

# MLA Formatting

The material in this PowerPoint is taken from *Easy Writer* 4<sup>th</sup> edition.

# First Page and Title

- MLA does not require a title page
- The form for MLA should be flush left and includes
  - Student Name
  - Teacher Name
  - Course Title
  - Date
- See page 260 for example

# Dates in MLA Format

- Dates are written without any commas
- In MLA format dates should always appear in this order:
  - Day
  - Month
  - Year

Examples: 24 August 2012

25 December 2012

# Margins and Spacing

- All margins should be 1 inch
- Everything is double spaced in the MLA format (there is never any single spacing or triple spacing in ANY part of an MLA formatted paper).
- The first line of a paragraph should be indented one-half inch.

# An important note...

- Never add extra lines between paragraphs
- If you press the *enter* key once you have begun a new paragraph.

# Page Numbers

- Include your last name and page number as a header.
- The header should be flush right, and should be one-half inch below the top of the page.
- There is no punctuation mark between your name and the page number...There is no punctuation mark in the heading at all.

# In-text Citations

- You must provide a citation anytime you quote, paraphrase, or summarize someone else's work in your essay.
- If you forget to do this you will have committed plagiarism.

# Plagiarism

- Plagiarism includes any time you use another work's **words, ideas, or organization** without giving credit to that work.



# In-text Citations

- In-text Citations tell the reader two important things:
  1. Which source the quoted material came from
  2. Where the quoted material can be found within that quoted source

These two items are often an author's last name and a page number. (Rand 212)

If an author's name is not given include part of the title in the parenthetical citation. (*Letters* 312)

See samples beginning on page 222 of *Easy Writer*

# Concerning Titles

- Titles of “larger” works are italicized. (novels, plays, epic poems)
  - *The Epic of Gilgamesh*
  - *Henry V*
- Titles of smaller portions of a larger work are placed in quotation marks. (chapters and articles)
  - “Bees and Fleas in My Bed”
  - “For Better or Worse”
- Titles **are not underlined** in typed MLA format.

# Block Quotations

- A block quotation is any quote more than four typed lines long.
- Block quotations are punctuated differently from shorter quotations in four ways.
  1. Do not place quotation marks around a block quote
  2. Indent each line of the quotation one inch
  3. The first line does not receive special indentation
  4. The parenthetical citation follows the punctuation mark of the last sentence.
- Ex: girl. (Rand 300)

# When not to use a citation

- In some cases you can reference the work cited without using a citation.
- If you can state where to find the material in the text before the quotation in a way that does not distract.

- Example:

A mere 26 lines into his epic, Milton tells us that he plans, “to justify the ways of God with man.” This is the driving force behind much that wrote.

# Bibliographies and Works Cited Pages

- How are they different?
    - A works cited page is a list of works you have **cited** in your essay.
    - A bibliography is a list of any works you have consulted in your research process.
- (A works cited is a specific type of bibliography)

# Bibliography Entries

- Bibliography Entries have three main parts:
  1. Author of the source
  2. Title of the source
  3. Publication information

Chopra, Anupama. “Bollywood Princess, Hollywood Hopeful.” *Nytimes.com*. New York Times, 10 Feb. 2008. Web. 13 Feb. 2008.

# Formatting the Works Cited Page

- After the last paragraph of your essay text, insert a page break.
- Center the Heading “Works Cited” at the top of the page. (This heading is **not** italicized).
- The first line of each entry is flush with the left side of the page. Each following line of the entry is indented one-half inch.
- The entries are arranged in alphabetical order by author’s last name.
- Everything on the page is double spaced. (Remember, always double space in MLA).

## **BOOK**

**Williamson, Milly.** *The Lure of the Vampire: Gender, Fiction, and Fandom from Bram Stoker to Buffy.* New York: Wallflower, 2005. Print.

## **JOURNAL ARTICLE**

**Gill, Pat.** "The Monstrous Years: Teens, Slasher Films, and the Family." *Journal of Film and Video* 54.4 (2002): 16-30. Print.

## **NEWSPAPER OR MAGAZINE ARTICLE**

**Quenqua, Douglas.** "The Vampires are Coming, but Only After Months of Warnings." *New York Times* 15 July 2008: 8. Print.

## **WEB SITE**

**"Night of the Living Dead."** *Imdb.com.* Internet Movie Database, n.d. Web. 21 May 2009.



1"

1/2"

Roberts 10

# Works Cited



double-space

Indent  
1/2"

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." *The New Music: The Avant-Garde since 1945*. New York: Oxford UP, 1957. 133-145. Print.

Gammond, Peter, ed. *Duke Ellington: His Life and Music*. 1958. New York: Da Capo, 1977. Print.

1"

Griffiths, Paul. *A Concise History of Avant-Garde Music: From Debussy to Boulez*. New York: Oxford UP, 1978. Print.

1"

Hitchcock, H. Wiley. *Music in the United States: An Introduction*. 2<sup>nd</sup> ed. Englewood Cliffs: Prentice, 1974. Print.

Lawrence, A.H. *Duke Ellington and His World: A Biography*. New York: Routledge, 2001. Print.

# Formal Language

Do not use first person and second person personal pronouns in your essays.

First person: I, me, my, we, us

Second person: you, your

\*Use third person: he, she, one