

REFERENCING AND FORMATING: 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

ACADEMIC

- 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:
 - Smith, Andrew B. *Writing and Citing Sources: A Tutor's Guide*. London: McGraw-Hill, 2014. Print.
- Example of a journal article:
 - Smith, Andrew B., Jones, Clive D., and Brown, Eric F. "Writing and Citing Sources." *Tutoring Writing*, 42.4 (2014): 17-23. Print.
- Personal interviews are cited in-text and are included in the reference list
 - E.g., Smith, Andrew. Personal interview. 1 January 2014.

REFERENCES:

Modern Language Association (2009). *MLA handbook for writers of research papers* (7th ed.). New York: The Modern Language Association of America.

Purdue University (2016). Research and citation resources. *Online writing lab*. Retrieved from <https://owl.english.purdue.edu/owl/section/2/>