



# Introduction to MLA

Style, Format, and Documentation

# Today we will discuss...

- Formatting your paper in MLA
- Creating your Works Cited page
- Citing your sources in text



# MLA Formatting – The Basics

- Times New Roman, 12-point font



- One inch (1”) margins on all sides
  - Select Page Layout > Margins > Normal
- Double-space the entire document
  - Select Page Layout > Paragraph > Set Before and After Font to Zero > Go to Line Spacing > Set to Double space > Click ok
- Indent the first line of each paragraph ½ inch using TAB key
- Left aligned text.



# MLA Formatting – Heading

- Header: Last name page number
  - Upper right side of your paper
  - Insert > Header
- Heading: Flush with left margin
  - Your Name
  - Instructor's Name
  - Course Name and Number
  - Date
- Title of your paper will be centered on line under heading

# MLA Header and Heading - Sample

Boeck 1

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ENGL 4351

7 May 2012

A Migrating Culture: Okinawa in the Wake of the U.S. Occupation

The island of Okinawa has endured centuries of colonization and foreign influence.

These experiences have created a migrating culture for the natives of Okinawa and their

# Why do I have to cite?

- Your Works Cited page provides your reader with the information you consulted to write your paper.
- Your in-text citations tell your reader where you are using this information in your paper.
- The information in the in-text citation (or signal phrase) must match the corresponding entry on your Works Cited list.

Cellular phones have become more popular and problematic in the last decade (Violanti 519). 

Violanti, John M. "Cellular Phones and Fatal Traffic Collisions." *Accident Analysis and Prevention* 30.4 (1998): 519-24. Print. 

# Works Cited Page

- Works Cited is the title and should be centered
  - If there is only one citation – Work Cited
- The Works Cited list should:
  - be in alphabetical order
  - have a hanging indent
  - be double-spaced
- Works Cited will be placed at the end of the paper.
  - Begin Works Cited on a new page following the text of your document.
  - Page numbers and header should continue from previous pages.

# Sample Works Cited

Daly 7

Works Cited centered

Works Cited

Hanging indent

Sources listed in alphabetical order

Double-spaced

- Besthoff, Len. "Cell Phone Use Increases Risk of Accidents, but Users Willing to Take the Risk." *WRAL.com*. Capitol Broadcasting, 9 Nov. 1999. Web. 12 Jan. 2001.
- Farmers Insurance Group. "New Survey Shows Drivers Have Had 'Close Calls' with Cell Phone Users." *Farmers*. Farmers Insurance Group, 8 May 2000. Web. 12 Jan. 2001.
- Haughney, Christine. "Taking Phones out of Drivers' Hands." *Washington Post* 5 Nov. 2000: A8. Print.
- Ippolito, Milo. "Driver's Sentence Not Justice, Mom Says." *Atlanta Journal-Constitution* 25 Sept. 1999: J1. *eLibrary Curriculum*. Web. 12 Jan. 2001.
- Layton, Lyndsey. "Legislators Aiming to Disconnect Motorists." *Washington Post* 10 Dec. 2000: C1+. Print.
- Lowe, Chan. Cartoon. *Washington Post* 22 July 2000: A21. Print.
- Pena, Patricia N. "Patti Pena's Letter to Car Talk." *Cartalk.com*. Dewey, Cheetham, and Howe, n.d. Web. 10 Jan. 2001.
- Redelmeier, Donald A., and Robert J. Tibshirani. "Association between Cellular-Telephone Calls and Motor Vehicle Collisions." *New England Journal of Medicine* 336.7 (1997): 453-58. Print.
- Stockwell, Jamie. "Phone Use Faulted in Collision." *Washington Post* 6 Dec. 2000: B1+. Print.
- Sundeen, Matt. "Cell Phones and Highway Safety: 2000 State Legislative Update." *National Conference of State Legislatures*. Natl. Conf. of State Legislatures, Dec. 2000. Web. 27 Feb. 2001.
- Violanti, John M. "Cellular Phones and Fatal Traffic Collisions." *Accident Analysis and Prevention* 30.4 (1998): 519-24. Print.



