

MLA Format - Quick Reference Sheet

Styling

* 12-point font, preferably Times New Roman

* Double-spaced

* 1-inch margins

Title Page (only if requested by instructor)

First Page

*In the upper left-hand corner of the page, be sure to include the following: Your name, instructor's name, course title, and date.

*Center the title.

*In the header, include last name and page number in the upper right-hand corner.

Sample First Page

	Tall 1
Sarah P. Tall	
Mr. Mantooth	
English 101	
27 June 2011	
	Illuminating the Cave
	XX
	XX

Section Headings (optional)

If you decide to divide your essay into sections, then number those sections with a number and the section name.

- Example:
1. Early Writings
 2. The London Years
 3. Traveling the Continent

In-Text Citations

When you use an idea from an author or directly quote an author in your paper, you must acknowledge the author. Usually, the author-page number method is used. **Ex.** (Jones 22).

***You can use **NoodleBib** to help you with in-text citations. <http://lwtclearningcommons.com/> ***

Examples:

Direct Quote - She stated, "Students often have difficulty using MLA style" (Jones 2).

Direct Quote - Jones found "students often have difficulty using MLA style" (2).

If the **direct quote is more than 4 lines of text**: omit quotes, start the quote on a new line, and indent

Ex. Jones' (2009) study found the following:

Students often have difficulty using MLA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (2).

Paraphrase - According to Jones (2), MLA style can be hard for students.

Two or three authors: (Last Name, Last Name, and Last Name p#)

Four or more authors: (Last Name of First Author et al. p#)

No author of article, chapter, brochure or short work: ("Title", p#)

No Author of book, entire website, or long work: (*Title*, p#.)

Works Cited Page

All sources that were cited in the paper appear at the end of your paper. Write the word "Works Cited" on the first line in the center of the page (no quotes). List your sources flush left. Alphabetize your sources (A-Z) by last name. References longer than one line should be formatted with hanging indentation. (*In Microsoft Word: go to paragraph, special indentation, hanging*)

Format:

Periodical (journals, magazines, newspapers, newsletters): Last Name, First Name, and First Name Last Name. "Article Title." *Journal Title*. Volume.Issue (Year): pages. Medium. Date of Access (if retrieved online).

Website: Contributor's Name(s) (same format as above). "Title of Resource." *Title of Web Site*. Sponsor, Last Edited Date. Web. Date of Access.

Note: The contributor can be an author, editor, or organization.

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

Sample Works Cited Page

TALL 10

Works Cited

Herman, Judith. *Trauma and Recovery*. New York: Basic Books, 1997. Print.

Keirsey, David. "Overview of the Four Temperaments." *Keirsey.com*.

Keirsey.com, n.d.

Malmivouri, Marja-Liisa. "Affect and Self-Regulation." *Educational Studies in Mathematics*. 63.2 (2006): 149-164. Web. 10 April 2011. Web. 27 June 2011.

***You can use **NoodleBib** to help you with the works cited page. <http://lwtclearningcommons.com/> ***

For more information on Works Cited formatting and to view a sample MLA paper, please go to <http://owl.english.purdue.edu/owl/resource/747/01/>.