

# MLA Documentation Guide, 8<sup>th</sup> Edition

## Revised August 2016

### FORMATTING INFORMATION

- Use 8 ½ x 11 inch paper
- One (1)-inch margins on top, bottom, left, right
- Indent first line of each paragraph using the TAB key
- Do not use full justification; use left justification except for centered items
- First page of manuscript should include the author's last name and page number in the upper right header and the student's name, professor's name, class name, and date double spaced at the left margin. Continue numbering pages consecutively throughout the manuscript.
- Title should be centered below the heading. (No title page is necessary.)
- All text should be double-spaced; use a readable font, such as 12-point Times New Roman.
- The Work(s) Cited entries should begin on a separate page labeled Works Cited (or Work Cited if you used only one source). The entries should be listed in alphabetical order by the first word of the entry and should be formatted in hanging indent (the first line of the entry begins at the left margin and subsequent lines are indented one tab space, ½ inch).

Name 1

Student's Name

Professor's Name

English 1102

February 3, 2009

Title of Essay

The text of the essay should begin here. Notice that the paragraph is indented one-half inch, or one TAB space. The text will continue in this way through the Works Cited, all double-spaced. This font is Times New Roman, 12 point.

### IN-TEXT CITATIONS

When you write research papers, you must indicate to your readers whenever you incorporate the words/ideas of another writer (documentation) and whether you have quoted directly (and placed the quoted material inside quotation marks) or summarized. That indication is given in parentheses following the incorporated material (usually at the end of the sentence). In the parentheses, you should provide the author's last name and the page number(s) to which you referred. (If you mentioned the author's name within the text

of the manuscript, then only the page number is required within the parentheses.) This notation will guide the reader to the complete bibliographical entry on the Works Cited page (which is arranged alphabetically by authors' last names). If the source you refer to in your essay is anonymous, then provide a shortened version of the title in the parentheses. If the source is a book, italicize the title; if it is an article within a journal, then put the title in quotation marks, just as the complete title would be found in the Works Cited. For more specific information concerning in-text citations, refer to the *MLA Handbook, 8<sup>th</sup> edition*.

### BASIC TEMPLATE FOR WORKS CITED ENTRIES

The formatting of the Work(s) Cited entries is intended to guide the reader to the resource that you used in your research; therefore you should be as complete as possible when providing the information about the source. MLA provides a template to help you organize that information:

Author (last name, first). Title of Source. *Title of Container* (journal, newspaper, website, anthology, etc.), Other Contributors (translator, editor, etc.), Version (edition, version, etc., if relevant), Number (volume/issue, etc.), Publisher (primarily for books), Publication Date (year for books, films; day/month for periodicals, blogs, etc.), Location (page numbers for periodicals; web address for websites; doi, if provided).

Here are some examples:

#### Book:

Spacks, Patricia Meyer. *Privacy: Concealing the Eighteenth-Century Self*. U of Chicago P, 2003.  
In-text citation (Spacks 38)

#### Book with two or more authors (list in the order in which they are presented on the title page):

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 2<sup>nd</sup> ed., U of Chicago P, 2003.  
In-text citation: (Booth, Colomb, and Williams 47)

Note: If a source has more than three authors, list the first name in the series (last name, first name) and follow with the abbreviation *et al.* (and others).

#### Book with a corporate author:

When the author and publisher are the same:

*The Adirondack Park in the Twenty-First Century*. Commission on the Adirondacks in the Twenty-First Century, New York State, 1990.  
In-text citation: (*Adirondack Park* 47)

When the author and publisher are different:

New York State, Committee on State Prisons. *Investigation of the New York State Prisons*. 1883. Arno Press, 1974.  
In-text citation (NY State 7-9)

#### Edited Work:

Howells, W. D. *Their Wedding Journey*. Edited by John K. Reeves, 1968. *A Selected Edition of W. D. Howells*, general editor, Edwin H. Cady, vol. 5, Indiana UP, 1968-83.  
In-text citation: (Howells 103)

**Source with a doi:**

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture*, vol. 10, no. 3, May 2000. *Project Muse*, doi: 10.1353/pmc.2000.0021.

In-text citation (Chan)

Note: if the source is provided in html and is not paginated, then give the author's name in the parentheses and omit a page number.

**Work in an anthology:**

Poe, Edgar Allan. "The Masque of the Red Death." *The Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y Crowell, 1902, pp. 250-58.

In-text citation: (Poe 253)

If that work had been obtained online, such as through a digital library, the reference would have two "container" sections and would look like this (same in-text citation):

Poe, Edgar Allan. "The Masque of the Red Death." *The Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y Crowell, 1902, pp. 250-58. *HathiTrust Digital Library*, [babel.hathitrust.org/cgi/pt?id=coo.31924079574368;view=1up;seq=266](http://babel.hathitrust.org/cgi/pt?id=coo.31924079574368;view=1up;seq=266).

Note that the URL is provided, but *http://* or *https://* is omitted.

**Scholarly journal obtained through a database:**

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88. *JSTOR*, [www.jstor.org/stable/41403188](http://www.jstor.org/stable/41403188).

In-text citation: (Goldman 72)

**Entire Web site** (If the Web site does not have an update date or publication date, include your date of access at the end)

Glazier, Loss Pequeno, director. *Electronic Poetry Center*. State U of New York at Buffalo, 2014, [epc.buffalo.edu](http://epc.buffalo.edu)

In-text citation (Glazier)

**Short Work from a Web site:**

Bali, Karan. "Kishore Kumar." *Upperstall.com*, [upperstall.com/profile/Kishore-kumar/](http://upperstall.com/profile/Kishore-kumar/). Accessed 2 Mar. 2016.

In-text citation (Bali)