

A GUIDE TO MLA CITATIONS

Formatting Information:

- 8½ x 11 in white paper with black 12pt Times New Roman throughout (no colors!)
- Double-spaced throughout (including the header and title)
- 1 inch margins on the sides and bottom
- ½ inch top margin to the name and page number (on every page including Works Cited)
 - Instructions for Inserting the Header (Using MS Word 2003 or earlier):
 - Click *View* at the top of the page.
 - Select *Header and Footer* from the list.
 - When the header textbox pops-up, click inside of it. Align your text to the right side.
 - Type your last name.
 - Use the spacebar to add 1 space after your name.
 - On the header toolbar (which has also popped-up), click the button that has the # on it to add page numbers. They will update automatically throughout the document.
 - Click the *Close* button on the header toolbar. You are done!
 - Instructions for Inserting the Header (Using MS Word 2007):
 - Click *Insert* at the top of the page.
 - Click on *Header*.
 - Select *Blank*.
 - When the header textbox pops-up, click inside of it. Align your text to the right side.
 - Type your last name.
 - Use the spacebar to add 1 space after your name.
 - On the *Header/Footer Toolbar* (which is now a tab on the toolbar) click on *Page Number* and select *Current Position*. Select *Plain Number*.
 - Click the *Close* button on the header toolbar. You are done!
- The first page has a heading which is not included on the following pages:
 - First and last name (line one)
 - Teacher's last name (line two)
 - Course and period (line three)
 - Date in day-month-year format (line four)
- On the line below the heading center your title
 - Do not underline, italicize, place in quotations, bold, etc.
- Begin your first paragraph on the next line under your title; indent ½ in ("tab" once)
 - If you are using MS Word 2007 your default settings will add an extra space. To remove this space you must first highlight the entire document. Next, right click in the highlight and select *Paragraph*. Under spacing, check the box next to *Don't add space between paragraphs of the same style*. Click on *OK*.
- Begin each new paragraph on the line immediately following the previous paragraph
 - Add no extra spaces; indent ½ in at the beginning of the new paragraph
 - If you are using MS Word 2007 your default settings will add an extra space. To remove this space you must first highlight the entire document. Next, right click in the highlight and select *Paragraph*. Check the box next to *Don't add space between paragraphs of the same style*. Click on *OK*.

The Works Cited:

Any sources used in your essay must appear in the Works Cited; if you put a source in the Works Cited you must cite it in your paper. The information you need to complete the assigned essays can easily be found in your notes, handouts, and textbook. If you choose to use the web (which I discourage), Wikipedia is not an acceptable source.

- Your sources should be un-numbered and sorted alphabetically on a separate page
- Indent the second (and any following) line of lengthy citations
- When listing the publication location small cities should include the state (if U.S.) or country (if non-U.S.)
- Web sources are tricky because publication information is not always readily available
 - Provide the author of the webpage if available; otherwise, cite using the title
 - Ideally, web sources include two dates: the first is the date of the last update (if available) and the second is the date which you accessed the webpage
- If you plan to use sources which are not books, lecture notes, websites, or newspaper articles let me know so I can help you properly cite those sources

Parenthetical Citations:

Within the text of your essay you must use parenthetical citations. Do not use footnotes or endnotes. Simply place the author and page number(s) used in parenthesis at the end of the quote/statement you are citing. All quotations must be cited; any paraphrased information which was not a part of your own knowledge or analysis must also be cited. For block quotations longer than four lines indent 1in (two “tabs”). Indent the first line of the block quote only if you quote multiple paragraphs.

PLEASE COMPARE YOUR WORK WITH THE SAMPLE