Helpful Hints about MLA

- The MLA (Modern Language Association) style is used primarily for history, philosophy, literature, performing arts, music, fine arts, painting, sculpture, graphics, government, and law.
- Save your file often and make a copy of your final paper for your records.
- Contact a reference librarian to assist you with conducting research, APA/MLA styles, formatting online citations, etc. Librarians are available in person, by phone, or online.
- Contact the Academic Support Center (all College campuses) to assist you with any questions you may have with writing a paper, including punctuation, grammar, proofreading, etc.
- Contact your instructor for any questions or guidance needed with your papers.

MLA Handbook Section Numbers

For additional information, check the MLA Handbook numbers located after a topic. The section numbers appear on the top of each page in the Handbook.

Abbreviations-Months - see MLA 7.2
Abbreviate the names of all months in the list of works cited (i.e. Aug.) with the exception of May, June, & July.

Abstracts - see MLA 5.4.8
When using abstracts, you must indicate their use within your citation.

Alphabetizing your works cited page - see MLA 5.3.3
When alphabetizing your list of works cited, begin with the author’s last name (if available) and follow the strict A-Z letter-by-letter sequence.

Authors and Editors

- Format for single author - see MLA 5.5.2
  - Smith, John.
- Format for two authors - see MLA 5.5.4
  - Smith, John, and Mary Smith.
- Format for three or more authors - see MLA 5.5.4 (see Fig. 20)
  - Smith, John, et al. OR Smith, John, Mary Jones, and Carey Green
- Format no author - see MLA 5.5.9 (books) or 5.4.9 (articles)
  - Title of the Source. Place of Publication: Publisher, date.
  - “Title of the Source.” Name of the Journal volume.issue (date):page-page.
- Format for an editor - see MLA 5.5.6 (see also 5.5.3, 5.5.8, 5.5.10 and 5.5.11)
  - Author. Title of the Source. Ed. Name of the Editor. Place of publication: Publisher...
Dates - see MLA 5.5.24
No date given, type n.d.

Formatting - see MLA 4.2
Font – Use a 12-point font.

Header
Go to Insert, and then click on Header. Follow the help guidelines, if needed.

Indenting
When your entry runs more than one line, indent the subsequent line(s) one-half inch.

Internet Address - see MLA 5.6.1
- URL is the uniform resource locator; also known as the Internet address or Web address.
- Avoid dividing an Internet address. If you need to divide a URL do it only after a slash.
- For websites: Use the URL if the reader cannot locate the document without it. If the URL is so long as to invite errors, it is preferable to give the URL of the home page for the document.

Margins - see MLA 4.1
Use 1-inch margins on all sides.

Numbers - see MLA 3.5
If a title begins with a number, mentally spell out the number when placing the item on your works cited page. For Roman numerals, see MLA 3.5.7.

Page Numbers for your paper - see MLA 4.4
Number your pages consecutively placing the number in the upper right hand corner. Use the Header option. Your page numbers should be ½ inch from the top of the page and even with the right margin.

Pagination - see MLA 5.5.24 and 5.4.2
Pagination includes the number range, total number of pages, paragraphs, or other sections, if they are numbered. If no page numbers are given, type n. pag. If the pages are not numbered consecutively, type the first page number with a plus sign (14+).

Publisher or Sponsor – see MLA 5.6.2
If there is on publisher or sponsor identified, use N.p.

Quotations - see MLA 3.7

Spacing - see MLA 4.2
Type one space between punctuation marks. Do not justify your margins. This guide is single-spaced; however, MLA references and papers are double-spaced, including quotations, notes and the list of works cited.

Titles
- When formatting the title of the source, italicize the source and capitalize each word. Do not capitalize articles, prepositions, coordination conjunctions and “to” when these words appear in the middle of a source.
- When formatting the title of an article, put the title in quotation marks.

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**Titles of Persons** - see MLA 3.4.2
Do not use formal titles when referring to men or women. Titles for nobility can vary.

**Works Cited** - see MLA 5.1
At the end of your paper, center the title Works Cited on a new page, but continue to number the pages from the original paper. Double-space between the title and the first entry. Double-space the entire list, tab ½ inch after the first line (if a citation is longer than a single text) of each separate citation. Alphabetize the list. The examples in this guide are single-spaced to save paper; however, you must double-space your works cited list.

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**Helpful Hints about Citing your Sources using In Text References**
(also called parenthetical documentation)

**Author's name in text** - see MLA 6.3
Smith believes in the afterlife (182).

**Authors' name in text** - see MLA 6.3
Although controversy exists about the case, Smith and Jones (210-212) state the facts about the court proceedings.

