

MLA STYLE – RULES

THE PAPER

1. Margins should be set at 1” on all sides.
2. Paragraph indentions should be ½” from the left margin.
3. No title page is needed. An example of a first page, complete with proper heading can be found on p.133 of the MLA Handbook.
4. Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. Precede the page number with your last name. Your instructor may or may not wish you to include a page number on the first page.
5. Use double spacing throughout.

PARENTHETICAL CITATIONS

Do to the brevity of this handout, only the creation of the “Works Cited” is discussed. No attempt is made to teach Parenthetical Citations. For that and other topics, refer to chapter 6 of the MLA Handbook.

WORKS CITED

1. The reference list, or bibliography, is called a *Works Cited* and is located at the end of the research paper
2. References must be double spaced (both between and within entries) and should have a hanging indent (one half inch or five spaces.)
3. The title, *Works Cited*, is centered an inch from the top of the page.
4. Alphabetize entries by author’s last name, using the letter by letter system. If author’s name is unknown, alphabetize by title.

NOTE: Examples in this paper are given in *italics*. DO NOT use *italics* in your paper!

Order of References

Arrange titles in alphabetic order by the last name of the first author.

If the work has an agency, association, or institution it will be alphabetized by the first significant word in the name. If the work has no author, arrange by title.

Works by the same author are arranged alphabetically by title.

After the first listing of the author's name, use three hyphens and a period for the author's name.

Works by different authors with the same last name are arranged alphabetically by first name.

Authors

Reverse the author’s name for alphabetizing, adding a comma after the last name and placing a period after the complete name. Apart from reversing the order, give the author’s name as it appears on the title page. Omit titles, affiliations, and degrees that precede or follow names.

To site a book with two or more authors place them in the order in which they appear on the title page. Reverse only the name of the first author and connect them with the word *and*.

If there are more than three authors, you may name only the first author or add *et al*, or name in full all of the authors.

Editors

Treat editors like authors, but add *ed.* or *eds.* Examples: *Smith, John, ed.* or *Smith, John and Tom Jones, eds.*

Publication Data - Books

Give the city of publication, publisher's name, and year of publication. Use a colon between the place of publication and the publisher, and a comma between the publisher and date, and a period after the date. Example: *New York: U of Chicago P, 2003.*

You may abbreviate the publisher.

If several cities are listed, give only the first. For cities outside the United States, add an abbreviation of the country.

End with the date of publication.

Publication Data – Magazines / Journals / Newspapers

Abbreviate months – *Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.*

Magazine – Place the full date of publication after the name of the magazine, followed by a colon and page numbers. Examples - *New Republic 12 July 2002: 23-24.* or *Smithsonian July 2002: 108-112.*

Journal – Place the year of publication in brackets following the volume number. Example – *Journal of Education 38 (2001)*

Newspaper – Include edition if available. Include section if available. Example – *New York Times 2 Apr. 2004, late ed.: B2+*

Titles of Books, Videos, Magazines, Journals and Newspaper

Underline the entire title, but do not underline the period after the title.

If the title has a subtitle, place a colon directly after the main title, unless the main title ends in a question mark, an exclamation point or a dash. Place a period after the entire title, unless it ends in another punctuation mark.

For magazines and journals, omit the period at the end of the title. For the title of the article, place in quotes with the period before the end of the quote.

Titles of Articles

Place titles of chapters and essays within a book in quotes.

Place title of short stories, songs, and poems in quotes.

Place titles of articles in magazines, journals, newspapers, and encyclopedias within quotes.

Titles – Capitalization

Capitalize all titles using “headline-style” capitalization – all important words.

Example: *The Rain in Spain Fall Mainly in the Plain: Comparative Pronunciations.*

Form of Work

Special formats such as reviews, interviews, letters, editorials, CDROMS, videos, sound recordings, etc., should be noted in the citation. See MLA Handbook for details.

Volume and Issue Numbers

Note volume and issue numbers as follows 16.3 with the first number the volume number and the second number the issue number.

If the work is published with consecutive paging you may omit the issue number. Consecutive paging is where page numbers do not start over with each issue.

Page Numbers

If page numbers are not given, you may omit. Do not use (*n.p.*). Do not estimate.

Page numbers come at the end of the citation followed by a period. Do not use *p.* or *pp.*

Include both the beginning and end page numbers when citing an article or chapter.

Publishers

Publisher names may be abbreviated. See page 272-274 of the MLA Handbook.

Publisher locations – If several cities are noted, use the first. If located outside the US, add the abbreviation of the country if the reader may be uncertain with the city's location.

Misc.

Only acceptable abbreviations should be used, such as *Vol.*, *chap.*, *No.*, and *ed.* A list may be found in chapter 7 of the MLA Handbook.

Arabic numerals should be used instead of Roman numerals unless they are part of the title.

FOR MORE INFORMATION

LB 2369 .G53 2003 MLA Handbook for Writers of Research Papers (6th ed.). (2003). The Modern Language Association of America, New York, 2003. The library has four copies of this 300+ page book detailing MLA rules. It is also available in the bookstore. NOTE: The library's handouts cannot possibly answer all the questions dealt with in this book!

MLA Style.org <http://www.mla.org/style> This is the official web page of the organization responsible for MLA rules. It contains some helpful information about using MLA style.

Guide for Writing Research Papers Based on Modern Language Association Documentation <http://webster.commnet.edu/mla/index.shtml> This web page gives numerous citation examples and advice, including some not in the book.

Landmark Citation Machine

http://www.landmark-project.com/citation_machine/index.php This web page allows you to type the bibliographic information into a form, and then generates a citation. NOTE: This resource can be used for both APA and MLA style.

MLA STYLE: General Sources

Works Cited

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2000. 17 Jan. 2006 <<http://orthoinfo.aaos.org/>>.
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- Gamble, Patrick. “Physical Preparation for Elite-Level Rugby Union Football.” Strength and Conditioning Journal 4 (2004): 10-23.
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- The Harper Collins Dictionary of Biology. New York: Harper Perennial, 1991.
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- Sports Clinic Soccer. Dir. John Bryce and Michael Gault. Best Film Video Corporation, 1989.
- “Wisdom in the OT.” The Anchor Bible Dictionary. Ed. David Noel Freedman. 6 vols. New York: Doubleday, 1992.
- Yoder, D.G. “Commercialization.” Encyclopedia of world sport: From Ancient Times to the Present. Ed. D. Levinson and K. Christensen. Santa Barbara, CA: ABC-CLIO, 1996.

Article from a Website

Magazine

**Book-
multiple authors**

Newspaper

Journal

Book

Book-No Author

Encyclopedia/Dic.

Video/DVD

**Article in a
Reference Book**

**Chapter or Article within a
Book**