

This packet contains handouts about General Formatting Guidelines, Common Resources, In-Text Citations, and Block Quotes for MLA.



## Writing Center

### MLA General Formatting Guidelines

#### ***Margins***

Margins are the borders around the page. They should be 1 inch on all sides (top, bottom, left, right).

#### ***Alignment***

Alignment refers to how the text is arranged across the page. The document text should be flush left, and the right margin should appear jagged (unjustified).

#### ***Font Size and Type***

The font size and type are determined by the professor, but the preferred settings are Times New Roman 12-point font.

#### ***Line Spacing***

The whole document requires double spacing on all pages, including the heading, body, and works cited. Do not have extra space between paragraphs; refer to paragraph settings.

#### ***Paragraph Indentation***

Use the TAB key to indent ½ inch for the first line of every new paragraph.

#### ***Header***

Contains your last name and page number in the top right corner.

#### ***Heading***

Your name, your professor's name, the course name and number (ex. ENGL 1010), and the date (day month year) should be on the left margin. Each element is on its own line.

#### ***Title***

Your paper should have an original title centered on the line immediately after the heading and right before the first paragraph.

# Common Resources for MLA

## Books

### Basic Format

Author. *Title of Book*. Publisher, Publication date.

### Books with Two Authors

Entries of books with two authors format the second author's name as first name last name.

### Example:

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

*In-text citation:* (Gillespie and Lerner 43)

### Books with Three or More Authors

Books of three or more authors only list the first author's name, followed by et al.

### Example:

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

*In-text citation:* (Wysocki et al. 65)

## Work in a Collection/Anthology

### Basic Format

Author. "Title of Work." *Collection*, Editor, Publisher, Publication Date, Location.

### Example:

Wordsworth, William. "The Prelude." *Norton Anthology of British Poetry*, Edited by Samuel Collins, Cambridge UP, 1985, pp. 256-317.

*In-text citation:* (Wordsworth 302)

## Journal Articles

### Basic Format

Author. "Title of Article." *Journal*, Volume, Number, Publication Date, Location.

### Example:

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88.

***In-text citation:*** (Goldman 74)

For journal articles found within a database, include the database information as the second container in the works cited entry. See below.

### Example:

Johnson, Ben. "Shakespeare at the Globe." *Shakespeare Quarterly*, vol. 51, no. 3, 2003, pp. 12-35. *JSTOR*, [www.jstor.org/stable/41403188](http://www.jstor.org/stable/41403188).

***In-text citation:*** (Johnson 14)

## Website with an Edit Date

### Basic Format

Author. *Title of website*, Date of Publication, URL.

### Entire Website

Hollmichel, Stefanie. *So Many Books*, 2003-13, [somanymanybooksblog.com](http://somanymanybooksblog.com).

***In-text citation:*** (Hollmichel)

### Page on a Website

Pages on a website are indicated with quotation marks before the title of the website in italics.

### Example:

Cambridge, Richard. "The Death of Poe." *Everything Poe*, 15 Nov. 1992, [everythingpoe.com/1992/death-of-poe](http://everythingpoe.com/1992/death-of-poe).

***In-text citation:*** (Cambridge)

## Website without an Edit Date

### Basic Format

Author. *Title of Website*, URL. Access date.

### Entire Website

Fogarty, Mignon. *Quick & Dirty Tips*. <http://www.quickanddirtytips.com/>. Accessed 4 Nov. 2016.

***In-text citation:*** (Fogarty)

### Page on a Website

Fogarty, Mignon. "How to Peer Edit an Essay." *Quick & Dirty Tips*, <http://www.quickanddirtytips.com/>. Accessed 4 Nov. 2016.

***In-text citation:*** (Fogarty)

## MLA In-Text Citations

An MLA in-text citation should include the author's last name and page number.

**One Author:** (Short 87)

**Two Authors:** (Johnson and Johanson 65)

If the source does not have page numbers (like a website), they are left out.

**One Author:** (Jones)

**Two Authors:** (Perry and Jones)

If the source doesn't name an author, the organization that created the material is used.

**Example:** (Austin Peay State University 65)

If an organization is also not named, the article title can be used.

**Example:** ("Fish as Pets" 98)

## MLA Style Block Quotes

When *four or more lines of prose* are quoted or when *three or more lines of poetry* are quoted, the quote must be typed in block style. This longer quotation must be set apart from original writing, so readers can distinguish between the paper's content and the borrowed work.

### Steps for formatting a block quote:

1. Type the phrase that introduces the quote.
2. Follow the phrase with a colon.
3. On a new line, tab twice to indent the quote.
4. Do not use quotation marks before or after the quote.
5. Place the end punctuation after the quote.
6. Insert the parenthetical reference.
7. Return to the left margin to continue typing the rest of the paragraph.

### Example 1 (quoting four lines of prose):

John K. Mahon adds a further insight to our understanding of the War of 1812:

Financing the war was very difficult at the time. Baring Brothers, a banking firm of the enemy country, handled routine accounts for the United States overseas, but the firm would take on no loans. The loans were in the end absorbed by wealthy Americans at great hazard—also, as it turned out, at great profit to them. (385)

### Example 2 (quoting more than three lines of poetry):

Elizabeth Bishop's "In the Waiting Room" is rich in evocative detail:

It was winter. It got dark  
early. The waiting room  
was full of grown-up people,  
arctics, and overcoats,  
lamps and magazines. (6-10)

**Note:** Always check with your professor about spacing block quotes. Some prefer double-space; some prefer 1.5 spacing. You should also check about your tabbing. Some professors prefer one tab to set off your quote; others prefer two. Whatever your professor says is what goes!