MLA (Modern Language Association) style is used for papers in most humanities and liberal arts courses. Basic guidelines follow. For more, see the *MLA Handbook for Writers of Research Papers*, seventh edition (2009). [This handout updated 11-11-14]

I. **Manuscript Format**
II. **In-text / Parenthetical Citation Basics**
III. **Works Cited List Basics**
IV. **Authorship** (one, two, or more authors; no author; corporate author)
V. **Pagination** (with/without page numbers or other locators)
VI. **Print Sources**
VII. **Web-based Sources**
VIII. **Film and Digital Media**
IX. **Literary and Sacred Works**
X. **Live Events**

I. **MANUSCRIPT FORMAT**

- Typeface: 12-pt Times New Roman (or similar normal font)
- Spacing: double spaced throughout (including the Works Cited page)
- Margins: one inch all around, aligned left
- Header and page numbers: your last name and page # appear at top right corner, 0.5” from top, on every page
- Heading: your name, professor’s name, course #, date, at top left, on page one only
- Title: normal font and size, centered, in Title Case (capitalize first letter of major words); double-spaced after heading and before the first line of text. **MLA style does not use a title page.**
- Titles within the paper: titles of longer works (books, magazines, newspapers) are italicized; titles of shorter works (articles, parts of a longer work) are in quotation marks.
- Paragraphs: Indent the first line ½ inch (five spaces or one tab) from the left margin.
- Quotations:
  - A prose quotation of no more than four lines of your text should be put it in quotation marks and incorporated into the text. (Run-in quotation)
  - A prose quotation of more than four lines of your text should set off from your text by beginning a new line, indenting one inch from the left margin, and typing it double-spaced, without adding quotation marks. A colon generally introduces a quotation set off in this way. A parenthetical reference follows the last line of the quotation.

II. **IN-TEXT / PARENTHETICAL CITATION BASICS**

- MLA citation consists of two elements: a citation within the text at the point where the source material appears and 2) the corresponding entry in the list of works cited, where complete bibliographic information for each source is given.
- The in-text citation commonly gives the author of the source and the page number where the borrowed material is found. **If the author is not named in the sentence**, place the author’s name and the page number in parentheses directly after the source material. Do not insert any punctuation between the name and number, and do not write *page or pages or p. or pp*.

  Too often, our schools are failing to educate children in the basics, yet they are not being made to take responsibility for their failure (Silber 49).

  **If the author’s name is incorporated into the sentence**, give only the page number in parentheses.
According to Boston University President John Silber, “When our schools fail to teach our children to read and write, they fail essentially and inexcusably; yet they are not held accountable” (49).

- The in-text citation refers readers to the corresponding entry for the source in the list of works cited.
- MLA convention does not use footnotes or endnotes but does allow the occasional use of notes to explain or clarify a point or to offer material that digresses from the main text.

III. WORKS CITED LIST BASICS

MLA style does not use a bibliography or reference list, but instead a list of works cited that gives the bibliographic information for every source you use (cite) in your paper. The first element of any entry in the Works Cited list must match whatever name or title appears in the in-text citation for the reference. For example, if the citation for a reference in the text is (Smith 32), then the work cited entry for that source should begin with Smith.

- The list appears on a separate page(s) at the back of the paper and lists all sources cited within the paper.
- Everything on the page is double-spaced, with no extra spaces between title and first entry or between entries.
- Entries are alphabetized by authors’ last names (or the title, if no author is given), NOT numbered.
- The page is titled “Works Cited” (centered, in normal font/size, and in title case).
- Each entry uses a hanging indent (first line of entry is at left margin, and next line(s) is indented five spaces).
- Each entry lists the medium of publication, such as Print, Web, Radio, Television, CD, Audiocassette, Film, Videocassette, DVD, Performance, Lecture, and PDF file.

IV. AUTHORSHIP (one, two, or more authors; no author; corporate author)

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<thead>
<tr>
<th>Book (or other work) with a single author or editor</th>
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<td><strong>In the text</strong></td>
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<td><strong>Guidelines</strong></td>
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### Work in an anthology or other collection of works by multiple authors

| In the text | Ellen Goodman writes . . . (49). . . . (Goodman 49). |
| Guidelines | • For in-text citation, use the name of the author of the shorter work, not the author of the collection. • For list of works cited, begin with the name of the author of the work, not the name of the editor of the collection. Then give title of the work, title of the collection, editor of the collection, publication information, page range, and medium of publication, as in the first example. • To cite a previously published article in a collection, give the complete data for the earlier publication, as available, and then add Rpt. in (“Reprinted in”), the title of the collection, and the new publication facts, as in the second example. • Use this format to cite essays reprinted in a textbook. |

