

Modern Language Association (MLA) Style

Works Cited/Works Consulted

Format

- Begin on a separate page after the end of your text.
- Continue numbering pages.
- Center the title (no italics or underlining) one inch from the top of the page.
- List resources in alphabetical order by the first word of the citation. This is usually the author's last name, the editor's last name or the first word of the title.
- Double space entire page.
- Use hanging indents for each bibliographic citation.
- Do not number the citations.

Bibliographic Citations (This is **not** a comprehensive list. Please refer to a MLA handbook for additional formats.)

General Notes

- Capitalize every main work in titles and subtitles.
- Italicize titles of books, periodicals, databases and other longer works.
- Place quotation marks around articles and other short pieces of work.
- List the medium of the work (such as *Print* or *Web*).
- Abbreviate months other than May, June and July.
- Author/Editor listing (see chart)

One Author	List the last name of author followed by a comma, the first name of the author, and a period.	Last name, First name (any initials).
Multiple authors (two or three)	List the first author with the last name first. Give the names of additional authors with the first name first. Separate authors with commas and the word <i>and</i> before the last person's name.	Last name, First name (of first author), First name Last name (additional author) and first name last name (additional author).
Four or more authors	Either list all of the names or the first author followed by a comma and <i>et al.</i>	Last name, First name, et al.
Organization or Group author	Give the name of the organization as the author.	Organization Name.
Unknown Author	Begin the entry with the title of the resource.	
Editor	List the last name of the editor followed by a comma, the first name of the editor followed by a comma, the letters <i>ed</i> followed by a period.	Last name, First name, ed.

Books

Basic Format	Author's name(s) followed by a period. Title and subtitle (in italics) followed by a period. City of publication followed by a colon. Publisher followed by a comma. Publication date followed by a period. Medium of publication followed by a period.	Last name, First name. <i>Title: Subtitle</i> . City: Publisher, Publication Date. Print.
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Print Periodicals

Basic Format: Article in Journal	Author's name(s) followed by a period. Article title (in quotation marks) with a period. Title of the journal (in italics) followed by the volume number and a period. Issue number (if given), and the year (in parenthesis) followed by a colon. Page number(s) followed by a period. Medium of publication followed by a period.	Last name, First name. "Title of Article." <i>Title of Journal</i> Volume number. Issue number (Year): Page number(s). Print.
Basic Format: Article in Magazine	Author's name(s) followed by a period. Article title (in quotation marks) with a period. Title of the magazine (in italics) followed by the date from the magazine cover (day month year, month year or year)	Last name, First name. "Title of Article." <i>Title of Magazine</i> Date of magazine: Page number(s). Print.

	and a colon. Page number(s) followed by a period. Medium of publication followed by a period.	
Basic Format: Article in Newspaper	Author's name(s) followed by a period. Article title (in quotation marks) with a period. Title of the newspaper without any initial <i>A</i> , <i>An</i> , or <i>The</i> (in italics) followed by the date from the newspaper followed by a comma. Edition (if given on masthead – late, early, natl. or specifically named) followed by a comma. Section number followed by a period. Medium of publication followed by a period.	Last name, First name. "Title of Article." <i>Title of Newspaper</i> Date of newspaper, name ed., Section number: Print.

Electronic Sources

General Information

- MLA does **not** require a URL. You may choose to include the URL following the date of access, enclosed in angle brackets with a period at the end.
- Use *N.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use n.d. when the Web page does not provide a publication date.
- When an entry requires that you provide a page but no pages are provided in the source, use the abbreviation *n. pag.*
- If the citation asks for the sponsor's name (company or organization that placed in the information on the web), it usually appears at the bottom of the home page.

Online Database with Original Work	Author's name followed by a period. Article title (in quotation marks) with a period. Publication date followed by a period. Name of the online database (italicized) followed by a period. Medium consulted followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Article." Publication date. <i>Name of Online Database</i> . Web. Day Month Year of access.
Online Database with Previously Published Work	Author's name followed by a period. Article title (in quotation marks) with a period. Original source (italicized) followed by publication information (volume, issue) the date of publication (in parenthesis) followed by a colon. Page number(s) followed by a period. Name of the online database (italicized) followed by a period. Medium consulted followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Article." <i>Original Source of Article</i> Publication Information (Day Month Year): Page(s). <i>Name of Online Database</i> . Web. Day Month Year of access.
Article in an Online Journal	Author's name followed by a period. Article title (in quotation marks) with a period. Online journal (italicized) followed by the date of publication (in parenthesis) and a colon. Page number(s) followed by a period. Medium consulted followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Article." <i>Title of Online Journal</i> (Day Month Year): Page(s). Web. Day Month Year of access.
Article in an Online Magazine or Newspaper	Author's name followed by a period. Article title (in quotation marks) with a period. Name of magazine or newspaper (italicized) followed by a period. Sponsor of the Web site followed by a comma. Date of publication (day month year) followed by a period. Medium consulted followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Article." <i>Name of Magazine or Newspaper</i> . Sponsor of Web Site, Day Month Year of publication. Web. Day Month Year of access.

