

Name: _____

Modern Language Association (MLA) Guide Formatting and Citations

What is MLA?

MLA is a format and citation style created by the Modern Language Association. Researchers use MLA to format their research papers and the citations within their papers so that their papers look professional and so that readers can easily see all of the sources they used. *It is important to follow correct MLA format in order to avoid passing off other people's ideas, or intellectual property, as your own and thus avoid plagiarism.*

Is MLA different from other citation styles?

Yes. Different academic disciplines use different citation styles. Although the idea behind other styles, such as APA and Turabian, is the same, the actual formatting and citation details are different. For example, literature studies tend to use MLA, sciences tend to use APA, and historical studies tend to use Turabian or Chicago. You will need to know these styles for your future high school and college classes.

Can I use Easybib or a similar website?

These websites tend to make mistakes, so it is best to not use them.

Another Resource

If this guide does not have some of the information you need, you can also go to the **Purdue Owl** website (<https://owl.english.purdue.edu/owl/>) which has detailed information about both MLA and APA format and citations.



How to Use this Guide

In this guide, I walk you through each aspect of MLA formatting and citations. I have also provided instructions for how to follow through with each formatting detail on Microsoft Word and Google Docs. If you are typing in a different program or a different version of one of those programs, then the instructions might be slightly different. Be sure to ask a classmate or me if you need help with anything. Check out the sample paper and Works Cited page to see what the final product should look like. *MLA format is very nuanced, so pay attention to details!*

MLA Heading

Your Name	Amanda Smith
Teacher's Name	Ms. Teacher
Class	English 9 CPA
Date	14 November 2017

MLA Format

Formatting Element	How to do it in Microsoft Word	How to do it in Google Docs
<p><i>ALL TEXT MUST BE</i> <u>Font:</u> Times New Roman <u>Size:</u> 12 pt</p>	<ol style="list-style-type: none"> 1. Ctrl + A (<i>to highlight all text</i>) 2. Change font type and size under the "Home" tab 	<ol style="list-style-type: none"> 1. Ctrl + A (<i>to highlight all text</i>) 2. Change font type and size on the bar at the top
<p><i>ALL Text MUST BE</i> Double-spaced</p>	<ol style="list-style-type: none"> 1. Ctrl + A (<i>to highlight all text</i>) 2. Under the "Home" tab, click on "Paragraph" 3. Change "Line Spacing" to "double" 4. Select "Don't add space between paragraphs of the same style" 	<ol style="list-style-type: none"> 1. Ctrl + A (<i>to highlight all text</i>) 2. On the bar at the top, click on the icon that looks like this:  3. Select "double"
<p>All margins must be 1"</p>	<ol style="list-style-type: none"> 1. Under the "Page Layout" tab, click "Margins" and select "Normal" 	<ol style="list-style-type: none"> 1. Under "File," choose "Page Setup" 2. Make sure all four margins are 1 inch
<p>Title</p>	<ol style="list-style-type: none"> 1. <i>Come up with a creative title that hints at your thesis</i> 2. The title should not be bold, underlined, or in a larger font 3. Highlight the title 4. To center it, under the "Home" tab, click on "Paragraph" 5. Change the "Alignment" to "centered" 	<ol style="list-style-type: none"> 1. <i>Come up with a creative title that hints at your thesis</i> 2. The title should not be bold, underlined, or in a larger font 3. Highlight the title 4. On the bar at the top, click on the icon that looks like this: 
<p>Page Number</p>	<ol style="list-style-type: none"> 1. Under the "Insert" tab, click "Page Number" 2. In the drop-down menu, choose "Top of Page" and then "Plain Number 3." This should automatically give you a page number in the upper right corner of every page. 	<ol style="list-style-type: none"> 1. Under "Insert," choose "Page Number" 2. In the drop-down menu, choose the first selection (It shows numbers in the upper right corner of every page, including the first one.)