### Work with a corporate author/organization as author

| In the text | According to a study sponsored by the National Research Council . . . (15). . . . (Natl. Research Council 15). |
| Works Cited | National Research Council . . . |
| Guidelines | • Give the organization name as author, in both the parenthetical citation and the list of works cited. • Names may be shortened in the parenthetical reference, and common abbreviations may be used (e.g., CDC, NASA, FDA). |

### Work with no named author or editor (anonymous work), listed by title in the works cited list

| In the text | In the report “Why Our Campuses are Safer Without Handguns” . . . (62). . . . (“Why Our Campuses are Safer” 62). |
| Works Cited | “Why Our Campuses are Safer” . . . . |
| Guidelines | • For the in-text citation, give the title in place of the author’s name. The title may be shortened in the parenthetical citation. • In the Works Cited list, alphabetize anonymous works by title, disregarding any article (*a, an, the*) that begins the title |

### Indirect source (someone quoted within another source)

| In the text | Marzotto thinks otherwise about the prospect: “[I am convinced that Sicily can become the most fascinating wine area in Italy]” (qtd. in Evans 211) |
| Guidelines | • For the parenthetical citation, use “qtd. in” to indicate the main source (the one included in the Works Cited). • The Work Cited will list the main work in which the quoted source appears. |

### V. PAGINATION (WORKS WITH/WITHOUT PAGE NUMBERS, OTHER LOCATORS)

| Entire Work | Fukuyama’s *Our Posthuman Future* includes many examples of this trend. |
### Guidelines
- Omit page numbers when citing a complete work, a passage from a one-page work, or a source that has no page numbers or other reference markers (film, television broadcast, performance, many online and electronic sources).
- It is usually best to include in the text, rather than in a parenthetical reference, the name of the person or the title that begins the corresponding entry in the works cited list.

### Work with no page numbers (including online works)

#### In the text
Varadarajan writes . . . .

. . . (Varadarajan).

#### Works Cited

#### Guidelines
- If the source provides no reference numbers at all, you may omit the parenthetical reference as long as you give the author’s name in your text, to direct the reader to the corresponding Works Cited entry.
- Do not make up page numbers, and do not use page numbers listed on any print-out you make of the source.
- If you want to use a parenthetical citation to help clarify the boundary between your ideas and those of your source, then giving the author’s name in a parenthetical reference instead of in the sentence may be appropriate.

### Work with paragraph or other section numbers instead of page numbers (including online works)

#### In the text
Chan claims that “Eagleton has belittled the gains of postmodernism” (par. 41).

He claims he had “no accurate knowledge” of his date of birth, “never having had any authentic record containing it” (Douglass, ch. 1).

#### Guidelines
Give the relevant number or numbers preceded by the appropriate abbreviation (e.g., par. or pars. or sec.). If the author’s name is given in the parenthetical citation instead of in your sentence, use a comma after the name.

### VII. PRINT SOURCES

#### Book

#### In the text
. . . (Gwynn 324).

Gwynn asserts that . . . (324).

#### Works Cited


#### Guidelines
For the in-text citation, use guidelines in sections II, IV, and V for the particular type of work (author/no author, pages/no pages).

#### Magazine Article in Print

#### In the text
Evans describes . . . (210).

The villa is described as . . . (Evans 210).

#### Works Cited

#### Guidelines
For in-text citation, use guidelines in sections II, IV, and V for the particular type of work (author/no author, pages/no pages).

#### Newspaper Article in print

#### In the text
Snider reports . . . (B1).

. . . (Snider B1).

#### Works Cited


Guidelines
- Format for print newspaper: Author’s Name (inverted order). “Title of Article,” Title of Newspaper (no punctuation here) Date: section and page number. Print.
- When citing an editorial or letter to the editor, add the descriptive label to distinguish it from an article.

Journal Article, Print

In the text
Meyers writes . . . (60).
According to one expert . . . (Meyers 60).

Works Cited
Author’s Name (last name first). “Title of Article.” Title of Journal (no punctuation here) Volume#. Issue# (Year): page range. Print.

Guidelines
- For all journals, include the volume number, issue number (if any), year, and pages.
- For an article in a non-English language journal, copy all titles exactly as they appear on the page, paying special attention to accent marks and capitalization. Note: Titles in the Romance languages (e.g., Spanish) use sentence case (see example), not Title Case.

VII. WEB-BASED / ONLINE SOURCES

Web Publications (general guidelines)

In the text
See guidelines for specific types of web sources that follow.

Works Cited
Name of author. “Title of the Work.” Name of Web Site. Version number. Name of publisher or sponsor of the web site, date of publication or latest update. Web. Date of your access.

