



MLA Packet

This MLA packet will help you organize your Works Cited and format your parenthetical references.

These handouts conform to the current MLA standards. However, professors may change the requirements for individual papers. Please consult your professor for any special requirements.

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Sample First Page - MLA

Sample First
Page

Student 1

Text and titles begin at 1" from the top of the page.

Ima Student
Professor Teach
ENGL 1301.03
3 Aug. 1995

Only double space once between all paragraphs, headings, and titles.

Both right and left margins should be set to 1".

Tab once before all paragraphs (5 spaces). Title of Essay

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Xx xxx xxxx xxx xxxx:

Tab twice (10 spaces) for quotes longer than 4 lines.

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Bottom and top margins are set to 1".

Basic Guidelines

You should use 1 inch margins on all sides.

Put your last name and the page number in the upper right hand corner ½ inch from the top and 1 inch from the right.

If you need clarification, please see pages 132-3 and 320 in the MLA Handbook (6th edition).

MLA Basics

Page Headers (Pg. 133 in MLA Handbook 6th edition)

One half inch from the top of the page and one inch from the right edge of your paper is the page header. Page headers must include your last name and page number. Skip one space between your name and page number.

Title page (Pg. 133)

MLA does not require a title page; usually MLA papers should follow the guidelines for a sample first page (see above). If your professor requires a title page, follow his/her instructions or follow the guidelines for the Generic DBU Title Page.

Margins (Pg. 132)

Margins are to be one inch on all sides of the page. Text and titles begin at 1" from the top of the page.

Spacing (Pg. 133)

Double-space everything! This includes the title, text, and your works cited page. (Double-space only once between all paragraphs, headings, and titles.)

Text on the Right Margin (Pg. 132)

Many students want to justify (flush right) their text; however, this is not necessary in MLA format. Do not justify your text.

Indents (Pg. 132-3)

Tab once before all paragraphs (5 spaces) and tab twice (10 spaces) for quotes longer than 4 lines.

Indents for Works Cited Page (Pg. 146)

The first line of each reference is set flush left and each following line is indented five spaces.

Using Names (Pg. 96)

Within your paper, the first time a source is used, give both the first and last name (exactly as it appears in the source). After that, you need only mention the last names of researchers that you are using to support your ideas.

Citing Sources in Your Paper (Pg. 142)

In parentheses after the quote or paraphrase (see section on Quoting vs. Paraphrasing), type the author's last name and the page number. See our handouts on citing printed and electronic sources for details.

The First Page (Pg. 133)

The MLA format does not require a title (cover) page. If you do not choose to have a title page, the heading goes in the upper-left corner of your first page. The heading consists of your name, the professor's name, the class, and the date, in that order. Remember to double space.

If you choose to have a title page, place the title in the top half of the page, skip several lines then place your name, then skip several more lines and type your professor's name, the class, and the date.

Works Cited Page

If you have cited sources in your paper, then you will have a Works Cited page at the end of your paper. Again, double-space everything.

Sources Within a Paper - MLA

Circumstance	What to Include in Parentheses	Example
Author's name omitted from the sentence	Author's last name and page number	(Smith 41). See pg. 240.
Author's name included in the sentence	Page number only	(123). See pg. 240.
Multiple works by the same author	Author's last name, one major word from the title of the work, and page number	(Smith, <u>Characters</u> 98). See pg. 251.
A work with two or three authors	Both authors' last names in alphabetical order	(Greer and Jones 75). See pg. 245.
A work with no author	The word by which the title is alphabetized in your Works Cited and the page number	("Dreams" 52-53). See pg. 248.
A multivolume work	Author or editor, volume number: Page numbers	(Darnel 3: 212-13). See pg. 247.
A document from the Internet with no pagination	Preferable to use the name in the text	See pg. 242.
A document from the Internet with no author	One major word from the title of the work	("Dreams"). underline if part of a book title See pg. 242.
A non-paginated document from the Internet where the author's name is included in the sentence	No parenthetical citation needed	See pg. 242.
A poem	Line numbers	(342-47). See pg. 242.
Poetry	A slash is placed between each line of poetry. If quoting more than three lines, copy the lines exactly as they are written, indenting each new line (do not use slashes).	"I learned about a virgule./It's another name for slash" (Griffin 1-2). See pg. 242.
A play	Act number, scene number, line	(2.5.79-81).

	number(s)	See pg. 254.
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With **non-blocked quotes** (those of 4 lines or less), the period goes after the end parenthesis. With **block quotes**, type a space after the ending punctuation mark of the quotation and then type the parenthetical reference. Do not use quotation marks.

