culture. 29 (1996): 137-142. Print.

For journals or sources with no pagination, write n. pag. here, instead of page numbers.

For an Internet citation: follow your teacher’s guidance for including the web address in your citation. Your teacher may want you to include the web address in your citation:

“Art Crimes: The Writing on the Wall.” *Art Crimes*, 1994. Web. 10 Sep. 2006. <www.graffiti.org>

Format titles properly:

Article titles, short stories, and poems: “Use Quotation Marks”

Novels, Plays, Journals or Periodical Titles: when you type your essay, *Italicize the Title*; when you handwrite, Underline the Title.

Please note:

The Works Cited page is the last page of your research paper. This page documents all of the sources you use in your essay. **Your sources should be listed in alphabetical order, according to the first word in the citation; if no author is listed, begin with the title. Your parenthetical citations must match the first word in the works cited citation entry.**

- Months should be abbreviated with only the first three letters (except for May, June and July).
- Indent every line after the first in a citation
- Double-space the entire page
- DO NOT divide sources by type; instead, list them in alphabetical order

The title of the page, Works Cited, should NOT be in bold, underlined, in quotations, or italicized