MLA Formatting

Paper Guidelines, In-Text Citations, Works Cited, Primary & Secondary Sources, and Online Sources

MLA Paper Guidelines

↗ Double-space the paper. Use Times New Roman font. The size should be 12pt.

↗ Leave one space after periods and punctuation marks.

↗ Margins should be set at 1 inch on all sides.

↗ Indent the first line of each paragraph by one half-inch. The MLA suggests using the TAB key.

↗ 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. (Last name #)

↗ Italics should be used for the titles of longer works.

Formatting the First Page

↗ A title page is not needed, unless requested by your instructor.

↗ In the upper left-hand corner, list your name, instructor's name, the course, and the date. It must be double-spaced.

↗ Double space again and center your title. Do not underline, italicize, or place your title in quotation marks.

↗ Use quotation marks and/or italics when referring to other works in your title: The Outsider in *A Study in Scarlet*; Sherlock Holmes and Deduction in "The Red-Headed League"

↗ Double space between the title and the first line of the text.

↗ Create your header in the upper right-hand corner with your last name, a space, and then the page number.

Example:

Upper left-hand corner

Title: centered and double-spaced
Official title from literature is italicized.

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Dr. Koster

ENGL 622

December 6, 2011

Sponsa Christi: Margery Kempe's Journey from Wife to Virgin

Margery Kempe's hagiography illustrates the course of time for a saint in history for the standard of medieval narratives. Yet, modern-day readers expect to find chronological events in a biography, as impressed by Victorian scholars who determined the authenticity of a saint's narrative on chronological events in their lives. Thomas J. Heffernan, in his text *Sacred Biography: Saints and Their Biographers in the Middle Ages*, illustrates the empirical perspective of Victorian critics through a study of Sidney Lee's preface in his *Life of Shakespeare*. Hefferenan states, "Because the Victorians saw no problem in identifying a fact, they did not discuss what they understood by 'fact.' The nature of historical fact for Lee was *something* that he could verify had happened," which shows the need for historical "facts" as a basis for understanding and interpreting a text undermining the focus of the medieval hagiographies (41). Instead, the medieval biographies focused on the goal of redemption with God and Christ, becoming one with Christ, and the life of the saint. Heffernan determines the medieval narrative contains two aspects, the saint's life and the divinity of God within by stating:

Within this medieval system of belief, it followed that if a narrative pretended to describe the saint's life, it had to confront this intersection of the human and divine. Such a narrative was thus concerned simultaneously with the historical—the story of the saint's life—and the metahistorical—the divine in-dwelling. (38)

Header in the upper right-hand corner: last name page number

In-Text Citations

↗ For Authors: The author's last name (unless stated in the reference) and page number from the text is placed in parentheses after the quotation or paraphrase and within the punctuation of the sentence.

↗ Examples:

  ↗ Doyle's Holmes stated, "One's ideas must be as broad as nature if they are to interpret nature" (56).

  ↗ Holmes states, "One's ideas must be as broad as nature if they are to interpret nature" (Doyle 56).

Works Cited Page

- The Works Cited page should begin on a different page at the end of your essay.

- Label the page Works Cited centered at the top of the page. Do not italicize, underline, or put Works Cited in quotation marks.

- Double space all the citations, but do not skip lines between entries.

- Indent the second and subsequent lines by 0.5 inches to create a hanging indention.

- List the page numbers of a source as needed.

- Each entry must determine the Medium of a Publication (Print, Web, CD-ROM, DVD)

Works Cited Page cont.

↗ Capitalize each word of the titles of articles, books, etc., but do not capitalize articles (the, an, a), prepositions, or conjunctions unless it is the first word of the title.

↗ Use italics for larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles, short stories)

↗ Entries are listed in alphabetical order by the author's last name and followed by their first name: Doyle, Arthur Conan. Do not include titles (Sir, Dr., Saint, etc.) or degrees (PhD, MA, DDS, etc.)

↗ For multiple works bay the same author, alphabetize the works and use three hyphens in place of the author's name in the subsequent works.

> Doyle, Arthur Conan. *The Hound of the Baskervilles*. [...]
>
> ---. *A Study in Scarlet*. [...]

↗ For multiple authors of one work, list the first author by last name and then first name and the subsequent authors by their first and last names.

> Heller, Steven and Karen Pomeroy. *Design Literacy: Understanding Graphic Design.*

Primary and Secondary Sources

↗ Books:

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

↗ Periodicals:

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

↗ Journals:

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

Online Sources

↗ Author and/or editor names (if available)

↗ Article name in quotation marks (if applicable)

↗ Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .NET].)

↗ Any version numbers available, including revisions, posting dates, volumes, or issue numbers.

↗ Publisher information, including the publisher name and publishing date.

↗ Take note of any page numbers (if available).

↗ Medium of publication.

↗ Date you accessed the material.

↗ URL (if required, or for your own personal reference; MLA does not require a URL).

PDF, MP3, and JPEG files

↗ Digital Files: Determine the type of work to cite. End the entry with the name of the digital format (e.g., PDF, JPEG file, *Microsoft Word* file, MP3). Give the author's name, the name of the work, the date of creation, and the medium of publication. Use *Digital file* when the medium cannot be determined.

Gaiman, Neil. "A Study in Emerald." 2011. PDF. Web. 13 Jun. 2013.

Recorded Films, Movies, and TV Episodes

↗ Recorded Films & Movies: List films by their title. Include the name of the director, the distributor, and the release year. List performer names after the director's name. Use the abbreviation *perf*. to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

Sherlock Holmes. Dir. Guy Ritchie. Perf. Robert Downey, Jr., Jude Law, Rachel McAdams, Mark Strong. Warner Brothers Pictures, 2010. DVD.

↗ TV Episodes: Cite recorded television episodes like films. Begin with the episode name in quotation marks. Follow with the series name in italics.

"A Study in Pink." *Sherlock: Season One.* Writ. Steven Moffat, Steve Thompson, and Mark Gatiss. Dir. Paul McGuigan and Euros Lyn. Hartswood Film Production for BBC, 2010. DVD.

Websites

➚ Entire Websites: Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Sherlockology: The Ultimate Guide for Any BBC Sherlock Fan. Sherlockology LTD., 2013. Web. 13 Jun. 2013.

➚ Page on a Website: list the author or alias if known, followed by the information covered above for entire Web sites.

"The Music of Sherlock with Michael Price." *Sherlockology: The Ultimate Guide for Any BBC Sherlock Fan.* Sherlockology LTD., 2013. Web. 13 June. 2013.

Online Journals and Databases

↗ Online Scholarly Journals: 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.

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.

↗ For Articles on a Database: Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

Works Cited

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2013. Web. 13 Jun. 2013.