Guidelines
- An entry for a publication on the Web usually contains as much of the following information as is available, in this sequence:
  1. Name of the author, compiler, director, editor, narrator, performer, or translator of the work
  2. Title of the page or work (unless citing web site in its entirety)
  3. Title of the overall Web site (italicized), if different from item 2
  4. Publisher or sponsor of the site; if not available, use N.p. (meaning ‘no publisher’)
  5. Date of publication or latest update (day, month, and year, as available); if nothing is available, use n.d. (meaning ‘no date’).
  6. Medium of publication (Web)
  7. Date of access (day, month, and year)
- Include a URL only is your professor requires it.
- Follow each item in the entry with a period, except for publisher or sponsor, which is followed by a comma.
- Untitled works may be identified by a descriptive label (e.g., Home page, Introduction, Online posting), neither italicized nor enclosed in quotation marks, in the place where the title goes.
- MLA does not offer specific guidelines for citing certain types of sources, particularly some new media sources (e.g., podcasts, You Tube videos). If no model is given in the MLA Handbook for the type of source you are using, use the model most similar to your source.

Entire web site
| **In the text** | *The Owl at Purdue* advises . . . *

. . . (*The Owl at Purdue*). |
|**Works Cited** | *The OWL at Purdue*. Purdue University Online Writing Lab, 2011. Web. 27 May 2011. |
|**Guidelines** |  ● See general guidelines for web publications, above.  
  ● Cite a **blog** as you would an entire website. |

### One page, article, blog, or other short work from a web site

| **In the text** | In the article “Pronoun Case,” it is advised that . . .  

. . . (“Pronoun Case”). |
“Pronoun Case.” *The OWL at Purdue*. Purdue University Online Writing Lab, 17 April 2010. Web. 31 May 2011. |
|**Guidelines** |  ● Cite an **individual blog entry** as you would cite a short work on a website (as in the example).  
  ● Cite a **blog comment** (which is untitled) by using the descriptive label “Weblog comment” (not in quot. marks) in place of the title. |

### Journal article from an Online Journal

| **In the text** | According to Ransom . . . (377).  
. . . (Ransom 377). |
|**Guidelines** | Give the same information as for a print journal article, but include the medium of publication (Web) and the date of access. Use **n.pag.** when the source is not paginated. |

### Journal article (or other work) from an online/library periodical database

| **In the text** | According to Williams . . .  
. . . (Williams). |
|**Guidelines** | Give the normal publication information for the source; for example, if you retrieve a journal article through the database, then give the same information as you would for the print journal article. Then give the name of the database, in italics; the medium; and your date of access. |

### Newspaper Online

| **In the text** | According to Glaser . . .  
. . . (Glaser). |
Web. 3 April 2010. |
|**Guidelines** |  ● When citing an editorial or letter to the editor, add the descriptive label to distinguish it from an article.  
  ● Format for online newspaper: Author’s Name (inverted order). “Title of Article,” *Title of Newspaper*. Name of Publisher (if different from title of paper), Date of publication. Web. Date of access. |

### Magazine Article Online (including online-only periodicals, e.g., Slate, Salon, Politico)

| **In the text** | Evans describes . . .  
. . . (Evans). |
| Guidelines | • For parenthetical citation, use guidelines in sections II, IV, and V for the particular type of work (author/no author, pages/no pages).  
• Format for WC: Author’s Name (inverted order). “Title of Article,” *Title of Periodical*. Name of Publisher, Date of publication. Web. Date of access. |

**Film or film clip online (including You Tube video)**

| In the text | President Obama explained . . . (The White House). |
| Works Cited | Author’s Name or Poster’s Username. “Title of Image or Video.” Media Type. |
| | *Name of Website*. Name of Website’s Publisher, date of posting. Medium. Date retrieved. |
| | Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. |

| Guidelines | • MLA provides no guidelines for citing YouTube videos. Cite any online film clip as you would cite a short work on the web.  
• Provide the author only if you are sure that person (or organization) created the video or audio. Do not list the person posting the clip online as the author unless that is the case. If you are unsure, treat the citation as having no author. |

**VIII. FILM AND DIGITAL MEDIA**

**Film or other video recording (DVD, videocassette)**

| In the text | In the film *Like Water for Chocolate* . . . . . . . . (Like Water for Chocolate ). |

| Guidelines | • Begin with the film’s title, italicized, and include the director, the distributor, the year of release, and the medium (Film). Include other data that seem pertinent—such as the names of the screenwriter, performers, and producer—between the title and the distributor.  
• Cite a DVD, videocassette, laser disc, slide program, or filmstrip like a film. Include the original release date when it is relevant.  
• For films dubbed or subtitled in English, give the English title followed by the original title, italicized and in brackets. Note: Titles in the Romance languages (e.g., Spanish) use sentence case (see above), not Title Case. |

**Sound recording (CD, LP, cassette)**

| In the text | Gershwin . . . . . . . . (Gershwin). |

**Guidelines**

To cite the entire work, give the name of the artist, title of work, names and roles of other artists, if applicable, manufacturer, year of release, medium (e.g., CD, LP, cassette).

