

MLA Research Format

- ❖ In general:
 - All information is doubled spaced
 - All information is in 12 pt Times New Roman
- ❖ First Page:
 - Your name, instructor, the course, and the date the paper is due go in the top corner flush with the left margin.
 - Your last name and page number go in a header against the right margin
 - The title of your paper is centered. It is not bolded.
- ❖ Works Cited:
 - This will be the last page of your paper
 - The words “Works Cited” appear centered at the top of the page
 - List the words used in your paper in alphabetical order according to the author’s last name (or the first item to appear in the citation).
 - To cite multiple works by the same author, cite the first work normally. After that, use three hyphens to substitute the author’s last name.
- ❖ Citations:

Book:
Author’s last name, first name. *Title of book*. City of publication: Publication company, year of publication. Print.

Journal:
Author’s last name, first name. “Title of article” *Journal title* Volume number (Year of publication): page numbers of article. Print.

Website:
Author’s last name, first name. “Title of the document.” Information about print publication. Information about electronic publication. Web. Date of access. <URL>.
- ❖ In-text citations:
 - **You must cite anything you take from another source!**
 - Cite information in your paper by setting off the author’s last name and the page number(s) the information was taken from in parentheses.
 - Emily Dickinson believed that we cannot fully comprehend life unless we also understand death (Martin 625).
 - OR**
 - According to Martin, Emily Dickinson believed that we cannot fully comprehend life unless we also understand death (625).
- ❖ Paraphrasing and Summarizing
 - This is when you are taking the author’s ideas and putting them in your own words.
 - These still require both an in-text citation and mention in the Works Cited page.
- ❖ Direct quotes:
 - This is when you take information word or word. It can be multiple sentences or just a few words.
 - Must be set off with quotation marks **and** an in-text citation
- ❖ Citing an Indirect Source:
 - In the in-text citation, give the author of the information (this will differ than the author of the book it appear in) followed by qtd. in or ctd. in and the page number. (Lindey qtd. in Gibaldi 66).
- ❖ Long quotes
 - Direct quotes that are four lines or longer. They are NOT set off by quotation marks.
 - One-inch indent from the left margin
 - In-text citation goes after the period. XXXXX. (Card 1)