Please consult the MLA Handbook if your source uses paragraph numbers rather than page numbers.

Printed Sources in Your Works Cited - MLA

Basic Guidelines

- Each entry usually contains the following: author, title, and publishing information. Double-space every line of each entry and between each entry.
- Entries should be arranged in alphabetical order by author's last name (use the first author if a work has several); if there is no author named, alphabetize the entry by the first significant word of the title.
- Entries should be set flush left and subsequent lines indented five spaces.
- Remember to add a space before a period or comma when it follows parentheses. Always use one space after a comma or a period.
- Finish each entry with a period.

Book with One Author (Pg. 147)

Lott, Brett. Jewel. New York: Pocket Books, 1991.

Book with Two Authors (Pg. 154)

Goshgarian, Gary, and Kathleen Krueger. Crossfire: An Argument Rhetoric and Reader. New York: HarperCollins, 1994.

Book with Three Authors (Pg. 154)

Hariston, Maxine, John J. Ruskiewicz, and Daniel E. Seward. CoreText: A Handbook for Writers. New York: Longman, 1997.

Book with More than Three Authors (Pg. 154)

Johnson, William A., et al. The Sociology Student Writer's Manual. Upper Saddle River: Prentice Hall, 1998.

Two or More Books by the Same Author (Pg. 156)

Angelou, Maya. And Still I Rise. New York: Random House, 1978.

- - -. I Know Why the Caged Bird Sings. New York: Random House, 1978.

An Edition other than the First (Pg. 161)

Strayer, Joseph. R., Hans W. Gatzke, and E. Harris Harbison. The Mainstream of

Civilization: 1350 to 1815. 2nd ed. New York: Harcourt Brace Jovanovich, 1974.

Book with an Editor as Author (Pg. 152)

McKeon, Richard, ed. The Basic Works of Aristotle. New York: Random House, 1941.

Book with an Author and Editor (Pg. 159)

Conrad, Joseph. The Secret Sharer. Ed. Daniel R. Schwarz. Boston: Bedford Books, 1997.

A Work in an Anthology (with an author) (Pg. 159)

Ibsen, Henrik. Hedda Gabler. Trans. Michael Meyer. The Norton Anthology of World Masterpieces. Ed. Maynard Mack. 5th ed. Vol. 2. New York: W.W. Norton and Company, 1995. 1247-1304.

(Include the page numbers of the entire work, not just the portion quoted.)

A Work in an Anthology (with no author) (Pg. 159)

Gilgamesh. Trans. N.K. Sandars. The Norton Anthology of World Masterpieces. Ed. Maynard Mack. 5th ed. Vol. 1. New York: W.W. Norton and Company, 2002. 83-6.

(Include page numbers of the entire work, not just the portion quoted.)

A Multivolume Work (Pg. 168)

Hester, M. Thomas, ed. Seventeenth-Century British Non-Dramatic Poets. Vol. 121. Detroit: Gale, 1992.

(You do not need to cite the total number or volumes if you are only citing one volume. However, specific references to volume number and page numbers must be included in your parenthetical reference.)

Previously Published Article in a Collection (Gale) (Pg. 160)

Murphy, Brenda. "Howells and the Popular Paradigm: Reading 'Sillas Laphaum's Proairectic Code.'" American Literary Realism 1870-1910 21 (1989): 21-33.
Rpt. in Twentieth-Century Criticism. Ed. Laurie DiMauro. Vol. 41. Detroit: Gale, 1991. 282-287.

Newspaper Article (Pg. 186)

Hoppe, Christy. "Majoring in Change." Dallas Morning News 18 Jan 2000: 1A.

(There is no period between the newspaper title and the date.)

Scholarly Journal with Continuous Pagination (Pg. 183)

Kastely, James L. "From Formalism to Inquiry: A Model of Argument in Antigone." College English 62

(1999): 222-241.

