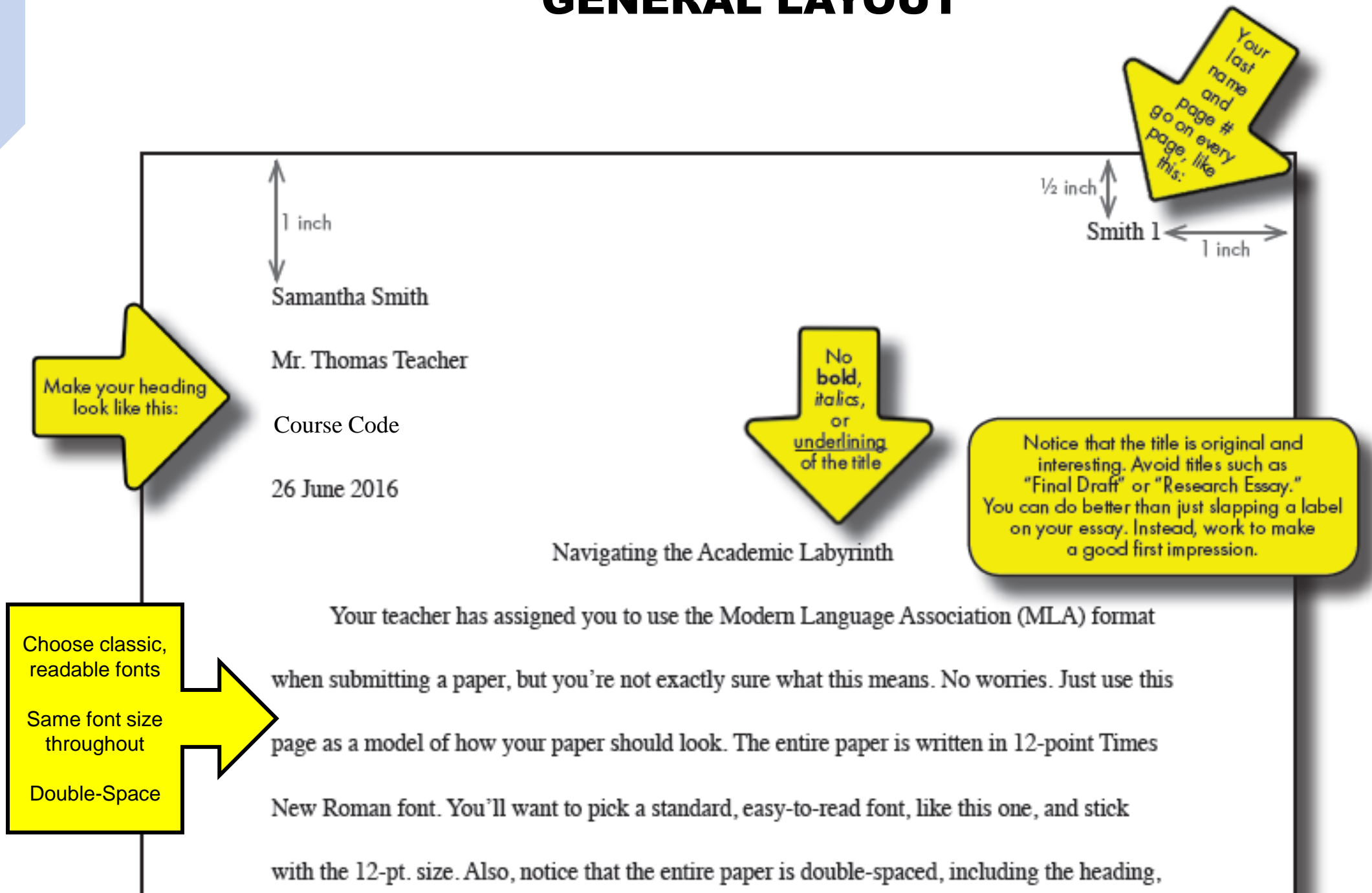




MLA FORMAT

GENERAL LAYOUT



Samantha Smith

Mr. Thomas Teacher

Course Code

26 June 2016

Navigating the Academic Labyrinth

Your teacher has assigned you to use the Modern Language Association (MLA) format when submitting a paper, but you're not exactly sure what this means. No worries. Just use this page as a model of how your paper should look. The entire paper is written in 12-point Times New Roman font. You'll want to pick a standard, easy-to-read font, like this one, and stick with the 12-pt. size. Also, notice that the entire paper is double-spaced, including the heading,

