



**NEW 8th
Edition!**

MLA FORMAT

GUIDELINES FOR PAPERS

**CREATED BY SECONDARY
ADVENTURES**

OVERVIEW OF NEW MLA

- The new version of MLA does not emphasize format.
- A writer needs to determine the essential information a reader needs in order to locate and use a source.
- Punctuation is simplified and documentation includes volume, issue, and page numbers.
- Realize that there is more than one way to document a source.

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 Times New Roman font.
- The font size should be 12 pt.
- Set the margins of your document to 1 inch on all sides.

GENERAL GUIDELINES

- Indent the first line of paragraphs one half-inch from the left margin.
- Use the Tab key as opposed to pushing the space bar five times.
- Make sure you DO NOT center the entire text of your paper. The paper should have an obvious indentation for each paragraph.

CREATING A HEADER

- 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.
- The header should include your last name, followed by a space with a page number. Use the header function and page function. Close out of the header to finish formatting the remainder of the paper.

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 the following information:

Your name

Your instructor's name

The title of the course

The date (day, month, year) * Be sure to use double-spaced text.

THE TITLE

- After entering the left side information, double space and then center the title of your paper. Do not underline, italicize, use all capitalization, or place your title in quotation marks.
- Give your paper an original name (don't call it *The Great Gatsby* since this is already the name of a known work).
- Double space between the title and the first line of the text.

COLLECTING SOURCES

- As you begin to collect sources for your paper, keep in mind that you will need to document each source's information on the Works Cited page.
- Ask yourself the following questions:
- Who is the author(s)?
- What is the title?
- How was the source published?
- Where did you find the source?
- When was the source published?

THE CORE ELEMENTS

- The MLA 8th edition uses core elements (in order) for each source listed on the works cited page. Include the punctuation mark after each element, and omit an element that does not apply to a source you are documenting.

THE CORE ELEMENTS

- 1. Author.
- 2. Source Title.
- 3. Title of Container,
- 4. Other Contributors,
- 5. Version,
- 6. Number,
- 7. Publisher,
- 8. Publication date,
- 9. Location.

THE AUTHOR

- **ONE AUTHOR:** Begin with the author's last name, a comma, then the rest of the name as it is printed, and finally a period. Example:
- Scott, Fitzgerald F.
- **TWO AUTHORS:** Present the authors in the order they appear in the source. The second author's name will be listed as first name and then last name. Example:
- Williams, John, and Nick Smith.
- **THREE OR MORE AUTHORS:** List the name of the first author and then include a comma and the words *et al.* Example:
- Bell, Amy, et al.

THE AUTHOR

- The author is the person or group who produced the work. The author for a source may include an editor, performer, creator, institution, or government agency.
- If you list an editor (s) or translator (s), then include this label. Example:
- **Smith, Jane, editor.**
- If a source does not include an author, then begin the entry with the source's title.

THE TITLE

- Include the title of a source after the author.
- Place a title in quotation marks if it is part of a larger work (an essay, a story, or a poem).
- The following works should also go in quotation marks:
 - - an article in a journal, magazine, or newspaper
 - - an episode of a T.V. show
 - - a posting or article on a Web site
 - - a song or piece of music in an album
 - - an email message or tweet

THE TITLE

- Include the title of a source after the author.
- **Italicize or underline a title if the source is self-contained and independent** (a book, novel, periodicals).
- The following works should also be italicized:
 - - a collection of essays, stories, poems, or plays
 - - a television series
 - - Web sites

THE CONTAINER

- When a source is part of a larger whole, it is described as the container that holds the source.
- Writers must be certain to identify the container of the source.
- Italicize the title of the container and then include a comma after it since the rest of the information remaining in the citation describes the container.

THE CONTAINER

- Containers could include any of the following:
 - - a book that is a collection of works
 - - a periodical which hold articles
 - - a television series that contains episodes
 - - a Web site that contains articles or postings
 - - an issue of a comic book
- There can also be more than one container for a source. Some examples include: a blog, *Google Books*, *Netflix*, or other digital platform

OTHER CONTRIBUTORS

- Other than the author, you may need to give credit to other contributors of a source.
- Provide a short description of the contributor's role prior to listing their name. *Some common descriptions include: directed by, edited by, illustrated by, translated by, and performed by*
- Example:
- Schmidt, Alex. *Learn to Speak German*. **Translated by Adele Fischer.**

VERSIONS

- If the source states a version of the work, then you will need to include this information in your citation.
- Common versions of books include:
 - - editions
 - - expanded ed.
 - - unabridged version