Scholarly Journal where Each Issue Begins with Page 1 (Pg. 184)

Ysanne, Holt. "Nature and Nostalgia: Philip Wilson Steer and Edwardian Landscapes." Oxford Art Journal

19.2 (1996): 28-45.

(19.2 denotes volume 19 and issue number 2.)

Magazine Article (Pg. 187)

Johnson, Brace, and Alisa Johnson. "Integrating with MTS." International Spectrum

May 1999: 24-31.

(Volume and issue number, if applicable, follow the title of the periodical.)

Pamphlet or Brochure (Pg. 174)

University Writing Center. Dallas: Dallas Baptist University, 2000.

Electronic Sources on Your Works Cited - MLA

Disclaimer: These are the current formats (July 2003) for electronic sources. However, these formats change often. Check the MLA website (www.mla.org) to ensure that you are using the most current format.

For the most part, the same important information for a printed source must be reported for electronically accessed sources. However, there are a few extra items that are very important to include. For example, because the Internet is constantly changing, it is essential that you record the date you accessed the information. Following are a few examples of works cited in the MLA format.

World Wide Web

When citing an item from the World Wide Web, include as much of the following information as the item includes. For example, if the material you are citing does not have an author's name, you can leave out the author's name in your Works Cited.

- Author's name
- Title of document, in quotation marks
- Title of complete work (or site name), underlined
- Date of publication or last revision
- Date of access (day month year)
- URL, in angle brackets

Printed Book Accessed Through the Internet (Pg. 219)

Conrad, Joseph. Heart of Darkness. 1899. American Literary Classics. Ed.

Aaron Rene Ezis. 1998. 24 Sept. 1998 <<http://www.americanliterature.com/HD/>

HDINDEX.html>.

Printed Magazine Article Accessed Through the Internet (Pg. 223)

Miller, Kevin D. "Did the Exodus Never Happen?" Christianity Today 7 Sept.

1998. 22 Sept. 1998

<<http://www.Christianity.net/ct/8TA/8TA044.html>>.

Electronic Journal Article (Pg. 222)

Macready, Norra. "US State Rules that a Viable Fetus is a Person." British

Medical Journal 315 (1997): 1485-8. 13 Feb. 1998

<<http://www.bmj.com/cgi/content/full/315/7121/1485/html>>.

Professional Site (Pg. 218)

Landon, George T. The Crusades Home Page. 4 Sept. 2003

<http://www.crusades.edu/landon/home_page.html>.

Poem (Pg. 219)

Tennyson, Alfred Lord. "The Lady of Shalott." The Victorian Web. Ed. George

P. Landow. 1993. Brown U. 1 Oct. 1998

<<http://www.stg.brown.edu/projects/hypertext/landow/victorian/tennyson/losl.html>>.

Scholarly Project (Pg. 216)

The Interactive Shakespeare Project. Ed. Edward Isser, Daniel Colvin, and

Daniel Thompson. 1998. College of the Holy Cross. 1 Oct. 1998

<<http://sterling.holycross.edu/departments/theatre/project/isp>>.

Online Database Accessed from the DBU Library (Pg. 227, 230)

Stone, Richard. "Black Sea Flood Theory to Be Tested." Science 12 Feb.

1999: 915. Expanded Academic ASAP. InfoTrac. Dallas Baptist University Lib.,

Dallas. 1 Apr. 2002 < <http://infotrac.galegroup.com/menu>>.

(Please Note: These are the most common electronic sources used by DBU students. For more examples, consult the MLA Handbook or the web site found at <http://www.mla.org>)

Electronic Communications (Pg. 233)

When citing electronic communications, the method will be somewhat different. Please notice the list below for items to include when citing an e-mail message.

- Author's name
- Author's e-mail address, in angle brackets
- Subject line from posting, in quotation marks

- Type of communication, including the recipient (e-mail, distribution list, office communication)
- Date of publication
- Date of access

Keys, Amy. "Due Dates." Office communication. 10 Oct. 2000. 14 Oct.

2000.

Nobles, Ken. "Van Accident." E-mail to Jamie Kane. 18 Aug. 1999. 2 Sept.

1999.