<p><i>Page Number</i></p>	<p>3. Click 3-4 times in front of the page number on any page. This should allow you to type in the header. Type your last name before the page number. It should automatically update that on every page of your document.</p>	<p>3. Click 3-4 times in front of the page number on any page. This should allow you to type in the header. Type “Enter” twice on your keyboard to move the page number down and then type your last name before the page number. It should automatically update that on every page of your document.</p>
<p>Indent each new paragraph</p>	<p>1. Press “tab” on the keyboard to indent each new paragraph</p>	<p>1. Press “tab” on the keyboard to indent each new paragraph</p>

Using Quotations

1. ***Always*** use quotations in formal, critical analyses of literature. When quoting the text, do so accurately. The passage you quote **MUST** be exactly the way it appears in the text. Do not paraphrase or change words within quotation marks.
2. If you do need to make any changes to the quotation, put [brackets] around those changes. Similarly, if you eliminate any words from the quotation, use an ellipsis (...) to indicate that elimination.

eg. “The bunkhouse was a long, rectangular building. Inside the walls were whitewashed [...] Against [them were eight bunks [...]” (Steinbeck 17).
3. Be ***precise*** about where you found the quotations (page numbers must be exact!). Please use the same version of the book we are using in class.
4. Avoid writing the word *quote* or *quotation* in your essay. Phrases like “this quote shows,” and “the quotation is saying,” and “... says the quote” are all marks of a less sophisticated writer. Avoid them.
5. Always introduce any quotation you are using by making it fit smoothly into the flow of your sentence. Provide some context so the quotation doesn’t appear to come out of nowhere. Here are three ways to do so:
 - a. Work the quotation material into your own sentence structure
 - b. Introduce the quotation with a sentence and a colon
 - c. Introduce the quotation with the author’s name and a comma


Common Types of MLA In-Text Citations

- Always use in-text citations after any exact quotation, paraphrase, or summary.
- Use the author's last name in your in-text citation. If your paper only references one source, then you can eliminate the author's last name. If the work does not have an author, use the title of the work.

Type of Work	Citation Format	Example
Novel	(author's last name page number)	"The bunkhouse was a long, rectangular building. Inside the walls were whitewashed [...]. Against [them] were eight bunks [...]" (Steinbeck 17).
Poem or Song	(author's last name line number)	"The best laid schemes of mice and men/ Go often askew" (Burns 15-16).
Drama	(author's last name Act.scene.line) <i>* Use a capital Roman numeral for the Act and a lower case Roman numeral for the scene.</i>	"A dog of the house of Montague moves me" (Shakespeare I.i.7).

Works Cited Page Format

All formatting for text, spacing, margins, and page number also apply to the Works Cited Page.

Formatting Element	How to do it in Microsoft Word	How to do it in Google Docs
Title	<ol style="list-style-type: none"> 1. Make your title: Works Cited 2. The title should not be bold, underlined, or in a larger font 3. Highlight the title 4. To center it, under the "Home" tab, click "Paragraph" 5. Change "Alignment" to "centered" 	<ol style="list-style-type: none"> 1. Make your title: Works Cited 2. The title should not be bold, underlined, or in a larger font 3. Highlight the title 4. On the bar at the top, click on the icon that looks like this: 
Page Number	<ol style="list-style-type: none"> 1. Make your Works Cited page the last page of your document, so that the page number is correct 	<ol style="list-style-type: none"> 1. Make your Works Cited page the last page of your document, so that the page number is correct
Hanging indentation <i>(The first line of the citation for each source)</i>	<ol style="list-style-type: none"> 1. Place the cursor at the beginning of the line you want to indent. 	<ol style="list-style-type: none"> 1. Place the cursor at the beginning of the line you want to indent.

<p><i>is left-aligned. All subsequent lines must be indented.)</i></p>	<p>2. Press “Enter” and then “Tab” on the keyboard</p>	<p>2. Press “Enter” and then “Tab” on the keyboard</p>
--	--	--