# Works Cited entries

- Book or book chapter
- Work in an anthology
- Scholarly journal article
  - print, online, or database
- Magazine article
- Newspaper article
- Web source

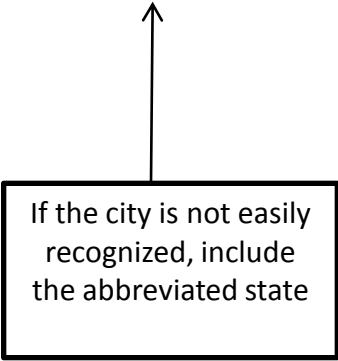


# Book - by one author

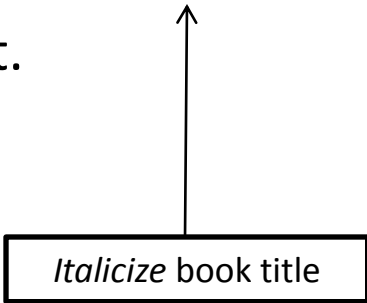
Last name, First name. *Title of Book*. Publication City: Publisher, year. Publication medium.

Bukowski, Charles. *The People Look Like Flowers At Last: New Poems*. New York: Harper, 2007. Print.

If the city is not easily recognized, include the abbreviated state



*Italicize book title*



# Book – by more than one author

Last name, First Name, and First Name Last Name. *Title of Book*.  
Publication City: Publisher, Year. Publication Medium.

Ferris, Dhana R., and John S. Hedgcock. *Teaching ESL  
Composition: Purpose, Process and Practice*. Mahwah, NJ:  
Erlbaum, 2005. Print.

- With more than one author, the first author will be listed Last name, First name and all other authors will be listed First Name Last Name.
- If more than three authors, list first author followed by et al.
  - Or list all authors in the order they appear on the title page.

# Work in an Anthology (or chapter in a book)

Last name, First name. “Title of Chapter or Selection.” *Title of Book or Anthology*. Ed. Editor Name. Publication City: Publisher, Year. page-page. Publication Medium.

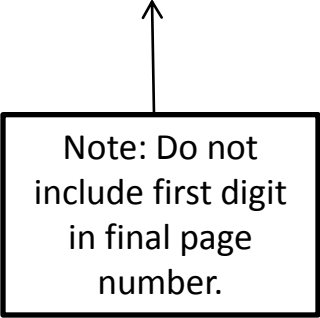
Swales, John. “The Concept of Discourse Community.” *Writing About Writing*. Ed. Elizabeth Wardle and Doug Downs. New York: Bedford/St. Martin’s, 2011. 468-79. Print.

- Even if you have more than one editor, use Ed.

# Article in Scholarly Journal (Print Source)

Last name, First name. "Article Title." *Title of Journal*  
Volume.Issue (Year): page-page. Publication Medium.

Wilkins, Lois E. "Metaphorical Language: Seeing and Hearing  
With the Heart." *Journal of Poetry Therapy* 15.3 (2002):  
123-30. Print.



Note: Do not  
include first digit  
in final page  
number.

# Article in Scholarly Journal (Online Database)

Last name, First name. "Article Title." *Title of Journal*  
Volume.Issue (Year): page-page. *Database Name*.  
Publication Medium. Date of Access.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96.  
*ProQuest*. Web. 27 Sept. 2009.

Date is written  
DD Month YYYY

Abbreviate all  
months other  
than May, June,  
July

# Article in Scholarly Journal (Retrieved Online)

Last name, First name. "Article Title." *Title of Journal*  
Volume.Issue (year): page-page. Web. Date of Access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a  
Protocol to the Biological and Toxin Weapons  
Convention." *Emerging Infectious Diseases* 6.6 (2000):  
595-600. Web. 8 Feb. 2009.

- If the article is only published online and does not have page numbers, type n. pag. in place of page-page.

