Resources:

Purdue University. Purdue Online Writing Lab. 2016

The MLA recommends a universal set of guidelines that writers can apply to any source and gives writers in all fields—from the sciences to the humanities—tools to intuitively document sources. The considerable flexibility asks writers to consider their audience.

Recommended formatting (instructors may have specific preferences; check with them)

1) Font
   • Always choose an easily readable typeface (e.g., Times New Roman) in which the regular type style contrasts clearly with the italic, and set it to a standard size (e.g., 12 points).

2) Margins
   • 1” on left, right, top and bottom

3) Justification/Spacing
   • Do not justify the lines of text at the right margin.
   • Indent the first line of a paragraph half an inch from the left margin.
   • Double-space the entire research paper, including quotations, notes, and the list of works cited.
   • Do not use the default settings; reset your paper to 0 pt. spacing and check the box “Don’t add space between paragraphs of the same style” (located on the paragraph dialog box on Microsoft Word).

4) First page of the paper and page headings
   • In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Double-space text.
   • Double-space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization).
   • Page numbers and the author’s last name are located in the upper right-hand corner of the page (flush with right margin, ½” from top)

<table>
<thead>
<tr>
<th>Smith 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Smith</td>
</tr>
<tr>
<td>Professor John Bean</td>
</tr>
<tr>
<td>English 1164</td>
</tr>
<tr>
<td>12 October 2016</td>
</tr>
</tbody>
</table>

Your Title Goes Here

1 Frequently, as is the case here, the verbiage on this handout is taken directly from the MLA Handbook or the The MLA Style Center.
Tables and Illustrations

- A table is usually labeled *Table*, given an arabic numeral, and titled. Type both label and title flush left on separate lines above the table, and capitalize them as titles (do not use all capital letters).

- The source of the table and any notes belong immediately below the table in a caption.

<table>
<thead>
<tr>
<th>Year</th>
<th>Bachelor's Degrees</th>
<th>Master's Degrees</th>
<th>Doctor's Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996-97</td>
<td>13,033</td>
<td>2,470</td>
<td>793</td>
</tr>
<tr>
<td>1997-98</td>
<td>13,618</td>
<td>2,367</td>
<td>819</td>
</tr>
<tr>
<td>1998-99</td>
<td>14,163</td>
<td>2,267</td>
<td>757</td>
</tr>
<tr>
<td>1999-2000</td>
<td>14,186</td>
<td>2,228</td>
<td>804</td>
</tr>
<tr>
<td>2000-01</td>
<td>14,292</td>
<td>2,244</td>
<td>818</td>
</tr>
<tr>
<td>2001-02</td>
<td>14,236</td>
<td>2,284</td>
<td>780</td>
</tr>
<tr>
<td>2002-03</td>
<td>14,854</td>
<td>2,256</td>
<td>749</td>
</tr>
<tr>
<td>2003-04</td>
<td>15,408</td>
<td>2,307</td>
<td>743</td>
</tr>
<tr>
<td>2004-05</td>
<td>16,008</td>
<td>2,517</td>
<td>762</td>
</tr>
<tr>
<td>2005-06</td>
<td>16,762</td>
<td>2,637</td>
<td>777</td>
</tr>
</tbody>
</table>


a. These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle and Near Eastern biblical and Semitic languages, ancient and classical Greek, Sanskrit and classical Indian languages, and sign language and sign language interpretation.

- Any other type of illustrative visual material—for example, a photograph, map, line drawing, graph, or chart—should be labeled *Figure* (usually abbreviated *Fig.*), assigned an arabic numeral, and given a caption. This is placed below the illustration.

- If the caption of a table or illustration provides complete information about the source and the source is not cited in the text, no entry for the source in the works-cited list is necessary.

![Fig. 1. Manticore, woodcut from Edward Topsell: *The History of Four-Footed Beasts and Serpents...* London, 1658, p. 344; *Curious Woodcuts of Fanciful and Real Beasts*, by Konrad Gesner, Dover, 1971, p. 8.](image-url)
Quotes
• Long quotations (more than 4 lines within the body of the text): indent 1” from left side, double space, no quotation marks, punctuation after the quote, before the citation.

Numbers
• In discussions that require few numbers, you may spell out numbers written in a word or two.

One, thirty-six, ninety-nine, one hundred, fifteen hundred, three million
• In discussions that call for frequent use of numbers, use numerals for all numbers that precede technical units of measurement

30 inches, 5 kilograms
• Use numerals with abbreviations or symbols or for items in numbered series

6 lbs., 4:00 p.m., $3.50, chapter 1, volume 1, year 3
• At the start of a sentence, either spell out the number or revise the sentence to put the numeral later in it.

In-text Citations
One author
• Paraphrase: include author’s last name and page number. Punctuation follows the end parenthesis:

Wordsworth extensively explored the role of emotion in the creative process (Smith 263).

• Quote: use parentheses after last quotation mark; include page number.

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Coauthors
• Include both last names connected by and.

(Dorris and Erdich 23)

Three or more authors
• For a source with 3 or more authors, the entry in the in-text citation begins with the first author’s name followed by et al. The Works Cited entry follows suit. When used as a noun phrase in a sentence, however, use all authors’ names.

Legal experts counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (Jones et al. 4).

No author
• Use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (e.g. articles) or italicize it if it's a longer work (e.g. plays, books, television shows, entire websites) and provide a page number. Example:

We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . .” (“Impact of Global Warming” 6).

Secondary sources
• A secondary source is a source cited in another source. Use "qtd. in" to indicate the source you actually consulted.

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).
Works Cited

1) Format
   • Begin on a separate page at the end of your research paper.
   • Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
   • Entries are in alphabetical order.
   • First line is left justified, second line is indented (“hanging” indent, located on the Paragraph dialog box in Microsoft Word).
   • To see a sample Works Cited, visit: https://style.mla.org/sample-papers/

2) Entries are created by consulting the MLA’s list of core elements—facts common to most works—which are assembled in a specific order. The MLA core elements appear below:

<table>
<thead>
<tr>
<th>Core element</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author.</td>
<td>Franklin, Benjamin.</td>
</tr>
<tr>
<td>Title of source.</td>
<td>“Title of the Article.”</td>
</tr>
<tr>
<td>(use “quotation marks”)</td>
<td>“Webpage.” “Chapter Title.”</td>
</tr>
<tr>
<td>Title of container,</td>
<td>Journal, Magazine,</td>
</tr>
<tr>
<td>(use italics)</td>
<td>Newspaper, Website,</td>
</tr>
<tr>
<td>Other contributors,</td>
<td></td>
</tr>
<tr>
<td>Number,</td>
<td>Volume, number, issue vol., no., iss</td>
</tr>
<tr>
<td>Publisher,</td>
<td>Oxford UP, Twentieth Century Fox,</td>
</tr>
<tr>
<td>Publication date,</td>
<td>15 Oct. 2016,</td>
</tr>
</tbody>
</table>

A couple of notes: * Often times there is more than one container. For example, an article found in a journal from a database has the container of journal with the container of the database holding the journal.
* DOIs (digital object identifiers) are preferable to URLs for location.
* Date of access for online sources is optional. If used, it follows the Location: Accessed 15 Oct. 2016.

3) Article from a database

4) Article from an online scholarly journal

5) Article from a website

6) An entire website
7) **Article with a corporate author**

8) **TV episode watched online**

9) **e-book**

10)** Book**

11)