REFERENCING AND FORMATTING: MLA STYLE

GENERAL FORMATTING RULES
- Double-spaced
- 1” margins
- 12 pt. Times New Roman font
- Leave only one space after periods and other punctuation marks
- First line of each paragraph should be indented ½” from left margin
- Header should include the student’s last name, a space, and then the page number, aligned right
- Title pages are not to be used unless specifically requested by the instructor
  - The student’s name, the professor’s name, the name of the course, and the date all appear at the top of the first page, on a separate line, aligned left
  - The title should then appear, centred and in normal font
  - The first line of the text should follow the title

IN-TEXT CITATIONS
- Author’s last name and page number should appear in parentheses for both paraphrased and quoted information
  - E.g., Writers today need help citing sources (Smith 2).
- When the author’s name is included in the text as a signal phrase, cite the page number at the end of the quotation or paraphrased information
  - E.g., According to Smith, writers today need help citing sources (2).
- For a source with three or fewer authors, list all authors’ last names in the text
  - E.g., (Smith, Jones, and Brown 2).
- For a source with more than three authors, use “et al.”
  - E.g., (Smith et al. 2).
- Quotations that are four lines of prose or three lines of verse, or longer, are “long” quotations
  - Type the entire quotation on a left margin indented 1” from the regular margin
  - Omit quotation marks
  - Cite as usual (after the closing punctuation mark)

REFERENCE LIST
- Reference list should be titled “Works Cited”, centred at the top of a new page
- Reference list should still be double-spaced (but no spaces should be skipped between entries)
- Hanging indent of ½”
- Each source cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text
Authors’ names are inverted (i.e., last name first), and last names and first names are given for up to three authors.

If a source has more than three authors, the student can CHOOSE between listing all the authors and using “et al.”

Entries should be alphabetized.

Journal titles are given in full (no abbreviations).

For source titles, capitalize each word, excepting articles, conjunctions, and prepositions, unless one is the first word of the title.

Titles of books and journals should be italicized, while titles of journal articles and essays should be in quotation marks.

Medium of publication must always be included (e.g., print, web).

Example of a book:


Example of a journal article:


Personal interviews are cited in-text and are included in the reference list.

- E.g., Smith, Andrew. Personal interview. 1 January 2014.

REFERENCES:


Purdue University (2016). Research and citation resources. Online writing lab. Retrieved from https://owl.english.purdue.edu/owl/section2/