Online Book	Author's name(s) followed by a period. Title and subtitle (in italics) followed by a period. City of publication followed by a colon. Publisher followed by a comma. Publication date followed by a period. Title of the Web site (in italics) followed by a period. Medium of publication followed by a period. Date of access (day month year) followed by a period.	Last name, First name. <i>Title: Subtitle</i> . City: Publisher, Publication Date. <i>Title of Web Site</i> . Web. Day Month Year of access.
Entire Web Site	Author's name(s) followed by a period. Title of the Web site (italicized) followed by a period. Name of the sponsor or publisher (if none, use N.p.) followed by a period. Date of publication or last update followed by a period. Medium of publication followed by a period. Date of access (day month year) followed by a period.	Last name, First name. <i>Title of Website</i> . Name of Sponsor or Publisher. Day Month Year of publication or last update. Web. Day Month Year of access.
Work from Web Site	Author's name(s) followed by a period. Title of the work (in quotation marks) followed by a period. Name of the Web site (italicized) followed by a period. Name of the sponsor or publisher (if none, use N.p.) followed by a period. Date of publication (if none, use n.d.) followed by a period. Medium consulted followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Work." <i>Name of Web Site</i> . Name of Sponsor or Publisher. Day Month Year of publication. Web. Day Month Year of access.
Article Downloaded from the Web	Cite as you would cite the same online source. Replace the medium of publication with the digital file format. Omit the access date.	Make adjustments to examples listed above.
Listserve, Discussion Group or Weblog (Blog) Posting or Comment	Author's name(s) followed by a period. Title of the post or comment (in quotation marks) with a period. (If no title, use a description - <i>Weblog post</i> or <i>Online posting</i> .) Title of the Listserve, Weblog or Discussion Group (in italics) followed by a period. The sponsor (if none, use N.p.) followed by a comma. Date of most recent update (day month year) followed by a period. Medium followed by a period. Date of access (day month year) followed by a period.	Last name, First name. "Title of Post or Comment." <i>Title of Listserve, Weblog or Discussion Group</i> . Name of Sponsor or Publisher. Day Month Year of most recent update. Web. Day Month Year of access.
Entry in a Wiki	"Title of Entry." <i>Name of Wiki</i> . Name of sponsor or publisher (if none, use N.p). Day Month Year of latest update. Medium followed by a period. Date of access (day month year) followed by a period.	"Title of Entry." <i>Name of Wiki</i> . Name of Sponsor or Publisher. Day Month Year of latest update. Web. Day Month Year of access.
Email	Writer's name followed by a period. Subject line (in quotation marks) followed by a period. <i>Message to</i> followed by the recipient's name and a period. Date of message (day month year) followed by a period. Medium of delivery followed by a period.	Last name, First name. "Subject Line." Message to Recipient Name. Day Month Year of message. E-mail.

Multimedia Sources (including online versions)

<p>Basic Format: Film, Video or DVD</p>	<p>Title of work (italicized) followed by a period. <i>Dir.</i> followed by the director's name and a period. Name the Distributor followed by a comma. Release date followed by a period. Medium (DVD, Film, Video) followed by a period.</p> <p>If from the Web, at the end include the Name of the site (italicized) followed by a period. Medium (Web) followed by a period. Date of access (day month year) followed by a period.</p>	<p><i>Title of Work.</i> Dir. First name Last name. Name of Distributor. Original release date, DVD.</p> <p><i>Title of Work.</i> Dir. First name Last name. Name of Distributor. Original release date, DVD. <i>Name of Web Site.</i> Web. Day Month Year of access.</p>
<p>Unpublished or Personal Interview</p>	<p>Name of person interviewed followed by a period. Label of interview (<i>Personal interview, Telephone interview, E-mail interview</i>) followed by a period. Date the interview took place followed by a period.</p>	<p>Last name, First name of person interviewed. Personal interview. Day Month Year of interview.</p>
<p>Lecture or Speech</p>	<p>Name of speaker followed by a period. Title of lecture or speech (in quotation marks) with a period. Sponsoring institution or group followed by a period. Place followed by a period. Date day month year) of lecture or speech followed by a period. Label (Address, Lecture, Reading, Speech) followed by a period.</p> <p>For archived version online, add the sponsoring Web site (italicized) followed by a period. Date of the lecture followed by a period. Medium followed by a period. Date of access (day month year) followed by a period.</p>	<p>Last name, First name of speaker. "Title of Lecture or Speech." Sponsoring Group. Place of Lecture or Speech. Day Month Year of lecture. Lecture.</p> <p>Last name, First name of speaker. "Title of Lecture." Sponsoring Group. <i>Sponsoring Web site.</i> Day Month Year of lecture. Web. Day Month Year of access.</p>
<p>Online Podcast</p>	<p>Speaker's name followed by a period. Title of podcast (in quotation marks) with a period. Title of the program (italicized) followed by a period. Host or performers followed by a period. Title of the Web site (italicized) followed by a period. Site's sponsor followed by a period. Date of the posting followed by a period. Medium followed by a period.</p>	<p>Last name, First name. "Title of Podcast." <i>Title of Program.</i> Host. <i>Title of Web Site.</i> Sponsor of Site. Day Month Year of posting. MP3 file.</p>
<p>Online Image or Graphic</p>	<p>Creator's name followed by a period. Title of graphic (italicized) with a period. Graphic type (Chart, Image, Map, Photograph, etc.) followed by a period. Publisher followed by a comma. Date of publication (day month year) followed by a period. Title of the database or Web site (italicized) followed by a period. Medium followed by a period. Date of access (day month year) followed by a period.</p>	<p>Last name, First name of creator. <i>Title of Graphic.</i> Graphic type. Publisher, Date of Publication. <i>Title of the Database or Web site.</i> Web. Day Month Year of access.</p>