**Author’s name in reference** - see MLA 6.3
The facts about Indian River State College are located... (Massey 132).
Research indicates a rise in the unemployment rate (US Department of Labor 77).

**No author’s name listed** - see MLA 6.4.4
Use the title of the work.
An urban legend noted for frightening college students (“Urban Legend” 19).

**Multivolume Works** - see MLA 6.4.3
If the name of the author appears in the sentence, indicate the volume number: page numbers at the end of the sentence.
Jones issued a warning to the “travelers” (2: 1717).
A warning was issued to the “travelers” (Jones 2: 1717).

**Newspapers** - see MLA 6.4.4 and 6.4.9
Newspapers are arranged in sections, so page numbers should include the reference letter.
The ten amendments were explained in terms of economic costs (Green A3).

**Quotes** - see MLA 3.7, 3.7.7, and 3.7.2
Place the reference outside of a quotation, but inside the punctuation.
The terms of the agreement state “free Access” (Jones 342).

If your quotation is more than four lines long, indent it one inch from your left margin. Place the reference outside of the punctuation. The following example should be double-spaced for proper formatting.

In *A Nation at Risk*, educational excellence is defined as:

We define “excellence” to mean several related things. At the level of the *individual learner*, it means performing on the boundary of individual ability in ways that test and push back personal limits, in school and in the workplace. Excellence characterizes a
school or college that sets high expectations and goals for all learners, then tries in every way possible to help students reach them. (16)

Helpful Hints about Crediting your Sources

- **Online Database Sources** – see MLA 5.6
- **Print Sources** - see MLA 5.4 and 5.5
- **Web Sources** – see MLA 5.6
  - Cite available information. The Web address is no longer needed for the citation unless the resource is difficult to retrieve without it.
- **Other Source Types** – see MLA 5.7

**Almanac Entry or Article (Online database) – See Encyclopedia**

**Anthologies (Print)** – see MLA 5.5.6

Author’s Last Name, First Name. “Title of the Chapter.” *Title of the Book*. Ed. First Name Last Name. Place of Publication: Publisher, date. Page-page. Print.


**Article, Journal (Online database) – Abstract** – see MLA 5.6.4


**Article, Journal (Online database) - Full Text** – see MLA 5.6.4


**Article, Journal (Print)** – see MLA 5.4.2

Author’s Last Name, First Name. “Title of the Article.” *Name of the Journal* volume.issue (date): page-page. Print.


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Article, Magazine (weekly) (Web) – Full Text – see MLA 5.6
Author’s Last Name, First Name (if given). “Title of the Article.” Magazine Name Day Mon. Year. Web. Day Mon. Year of Access.


Article, Newspaper (Online database) – Full Text – see MLA 5.6.4
Author’s Last Name, First Name. “Newspaper Title.” Newspaper Title Day Mon. Year: SectionPage (if given). Database Name. Web. Day Mon. Year of Access.


Article, Newspaper (Print) – see MLA 5.4.5
Author’s Last Name, First Name (if given). “Title of the Article.” Name of the Newspaper Day Mon. Year, Edition: (if applicable): SectionPages+. Print.


Article, Newspaper (Web) – Full Text - see MLA 5.6
Author’s Last Name, First Name (if given). “Title of the Article.” Newspaper Name Day Mon. Year: SectionPage+ (if given). Web. Day Mon. Year of Access.


Article, Opposing Viewpoints with a Title Change (Online database) - see MLA 5.6.4


Article, Opposing Viewpoints without a Title Change (Online database) – see MLA 5.6.4

Blog – see MLA 5.6.2b
If there is no title for the blog entry, label it Weblog comment, but do not add quotation marks. If there is no sponsor or blog publisher, type N.p.


Book, Two or More Authors (Print) – see MLA 5.5.4
Author’s Last Name, First Name, and First Name Last Name. Title of the Book. Place of Publication: Publishing Company, date. Print.


Book, Edited (Print) - see MLA 5.5.3 and 5.5.6
Editor’s Last Name, First Name, ed. Title of the Book. Place of Publication: Publisher, date. Print.


Editions (Print) – see MLA 5.5.13
Author’s Last Name, First Name. Title of the Book. Edition. Place of Publication: Publisher, date. Print.


Book (eBook from an online database) – see MLA 5.6.4
Author’s Last Name, First Name (if given). Title of the Book. Place of Publication: Publisher, Date. Database Name. Web. Day Mon. Year of Access.


Book (eBook from Gale database – oftentimes Reference titles) – see MLA 5.6 and MLA 5.6.4

**Book (eBook from the Web) – see MLA 5.6**

Last Name, First Name (if given). *Title of Text*. Ed. name, if known. *Name of the Repository of the Electronic Text* (if known). Place of Publication: Publisher, Date. Web. Day Mon. Year of Access.