Citing the Bible - MLA

Parenthetical References (Pg. 253-5)

When citing a particular passage, use the following order:

(version of Bible used [in first citation only], book of Bible [abbreviated] chapter.verse).

Ex: (New International Version, Gen. 1.1).

Things to Remember

- The first time a particular version is cited, include the version, followed by a comma. The version does not have to be stated in subsequent references unless a different version is used.
- The book of the Bible cited should be abbreviated.
- When citing chapter and verse, it is appropriate to separate them by either a colon or a period. Always be consistent.

Ex: Before God created light, ". . .darkness was over the surface of the deep," (New International Version, Gen. 1.2). After God separated the light from the darkness, ". . .the darkness he called 'night' " (Gen. 1.5).

In Your Text

Books and versions of the Bible are not underlined, italicized, or put in quotation marks. The only exception is when an individually published edition is being used. In this case, the version used should be underlined.

Ex: Bible King James Version The Rainbow Study Bible

Exodus New Testament The Interlinear Bible

Ex: Genesis explains the beginning of the world, whereas Revelation is a vision of the end of the world.

Ex: The New Testament was written after Christ was resurrected from the dead.

Ex: The NIV Serendipity Bible provides questions to assist small group Bible study leaders.

Works Cited (special editions only, unless using notes) (Pg. 255)

Include title of Bible, version, and publication information in your Works Cited.

Ex: The NIV Serendipity Bible. Lyman Coleman, editor-in-chief. 10th anniversary ed. Grand Rapids: Zondervan, 1996.

Reference Resources

Religion Index. CD-Rom. Chicago: Amer. Theological Lib. Assn., 1977- .

The Anchor Bible Dictionary. Ed. David Noel Freedman et al. 6 vols. New York: Doubleday, 1992.

The Dictionary of Bible and Religion. Ed. William H. Gentz. Nashville: Abingdon, 1986.

The Encyclopedia of Religion. Ed. Mircea Eliade. 16 vols. New York: Macmillan, 1987.

The HarperCollins Dictionary of Religion. Ed. Jonathan Z. Smith et al. New York: Harper, 1995.

The International Standard Bible Encyclopedia. Ed. Geoffrey W. Bromiley et al. 4 vols. Grand Rapids: Eerdmans, 1979-88.

Abbreviations (Pg. 276-7)

Old Testament

Gen.	Genesis	Jer.	Jeremiah	Acts	Acts
Exod.	Exodus	Lam.	Lamentations	Rom.	Romans
Lev.	Leviticus	Ezek.	Ezekiel	1 Cor.	1 Corinthians
Num.	Numbers	Dan.	Daniel	2 Cor.	2 Corinthians
Deut.	Deuteronomy	Hos.	Hosea	Gal.	Galatians
Josh.	Joshua	Joel	Joel	Eph.	Ephesians
Judg.	Judges	Amos	Amos	Phil.	Philippians
Ruth	Ruth	Obad.	Obadiah	Col.	Colossians
1 Sam.	1 Samuel	Jon.	Jonah	1 Thess.	1 Thessalonians
2 Sam.	2 Samuel	Mic.	Micah	2 Thess.	2 Thessalonians
1 Kings	1 Kings	Nah.	Nahum	1 Tim.	1 Timothy
2 Kings	2 Kings	Hab.	Habakkuk	2 Tim.	2 Timothy
1 Chron.	1 Chronicles	Zeph.	Zephaniah	Tit.	Titus
2 Chron.	2 Chronicles	Hag.	Haggai	Philem.	Philemon
Ezra	Ezra	Zech.	Zechariah	Heb.	Hebrews
Neh.	Nehemiah	Mal.	Malachi	Jas.	James
Esth.	Esther			1 Pet.	1 Peter
Job	Job			2 Pet.	2 Peter
Ps.	Psalms			1 John	1 John
Prov.	Proverbs			2 John	2 John
Eccles.	Ecclesiastes			3 John	3 John
Song Sol.	Song of Solomon			Jude	Jude
Isa.	Isaiah			Rev.	Revelation

New Testament

The creators of this handout consulted *The MLA Handbook for Writer of Research Papers* by Joseph Gibaldi. 6th ed. New York: Modern Language Association, 2003.