Make your heading look like this:

No bold, italics, or underlining of the title

Notice that the title is original and interesting. Avoid titles such as "Final Draft" or "Research Essay." You can do better than just slapping a label on your essay. Instead, work to make a good first impression.

Choose classic, readable fonts

Same font size throughout

Double-Space

Your last name and page # go on every page, like this:



QUOTATIONS

BASIC QUOTE FORMAT

Quotations: When you directly quote from others in your essay, you will format them differently based on their length. Below are some of the basic guidelines for formatting quotes:

Short Quotations: If your quotation is fewer than four typed lines you should enclose the quotation in quotation marks. With regards to punctuation: periods, commas, and semi-colons should go after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are part of the quoted passage, but after the citation if they are part of your text.

Example:

Some believe that “they are devoid of the inner struggle that makes for great tragedy” (Smith 320).

Long Quotations: If your quotation is more than four lines the quote is ‘blocked’. This means you start the quotation on a new line with the entire quote indented one inch from the left margin. Double spacing is still used, quotation marks are omitted, and punctuation appears within the quotation.

Example:

He describes the higher brain function as follows:

A brain-dead person is alleged to be dead because his neocortex, the seat of consciousness, has been destroyed. He has thus lost the ability to think and feel.
(Greenberg 335)

LONG QUOTE FORMAT Con't

Provide an introduction for the quotation.

Sometimes peoples' viewpoints can be rather surprising, as mentioned in the book, *The Call of*

Stories:

Begin quotation on a new line.

Indent each line by ½ inch.

No quotation marks needed.

On the way home Daddy became an amateur philosopher; he said God chooses some people to be rich, and that's how it is, and you have to settle for your luck, and ours isn't all that good, so that's too bad, but if you just smile and keep going, then you'll be fine; it's when you eat your heart out that you can get in trouble. (Coles 41)

No period after the parentheses.

Adding Words: If you add words to a quotation, you must use square brackets to indicate which words are yours.

Some believe that “[Romeo and Juliet] are devoid of the inner struggle that makes for great tragedy” (Smith 320).

Omitting Words: If you omit words to a quotation, you must use an ellipsis (...) to indicate where words were taken out.

Some believe that “they are devoid of the ... struggle that makes for great tragedy” (Smith 320).

The Dangers Of Not Citing Information

Plagiarism occurs when you use information, quotes, or ideas without properly acknowledging where it came from. **PLAGIARISM IS CHEATING.** Any evidence of plagiarism leads to a mark of zero and may involve further disciplinary action.

EDITING A QUOTE

CLARIFYING

Does your evidence have any spots that are unclear? Confusing pronouns (1 and 2)? Vague words? A tense or verb use that bogs down your point or the flow (3)? Capitalization tweaks needed (4)? Use **BRACKETS**. Just **KEEP THE CONTEXT THE SAME**.

EXAMPLES:

*NOTE: this is the MLA preferred method

1) "When Eddie and Tim went downstairs, he tripped on the last step"



"When Eddie and Tim went downstairs, [Eddie] tripped on the last step"

OR

"When Eddie and Tim went downstairs, he [Eddie] tripped on the last step" *

2) "Francine picked it up off the counter. Its magnificence overwhelmed her"



"Francine picked [the freshly baked bread] off the counter. Its magnificence overwhelmed her"

OR

"Francine picked it [the freshly baked bread] off the counter. Its magnificence overwhelmed her" *

3) "During the movie, Arthur laughed until he fell out of his seat"



"During the movie, Arthur [laughs] until he [falls] out of his seat"

4) Original text: People don't change the colour of their hair enough.



Use in an essay: In frustration, the narrator says that "[p]eople don't change the colour of their hair enough" (Nobody 238).

