

A **FREE** STUDENT'S GUIDE TO

# MLA Formatting

**PRINTABLE  
DOUBLE SIDED  
BOOKLET!**



## Works Cited Page Information

A works cited page exists to allow your reader to get more information about things you have addressed in your paper. Only sources which you have cited in your essay with a citation in brackets can appear on this page. Your works cited should appear on a separate page at the end of your essay. Center the words Works Cited at the top of the page.

- Entries are alphabetized by the author's last name.
- An entry for your works cited page should contain the following basic information in this order:
  - author's name (last name first), followed by a period,
  - title of the book (italicized), followed by a period,
  - location the book was published, followed by a colon,
  - name of the publishing company (in short form), followed by a comma, and
  - the year in which the book was published, followed by a period.
  - medium of publication, followed by a period.
- If your citation takes more than one line, the second line should be indented one inch (see examples). All of your citations should be double spaced.

### Sample Entries for Your Works Cited Page

#### **A Book by a Single Author**

Lewis, C.S. *The Lion, The Witch and the Wardrobe*. New York: Collier, 1970. Print.

#### **A Book by Two or More Authors**

Schaner, Harry, and Katherine Anne Ommanney. *The Stage and the School*. 6<sup>th</sup> ed. Columbus: McGraw-Hill, 1989. Print.

#### **An Article in a Reference Book**

"Shakespeare." *The New Encyclopedia Britannica*. Vol. 27. Toronto: Encyclopedia Britannica, 1997. Print.

#### **An Article in a Journal or Magazine**

Winerman, Lea. "Criminal Profiling: The Reality Behind the Myth." *Monitor on Psychology*. July 2004. Print.

### An Electronic/Internet Source

#### **Basic Format (Full Website)**

*Editor, author, or compiler name (if available). Name of Site. Version number. Name of institution/organization connected to the website (publisher/sponsor), date of resource creation (if available). Medium of publication. Date you accessed the site. If a date or publisher is not available, you can use n.d. or n.p.*

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue University, 2008. Web. 23 Apr. 2008.

#### **A Page on a Web-Site**

Put the title of the *page* in quotation marks and continue with the rest of the regular website information.

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.

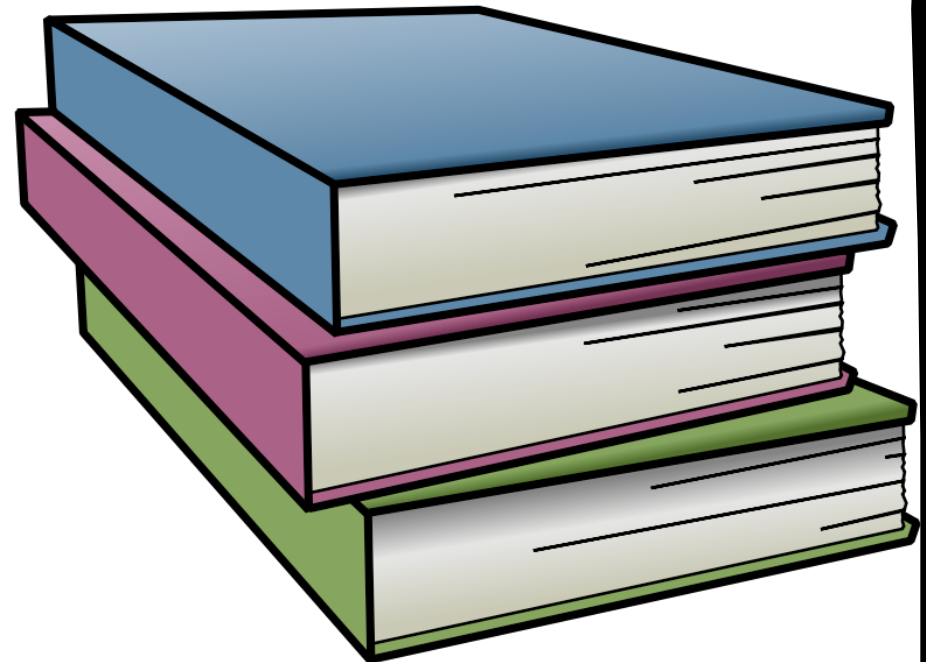
#### **Article Online (from a web magazine)**

