

## Formatting Your Paper

MLA papers should be double-spaced with 1 inch margins on all sides. Use a legible font at 10 to 12 pt.

### Header

Type "Last name page #" aligned to the right margin.

### First Page Title & Identification

On the first page of your paper, type your name, your instructor's name, the course title, and the date on separate double-spaced lines against the left margin.

On the next line, center the title of the paper.

Diagram illustrating the header formatting:

- Top right: Smith 1
- Left side (top to bottom): Jane Smith, Professor Johnson, WRIT 101, 30 June 2015
- Center (top to bottom): Title of Paper, Body of paper begins here with an introduction.

### Main Body

Indent first lines of paragraphs ½ inch from left margin and do **not** insert an extra space between paragraphs.

### Works Cited

References are at the end of the paper on a separate page, with "References" centered at the top. References are double-spaced and listed in alphabetical order by author, or by title when there is no author. Indent all lines after the first line ½" from the margin (also called a hanging indent – see the Formatting Tips below).

## Formatting Tips

**Header:** Double-click to edit your header. Insert your page numbers on the top left, then type your last name.

**Hanging Indent:** Select/highlight all of your references, then hit Ctrl + T. Voila!

## In-Text Citations

### One Author

Use parenthetical citation to cite outside sources in your text. The page number(s) of your outside source should always appear in the parenthetical citation. The author's name of the outside source may appear in the sentence itself.

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Or the author's name can go in the parenthesis following the quote.

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

### Multiple authors

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation.

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the U.S. erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with more than three authors, use the work's bibliographic information as a guide for your citation. Provide the first author's last name followed by "et al." or list all the last names.

Jones et al. counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in American compels law makers to adjust gun laws (4).

### No Known Author

For a source with no known author, use a shortened title of the resource in the parenthetical citation.

Many global warming hotspots exist in North America because this region has "comprehensive programs to monitor the environment" ("Impact of Global Warming" 6).

### Internet Sources

For internet sources, you do not need a page or paragraph number in the parenthetical citation. Include the author's last name, or, if an author cannot be identified, a shortened title, in either a parenthetical citation or in the sentence itself.

One online film critic stated that *Fitzcarraldo* is "...a scary critique of obsession" (Garcia).

## Listing Authors

You can apply the rules for listing authors to the citation for almost any type of resource.

### Two Authors

Smith, John and Sadie Hawkins

### Three Authors

Potter, Harry, Ron Weasley, and Hermione Granger

### Four or More Authors

Name all as above or:  
Fellowes, Julian et al.

### Organization as Author

Organization. *Title of work...*

### Unknown Author

When citing a book:

*Title*

-or-

When citing an article, document from a web

site, or web page:

"Title"

## Works Cited

Sources are at the end of the paper on a separate page, with "Works Cited" at the top. Indent all lines after the first line ½" from the margin. Sources are listed in alphabetical order by author, or by title when there is no author.

### Book

Author, Name. *Title of Book*. Place of Publication: Publisher, Year. Medium (Print, Web, etc).

Blum, Deborah. *The Poisoner's Handbook: Murder and the Birth of Forensic Medicine in Jazz Age New York*. New York: Penguin, 2010. Print.

### Electronic/Online Book

Author, Name. *Title of Book*. Place of Publication: Publisher, Year. Vendor. Web. Date of retrieval.

Man, John. *The Great Wall: The Extraordinary Story of China's Wonder of the World*. Cambridge: Da Capo, 2008. ebrary. Web. 14 June 2015

### Article from a Database

Author, Name. "Title of Article." *Title of Journal* Volume.Issue (Year): Pages. Database. Medium.

Date of Access.

Hoagland, Edward. "John Muir's Alaskan Rhapsody." *Phi Beta Kappa Society* 71.2 (2002): 101-105. *Literary Reference Center*. Web. 24 Oct. 2014.

### Article in an Online Magazine or Newspaper

Author, Name. "Title of Article." *Title of Periodical*. Publisher of Site, Date of Publication. Medium.

Date of Access.

Wolitzer, Meg. "Look Homeward, Reader: A Not-So-Young Audience for Young Adult Books." *New York Times*. The New York Times Company, 17 Oct. 2014. Web. 24 Oct. 2014.

### Web Page or Document from a Web Site

Author, Name. "Title of Page." *Title of Site*. Publisher/Sponsor, Date of Publication. Medium. Date of Access.

Sanford, Marsha A., Keri D. Hayes, and Joel Schumacher. "Developing a Spending Plan." *Montana State University Extension*. Montana State University, June 2015. Web. 1 Feb. 2016.

## More MLA citation guidelines:

Helena College Library Citation Guide: <http://umhelena.libguides.com/citations>

Purdue Online Writing Lab MLA: <https://owl.english.purdue.edu/owl/resource/747/1/>