MLA Guidelines / General Manuscript Format

No title page
1” margins (top, bottom, left, right)
12 pt. font for body text; Title may be 14 pt. font
Double Space Everything
Name, Course, Date are left justified (and double spaced)
Title of your assignment should be centered; it may be 14 pt. and bold
.5” indentation for first line of each paragraph
Page number in header, right justified (I do not mind if the page number is in the footer)
No header or footer other than page number
Quotations that exceed 4 lines of text are indented an additional inch from left margin only
Only break URLs after a hyphen /
Figures or Graphics should be labeled as Table 1 or Figure 1, and so on

General Formatting Style for Sources
These titles are always italicized
Books The Sun Also Rises
Epic Poems Beowulf
Journals Computers and Composition
Magazines The New Yorker
Web Site You Tube

These titles are always placed in quotation marks and not italicized
Poems “Because I Could Not Stop for Death”
Short Stories “Young Goodman Brown”

General Works Cited Formatting Guidelines
When you get to the end of you essay, strike CTRL & ENTER to begin a new page (don’t strike
ENTER repeatedly to get to a new page).

Set a hanging indent of ½” so that any line that wraps after the first will be indented. If you do
not know how to do this in Word, refer to my video tutorial in D2L for instructions. Do not
indent the first line of an entry in the Works Cited; indent additional lines if the entry is longer
than one line. See the examples in this handout and my own Works Cited page that follows.

The tile of your reference page is Works Cited. Note that there is an “s” in Works.
Center and bold that title.

Entries are alphabetized by last name of author or editor or first word of title other than A, An,
or The

Note that MLA does not require the inclusion of URLs in the citations; however, I do. Please
include them for me.
These examples are but a few of the formats detailed in a handbook of MLA citations. If the resource you are using is not listed here, consult your *Little Penguin Handbook*, seek assistance from the University Writing Center, or use one of the websites I have given you to look it up. Also note that MLA does not require URLs; however, I ask that you include them and I have given you some in examples.

**Articles in Periodicals**

**Article in a Magazine**


**Article in a Journal Paginated by Volume**


**Article in a Journal Paginated by Issue**


**Article in a Daily Newspaper**


**Database Service**

If your resource was retrieved from a library’s subscription database service like *InfoTrac, EBSCOhost, LexisNexis,* or *ProQuest,* list the appropriate publication information for the source, e.g. book or journal article. Follow that with the name of the database like *Academic Search Premier,* the medium and the date of access.
Books

Basic Format for a Book

The standard format for your Works Cited is normally arranged as follows:

Last Name, First Name. Title of Book. City of Publication: Publisher, Year Published. Print.

Book With One Author


Book With Two Authors


The in-text citations for a work with two authors is formatted as follows: (Memering and Palmer). Of course, there is a space and page number(s) after the second name.

Book With Three Authors


The in-text citations for a work with three or more authors is formatted as follows: (Schwartz et al.) Of course, there is a space and page number(s) after “al.”

**Book With More Than Three Authors**


**A Work Prepared by an Editor**


**A Work In An Anthology**


When you omit the author’s name in your sentence:

*It was December – a bright frozen day* paints a vivid image for the reader of a cold, sunny day that we are all familiar with (Welty 93).

When you use the author’s name in your sentence:

Welty paints a vivid image for the reader of a cold, sunny day, one that we are all familiar with in the first lines of the story (93).

In both examples, note that the punctuation is placed after the citation.
Sacred Text


Government Publication (includes online source)


Electronic Resources

It is important to note that there are many variations on available information from Web sites; therefore, if one of these examples doesn’t apply, then consult your handbook, seek assistance from the University Writing Center, consult an online resource, or ask me. Consult a resource for assistance with in-text citations as there are many variations.

Web Sites

The standard format for your Works Cited is:

Last name, First name. *Title.* Sponsor/Publisher of Site, Date. Web. Date Accessed. URL.

Note: If the URL must break at the end of the line, break it after a slash. Do not insert a hyphen.

With Author


With Corporate (group) Author

Author Unknown

Use this format:

*Title of Article.* Sponsor/Publisher of Site, Date. Web. Date Accessed. URL.


With Editor

Last Name, First Name, ed. *Title.* Sponsor/Publisher of Site, Date. Web. Date Accessed.

URL.

With No Title

*Note:* If the Web site has no title, a description such as Home Page, may be substituted for the title, neither italicized or in quotation marks.

Last name, First name. Home Page. Sponsor/Publisher of Site, Date. Web. Date Accessed.

Online Book

If your resource is an online book that is posted on the Web as its own site, give the title of the book and the print publication information, if available. Follow that with the title of the Web site, the medium, and the date of access.

The standard format for your Works Cited is:


Multimedia Sources Including Online Versions

Email


Cartoon

Cartoonist’s name, the title of the cartoon if there is one, the word “Cartoon,” the name of the publication in italics and the date, a colon, the page number, and the medium.

Last Name, First Name. “Title of Cartoon.” Cartoon. Publication Date: Page. Print.

Film


Live Performance - Play

*The Lieutenant of Inishmore.* By Martin McDonagh. Perf. Jacob Marley and Elizabeth Whartle.


Personal Interview

Thompson, Susan. Personal interview. 11 Jan. 2015.

Podcast

Television Program


You Tube Video


https://www.youtube.com/watch?v=_v0MXhx6564&feature=youtu.be

In-Text Citations

Make use of one of the resources listed in the Works Cited that follows for assistance with your specific resources. Just be sure to cite sources to avoid “accidental” plagiarism.

And remember, if the source is listed on your Works Cited page, it must be referenced in your work, too.
Works Cited


All of these sources listed above are at your disposal. Please make use of them.