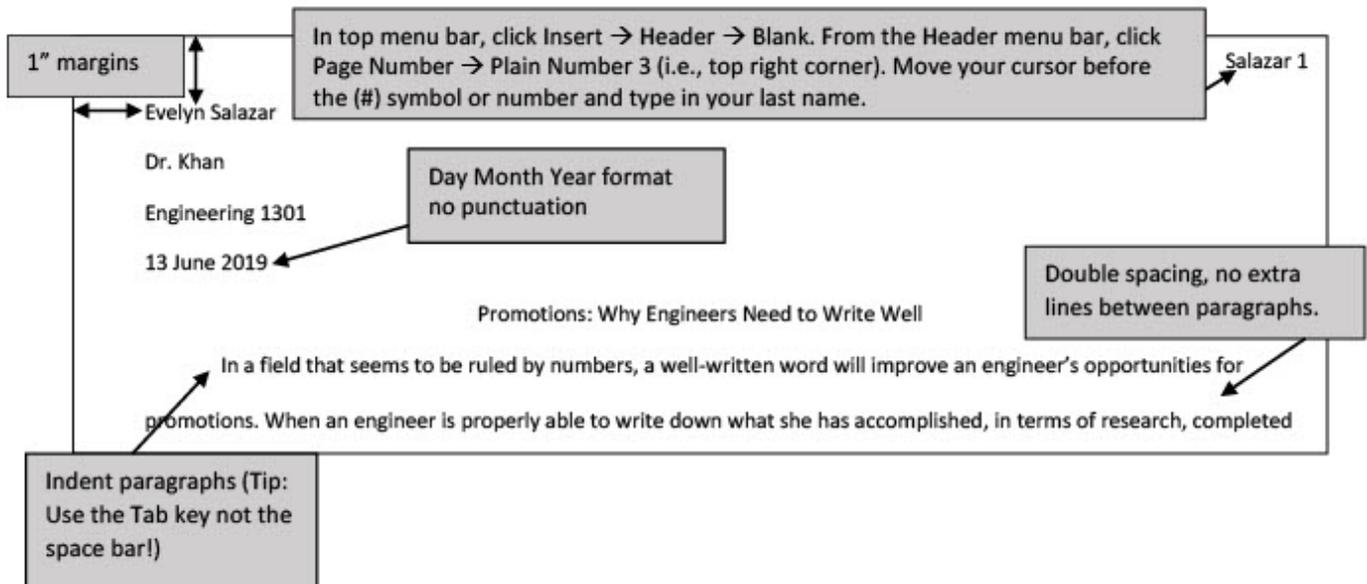


Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from MLA. Instructors may have their own preferences about citing and formatting. This handout represents the standard MLA style according to the *MLA Handbook 9<sup>th</sup> Edition*.



## MLA: Format and In-text Citations



### Block Quotes:

If using a quotation more than four lines of prose or three of poetry, do not use quote marks. Instead, indent the whole text half an inch. This is best done by adjusting the ruler in the top format menu. Notice the end punctuation comes before the citation.

### Example:

...different types of immunity:

Duffy negativity is an example of *inherited* immunity, available only to people with particular genetic makeups. Another, more famous example is sickle-cell anemia, in which a small genetic change ends up deforming the red blood cell, making it unusable to the parasite. (Mann 131)

### Double Spacing:

**Microsoft Word Software:** Within the Home tab, in the Paragraph section, click the icon with arrows pointing up and down to the left of horizontal lines. Select 2.0 to double space the whole paper.

**Word Online (TTU Student Version):** Click the three dots (...) that shows More Options when your cursor hovers over it. Choose Line Spacing, then 2.

**Google Docs:** Click the icon with arrows pointing up and down to the left of horizontal lines that shows Line & paragraph spacing when your cursor hovers over it. Choose Double.

For more information, please visit [style.mla.org](http://style.mla.org).



