

Style MLA Formating

What does MLA stand for?

MLA means Modern Language association style.

MLA is one of the most commonly used style to write papers and cite sources.

Other styles:

APA style, The Chicago Manual of Style, Bluebook, ALWD citation style. Manual, ASA style, & Harvard referencing

MLA Formatting Style:

- 1) General paper format
- 2) In text citation
- 3) Full citations (last page in the research) work cited page.

General paper format:

1. You should use A4 size paper.
2. Font should be either Time New Roman or Arial.
3. Size of the font be 12 and double space.
4. Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
5. Set the margins of your document to 1 inch on all sides.
6. Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
7. Create a header that numbers all pages consecutively in the upper right-hand corner plus your last name.

8. Formatting the First Page of Your Paper:

- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.

- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters. Double space between the title and the first line of the text.

9. Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.).

10. When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch from the left margin. Double-space the indented quotation, and don't add extra space above or below it.

Quotation marks are not needed when a quotation has been set off from the text by indenting.

Example at page 36

Citing Your Sources:
MLA Style In-text Citations

In-text citations

* MLA in-text citations are made with a combination of:

- **A signal phrase:** indicates that something taken from a source (a quotation, summary, paraphrase, or fact) is about to be used; usually the signal phrase includes the author's name.
- **A parenthetical reference:** comes after the cited material, normally includes at least a page number.

Example: One driver, Peter Cohen, says that after he was rear-ended, the guilty party emerged from his vehicle still talking on the phone (127).

Basic Rules:

The MLA system of in-text citations, which depends heavily on authors' names and page numbers,. However, some of electronic sources have unclear authorship and lack page numbers, they present a special challenge.

1.AUTHOR NAMED IN A SIGNAL PHRASE:

Ordinarily, introduce the material being cited with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

Ex: Christine Haughney reports that shortly after Japan made it illegal to use a handheld phone while driving, "accidents caused by using the phones dropped by 75 percent" (8).

- **The signal phrase** — Christine Haughney reports that — names the author; **the parenthetical citation** gives the page number where the quoted words may be found.
- **Notice** that the period follows the parenthetical citation. When a quotation ends with a question mark or an exclamation point, leave the end punctuation inside the quotation mark and add a period after the parentheses: " . . . ?" (8).

2. AUTHOR NAMED IN PARENTHESES:

If a signal phrase does not name the author, put the author's last name in parentheses along with the page number.

Ex: One driver says that after he was rear-ended, the guilty party emerged from his vehicle still talking on the phone (Cohen 127).

Notice: no punctuation between the name and the page number.

3. AUTHOR UNKNOWN:

Either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are italicized; titles of articles are put in quotation marks.

Ex: As of 2001, at least three hundred towns and municipalities had considered legislation regulating use of cell phones while driving ("**Lawmakers**" 2).

TIP: Before assuming that a Web source has no author, do some detective work. Often the author's name is available but is not easy to find. For example, it may appear at the end of the source, in tiny print. Or it may appear on another page of the site, such as the home page.

NOTE: If a source has no author and is sponsored by a corporate entity, such as an organization or a government agency, name the corporate entity as the author (see item 9).

4. PAGE NUMBER UNKNOWN:

You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don't always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated.

Ex: The California Highway Patrol opposes restrictions on the use of phones while driving, claiming that distracted drivers can already be prosecuted (**Jacobs**).

Ex: According to Jacobs, the California Highway Patrol opposes restrictions on the use of phones while driving, claiming that distracted drivers can already be prosecuted.

When the pages of a Web source are stable (as in PDF files), however, supply a page number in your in-text citation.

NOTE: If a Web source numbers its paragraphs or screens, give the abbreviation "par." or "pars." or the word "screen" or "screens" in the parentheses: (Smith, par. 4).

5. ONE-PAGE SOURCE:

If the source is one page long, MLA allows (but does not require) you to omit the page number. Many instructors will want you to supply the page number because without it readers may not know where your citation ends or, worse, may not realize that you have provided a citation at all.

No page number given

Ex: Milo Ippolito reports that the driver who struck and killed a two-year-old while using her cell phone got off with a light sentence even though she left the scene of the accident and failed to call 911 for help. In this and in similar cases, traffic

offenders distracted by cell phones have not been sufficiently punished under laws on reckless driving.

