General Guidelines

- Double-space the text of your paper, and use a legible font (e.g., Times New Roman). The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. Note: Your instructor may ask that you omit the number on your first page.
- CAUTION! When using GOOGLE DOCS, your formatting does not transfer properly when printing. Copy, paste and re-format in a word document.

example without a title page
(standard MLA)

example with a title page
Citing Your Sources

**Every time** you use somebody else’s ideas or facts in your paper, whether you quote your source exactly or paraphrase, you **must cite your source** (show where your information came from). You must do this in two places:

1. In parentheses just after the idea or fact (see below). **AND**
2. In a list of “Works Cited” at the end of your paper

Examples of in-text citations:

**Source** | What it would look like in your text
---|---
BOOK (In this example, Chan is the author; 279 is the page #.) | Joseph McCarthy was not aware that he had done anything wrong in the hearing (Chan 279).
BOOK, AUTHOR NOT GIVEN (Book titles are italics.) | Senator McCarthy “spread out his hands in a gesture of puzzlement” after the Senate hearing (The Final Days 92).
BOOK, TWO AUTHORS (Write x, y, and z for 3 authors) | Joseph McCarthy was not aware that he had done anything wrong in the Senate hearing (Goldman and López 118).
BOOK, FOUR OR MORE AUTHORS | Senator McCarthy “spread out his hands in a gesture of puzzlement” (Jones et al. 237).
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT | Joseph McCarthy was censured in the Senate by a vote of 67 to 22 (Kwan A1). *In this example, A1 is the newspaper page number.*
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT, AUTHOR NOT GIVEN | McCarthy was not aware that he had done anything wrong in the hearing (“The Red Scare” E21). *Use quotes for article titles.*
ONLINE VIDEO CLIP (Title is in italics; use quotes for an episode in a series.) | Senator McCarthy spread out his hands in a gesture of puzzlement after the hearing “Reds Under Every Bed”.
WEB PAGE (Use the page title in quotes if the author is unknown.) | Welch accused McCarthy of having no decency (“Reign of Terror”). *Abbreviate long titles to make your paper easier to read.*
ARTICLE IN A DATABASE | McCarthy was not aware that anything was wrong (Santos).
PERSONAL INTERVIEW | It felt as if Senator McCarthy was everywhere (Singh).
SPECIAL ENCYCLOPEDIA OR REFERENCE BOOK | Senator McCarthy claimed to have the names of 57 communists (Varela 10: 388). *In this example, Varela is the author of the article, 10 is the volume number, and 388 is the page number.*
VISUALS/ILLUSTRATIONS (INC. PHOTOGRAPHS) | Some readers found Harry’s final battle with Voldemort a disappointment, and recently, the podcast, MuggleCast debated the subject (see fig. 2). *All visuals/illustrations that are not tables or musical score examples (e.g. photographs, maps, diagrams, charts, videos, podcasts, etc.) are labeled Figure or Fig.*
If a quote is **four lines or longer**, indent one inch after your lead-in. Don’t use quotation marks, and put the period **before** the parentheses (normally, it goes after).

Truman understood this well:

It is not enough to know just American history. The trouble with some specialists in history is that they write about one country or one period as if nothing else existed in the world. Imagine writing a history of the United States without reference to Europe or Asia. Who today can think of the United States or the American continents as isolated from the rest of the world. (Hillman 87)

On the surface, this appears to contrast strongly with the non-interventionist ...
An Image (Including a Painting, Sculpture, or Photograph)

Fig. 1. Manticore. A woodcut from Edward Topsell

Figures

- All visuals/illustrations that are not tables or musical score examples (e.g. maps, diagrams, charts, videos, podcasts, etc.) are labeled Figure or Fig.
- Refer to the figure in-text and provide an Arabic numeral that corresponds to the figure. Do not capitalize figure or fig in the in-text reference.
- MLA does not specify alignment requirements for figures; thus, these images may be embedded as the reader sees fit. However, continue to follow basic MLA Style formatting (e.g. one-inch margins).
- Below the figure, provide a label name (Figure or Fig.) and its corresponding arabic numeral (no bold or italics), followed by a period (e.g. Fig. 1.). Here, Figure and Fig. are capitalized.

Beginning with the same line as the label and number, provide a title and/or caption.

*See example on pg. 2 of an in-text citation for a figure.

Works Cited Page:

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.


Note: If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

YouTube Videos

The MLA does not currently prescribe a citation style for YouTube videos. Based on MLA standards for other media formats, the following format is the most acceptable for citing YouTube videos:

Author’s Name or Poster’s Username. “Title of Image or Video.” Media Type Text. Name of Website. Name of Website’s Publisher, date of posting. Medium. date retrieved.

Here is an example of what that looks like:


**You could also try using EasyBib’s form for Film and online video.

Some Notes:

Using EasyBib

1. Start by pasting in the URL of the website, video, etc. or typing in the ISBN number if it is a book.
2. Review the information retrieved to make sure it is correct and complete!
3. Review the info that EasyBib says is missing and try to find it, filling in each piece of information you find in the form.
4. When done, create your citation and copy it into your Works Cited page.
5. Don’t forget to make sure your Works Cited page is double spaced, using hanging indentation, and is alphabetized.

It is very common for web resources not to have all of the information MLA would like. If any piece of information is unavailable, make your best effort to find it. Sometimes you have to look at other pages of the website, such as the “about” page, in order to find the required information, but sometimes it is truly unavailable. In that case, skip it and move on to the next piece of information that is missing.

Resources:

Purdue OWL MLA Formatting Guide
https://owl.english.purdue.edu/owl/resource/747/01/

EasyBib: Free Bibliography and Citation Maker
http://www.easybib.com/