This MLA packet will help students organize the Works Cited page and format parenthetical references.

These handouts conform to the MLA 7th edition standards. However, professors may change the requirements for individual papers. Please consult the professor for any special requirements.
Sample First Page - MLA

Ima Student

Professor Lastname

ENGL 1301.03

13 July 2009

Title of Essay

Xxxx xxxx xxxxxx xxxx xxx xx x xxx xxxxxxxxxx xxx x xxx xxxxxxxxxxxxxx xxx xxxxx xx
xxx xxxxx xxx x xxxxxxxx x xxx xxx xxx xxx xxx x xxx xxx xxx xxx xxx xxx xxx xx
xx xxxxxxx xx xxx xxxxxxxxxx xxx xxxxx xx xxx x xxxxx xxx
xxx xxx xx x xxx xx xxx.

Xx xxx xxxx xxx xxx:

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

Xxxxxx xxx xxxxxxxxx xx xxxxxxxxxx x xxxxxxx x xxxxxx x xxxxx x xxx xxx xxx xxx xxx xxx
xxx xxx xxxxxxxxxx xx x xxxxxx x x xxxxxxxxxx xxx xxxxxxxxx xxx xxx xxx xxx
xxxxxx x xxxxxx xxx xxx x xxxxxxxxxx xxx x xx xxx xxxxxxxxxx xxxxxxxxx
xxxx xxx x xxxxxxx x xxx xxxxxxxxxx xxx xxx xxx xxxxxx xxx xxx xxx xxx xxx xxx xxx xxx
xxx xxx xxxxxxxxxx x xxx xxxxxxxxxx xxx xxx xxx xxxxx xx xxx xxx xxx xxx xxx xxx xxx
xxx xxx xxxxxxxxxx xx xxxxxxxxx x xxx xxx xxx xxx xxx xxx xxx xxx xxx xxx

Bottom and top margins are set to 1".
MLA Basics

Title page (Pg. 116, MLA Handbook, 7th edition)
MLA does not require a title page; usually MLA papers should follow the guidelines for a sample first page (see above). If the professor requires a title page, follow his/her instructions or follow the guidelines for the Generic DBU Title Page (flyer available online or outside the Writing Center).

Margins (Pg. 116)
Margins are to be 1” on all sides of the page. Heading should begin at 1” from the top of the page. (In Word 2007, select “Page Layout” and then find the “Margins” drop-down and select “Normal.”)

Text Formatting (Pg. 116)
Many students want to justify the lines of the text at the right margin; however, this is not necessary in MLA format. Do not fully justify the text. Instead, choose “Align left,” which is usually the default. Double-space everything! This includes the title, text, block quotes, and the works cited page. Because double-spacing produces a blank line after paragraphs, headings, and titles, there is no need to press “Enter” for another blank line after them. (In Word 2007, go to the “Home” menu and find the “No Spacing” block under “Styles.” Then Select “Line-spacing: Double.”)

Page Headers (Pg. 116)
MLA calls for both a header and a heading. A header is located ½” from the top of the page and will include the student’s last name and the page number. This information will appear on every page of the paper. The heading will appear on the first page only, and includes the student’s full name, professor, class designation, and date.

The page header is ½” from the top of the page and 1” from the right edge of the paper. Page headers must include the student’s last name and page number. Skip one space between the name and page number. (To enter the name, double-click the top of the page. Select “Align Right,” and type the header. To paginate, find “Insert” and “Page Numbers.” Select “Position: top of the page,” “Alignment: right,” and select the box “show number on the first page.”)

The MLA format heading goes in the upper-left corner of the first page. The heading consists of the student’s name, the professor’s name, the class, and the date (day month year), in that order. Remember to double-space the lines.

Writing the Paper & Citing the Sources

Indents (Pg. 116)
Tab once before all paragraphs (5 spaces) and tab twice (10 spaces) for block quotes (those longer than 4 lines).

Names and Titles (Pg. 79-80)
Within the paper, the first time a source is used, give both the first and last name (exactly as they appear in the source). After that, only mention the last names of researchers used to support ideas. Italicize the titles of complete works (books, anthologies, newspapers, paintings) and “quote” unit titles (chapters, articles, essays in a collection, songs).

Using Numbers (Pg. 81-85)
If a paper frequently uses related numbers for mathematics, economics, etc., type the Arabic numerals. However, if numbers are used for other reasons, spell them out if the number translates into one or two words. If the number is longer, use Arabic numerals with proper comma usage. (Ex: 1,576.)