Examples:

The Bible. *Authorized King James Version*,

The Modern Language Association of America. *MLA Handbook*. *8th ed.*,

NUMBER

- Include source numbers if they part of a numbered sequence.
- Examples would include: volume and issue numbers, seasons of a television series, and episode numbers
- Example:
- Asmus, James. *Gambit: Once a Thief*, illustrated by Clay Mann and Diogenes Neves, [vol. 1](#),

PUBLISHER

- Include the organization that produced the source and made it available to the public. Use a (/) forward slash if you list more than one organization.
- For a book- look on the title page
- For Web sites- look at the bottom of the home page
- A Blog- a blog network can be considered the publisher
- Some works do not contain a publisher.

PUBLICATION DATE

- List the full date of publication as it appears on the source, which may include a day, month, and year.
- Some special documentation entries:
- DVD- date of their release
- Video on a Web site- date when the video was posted
- Comments on Web pages- the date along with the time

LOCATION

- For a print source, list the page number (p. 12) or range of pages (pp. 12-20).
- For an online source, use the full URL or web address, but omit the *http://* or *https://*. When possible, use a DOI (digital object identifiers) instead of a URL.
- DVD source- list the disc number
- Work of art in a museum or an artifact in an archive- provide the name of the place and its city unless the city is part of the place's name

IN-TEXT CITATION RULES

- In MLA style, referring to the works of others in your text is done by using what is known as *parenthetical citation*. The parenthetical citation is done within the text of the paper (thus named in-text citation).
- This method involves placing relevant source information in parentheses after using an author's ideas, words, a quote or a paraphrase. Relevant source information includes an author's last name and a page number.

IN-TEXT CITATION RULES

- Any source information that you provide in-text must correspond to the source information on the Works Cited page.
- If a source does not have an author, then use the title or an abbreviated title in your citation. This information must be the first thing that appears in the entry on the Works Cited page.
- If a source uses paragraph numbers, sections, chapters, or time ranges, then list this information instead of a page number.

IN-TEXT CITATIONS

- The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the *page number(s) should always appear in the parentheses, not in the text of the sentence.*
- Example: Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).
- Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

SHORT QUOTATIONS

- Quote only words, phrases, lines, and passages that are specifically relevant to your paper. Remember that quotations are used to help you explain your own ideas.
- Be sure to copy an author's words exactly as they appear in a source.
- Quote line(s) of poetry in quotation marks within your text as you would prose. Use a single forward slash (/) to show readers a line break and a two forward slash (//) to show a stanza break.
- Place an end sentence punctuation mark *after* the parenthetical citation.

LONG QUOTATIONS

- Quotes that are four or more lines of prose or three or more lines for poetry should be set up as a block quote within the body of the paper.
- Start the block quote on a new line and indent one inch from the left margin. Maintain the double spacing of the text.
- In a block quote, **do not use quotation marks**. Put the in-text citation **after** the punctuation mark in the quote.

OMITTING WORDS

- If you omit a word, phrase, or sentence from a quote, then use ellipsis marks (three periods) to show that words have been omitted from the text.
- EXAMPLE: (. . .)
- Use a space between each ellipsis mark.

DIALOGUE

- If you quote dialogue in a play or movie, set the quotation off from your text half an inch from the left margin.
- Start the dialogue with the character's name written in all capital letters, type a period, and finally type the quotation. Indent all subsequent lines in the character's speech an additional amount.
- Begin a new character's quotation on a new line that is indented half an inch from the left margin.

WORKS CITED

- Begin your Works Cited page on a separate page at the end of your paper. The page should have the same one-inch margins and continue the header as you would another page 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 at the top of the page.
- Double space all citations on the page.
- Indent the second and subsequent lines of each entry five spaces so that you create a **hanging indent**.

WORKS CITED

- Include all of the sources you used or referenced in your paper on the Works Cited page.
- Alphabetize each work by the author's last name or the source's title.
- **To document two or more works by the same author**, list the author's name in the first entry only. For each listing by that same author, type three hyphens and then either a period or comma followed by the title. Alphabetize the sources by their titles.
- * **Consult the MLA Handbook for more details.**

CONSULTING SOURCES

- The Modern Language Association of America. *MLA Handbook. 8th ed.*, The Modern Language Association, 2016.
- Purdue Online Writing Lab. *MLA Formatting and Style Guide*. The Writing Lab/ The Owl at Purdue/ Purdue University, 2016,

www.//owl.english.purdue.edu/owl/resource/747/01/.

* Students should consult the above sources for additional information regarding the format of MLA.