

## MLA Basics: Formatting, Documentation, and Works Cited

Refer to the *MLA Handbook for Writers of Research Papers* 7<sup>th</sup> edition (Ref LB 2369 .G53 2009)

OR <http://www.mla.org/style> for detailed information.

*Note:* Always refer to instructor- or assignment-specific instructions, which may differ from this summary or the complete guidelines handbook, especially inclusion of URLs. See the end of this guide for a sample paper in MLA format.

### **Formatting your paper:**

- Use Times New Roman or similar font (12-point) throughout the text.
- All margins are one inch.
- Double-space the entire paper.

#### *Title information*

- A research paper does not need a title page.
- Give your name, professor's name, class number, and date at the top of page one, flush left. See example at the end of the handout. Note: Some professors prefer this to be single-spaced.
- Center the title on the line below the date. Capitalize the first letters of each important word in the title.
- Do not underline, bold, or italicize the title, put in quotation marks, or use a different font size.

#### *Pagination*

- Paginate ½ inch from the top of the page, flush right.
- Create a header with your name, a space, and the page number.

### **Citing sources in-text**

- You **MUST** give credit when you quote or paraphrase another work.
- To give credit for ideas or words from a source, give the author's last name and a page reference in the text, after the quote or paraphrase.
- All references must clearly point to a specific source identified in your Works Cited page.

#### ***One author***

Preliminary research shows that if a thousand monkeys type at a thousand typewriters, one will actually produce a great novel (Smith 131).

OR

In his research, Smith (131) discovered that a thousand ...

#### ***Two or three authors***

"A thousand moneys will never replace one good writer" (Smith and Jones 434).

OR

According to Smith and Jones (434-435), "a thousand moneys will never replace one good writer".

***No author:*** Use the title, shortened or in full.

Example: (The Sound and the Fury 2).


### **Need help citing sources? Ask a Librarian!**

In person @ the reference desk  
Email: [reference@dbq.edu](mailto:reference@dbq.edu)

Call: 589-3770  
IM (AIM or Yahoo): udreference

Revised Sept. 2010

## Works Cited page

- The Works Cited page is a list of the works you used to write your paper.
- Center the words Works Cited an inch from the top of the page.
- Double-space the entire page(s).
- Alphabetize entries alphabetically by authors' last names. If no author, alphabetize by title.
- The first line of each entry should be flush with the left margin. Subsequent lines are indented one-half inch (a single tab). In Microsoft Word 2007, highlight the reference list. In the *Paragraph* box of the *Home* tab, click the arrow icon  in the bottom right corner. Under *Indentation/Special*, Choose *Hanging*.

**Books in the Works Cited page:** Author's name. *Title of Book*. Place of publication: Publisher, date. Medium of publication.

- ***Book, one author:***

Camphausen, Rufus C. *The Divine Library: A Comprehensive Reference Guide to the Sacred Texts and the Spiritual Literature of the World*. Rochester: Inner Traditions, 1992. Print.

- ***Book, two authors:***

Kenner, Craig S., and Glenn Usry. *Defending Black Faith: Answers to Tough Questions about African-American Christianity*. Downers Grove: InterVarsity, 1997. Print.

**Articles in the Works Cited page:** Author's name. "Title of the Article." *Journal Title* vol.issue (year): pages. Medium of publication.

- ***Scholarly journal articles:***

Thompson, Kenneth R., Wayne A. Hockwarter, and Nicholas J. Mathys. "Stretch Targets: What Makes Them Effective?" *Academy of Management Executive* 11.3 (1999): 48-60. Print.

- ***Magazine articles:*** Frazier, Ian. "Typewriter Man." *Atlantic Monthly* Nov. 2000: 81-92. Print.

- ***Newspaper articles:*** "Groups Must Toughen Fund-Raiser Rules." *Telegraph Herald* [Dubuque] 29 Oct. 2001: A6. Print.

- ***Journal, magazine, or newspaper articles found through a database (Academic Search Premier, LexisNexis, etc.):\****

Author. "Article Title." *Journal Title* volume.issue (year): pages. *Database Name*. Medium of publication, date accessed <persistent link URL>.

Johannessen, Larry R. "Fostering Response to Vietnam War Literature." *English Journal* 86 (2001): 57-60. *Academic Search Premier*. Web. 3 Oct. 2002.

**Films in the Works Cited page:** *Movie Title*. Director. Distributor, Year of release. Medium of publication.

- *DVD*

*Gangs of New York*. Dir. Martin Scorsese. Miramax, 2002. DVD.

**Online Video in the Works Cited page\*:** *Name of clip*. *Website*. Publisher or poster, date uploaded. Medium of publication. Date viewed. <URL>.

- *YouTube*

*Vice Presidential Candidate Gov. Sarah Palin (AK) Full Speech at the RNC*. *YouTube*. C-Span, 3 Sept. 2008. Web. 28 June 2009. <<http://www.youtube.com/watch?v=UCDxXJSucF4>>.

**Web pages in the Works Cited page\*:** Author's name. "Title of the Work." *Title of Website*. Sponsoring organization. Date of publication or latest update. Medium of Publication. Date of access. <URL>.

"Ellis Island-Timeline." *EllisIsland.org*. The Statue of Liberty-Ellis Island Foundation, Inc., n.d. Web. 11 May 2009. <[http://www.ellisland.org/genealogy/ellis\\_island\\_timeline.asp](http://www.ellisland.org/genealogy/ellis_island_timeline.asp)>.

**Web Site Sponsored by Newspapers and Magazines**

Gabriel, Trip. "Plagiarism Lines Blur for Students in Digital Age." *New York Times*. New York Times, 1 Aug. 2010. Web. 1 Oct. 2010.

\*Check with your professor about including the URL. This is left to the discretion of the professor.

For more assistance, see Documenting Sources in MLA Style, 2009 Update:

[http://image.mail.bfwpub.com/lib/feed1c737d6c03/m/1/Hacker\\_MLA2009Update.pdf](http://image.mail.bfwpub.com/lib/feed1c737d6c03/m/1/Hacker_MLA2009Update.pdf)

Mary Anne Knefel

Professor C. Coquillette

World Civilization II

14 October 2006

An Examination of the Writing Skills of a Thousand Monkeys

Could a thousand monkeys typing at a thousand computers really write the great American novel? In a recent study, Smith proved that this was possible (131), although other research has found contradictory evidence (Jenkins, Harley, and Smith 54).