Wakulla High School Library
MLA Style Quick Sheet

This handout covers the basics of MLA format and the documentation of sources students frequently use.

Formatting Your Paper

- ✓ **Margins:** One-inch on the top, bottom, and sides of each page.
- ✓ **Page Numbering:** Create a header that includes your last name and the page number in the upper right hand corner of the page. Every page has this header.
- ✓ **No Title Page:** MLA does not require a title page; instead, the first page of the paper should begin with four lines, double spaced, indicating: your name, name of the course instructor, name of the course, and the date.
- ✓ **Spacing**: Double-space every line (including long quotes and the citations on the Works Cited page).
- ✓ **Indenting:** Indent the first line of every paragraph one tab. Indent long quotations two tabs.
- ✓ **Font and Typeface:** Use a 12-point font in Times New Roman.

In Text Citations in the BODY of the paper

Direct Quotes

A direct quote is a word for word copy of source material. The quote is enclosed in quotation marks. Include the author's last name and date of publication as well as page numbers if available.

Examples

Joseph Conrad writes of the company manager in *Heart of Darkness*, "He was obeyed, yet he inspired neither love nor fear, nor even respect" (87).

"The red tree vole is a crucial part of the spotted owl's diet" (Moone 15).

Block Quotes

The block quote is used for direct quotations that are longer than 4 lines. Indent the entire quote 1 inch or 12-16 spaces.

Example

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

> The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

Paraphrase/Summary

A paraphrase is a quotation rewritten in your own words. A summary is a condensed version of a longer passage from an outside source. Both require citations. Include the author's name and the page number.

Examples

Oregon salmon populations have dramatically declined in the past decade (Lenz 27).

Kafka describes the insecurities of his youth, analyzing his social shortcomings in school and his rocky relationship with his father (44-46).

Multiple Authors

2-3 Authors

Studies have shown that more and more teachers are changing careers after their first year of teaching. (Posamentier, Jaye, and Krulik 55).

3+ Authors

Stutts et. al. argue that language development may also impact development in related parts of the brain (339).

Creating the Works Cited Page

- ✓ Continue the page numbering sequence and double spacing from the main body of your paper.
- ✓ Center the words "Works Cited" one inch from the top of the page.
- ✓ If the citation takes up more than one line of the page, indent the remaining line(s) one tab from the left margin.
- ✓ List the author's last name followed by a comma and then the author's first name.
- ✓ Alphabetize the works you cite by the author's last name. If there is no author, alphabetize by the first word in the title of the work other than *A, An, or The.*

BOOKS

Lastname, Firstname. *Title of Book*. City: Publisher, year. Format.

One author

Picoult, Jodi. *The Storyteller: A Novel*. New York: Emily Bestler, 2013. Print.

2-3 authors

Posamentier, Alfred S., Daniel Jaye, and Stephen Krulik. *Exemplary Practices for Secondary Math Teachers*. Alexandria: Association for Supervision and Curriculum Development, 2007. Print.

Article in a reference book

Brown, William F. "Collie." *Encyclopedia Americana*. Deluxe Library ed. 1997. Print.

E-book (format examples: Kindle file, Nook file, etc.)

Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010. Kindle file.

ARTICLES (from databases or newspaper/journal/magazine websites)

Lastname, Firstname. "Article Title." *Journal Title* volume.issue (year): page numbers. *Database name if applicable*. Web. Day month year accessed.

Lastname, Firstname. "Article Title." *Newspaper Title* day month year: page(s). *Database Name*. Format. Day month year accessed.

Online magazine articles

Duplet, Franc. "How to Duplicate the Success of a Business." *Successful Jobs* Oct. 2003: 55-58. *General Business File*. Web. 28 Dec. 2008.

Online journal articles

Liller, Karen D. "Let's Sell Health." *Journal of School Health* 75.5 (2005): 187-188. *Academic Search Premier*. Web. 20 Aug. 2009.

Online newspaper articles

Robs, Jake. "10 Tips for Negotiating a House Offer." *Miami Herald* 14 June 2008: C1+. *America's Newspapers*. Web. 9 Nov. 2008.

WEB PAGES

Include as much of the following as possible: author or editor's name, title of web page, title of broader website, sponsoring organization, last updated day month year (1st date listed), format, and day month year visited (2nd date listed). Include the URL if the page might be difficult to relocate.

Culligan, John, ed. "Biofuels and University Economics." *School of Natural Sciences*. U of Western Oregon, Oct. 2008. Web. 25 Mar. 2009.

NEED MORE INFORMATION?

- MLA Handbook for Writers of Research Papers (REF 808.02)
- Purdue's MLA Online Guide, available at https://owl.english.purdue.edu/owl/resource/747/1/
- Easy Bib Citation Resource, available at http://www.easybib.com
- Or ask Ms. Runyon for help!