Quoting **Only Dialogue**

If you quote **only the speech**, use **double quotation** marks around it:

EXAMPLES:

Early in F. Scott Fitzgerald's *The Great Gatsby*, Miss Baker tells Nick Carraway that he must be familiar with someone she knows from West Egg: "You must know Gatsby" (11).

OR

Miss Baker tells Nick Carraway, "You must know Gatsby" (Fitzgerald 11).

Using Block Quotes for **Back-and-Forth Dialogue**

When quoting dialogue from a novel, **set the quotation off** from your text as a block if each character's speech starts on a new line in the source. **Indent** the extract half an inch from the left margin, as you would any block quotation. If a character's speech runs onto a new line, as it does below, **indent each line of dialogue** half an inch. Use **double quotation** marks around the spoken words.

EXAMPLE:

Blah blah blah. Early in F. Scott Fitzgerald's *The Great Gatsby*, Miss Baker tells the narrator, Nick Carraway, that she knows someone from his town:

"You live in West Egg," she remarked contemptuously. "I know somebody there."

"I don't know a single—"

"You must know Gatsby."

"Gatsby?" demanded Daisy. "What Gatsby?" (11)

Quoting Dialogue with Narration in Between

If you are incorporating a quotation featuring both **exposition/narration AND a character's speech** into your text, use **double quotation** marks around the quotation and **single quotation** marks around the character's speech that is within the quotation:

EXAMPLE:

Early in F. Scott Fitzgerald's *The Great Gatsby*, Miss Baker, upon meeting Nick Carraway, makes the first reference in the novel to the title character: “‘You live in West Egg,’ she remarked contemptuously. ‘I know somebody there’” (11).

Quoting Shakespeare (or any script/play)

EXAMPLE:

Blah, blah blah blah point. Blah blah blah, lead to quote:

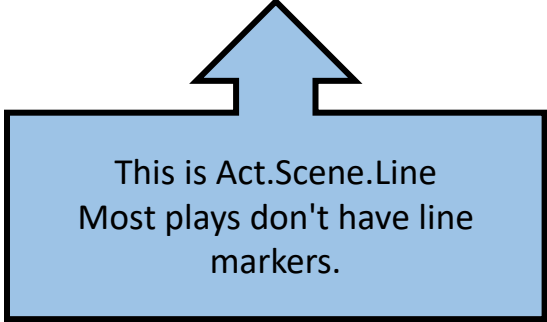
MACBETH. You know Banquo was your enemy.

SECOND MURDERER. True, my Lord.

MACBETH. I talk a lot more after this, so I'm going to wrap it up here (3.4.59-67).

Blah blah blah analysis continues here blah blah.

For more on this, check D2L for a more specific document.



This is Act.Scene.Line
Most plays don't have line
markers.



IN-TEXT CITATIONS

IN-TEXT CITATIONS

When you use information from an outside source (quoting it OR paraphrasing it), you must use a **parenthetical citation** to show relevant source information. MLA style uses author-page method which means that the author's last name and page number(s) must appear after the source, and a full reference will be provided on the Works Cited page. If you use the name of the author within the text, you do not need to include it in the in-text citation, but the page numbers must always be in parenthesis.

EXAMPLE (direct quote):

This relates to the idea that “poetry is what gets lost in translation” (Frost 242).

OR

Robert Frost stated that “poetry is what gets lost in translation” (242).

EXAMPLE (paraphrasing):

Robert Frost once said poetry gets does not always translate well (242).

OR

Poetry does not always translate well (Frost 242).

NOTE: For more info on proper paraphrasing click [HERE](#)



LOOK!
It's just a last name
and a number.
THAT'S IT!

NOTE: All of these are WRONG!

(Frost, 242)
(Frost p. 242)
(Frost page 242)
(Frost pg. 242)
(Frost pp. 242)
(Frost, #242)
(Frost, pg. 242)
OR ANY COMBINATION OF THESE

IN-TEXT CITATIONS CON'T

If you are only dealing with **one** text, citations get a little easier. You must only include the author's last name in the **first** citation. **Every other** citation can just be the **page number** in parenthesis (Example 1).