Citing Sources in Your Paper (Pg.214-215)
In parentheses after the quote or paraphrase (see “Differences in Quoting, Paraphrasing, and Summarizing” flyer), type the author’s last name and the page number.
**Works Cited Page (Pg. 131)**

If sources have been cited in the paper, then there will be a Works Cited page at the end of the paper. Again, double-space everything. The first line of each reference is aligned left and each following line is indented once (5 spaces). The term “bibliography” is no longer used because not all sources are books.

**Sources in the Paper – Parenthetical Notation**

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>What to Include in Parentheses</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s name omitted from the sentence</td>
<td>Author’s last name and page number.</td>
<td>(Smith 41).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pg. 216.</td>
</tr>
<tr>
<td>Author’s name included in the sentence</td>
<td>Page number only.</td>
<td>(123).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pg. 216.</td>
</tr>
<tr>
<td>Multiple works by the same author</td>
<td>Author’s last name, one major word from the title of the work, and page number.</td>
<td>(Smith, Characters 98).</td>
</tr>
<tr>
<td>A work with two or three authors</td>
<td>Both authors’ last names in The order they appear on the title page.</td>
<td>(Greer and Jones 75).</td>
</tr>
<tr>
<td>A work with no author</td>
<td>The word by which the title is alphabetized in your Works Cited and the page number.</td>
<td>(“Dreams” 52-53).</td>
</tr>
<tr>
<td>A multivolume work</td>
<td>Author or editor, volume number: Page numbers.</td>
<td>(Darnel 3: 212-13).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pg. 222.</td>
</tr>
<tr>
<td>A document from the Internet with no pagination</td>
<td>Preferable to use the author and title in the text.</td>
<td>Brittni McCann’s Students Should Chew Gum in School claims that the…</td>
</tr>
<tr>
<td></td>
<td>If author and title are not mentioned in the text, use author’s last name in the parenthetical notation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pg. 218-219 (6.4.1)</td>
</tr>
<tr>
<td>A document from the Internet with no author</td>
<td>One key word from the title of the work (use quotation marks if it is an article or minor work, and italicize if it is a book title or major work).</td>
<td>(“Dreams”).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pg. 215.</td>
</tr>
<tr>
<td>A poem</td>
<td>Line numbers.</td>
<td>(342-47).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pgs. 95-96</td>
</tr>
<tr>
<td>Poetry</td>
<td>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).</td>
<td>“I learned about a virgule. / It’s another name for slash” (Griffin 1-2).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pgs. 95-96</td>
</tr>
<tr>
<td>A play</td>
<td>Act number, scene number, line number(s).</td>
<td>(2.5.79-81).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See pgs. 226-227</td>
</tr>
</tbody>
</table>

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.
See “Using the Bible as a Source” below for information about parenthetical references to Scripture or notes.

**Printed Sources in the Works Cited (pgs. 136-181)**

- Double-space the lines of the Works Cited page.
- Include available author, title, and publishing information in each entry.
- Arrange entries 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 (i.e. *The Season of Surgery* before *Summertime Love*).
- Align entries to the left and indent subsequent lines five spaces. *(The document may prevent tabbing for the following lines. Place the cursor before the line to be indented, press “Enter” twice, then backspace to bring the line back up, and press “Tab” again.)*
- Remember to use one space after a comma or period, and finish each entry with a period.
- After the page numbers and period, printed sources should be followed by the word “Print.” Then a final period should be placed to end the citation.


**Book with One Author (Pg. 148)**

**Book with Two Authors (Pg. 154)**

**Book with Three Authors (Pg. 154)**

**Book with More than Three Authors (Pg. 154)**

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

An Edition other than the First (Pg. 167)

Book with an Editor as Author (Pg. 153)

Book with an Author and Editor (Pgs. 162-163)

A Work in an Anthology (with an author) (Pgs. 157-160)

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

A Work in an Anthology (with no author) (Pg. 158)

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

A Multivolume Work (Pg. 168)

(There is no need to cite the total number or volumes if only citing one volume. However, specific references to volume number and page numbers must be included in the parenthetical reference.)

Previously Published Article in a Collection (Gale) (Pgs. 137-141)


Newspaper Article (Pgs. 141-142)

(There is no period between the newspaper title and the date.)
Scholarly Journal with Continuous Pagination (Pg. 137)

Scholarly Journal where Each Issue Begins with Page 1 (Pg. 137)

*19.2 denotes volume 19 and issue number 2.*

Magazine Article (Pgs. 142-143)

*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. Print.

**Electronic Sources in Your Works Cited**

**DISCLAIMER:** These are the current formats for electronic sources in the 2009 manual. Consult the web site at [http://www.mla.org](http://www.mla.org) to ensure that they reflect the most current format. More examples are online.

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. Because the Internet is constantly changing, it is essential that the access date of the information is recorded.