To cite one selection from a work, include the title of the selection as above.

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**Digital files, including e-books, image files, audio files (mp3, jpg, pdf, etc.)**

**In the text**

Performing the song “And I Am Telling You I’m Not Going,” Hudson . . .

**Works Cited**


**Guidelines**

For digital files that can exist independently of the web or a published disc, such as an e-book or mp3 files on a personal computer, use the format for the document type (e.g., book, photograph, sound recording) to create the Works Cited entry. In the place for medium of publication, list the file type followed by the word file: MP3 file, Microsoft Word file, JPEG file, and so on. If you can’t identify the type, use Digital file as file type.

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**IX. LITERARY AND SACRED WORKS**

In a reference to a commonly studied work available in several different editions, such as well-known literary and sacred works, the edition used will be given as part of the entry in the list of works cited. In parenthetical references, give enough information that a reader can locate the cited passage in any edition of the work.

**Novel or other prose work with numbered divisions (books, parts, chapters)**

**In the text**

In *A Vindication of the Rights of Woman*, Mary Wollstonecraft recollects . . . (185; ch. 13, sec. 2).

**Works Cited**


**Guidelines**

For the in-text citation, first give the page number from the edition used, add a semicolon, and then give other identifying information, using appropriate abbreviations such as pt. and ch.

**Verse plays**

**In the text**

In Shakespeare’s *King Lear*, . . . (4.2.148-49).

One Shakespearean protagonist seems resolute at first when he asserts, “Haste me to know’st, that I, with wings as swift / As meditation . . . / May sweep to my revenge” (*Ham*. 1.5.35-37), but he soon has second thoughts.

**Works Cited**


**Guidelines**

- Omit page numbers and cite by division (act, scene, canto, book, part) and line, with periods separating the various numbers—for example, “Iliad 9.19” refers to book 9, line 19, of Homer’s *Iliad*.
- When included in parenthetical references, the titles of the books of the Bible and of famous literary works are often abbreviated.
- Guidelines for run-in and block quotations apply.

**Poems**

**In the text**

In “Marching Song,” Nesbit declares, “Our arms and hearts are strong for all who suffer wrong . . .” (line 11).

**Works Cited**


**Guidelines**

- Omit page numbers and cite by numbered part or stanza, if available, and then by line, with
periods separating the numbers.
- If you are citing only line numbers, use the word line or lines for the first reference, and then use the number(s) alone.
- Guidelines for run-in and block quotations apply.

Sacred Texts
In the text
In one of the most vivid prophetic visions in the Bible, Ezekiel saw “what seemed to be four living creatures,” each with the faces of a man, a lion, an ox, and an eagle (New Jerusalem Bible, Ezek. 1.5-10). John of Patmos echoes this passage when describing his vision (Rev. 4.6-8).

Works Cited

Guidelines
- Provide an entry in the works-cited list for the edition used.
- General terms like Bible, Talmud, and Koran are not italicized, but titles of specific editions are italicized.
- For the first reference, state in the text or in a parenthetical citation the element that begins the entry in the works-cited list (usually the title of the edition but sometimes an editor’s or a translator’s name), followed by divisions of the work—book, chapter and verse number (or their equivalent)—rather than by a page number. For subsequent references, provide division numbers alone.
- Common abbreviations of the books of the Bible are acceptable in parenthetical references (1 Chron. 21.8, Rev. 21.3).

XI. LIVE EVENTS

Live performance
In the text
In the Broadway play Seminar....
... (Seminar).

Works Cited

Guidelines
Include the title of the performance, names of author and director, names of major performers, theater or venue, city, date of performance, and medium (Performance).

Lecture or other oral presentation
In the text
Matuozzi . . . .
... (Matuozzi).

Works Cited

Guidelines
For Work Cited, give the speaker’s name; the title of the presentation (if known), in quotation marks; the meeting and the sponsoring organization (if applicable); the location; and the date. Use a descriptive label (Address, Lecture, Speech, Reading) to indicate the form of delivery.

Information and some examples taken from these works consulted in creating with document:
Hacker, A Pocket Style Manual, 6th edition (Bedford/St. Martins)
https://owl.english.purdue.edu/owl/resource/747/01/ (MLA Guidelines)
http://www.mlahandbook.org/

WRITING ACROSS THE CURRICULUM, LOYOLA UNIVERSITY, BOBET 100, 865-2297

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