### MLA In-Text Citations:

Type of In-Text Citation	Author's name in sentence with page number, first reference	Author's name in sentence with page number, subsequent references	Parenthetical citation with page number, same for first and subsequent	Parenthetical citation, no page number
<b>One work by one author</b>	Anne Rottenberg says the ... reaction (253).	However, when Rottenberg addressed ... material (355).	"... for the topic and the audience" (Rottenberg 355).	... use of sustainable materials (Mull).
<b>One work by two authors</b>	Paula Gill and Neal Lerner ... it (38).	Gill and Lerner found ... confident (93).	... uncertain results (Gill and Lerner 94).	... ready for anything (Conner and Jones).
<b>One work by three or more authors</b>	Mary Axelrod et al. show ... continuously (12).	Axelrod et al. argue for ... respectively (132).	For a deeper look ... within disciplines (Axelrod et al. 9).	When these are taken at ... the right time (Phillips et al.).
<b>Corporate author</b>	The World Health Organization ... development (14).	The World Health Organization ... development (14).	... implementation of laws (World Health Organization 35).	... all things considered (United Nations).
<b>Indirect source (MLA 284)</b>	Not applicable.	Not applicable.	Lawson said ... hope (qtd. in Austen 189).	Not applicable.
<b>Two or more sources with similar ideas in the same sentence, order of sources is up to writer (MLA 262)</b>			... same conclusions (Smith 23; King 142).	... same conclusions (Allen; Khan; King).
<b>Video, movie, podcast with timestamp, use hrs:mins:secs format to cite relevant start-end times</b>		Video creator's Last name and time stamps: (Gupta 01:25:30–27:01) If unknow creator, use video name: ("Happy Times" 02:00–02:48)		

Other Rules	Examples
In the case of <b>authors</b> with the <b>same last name</b> , use the first initial or the entire first name as needed.	(J. Polk 15) (R. Polk 371) (Felix Smith 671) (Felicity Smith 49)
If there is <b>no known author</b> or corporate author, use a short version of the title for the in-text reference.	Title: <i>Sir Gawain and the Green Knight</i> In-text citation: ( <i>Sir Gawain</i> line 100)
When quoting <b>more than one work by the same author</b> , use part of the title for clarification.	(Laminar, <i>Research</i> 65) (Laminar, <i>Looking</i> 11)

General Tips for MLA	
<ul style="list-style-type: none"> <li>Avoid using the full title of a reference in the body of your paper. This is what the Works Cited page is for.</li> <li>Omit page numbers if not part of the original source. Do not count paragraphs.</li> <li>The <b>end punctuation</b> mark comes <b>AFTER</b> the closing parenthesis (except block quotes). See above chart for examples.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Charles C. Mann suggests in his book <i>1493: Uncovering the New World Columbus Created</i>, coins were uncommon in ... (117). [Wrong way!]</li> <li>✓ Charles Mann suggests coins were uncommon in ... (117). [Correct.]</li> </ul>

Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from MLA. Instructors may have their own preferences about citing and formatting. This handout represents the standard MLA style according to the *MLA Handbook 9<sup>th</sup> Edition*.



## MLA: Works Cited

---

### What to include in a citation:

- In general, the more information you can include the better. You want your readers to be able to access your sources if they want to read them for themselves.
- City of publication is not required unless your source was published before 1900 or if your source was published in more than one country. For example, the British vs. American spelling of words creates differences in the text and requires the inclusion of the city of publication (MLA 172-73).
- Not all publications will have all the containers/fields recommended by MLA. If your source does not have an editor or URL, for example, just skip that option.

### General order of information, including punctuation:

Author. "Title of source." *Title of container* (e.g., journal, magazine), Other contributors (e.g., editors, translators), Volume, Number, Publisher, Publication date, Location (e.g., page numbers, URL, building name or address where lecture was held).

Titles of books, journals, magazine, websites, etc., are *italicized*. Chapter titles, lecture titles, episode titles, etc., are surrounded by quotation marks. Note that the end quote mark comes AFTER the period.

### Tips for making a hanging indent:

**Microsoft Word Software:** Select the sources you are ready to format. On your Home tab, click the arrow to the right of the word Paragraph (it is pointing down and to the right). This will open a new menu. Look for the Indentation section and the option Special. Click the Special dropdown and select Hanging.

**Word Online (TTU Student Version):** Click on downward-pointing triangle to the right of the icon that had horizontal lines and a backwards 'P' (Paragraph icon). Click on Special Indent. Click on Hanging Indent.

**Google Docs:** Select the sources you are ready to format. Click on the Format menu at the top of the page, then Align & Indent, and click on Indentation options at the bottom of the menu. This will open a pop-up window. Click the selection bar under Special indent and select Hanging. Click on Apply.

For more information, please visit [style.mla.org](http://style.mla.org).