Page number given

Ex: Milo Ippolito reports that the driver who struck and killed a two-year-old while using her cell phone got off with a light sentence even though she left the scene of the accident and failed to call 911 for help **(J1)**. In this and in similar cases, traffic offenders distracted by cell phones have not been sufficiently punished under laws on reckless driving.

* Variations on the Basic Rules:

This section describes the MLA guidelines for handling a variety of situations not covered by the basic rules just given. Again, these rules on in-text citations are the same for both traditional print sources and electronic sources.

6. TWO OR MORE WORKS BY THE SAME AUTHOR:

If your list of works cited includes two or more works by the same author, mention the title of the work in the signal phrase or include a short version of the title in the parentheses. **Titles of articles** and other short works are placed in **quotation marks**, as in the example just given. **Titles of books are italicized.**

Ex: On December 6, 2000, reporter Jamie Stockwell wrote that distracted driver Jason Jones had been charged with "two counts of vehicular manslaughter . . . in the deaths of John and Carole Hall" ("**Phone**" **B1**). The next day Stockwell reported the judge's ruling: Jones "was convicted of negligent driving and fined \$500, the maximum penalty allowed" ("**Man**" **B4**).

Ex: In the rare case when **both** the author's name and a short title must be given in parentheses, separate them with a comma. According to police reports, there were no skid marks indicating that the distracted driver who killed John and Carole Hall had even tried to stop (**Stockwell**, "**Man**" **B4**).

7. TWO OR THREE AUTHORS:

Name the authors **in a signal phrase**, as in the following example:

Ex: Redelmeier and Tibshirani found that "the risk of a collision when using a cellular telephone was four times higher than the risk when a cellular telephone was not being used" (453).

or include their last names **in the parenthetical reference**:
(**Redelmeier and Tibshirani** 453).

When three authors are named in the parentheses, **separate the names with commas**:

(Alton, Davies, and Rice 56).

3. FOUR OR MORE AUTHORS:

Name all of the authors or include only the first author's name followed by "**et al.**" (Latin for "and others"). Make sure that your citation matches the entry in the list of works cited.

The study was extended for two years, and only after results were reviewed by an independent panel did the researchers publish their findings (**Blaine et al. 35**).

4. CORPORATE AUTHOR:

When the author is a corporation, an organization, or a government agency, name the corporate author either **in the signal phrase** or **in the parentheses**.

Ex: Researchers at **the Harvard Center for Risk Analysis** claim that the risks of driving while phoning are small compared with other driving risks (3-4).

* In the list of works cited, the Harvard Center for Risk Analysis is treated as the author and alphabetized under H.

4. AUTHORS WITH THE SAME LAST NAME:

Include the **author's first name** in the signal phrase or first initial in the parentheses.

Ex: Estimates of the number of accidents caused by distracted drivers vary because little evidence is being collected (**D.** Smith 7).

5. INDIRECT SOURCE (SOURCE QUOTED IN ANOTHER SOURCE):

When a writer's or a speaker's quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation "**qtd. in.**"

Ex: According to Richard Retting, "As the comforts of home and the efficiency of the office creep into the automobile, it is becoming increasingly attractive as a work space" (**qtd. in.** Kilgannon A23).

6. ENCYCLOPEDIA OR DICTIONARY:

Unless an encyclopedia or a dictionary has an author, it will be alphabetized in the list of works cited under the word or entry that you consulted — not under the title of the reference work itself.

Either in your text or in your **parenthetical reference**, mention the word or the entry. No page number is required, since readers can easily look up the word or entry.

Ex: The word crocodile has a surprisingly complex etymology ("**Crocodile**").

7. TWO OR MORE WORKS:

To cite more than one source in the parentheses, give the citations in alphabetical order and separate them with a semicolon.

Ex: The effects of sleep deprivation have been well documented
(**Cahill 42; Leduc 114; Vasquez 73**).

8. AN ENTIRE WORK:

Use the **author's name** in a signal phrase or a parenthetical reference.

Ex: Robinson succinctly describes the status of the mountain lion controversy in California.

9. SACRED TEXTS:

For a sacred text such as the Bible or the Qur'an, name the book, chapter, and verse (or their equivalent), separated with periods.

Ex: Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is thirsty, give him water to drink" (**Oxford Annotated Bible, Prov. 25.21**).