Works Consulted:

"BibMe: Fast & Easy Bibliography Maker - MLA, APA, Chicago, Turabian - Free." *BibMe: Fast & Easy Bibliography Maker.* N.p., n.d.

Web. Jan. 2010. <<http://www.bibme.org>>.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* 7 ed. New York: Modern Language Assn of Amer., 2009. Print.

Lunsford, Andrea. *Easy Writer: A High School Reference.* Fourth edition ed. Boston: Bedford/St. Martin's, 2010. Print.

"Welcome to the Purdue University Online Writing Lab (OWL)." *The Purdue University Online Writing Lab (OWL).* N.p., n.d. Web. 8 Jan. 2010. <<http://owl.english.purdue.edu/owl>>.

Modern Language Association (MLA) Style

Manuscript Style

Text Formatting

- One-inch margins at bottom and on both sides of the text
- Use easily readable typeface (e.g. Times New Roman or Arial)
- Use standard size font (e.g. 10 or 12 point)
- Double space the entire text (including set off quotations and works cited)
- Indent the first line of a paragraph one half inch or five spaces.
- Indent set off quotations one inch or ten spaces.

First Page and Title

- No title page
- Heading
 - Begin one inch from top of page and flush with left margin
 - Double Space
 - One item per line
 - Name
 - Instructor's Name
 - Course Name and Number
 - Date (Day Month Year)
- Title
 - Double space after the heading
 - Center the title
 - Do not underline, italicize, or place your title in quotation marks
 - Write the title in Title Case (standard capitalization), not in all capital letters.
 - Double space between the title and the beginning of the text

Page Numbers/Header

- Number all pages consecutively
- Include last name and page number on each page
- Flush with the right margin and one-half inch below the top of the page

Long Quotations

- More than four typed lines
- Start on new line
- Indent one inch from left margin
- Do not use quotation marks

Headings

- MLA does not require headings

Visuals (Photographs, Drawings, Charts, Graphs, and Tables)

- Place near relevant text
- Refer to each visual in text. Include information about why the visual is relevant to the point you are making.
 - Tables
 - Include label, number (Table 1) and clear caption (aligned on left, on separate line)
 - Provide source information below the table
 - All other visuals
 - Include label *Figure* (abbreviated *Fig.*), number and caption
 - Label and caption should be on the same line.
 - Provide source information on the line following the label and caption

Works Consulted:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7 ed. New York: Modern Language Assn of Amer., 2009. Print.

Lunsford, Andrea. *Easy Writer: A High School Reference*. Fourth edition ed. Boston: Bedford/St. Martin's, 2010. Print.

"Welcome to the Purdue University Online Writing Lab (OWL)." *The Purdue University Online Writing Lab (OWL)*. N.p., n.d. Web. 8 Jan. 2010.

<<http://owl.english.purdue.edu/owl>>

Works Cited or Bibliography

The Writing Style Guide will provide you the correct format for each of the different types of sources.

- Arrange the final bibliography or works cited in alphabetical order by author's last name. Do not number your bibliographic entries.
- If there is no author, use the title of the article or book. DO NOT use the words -- a, an, the - - for the alphabetical order. Start with the next word in the title of the article or book.
- When word processing the bibliography, use a feature called *hanging indention* on the word processor. It will automatically and correctly format the bibliography for you. Make sure all entries are double-spaced.

To write your bibliography using Word, follow these steps:

1. Enter the information you have for each resource. Remember to arrange the information in alphabetical order by the author's last name.
 - Only press ENTER when you are finished with each resource.
 - Don't press ENTER at the end of a line – just keep typing. It will go down to the next line, which is okay. That is called *Word Wrap*.
2. When you are finished typing all of the resources, you are ready to complete your bibliography. Follow these steps:
 - a. Go to “**Edit**” – Choose “**Select All.**” This will highlight all of the text on your document.
 - b. Go to “**Format**” – Choose “**Paragraph.**” Make sure the tab is at “**Indents and Spacing.**”
 - c. Choose “**Special – Hanging**”
 - d. Choose “**Line Spacing – Double.**”
 - e. Click “**OK.**” Your information will automatically be arranged with the proper indentation – hanging – and will automatically double space.