**World Wide Web (Pgs. 181-192)**
When citing an item from the World Wide Web, include as much as possible of the following information as the item includes. For example, if the material being cited does not have an author’s name, the name can be left out in the Works Cited, and the student can move on to the next step.

- Name of author, compiler, director, editor, narrator, performer, or translator of the work
- Title of document, in quotation marks
- Title of complete work (or site name), italicized
- Date of publication or last revision; if nothing is available, use n.d. (no date).
- Medium of publication (Web)
- Date of access (day, month, and year)
- The professor has the right to require the URL address

**Printed Book Accessed Through the Internet (Pg. 187 / 5.6.2 c.)**

Printed Magazine Article AccessedList Through the Internet (Pg. 223)
Miller, Kevin D. "Did the Exodus Never Happen?" Christianity Today 7 Sept.

Printed Newspaper Article AccessedList Through the Internet (Pg. 222)

Electronic Journal Article (Pg. 222)

Professional Site (Pgs. 184-187 / 5.6.2)

Poems and Short Stories (in an anthology) (Pgs. 157-160 / 5.5.6)

Scholarly Project (Pgs. 184-187 / 5.6.2)
The Interactive Shakespeare Project. Ed. Edward Isser, Daniel Colvin, and

Online Database AccessedList from the DBU Library (Pgs. 192-193)

Miscellaneous Communication

Published/Broadcast Interview (Pg. 201)
Baggins, Frodo. “My Life as a Hobbit.” George Stephanopoulos. Good Morning America. ABC. WABC, New

Personal Interview (Pg. 202)
McDonald, Ronald. Telephone interview. 17 March 2010.

Electronic Communications (Pgs. 204-205).
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

**Using the Bible as a Source (251-253)**

**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).

**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).

**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 Exodus New Testament King James Version The Rainbow Study Bible

*Ex:* Genesis in the New Testament explains the beginning of the world.

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

**Works Cited (special editions only, unless using notes) (Pg. 228)**
Include title of Bible, version, and publication information in the Works Cited.


**Reference Resources**


**Abbreviations (Pg. 251-253)**

### Old Testament

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen.</td>
<td>Genesis</td>
</tr>
<tr>
<td>Exod.</td>
<td>Exodus</td>
</tr>
<tr>
<td>Lev.</td>
<td>Leviticus</td>
</tr>
<tr>
<td>Num.</td>
<td>Numbers</td>
</tr>
<tr>
<td>Deut.</td>
<td>Deuteronomy</td>
</tr>
<tr>
<td>Josh.</td>
<td>Joshua</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
</tr>
<tr>
<td>1 Sam.</td>
<td>1 Samuel</td>
</tr>
<tr>
<td>2 Sam.</td>
<td>2 Samuel</td>
</tr>
<tr>
<td>1 Kings</td>
<td>1 Kings</td>
</tr>
<tr>
<td>2 Kings</td>
<td>2 Kings</td>
</tr>
<tr>
<td>1 Chron.</td>
<td>1 Chronicles</td>
</tr>
<tr>
<td>2 Chron.</td>
<td>2 Chronicles</td>
</tr>
<tr>
<td>Ezra</td>
<td>Ezra</td>
</tr>
<tr>
<td>Neh.</td>
<td>Nehemiah</td>
</tr>
<tr>
<td>Esth.</td>
<td>Esther</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
</tr>
<tr>
<td>Ps.</td>
<td>Psalms</td>
</tr>
<tr>
<td>Prov.</td>
<td>Proverbs</td>
</tr>
</tbody>
</table>

### New Testament

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt.</td>
<td>Matthew</td>
</tr>
<tr>
<td>Mark</td>
<td>Mark</td>
</tr>
<tr>
<td>John</td>
<td>John</td>
</tr>
<tr>
<td>Acts</td>
<td>Acts</td>
</tr>
<tr>
<td>Rom.</td>
<td>Romans</td>
</tr>
<tr>
<td>1 Cor.</td>
<td>1 Corinthians</td>
</tr>
<tr>
<td>2 Cor.</td>
<td>2 Corinthians</td>
</tr>
<tr>
<td>Gal.</td>
<td>Galatians</td>
</tr>
<tr>
<td>Eph.</td>
<td>Ephesians</td>
</tr>
<tr>
<td>Phil.</td>
<td>Philippians</td>
</tr>
<tr>
<td>Col.</td>
<td>Colossians</td>
</tr>
<tr>
<td>1 Thess.</td>
<td>1 Thessalonians</td>
</tr>
<tr>
<td>2 Thess.</td>
<td>2 Thessalonians</td>
</tr>
</tbody>
</table>