If you are using multiple authors/texts, you must jump back and forth between last names (Example 2).

EXAMPLE 1:

The character is described multiple times throughout *Book X*. Within minutes of meeting Stanley, he calls her "sweet and flower-like" (Milkie 2). *Blah blah blah*. However, after the date is over, Stanley changes his opinion and calls her "the human equivalent of wallpaper" (18). *Blah blah blah*. When they finally break up, she once again returns to her "rose petal personality" (48).

EXAMPLE 2:

Jimmy from *Book A* is depicted as relatively inept. Within minutes of getting his job, he "jammed the photocopier in a way that would baffle anyone with eyes" (Schmoo 2). *Blah blah blah*. Comparatively, Arthur from *Book B* is far more responsible. Even Arthur's boss is "stunned that a newcomer picked up these skills so quickly" (Floogin 18). *Blah blah blah*. Both characters finish their first day at work, but only Arthur is the "golden goose of the office" (Schmoo 178).

IN TEXT-CITATIONS: NOVEL/SHORT STORY/ARTICLE

UNCOMMON SITUATIONS:

BASIC FORMAT:

(LastNameofAuthor #)

EXAMPLE:

(Schmoo 22)

MORE THAN ONE SOURCE (for all sources):

EXAMPLES:

(Smith 42; Bennett 71).

(*It Takes Two*; Brock 43).

Note: The sources within the in-text citation do *not* need to be in alphabetical order for MLA style.

IF the author's name is in the sentence, do not repeat it!

Nelson's argument claims that... (74).

No commas!

or

(Roberts 152-158) ← Standard example

or

For two sources with Authors with same last name → (C. Roberts 152-158)

or

("Redefining" 34)

No Author is given; use the first word of title

or

(Roberts, "Redefining" 56)

No commas!

When you have two sources by the same author

IN-TEXT CITATIONS: PLAY

BASIC FORMAT (Shakespeare):

(Act.Scene.Line)

EXAMPLE:

(4.2.36-47)

BASIC FORMAT (Non-Shakespeare):

(Author Page)

EXAMPLE:

(Williams 42)

IN-TEXT CITATIONS: PRESENTATION

BASIC FORMAT:

(LastNameOfPresenter)

EXAMPLE:

Only one presenter named Hank Floogin: (Floogin)

3 or more presenters and Hank Floogin is alphabetically first on the list on the Works Cited: (Floogin et al.)

IN-TEXT CITATION: FILM

The in-text citation must always correspond with the first word of the Works Cited entry. For film citations, this is usually the title in *italics*. If the title is longer than a few words, shorten it to the first word or phrase.

BASIC FORMAT: Title and (instead of a **page number**) add the **time range** of the part you are quoting or referring to.

EXAMPLE: (*Moonlight* 01:01:23–01:05:31)

ALREADY MENTIONED THE TITLE: citation only needs to include the time range.

EXAMPLE: The opening shot of *Nosferatu* introduces the town of Wisborg with a church in the foreground (2:18–2:25).

REFERRING TO THE FILM AS A WHOLE: mention only the title with no time range.

EXAMPLE: Johansson's performance in *Under the Skin* creates an eerie sense of dislocation.

IN-TEXT CITATIONS: POEM

IF YOU HAVE LINE NUMBERS: Use the word “line” or “lines” in the first citation, but only numbers in subsequent citations.

EXAMPLE: “What are the roots that clutch, what branches grow / Out of this stony rubbish?” (Eliot, lines 19–20).

NO LINE NUMBERS: Do NOT count them manually. If the poem is published over multiple pages, use the page number instead.

EXAMPLE: “One day they hold you in the / Palms of their hands, gentle, as if you / Were the last raw egg in the world” (Angelou 132).

NO PAGE NUMBERS (e.g. website): only need poet’s name.

EXAMPLE: “For a human animal to call for help / on another animal / is the most riven the most revolted cry on earth” (Rich).

ALREADY MENTIONED THE NAME (and, if necessary, the title) when introducing the quotation, and there are no line or page numbers, no parenthetical citation is needed.