**Book (Print) – see MLA 5.5.2**

Author’s Last Name, First Name. *Title of the Book*. Place of Publication: Publisher, date. Print.


**Book Chapter (eBook from an online database) – see MLA 5.6**


**Book Chapter (Print) – see MLA 5.5.6**

Author’s Last Name, First Name. “Title of the Chapter.” *Title of the Source*. Ed. First Name Last Name. Place of Publication: Publisher, date. Page-page. Print.


**By the Numbers (Online database) – see MLA 5.6.4**

“Title.” *By the Numbers* Date. *By the Numbers @ FACTS.com*. Web. Day Mon. Year of Access.


**CareNotes System (Online database) – see MLA 5.6.4**


Charts (Online database) – see MLA 5.6.4


Commentary (Online database) – see MLA 5.6.4


Datamonitor (Online database) – see MLA 5.6.4


Dictionary Entry (Online database) – see MLA 5.6 and 5.5.7
Oftentimes, the dictionary will provide several definitions for the same word and number them (Def. #).


Discussion Groups, eConferences, Interest Groups, Bulletin Boards, etc. (Web) – see MLA 5.6.2b


Editorial Cartoon (Online database) – see MLA 5.6.4


Editorials (Online database) – see MLA 5.6.4
“Title of the Editorial.” Title of Source Day Mon. Year (if given). Database Name. Day Mon. Year of Access.

eMail (Web) – see MLA 5.7.13
Author's Last Name, First Name (if given). “Subject Line of the E-mail.” Message to Recipient's Name. Day Mon. Year of e-mail. E-mail.


Encyclopedia Article (Online database) – see MLA 5.6 and 5.5.7


ERIC Document (Online database) – Full Text – see MLA 5.6.4
Author’s Last Name, First Name (if given). Title of the ERIC Document. Place of Publication: Publisher, Date. ERIC. Web. Day Mon. Year of Access.


ERIC Journal (Online database) - Full Text – see MLA 5.6.4
Author's Last Name, First Name (if given). “Title of the ERIC Document.” Title of Source volume.issue (date): page-page (if given). ERIC. Web. Day Mon. Year of Access


ERIC Document (microfiche) – see MLA 5.7.15
Author's Last Name, First Name (if given). Title of the Source. Place of Pub: Publisher, Date. ERIC ED?????? Microform.


Evidence Based Care Sheets (Online database) – see MLA 5.6.4


Government Documents (Print) – see MLA 5.5.20
Name of Government. Department Name. Title of the Document. Place of Publication: Publisher, date. Print.

Maps (Online database) – see MLA 5.6.4 and 5.7.8


Micromedex Healthcare Series (Online database) - see MLA 5.6.4


Newspaper Article – See Article, Newspaper

Opposing Viewpoints Article – See Article, Opposing Viewpoints

Painting, sculpture, or photograph (Online database) – see MLA 5.6.4 and 5.7.6
Artist’s Last Name, First Name. Title of Art. Year work created. Name of Museum or Owner of Work. Database Name. Web. Day Mon. Year of Access.


Pamphlet (Online database) – 5.5.19 and 5.6.2c
Author’s Last Name, First Name (if given). Title of the Pamphlet. Date. Database Name. Web. Day Mon. Year of Access.


Pamphlet (Print) – see MLA 5.5.19
Pamphlets are cited and credited as a book would be.

Photographs (Online database) – see MLA 5.6.4 and 5.7.6
Photographer’s Last Name, First Name. “Name of Photograph.” Photograph. Date (if given). Database Name. Web. Day Mon. Year of Access.


Photographs (Print) – see MLA 5.7.6

Poem (Online database) - see MLA 5.6.4
Poet’s Last Name, First Name. “Title of the Poem.” Date (if given). Database Name. Web. Day Mon. Year of Access.


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Quick Lesson (Online database) – see MLA 5.6.4


Speech (web) – see MLA 5.6 and 5.7.11


Speech (Print) – see MLA 5.7.11
Speaker’s Last Name, First Name. “Title of the Speech.” Name of the Meeting or Sponsoring Group, Location, Day Mon. Year. Delivery.

Delivery methods might include: address, lecture, keynote speech, reading.


SWOT Analysis (Online database) – see MLA 5.6.4


Video (DVD) – see MLA 5.7.17a
Author’s Last Name, First Name. Title of the DVD. Ed. First Name Last Name. Edition (or release or version, if known). Place of Publication: Publisher, Date. DVD.


Video (Online database) – see MLA 5.6.4 and 5.7.3


YouTube


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