Type/Notes: (MLA 105-226)	Works Cited
<b>Book</b> (MLA 313-14)	Alighieri, Dante. <i>The Inferno</i> . Translated by Kari Fields, Barn & Nile Classics, 2003.
Book <b>Two Authors</b> (MLA 313)	Andrews, Mindy, and Louise Erdrich. <i>The Cup of Colombia: Looking for the Key to the Past</i> . HarperCollins Publishers, 2010.
Book <b>Three or More Authors/Editors</b> (MLA 313)	Bailey, Merlin, et al., editors. <i>Agent Orange: The Fallout of One Generation's Lack of Foresight</i> . Parks Publishing, 2015.
<b>Journal Article</b> (MLA 319)	Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." <i>PMLA</i> , vol. 128, no. 1, Jan. 2013, pp. 193-200.
<b>Online Newspaper or Magazine</b> (MLA 322-23)	Bass, Ray. "How to Know When You have had Enough." <i>The Atlantic</i> , 12 May 2018, <a href="http://www.theatlantic.com/ideas/archive/2019/06/enough/598843/">www.theatlantic.com/ideas/archive/2019/06/enough/598843/</a> .
Book <b>Chapter</b> or Essay in an Anthology (MLA 146, 318)	Bazin, Patrick. "Toward Metareading." <i>The Future of the Book</i> , edited by Geoffrey Nunberg, U of California P, 1996, pp. 153-68.
<b>Corporate Author</b> (MLA 313-14) When author is same as publisher, leave author out.	"Beginning an International Push to Improve Food Safety." World Health Organization, 12 Feb. 2019, <a href="http://www.who.int/news-room/detail/12-02-2019-international">www.who.int/news-room/detail/12-02-2019-international</a> .
<b>Lecture</b> (MLA 70, 72, 335)	Cellus, Marge. Lecture. Introduction to College Rhetoric, 4 Jan. 2021, Texas Tech University.
Tweet and other social media sources (MLA 118)	City of Lubbock [@cityoflubbock]. "We're under a Thunderstorm Warning." <i>Twitter</i> , 17 June 2019, 7:14 p.m., <a href="https://twitter.com/cityoflubbock/status/11408048279220">twitter.com/cityoflubbock/status/11408048279220</a> .
Blog Entry	Hollmichel, Stefanie. "Catching Up in the Garden." <i>Somanybooksblog.com</i> , 9 June 2019, <a href="http://somanbooksblog.com/2019/06/09/catching-up-in-the-garden/">somanbooksblog.com/2019/06/09/catching-up-in-the-garden/</a> .
Object/Artwork (MLA 331-32) If object doesn't have a title, give a general description.	Mackintosh, Charles Rennie. Chair of stained oak. 1897-1900, Victoria and Albert Museum, London.
E-Book (MLA 316)	O'Connor, Patricia. <i>Woe Is I: The Grammarphobe's Guide to Better English in Plain English</i> . E-book ed., Riverhead Books, 2009.
Object/Artwork (MLA 331-32) The artist gave painting title Pelvis IV.	O'Keeffe, Georgia. Pelvis IV. 1944, Georgia O'Keeffe Museum, Santa Fe, N.M.
Episode of TV series (MLA 329)	"Special." <i>Lost</i> , created by J.J. Abrams, Jeffrey Lieber, and Damon Lindelof, season 1, episode 14, Bad Robot, 19 Jan. 2005.
YouTube, with Author (MLA 148)	Urban, Tim. "Inside the Mind of a Master Procrastinator." <i>YouTube</i> , uploaded by TED, 6 April 2016, <a href="http://www.youtube.com/watch?v=arj7oStGLkU">www.youtube.com/watch?v=arj7oStGLkU</a> .
YouTube, Corporate Author (MLA 148)	"Will We Survive Mars?" <i>YouTube</i> , uploaded by Vox, 8 Oct. 2019, <a href="http://www.youtube.com/watch?v=x8fpeVICeGg">www.youtube.com/watch?v=x8fpeVICeGg</a> .
Song (MLA 330)	Zane, Murray. "Pretty." Parkwood Studios, 2013, <a href="http://www.mzane.com/songs">www.mzane.com/songs</a> .
Webpage, no Author (MLA 324)	"Zoo Day: Plan Your Visit." <i>Lubbock City Zoo</i> , 2020, <a href="http://www.lubbockcityzoo.ci.tx">www.lubbockcityzoo.ci.tx</a> .