WORKS CITED

PAGE

WORKS CITED (WC) LAYOUT

- 12 Point Font (Times New Roman)
- One Inch Margins: Top, Bottom, Left, Right
- Double-spaced Entries

Centered,
capitals,
spelled exactly
like this

Works Cited

Last Name & Page
Number in Header

Smith 1

Entries in
Alphabetical
Order

Boyer, Holly, and Aimee Graham. "Hip Hop in the United States." *Reference & User Services*

Quarterly, vol. 55, no. 3, Spring 2016, pp. 215-218. *Academic Search Complete*,
hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=114060504&site=ehost-live. Accessed 23 June 2016.

Code, Larena. "Finding My Voice: A Hip Hop Music Curriculum for Students of Diverse

Backgrounds." *Illinois Music Educator*, vol. 76, no. 2, Winter 2015, pp. 41-42. *Academic Search Complete*, hccproxy.lib.hawaii.edu:2048/login?url=http://search.

ebscohost.com/login.aspx?direct=true&db=a9h&AN=110928918&site=ehost-live.

Accessed 23 June 2016.

Eminem, artist, and Rihanna, featured artist. "Love the Way You Lie." *Recovery*, Aftermath

Records, 2010, www.eminem.com/lyrics/recovery/love-way-you-lie-feat-rihanna.

Accessed 23 June 2016.

Hanging
Indent

PLEASE NOTE: the green boxes are the important areas of focus. The actual citations are in an **outdated** format (MLA 7) and should be **ignored**.

WC: MLA TITLES

Formatting for titles (in your work *and* Works Cited page) is as follows:

ITALICS

- Novel, book, anthology, play
- Magazine (e.g. Time), newspaper (e.g. Toronto Star), journal (e.g. Science)
- Film, TV show, Radio Show,
- Website
- Album
- Painting/Other Art
- Name of a specific ship, or aircraft

QUOTATION MARKS

- Short Stories, essays, chapter titles
- Articles you found in a newspaper, magazine, or journal
- individual webpage titles
- poems
- songs
- lectures

UNDERLINE

ALMOST **NEVER**... unless you wrote it out by hand in which case see ITALICS above. We are assuming you cannot write in italics freehand, so underlining in *this* instance is fine. But nowhere else. Nowhere! ...stop reading.

WC: ANATOMY OF A CITATION

Every citation on the Works Cited page will be broken down into the following 9 categories, in this exact order, (**including the punctuation**) they have shown next to the item. If your source **DOES NOT HAVE** one of these items (likely 3,4,5, and 6 if it's just a novel), then **SKIP IT**.

Last name first

- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

For example, a short story may be contained in an anthology (e.g. Sightlines 10, Echoes 11). The short story is the source, and the anthology is the container.

Not usually a city name, but page numbers if taken from a source "container"

For more info on these headings click [HERE](#)

WC: COMMON SOURCES TO CITE

1. *Novel/Play*
2. *Short story in a textbook or magazine*
3. *Website*
4. *Classmate's Presentation*
5. *Online Video (e.g. Youtube)*
6. *Film/TV (e.g. DVD)*
7. *Image/Art*
8. *Poem*
9. *Song*

NOTE: a lot of info for citations was taken from the Purdue Online Writing Lab (OWL). See click the link for more info.

owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

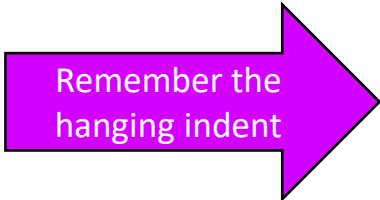
WC: CITING A NOVEL/PLAY

- 1) Author's Last Name, First Name.
- 2) *Title of Book*.
- 3) City of Publication,*
- 4) Publisher,
- 5) Publication Date.

**Note:* the City of Publication should only be used if the book was published before 1900 (not of the *original* text like Shakespeare), if the publisher has offices in more than one country, or if the publisher is unknown in North America.

EXAMPLE:

Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.



