

MLA Style Formatting and Documentation: Quick Sheet

Basics:

- Typed
- Double-spaced
- 12 point standard font (Times New Roman or Arial)
- 1 inch margins
- Page number header with writer's last name in the upper right-hand corner of document

Two Major Sections:

- Main body
- Works Cited

Main body:

- On the first 4 lines of page 1, students should list their name, the teacher's name, the class information, and the date of submission on the left-hand side of the paper.
- On the fifth line of the page, a title should be centered. Note: the title should not be bolded, underlined, italicized, and in quotation marks.
- On the 6th line of the page, students should begin the introduction paragraph of the essay.
- The entirety of the body should be double-spaced with no extra spaces between paragraphs.
- Sources should be identified with parenthetical citations
- Tables and graphs should be formatted and labeled

Works Cited Page:

- Center the title (Works Cited) at the top of the 1st page of sources listed
- Double space all entries and use the hanging indent feature
- List all entries alphabetically by the surname of the primary author of each source

Works Cited Formatting: The Basics

- Invert the author's name, beginning with the last name first, and then follow with the first name
- Capitalize all major words of titles and subtitles for titles throughout the citation
- Italicize titles of books, periodicals, and other long works.
- Enclose in quotation marks any titles of short works or sources that are part of a bigger work. This is applied to article titles.
- Write publisher's names in full, but omit words like Company or Inc.
- For university presses, use U for "University" and "P" for "Press"
- Give the full date of the source where applicable

Example MLA Works Cited Entry:

Neuhaus, Jessamyn. "Marge Simpson-Haired Housewife: Defining Domesticity on *The Simpsons*." *The Journal of Popular Culture*, vol. 43, no. 4, 2010, pp. 761-781.

In-Text Citations:

- Use in-text citations for two reasons:
 - To alert the reader to the full citation on your Works Cited page
 - To give credit to the resources you are using in your paper.
- NOTE: Failure to properly cite your sources in any academic writing is plagiarism and will have serious consequences.

Types of In-Text Citations:

- Parenthetical Format: Includes the author's last name and the page number in parenthesis at the end of the sentence.
 - Example: Research suggests that the Titan Writing Center is a good resource for students (Mahaffey 13).
- Narrative format: Includes the author's name directly in the sentence, with the page number of where the information came from in parenthesis at the end of the sentence.
 - Example: Mahaffey suggests that the Titan Writing Center is a good resource for students (13).
- If the source being cited does not have an author, use the title of the article in its place.