



MLA Packet



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.

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Sample First Page - MLA

Heading begins 1" from the top of the page.

Ima Student

Professor Lastname

ENGL 1301.03

13 July 2009

Tab once before all paragraphs (5 spaces).

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According to the 7th ed. of the MLA handbook, the last name and page # go on every page. (See pg. 117)

Last Name 1

.5"

All margins should be set to 1".

Title of Essay

Do not italicize or underline title.

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

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

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

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. 216.
Author’s name included in the sentence	Page number only.	(123). See pg. 216.
Multiple works by the same author	Author’s last name, one major word from the title of the work, and page number.	(Smith, <i>Characters</i> 98). See pg. 225.
A work with two or three authors	Both authors’ last names in the order they appear on the title page.	(Greer and Jones 75).
A work with no author	The word by which the title is alphabetized in your Works Cited and the page number.	(“Dreams” 52-53).
A multivolume work	Author or editor, volume number: Page numbers.	(Darnel 3: 212-13). See pg. 222.
A document from the Internet with no pagination	Preferable to use the author and title in the text. If author and title are not mentioned in the text, use author’s last name in the parenthetical notation.	Brittini McCann’s <i>Students Should Chew Gum in School</i> claims that the... See pg. 218-219 (6.4.1)
A document from the Internet with no author	One key word from the title of the work (use quotation marks if it is an article or minor work, and <i>italicize</i> if it is a book title or major work).	(“Dreams”). See pg. 215.
A poem	Line numbers.	(342-47). See pgs. 95-96
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 pgs. 95-96.
A play	Act number, scene number, line number(s).	(2.5.79-81). See pgs. 226-227.

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.

Ex: Piper, Andrew. “Rethinking the Print Object: Goethe and the Book of Everything.” PMLA 121.1 (2006): 124-38. Print.

Book with One Author (Pg. 148)

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

Book with Two Authors (Pg. 154)

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

Book with Three Authors (Pg. 154)

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

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. Print.

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

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

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

An Edition other than the First (Pg. 167)

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. Print.

Book with an Editor as Author (Pg. 153)

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

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

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

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

Ibsen, Henrik. *Hedda Gabler*. Trans. Michael Meyer. *The Norton Anthology of World*

Masterpieces. Ed. Maynard Mack. 5th ed. Vol. 2. New York: Norton, 1995. 1247-1304. Print.

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

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

Gilgamesh. Trans. N.K. Sandars. *The Norton Anthology of World Masterpieces*. Ed. Maynard Mack. 5th ed.

Vol. 1. New York: Norton, 2002. 83-6. Print.

(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. Print.

(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)

Murphy, Brenda. "Howells and the Popular Paradigm: Reading 'Silias 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. Print.

Newspaper Article (Pgs. 141-142)

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

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

Scholarly Journal with Continuous Pagination (Pg. 137)

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

(1999): 222-241. Print.

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

Ysanne, Holt. "Nature and Nostalgia: Philip Wilson Steer and Edwardian Landscapes." *Oxford Art Journal* 19.2

(1996): 28-45. Print.

(19.2 denotes volume 19 and issue number 2.)

Magazine Article (Pgs. 142-143)

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

May 1999: 24-31. Print.

(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> 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.)

Conrad, Joseph. *Heart of Darkness*. 1899. *American Literary Classics*. Ed. Aaron Rene Ezis. 1998.

Web. 24 Sept. 1998.

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

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

1998. Web. 22 Sept. 1998.

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

Archenbach, Joel. "America's River." *Washington Post* 5 May 2002. Web. 20 May 2002.

Electronic Journal Article (Pg. 222)

Macready, Norra. "US State Rules that a Viable Fetus is a Person." *British Medical Journal* 315 (1997):

1485-8. Web. 13 Feb. 1998.

Professional Site (Pgs. 184-187 / 5.6.2)

The Crusades Home Page. Ed. George T. Landon. Web. 4 Sept. 2003.

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

Tennyson, Alfred Lord. "The Lady of Shalott." *The Victorian Web*. Ed. George P. Landow. 1993.

Brown U. Web. 1 Oct. 1998.

Scholarly Project (Pgs. 184-187 / 5.6.2)

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

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

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

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

1999: 915. *Academic One File*. Gale. Dallas Baptist University Lib.,

Dallas. Web. 1 Apr. 2002.

Miscellaneous Communication

Published/Broadcast Interview (Pg. 201)

Baggins, Frodo. "My Life as a Hobbit." George Stephanopoulos. *Good Morning America*. ABC. WABC, New

York. 29 February 2010. Television.

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

- Subject line from posting (in quotation marks)
- Type of communication & recipient (Message to _____, Distribution list, Office Comm., etc.)
- Date of publication
- Medium of delivery

Ababwa, Ali. "Elephants and golden camels." Message to Clarence McGee. 10 Oct. 2008. E-mail.

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.

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

Reference Resources

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

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

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

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

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

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

Abbreviations (Pg. 251-253)

Old Testament

Gen.	Genesis	Eccles.	Ecclesiastes
Exod.	Exodus	Song Sol.	Song of Solomon
Lev.	Leviticus	Isa.	Isaiah
Num.	Numbers	Jer.	Jeremiah
Deut.	Deuteronomy	Lam.	Lamentations
Josh.	Joshua	Ezek.	Ezekiel
Judg.	Judges	Dan.	Daniel
Ruth	Ruth	Hos.	Hosea
1 Sam.	1 Samuel	Joel	Joel
2 Sam.	2 Samuel	Amos	Amos
1 Kings	1 Kings	Obad.	Obadiah
2 Kings	2 Kings	Jon.	Jonah
1 Chron.	1 Chronicles	Mic.	Micah
2 Chron.	2 Chronicles	Nah.	Nahum
Ezra	Ezra	Hab.	Habakkuk
Neh.	Nehemiah	Zeph.	Zephaniah
Esth.	Esther	Hag.	Haggai
Job	Job	Zech.	Zechariah
Ps.	Psalms	Mal.	Malachi
Prov.	Proverbs		

New Testament

Matt.	Matthew	1 Tim.	1 Timothy
Mark	Mark	2 Tim.	2 Timothy
Luke	Luke	Tit.	Titus
John	John	Philem.	Philemon
Acts	Acts	Heb.	Hebrews
Rom.	Romans	Jas.	James
1 Cor.	1 Corinthians	1 Pet.	1 Peter
2 Cor.	2 Corinthians	2 Pet.	2 Peter
Gal.	Galatians	1 John	1 John
Eph.	Ephesians	2 John	2 John
Phil.	Philippians	3 John	3 John
Col.	Colossians	Jude	Jude
1 Thess.	1 Thessalonians	Rev.	Revelation
2 Thess.	2 Thessalonians		

The creators of this handout consulted and cited. *The MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association, 2009. Print.