Remember the
hanging indent

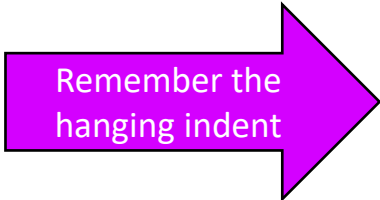
WC: CITING A SHORT STORY

- 1) Author's Last Name, First Name.
- 2) "Short Story Title."
- 3) *Title of Book/Magazine.*
- 4) edited by Editor's Name(s), (if listed)
- 5) City of Publication,*
- 6) Publisher, (name of the company)
- 7) Publication Date. (of the anthology not the original story)
- 8) Page Range. (starts with pp.)

**Note:* the City of Publication should only be used if the book was published before 1900 (not of the original text like Shakespeare), if the publisher has offices in more than one country, or if the publisher is unknown in North America.

EXAMPLE:

Schmoo, Frank. "A Good Story." *Big Book of Stories*. Nelson, 2020. pp. 13-24.



Remember the
hanging indent

WC: CITING A WEBSITE

- 1) Author's Last Name, First Name.
- 2) "Title of the article or page"
- 3) *Title of the website*
- 4) Name of the publisher, (only include this if it differs from the name of the website)
- 5) Date the page or site was published,
- 6) The URL. (omit http:// and https://)

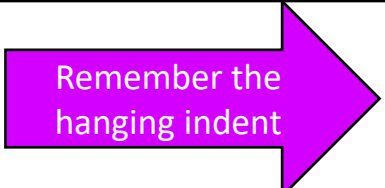
EXAMPLE:

White, Lori. "The Newest Fad in People Helping People: Little Free Pantries." *Upworthy*, Cloud Tiger Media, 3 Aug. 2016, www.upworthy.com/the-newest-fad-in-people-helping-people-little-free-pantries?g=2&c=hpstream.

- No author? Start at #2
- No page title? Describe the page then continue from #3 (see example)

EXAMPLE:

General Information on the New York Mets. *NYCData*, The Weissman Center for International Business Baruch College/CUNY, www.baruch.cuny.edu/nycdata/sports/nymets.htm.



Remember the hanging indent

For more info click [HERE](#)

WC: CITING ORAL PRESENTATIONS

- 1) Last Name, First Name of speaker. First/Last after that. ("et al." if 3 or more presenters.)
- 2) "Title of the speech" (if any).
- 3) Title of the conference or meeting and then the name of the organization,
- 4) Date of presentation,
- 5) Name the venue and its city (if the name of the city is not listed in the venue's name).
- 6) Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote Speech, Guest Lecture, Conference Presentation).

EXAMPLE:

If 1 Presenter:

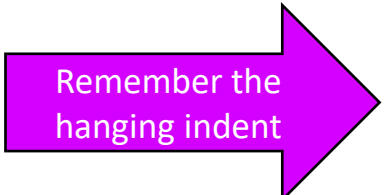
Stein, Bob. "Reading and Writing in the Digital Era." Discovering Digital Dimensions, Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette, IN. Keynote Address.

If 2 Presenters :

Stein, Bob and Jeff Tootz. "Reading and Writing in the Digital Era." Discovering Digital Dimensions, Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette, IN. Keynote Address.

If 3+ Presenters:

Stein, Bob, et al. "Reading and Writing in the Digital Era." Discovering Digital Dimensions, Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette, IN. Keynote Address.



Remember the
hanging indent

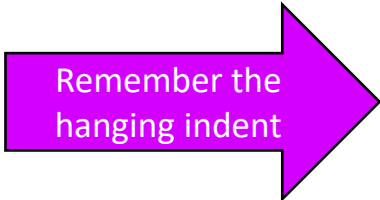
WC: CITING ONLINE VIDEO (e.g. YouTube)

- 1) Author's Last Name, First Name.
- 2) "Title of video."
- 3) *Title of the website,*
- 4) Name of the uploader, (only include this if it differs from the author)
- 5) Date the video was published,
- 6) The URL. (omit <http://> and <https://>).

EXAMPLE:

McGonigal, Jane. "Gaming and Productivity." *YouTube*, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

"8 Hot Dog Gadgets put to the Test." *YouTube*, uploaded by Crazy Russian Hacker, 6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.