# Article in Magazine

Last name, First name. "Article Title." *Title of Magazine* Day  
Month Year: page-page. Publication Medium.

Buchman, Dana. "A Special Education." *Good Housekeeping* Mar.  
2006: 143-48. Print.

- If the magazine is published monthly, you are not required to list a day.
- If you retrieved the source online, Publication Medium will be Web.
  - Include Date of Access
  - No page number(s) necessary



# Article in Newspaper

Last name, First name. "Article Title." *Title of Newspaper* Day  
Month Year, edition: page number. Publication Medium.

Brubaker, Bill. "New Health Center Targets County's Uninsured  
Patients." *Washington Post* 24 May 2007: LZ01. Print.

- If you retrieved the source online, Publication Medium will be Web.
  - Include Date of Access
  - No page number(s) necessary

# Web Source (Page)

Last name, First name. "Name of Page." *Name of Site*. Version Number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Publication Medium. Date of Access.

Myre, Greg. "From Anonymous to Media Star to Unemployed in a Week." *National Public Radio*. 11 Sept. 2013. Web. 12 Sept. 2013.

- If there is no author, begin with "Article Title.."
- If no date of creation, type n.d. (for no date).
- If citing the entire website (or collection of pages), italicize the name of the site.

# Other Types of Sources

- If you need to cite a type of source that we haven't covered today, stop by the Writing Center and we can find the answer.
  - The OWL @ Purdue - <http://owl.english.purdue.edu/owl/>



# Citing Sources in Your Paper

- When citing a source in your paper, you have two options available to you:

- Name author(s) in sentence

Erika Lindemann asserts, “Writing is a process of communication that uses a conventional graphic system to convey a message to a reader” (10).

- Name author(s) in parenthetical citation

“Writing is a process of communication that uses a conventional graphic system to convey a message to a reader” (Lindemann 10).

# Citing Source In Text

- You should always indicate the source material *every* time information is borrowed and used in the text of your paper.
- Be sure to indicate the author in your citation (or signal phrase) when using multiple sources within the same paragraph.
- You can cite using the page number from where the material was taken if using the same source within the paragraph and no other sources.
  - Signal phrasing can help clarify for the reader.

# In-text Citations: Basics

- Basic in-text citation
  - (Author Last Name page number).
  - (Langhamer 235).
- Two or three authors
  - (Author Last Name and Author Last Name page number).
  - (Langhamer and Cruz 345).
- More than three authors
  - (Jones et al. 345)
- If citing multiple sources in one citation, use semicolons to separate the citations.
  - (Fukuyama 42; McRae 101-33).

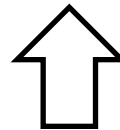
# In-text Citations: No Author

- If there is no author provided for the source, use a shortened version of the title and a page number.

Works Cited Entry

“The Impact of Global Warming in North America.” *Global Warming: Early Signs*. 1999. Web. 22 March 2009.

We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . . ” (“Impact of Global Warming” 6).



# Signal Phrases

- A signal phrase is a word, phrase, or sentence that indicates to the reader that you will be including material from a source.
- Signal phrasing can help with in-text citations:
  - Human beings have been described by Kenneth Burke as "symbol-using animals" (3).
  - Burke contends humans use symbols to interpret the messages in their environment (3).
- *Signal phrases help with flow and to break up a string of citations in the body of the paper.*



# WC Recommendations

- Use the MLA Handbook (7<sup>th</sup> ed.) when writing.
- Ask your professor if you have specific questions!
- The CASA Writing Center has copies of this handbook that can be used in the WC.
- The CASA Writing Center has helpful MLA handouts.
- The OWL @ Purdue
  - <http://owl.english.purdue.edu/>



# Works Cited

Modern Language Association. *The MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: Modern Language Association, 2009. Print.

Purdue Online Writing Lab. "MLA In-Text Citations: The Basics." *Purdue Online Writing Lab*. 2014. Web. 17 Jan. 2014.