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

## A STUDENT'S GUIDE TO

# MLA Formatting



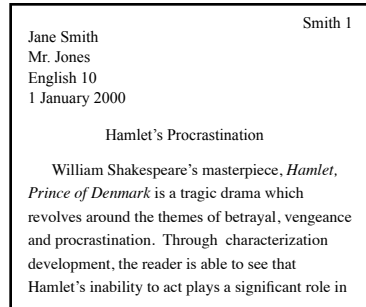
# Your How-To Guide To Proper MLA Formatting

## What is MLA & Why Is It Important?

MLA (Modern Language Association) is a formatting style used to cite essay sources within the humanities discipline. Using MLA style provides consistency of style in a given field, establishes credibility, and makes it easier for readers to understand a text's sources.

**General Information:** Your essay should be typed, double spaced, 12 Times New Roman font. Margins should be set at 1 inch on all sides, and the first line of each new paragraph should be indented another half inch (you can do this by pressing tab). Your document should have a header that includes your last name and the page numbers in the upper right-hand corner. Use italics when using the title of a longer work (novel, short story etc).

**Your First Page:** In the upper left-hand corner of the first page, list your name, the instructor's name, the course, and the date (double spaced). Double space again and center the title of your essay. Your title should not be bolded, underlined, italicized, or in quotation marks. Double space between the title and the first line of text.



**In-Text Citations:** When you use information from an outside source (quote or paraphrase), you must use a parenthetical citation to show relevant source information. MLA style uses the author-page method which means that the author's last name and page number(s) must appear after the source, and a full reference must 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 placed in parenthesis.

Robert Frost stated that "poetry is what gets lost in translation" (242). This relates to the idea that "poetry is what gets lost in translation" (Frost 242).



When you use an online source, you should include in the text the first item that appears in the Works Cited entry that corresponds with that citation (author name, article title, website etc). You do not need to give any page or paragraph numbers. You also should not include any full URLs in text. You may use partial URLs like *NYTimes.com* as opposed to <http://www.nytimes.com>.



An online film critic stated that the 2013 version of *Romeo and Juliet* turns "what should be a hanky-required tragedy into a headache-inducing travesty" (Ebert, "Romeo and Juliet Review").

**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)

**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.



Thank-you for your download!  
Click the images below to see more!

## Inference BUNDLE

Making Inferences on Facebook  
4 Pictures 1 Inference  
Texting Inferences  
Inferri With Music Lyrics  
Using the Inferent  
The Case of the Miss Camera  
Engaging Printable Activities

Presentation, Posters, FUN Activities & Worksheets

## Middle & High School TEACHER BINDER

90 Editable Pages  
Back-To-School Organizer

## Poetry Resources

Middle/High School

270 Pages of Relevant & Engaging Resources

## 50 Ready-To Use Assignments For ANY Reading!

## Idiom Of The Week

Making Sense of Common Expressions!

## Essay Writing Resource Bundle

Common Core

## Literary Term Of The Week

Modern Examples: Movies, Music, TV, & More!

## FULL YEAR Middle/High English Bell-Ringers

Click the logos for creative teaching ideas and updates on new resources!



Have you ever thought about selling  
your own teaching resources?

If yes, sign up for Teachers Pay Teachers  
by clicking the referral image below:



The original purchaser of this document is granted permission to copy for teaching purposes only. If you are NOT the original purchaser, please download the item from my store before making any copies. Redistributing, editing, selling, or posting this item or any part thereof on the Internet are strictly prohibited without first gaining permission from the author. Violations are subject to the penalties of the Digital Millennium Copyright Act. Please contact me at [prestoplans@gmail.com](mailto:prestoplans@gmail.com) if you wish to be granted special permission.