Remember the
hanging indent

WC: CITING A FILM

- 1) *Film title.*
- 2) Name of the director, (If relevant, list performer names after the director's name)
- 3) Film studio or distributor,
- 4) Release year.

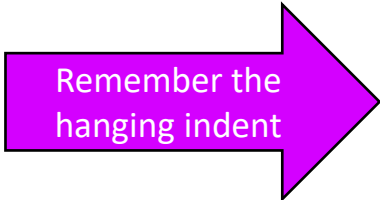
EXAMPLE:

Speed Racer. Directed by Lana Wachowski and Lilly Wachowski, performances by Emile Hirsch, Nicholas Elia, Susan Sarandon, Ariel Winter, and John Goodman, Warner Brothers, 2008.

To emphasize specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title for that person.

EXAMPLE:

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977.



Remember the hanging indent

For more info (including citing TV) click [HERE](#)

WC: CITING AN IMAGE/ART/SCULPTURE

- 1) Artist's Last Name, First Name.
- 2) *Title of the artwork.*
- 3) Date of composition,
- 4) Institution that houses the artwork,
- 5) Location of the institution. (only if the location is not listed in the name of the institution, e.g. The Art Institute of Chicago).

EXAMPLE: Goya, Francisco. *The Family of Charles IV*. 1800, Museo del Prado, Madrid.

NOTE: If you found the image in a book or website treat the book or website as a "container"

BOOK EXAMPLE:

Goya, Francisco. *The Family of Charles IV*. 1800, Museo del Prado, Madrid. *Gardener's Art Through the Ages*, 10th ed., by Richard G. Tansey and Fred S. Kleiner, Harcourt Brace, p. 939.

WEBSITE EXAMPLE:

Goya, Francisco. *The Family of Charles IV*. 1800. *Museo del Prado*, museodelprado.es/en/the-collection/art-work/the-family-of-carlos-iv/f47898fc-aa1c-48f6-a779-71759e417e74.

Remember the
hanging indent

WC: CITING A POEM

IN A COLLECTION OF THE AUTHOR'S WORK

- 1) Author's Last Name, First Name.
- 2) "Title of Poem."
- 3) *Name of the book*,
- 4) Publisher,
- 5) Year published,
- 6) Page/page range on which poem appears.

EXAMPLE: Rich, Adrienne. "Fox." *Fox: Poems*, W.W. Norton & Company, 2001, p. 25.

IN AN ANTHOLOGY (Many Authors)

Follow the same format as above but add the names of the book's editors.

EXAMPLE: Heaney, Seamus. "Funeral Rites." *The Penguin Book of Contemporary Irish Poetry*, edited by Peter Fallon and Derek Mahon, Penguin Books, 1990, pp. 149-151.

Remember the hanging indent

ON A WEBSITE

- 1) Author's Last Name, First Name.
- 2) "Title of Poem."
- 3) Original publication year (if relevant).
- 4) Name of Website,
- 5) URL.
- 6) Publication date, include this; if not, add the date on which you accessed it (Accessed ____).

EXAMPLE: Rich, Adrienne. "Diving into the Wreck." 1978. *Poets*, poets.org/poem/diving-wreck. Accessed 27 July 2019.

WC: CITING A SONG

- 1) Artist's Last Name, First Name.
- 2) "Title of Song."
- 3) *Album title*,
- 4) Record Label,
- 5) Publication date.

EXAMPLE:

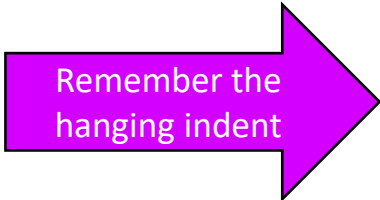
Nirvana. "Smells Like Teen Spirit." *Nevermind*, Geffen, 1991.

If song is via Spotify etc.:

- 6) Music service title,
- 7) Access link.

EXAMPLE:

Rae Morris. "Skin." *Cold*, Atlantic Records, 2014. *Spotify*, open.spotify.com/track/0OPES3Tw5r86O6fudK8gxi.



Remember the
hanging indent