##### MLA FORMAT

**Margins**  1 inch at the top and bottom and on both sides

# Text Format Double spaced

Readable typeface (e.g. Times Roman)

Standard size (e.g. 12 pt.)

Do not justify the lines of text on right margin

# Heading &Title

Your name

Instructor’s name

Course

Period #

Date

Word Count

Center Title

**Page Numbers** Number all pages consecutively in upper right-hand corner ½ inch from top, flush

with right margin. Type your last name before the page number. Many word

processors can be set up to do this automatically.

**Quotations If a prose quotation lasts no more than four lines, put it in quotation marks** **and incorporate it into the text.**

“He was obeyed, “ writes Joseph Conrad of the company manager in *Heart of*

*Darkness,* “yet he inspired neither love nor fear, nor even respect” (87).

If a quotation extends to more than four lines, set it off from your text by beginning a new line, indenting 1.5 inches (two tabs) from the left margin, and typing it double-spaced without adding quotation marks.

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror

of their actions:

The tears began to flow and sobs shook him. He gave himself up to them

now for the first time on the island; great, shuddering spasms of grief

that seemed to wrench his whole body. His voice rose under the black

smoke before the burning wreckage of the island; and infected by that

emotion, the other little boys began to shake and sob too. (186)

A **Bibliography** or a **Works Cited** page for a research paper consists of

1. a separate page
2. a centered title at the top of the page – Works Cited **or** Bibliography
3. an alphabetical listing, by author’s last name (if no author, by title) of books, articles and other sources used in the actual research on your selected topic
4. Double spaced

**Citations** are reference notes used to accurately document **ANY** information or ideas that have been implemented or borrowed from any other author – this includes quotations, direct references and/or indirect references, paraphrases and summaries. Please be aware that **PLAGIARISM** is considered to be one of the worst offenses in research writing and often leads to disciplinary action. Because ideas in writing and research are protected by government laws, it is important to **RESPECT** the influence that every author has upon your own ideas and **DOCUMENT** this process by including citations. In neglecting to do so, you run the risk of punishment for intellectual dishonesty.

1. Citations are placed in parentheses, directly after the idea or information borrowed
2. Include author’s last name and page number

###### EXAMPLES

# B = BIBLIOGRAPHY

# N = REFERENCE NOTES OR INTEXT CITATIONS

**BOOKS**

**Last, First M.  *Title of Book.* City of Publication: Publisher, Year Published. Print.**

**(For English papers, add the original copyright date to the publication date)**

# B Garcia Marquez, Gabriel. *One Hundred Years of Solitude.* New York: HarperPerennial

Modern Classics. 2006. (c1970) Print.

**N** (Garcia Marquez 185).

**B** Wroblewski, David. *The Story of Edgar Sawtelle: a Novel.*

New York: Ecco, 2008. Print.

**N** (Wroblewski 108).

**MAGAZINES AND PERIODICALS**

**Last, First M. “Title of Article.” *Magazine* Day Month Year: Pages(s). Print.**

**B** McGraw, Dan. “The American Connection: Nice Work; $1 Million to Look the Other

Way .” *U.S. News & World Report*  24 Feb. 1997: 40-42. Print.

**N** (McGraw 41).

**NEWSPAPERS**

**B** Gargan, Edward A. “Flowering in the Face of the Hong Kong Transfer.” *New York*

*Times* 16 Feb. 1997, sec. 2: H1+. Print.

**N** (Gargan H1).

**ENCYCLOPEDIAS, DICTIONARIES AND REFERENCE SOURCES**

**B** Mohanty, Jitendra M. “Indian Philosophy.” *The New Encyclopaedia Britannica:*

*Macropaedia. 15th ed*. 1987. Print.

**N** (Mohanty 583).

# A WORK IN AN ANTHOLOGY

**B** Roberts, Sheila. “A Confined World: A Rereading of Pauline Smith.” *World Literature*

*Written in English* 24 (1984): 232-38. Rpt. in *Twentieth Century Literary Criticism.*

Ed. Dennis Poupard. Vol. 25. Detroit: Gale, 1988. 399-42. Print.

**N** (Roberts 400).

# INDIRECT SOURCES

**B** Boswell. James. *The Life of Johnson.* Ed. George Birkbeck Hill and L.F. Powel. 6 vols.

Oxford: Clarendon, 1934-50. Print.

**N** (qtd. in Boswell 2:450).

# BIBLE

**B** *The New Oxford Annotated Bible with the Apocrypha*. Revised Standard Version. Ed.

Herbert G. May and Bruce M. Metzger. N.Y: Oxford Univ. Press, 1977. Print.

**N** (*New Oxford Annotated Bible*, Gen. 33.12).

# UNPUBLISHED LETTER OR MANUSCRIPT

**B** Alexander VI, Pope. Bula Inter Caetera. 1493. Archivo General de Indias, Seville,

Spain.

**N** (Alexander VI).

**B** Miller, Ella. Letter to Ella V. Rinker. Mar. 1865. Ella V. Rinker and Reuben

E. Hammon Papers. Rare Book Manuscript and Special Collections Library,

Duke University, Durham, NC.

**N** (Miller).

# INTERVIEW

**B** Shelton, Jay. Personal interview. 10 May 2002.

**N** (Shelton).

# TELEVISION OR RADIO

**B** “Death and Society.” Narr. Joanne Silberner. *Weekend Edition Sunday*. National Public

Radio. KUNM, Albuquerque, 25 Jan. 1998. Radio.

**N** (“Death and Society”).

# FILM/VIDEO/DVD

***Title of Film.* Contributors, Directors. Actors. Original Year. Distributor. Year of**

**Release. Medium.**

# B *Rebel Without A Cause*. Dir. Nicholas Ray. Perf. James Dean, Natalie Wood and Sal

# 

Mineo. 1955. Warner Home Video, 1999. DVD.

**N (***Rebel Without a Cause*).

# WORK OF VISUAL ART

**Last, First M. *Title of art.* Year created. Medium. Name of institution that houses the**

**work. City.**

**B** *Jar Santo Domingo*. Artist unknown. Circa 1910. Pottery. Museum of Indian Arts and

Culture, Laboratory of Anthropology, Santa Fe.

**N** (*Jar Santo Domingo*).

# ONLINE SOURCES

**MLA no longer requires URLs; however, your teacher may. 7th, 8th and 9th grade history students at SF Prep will include the URL address in their bibliography. Another instance in which you would include the URL is if you think the reader will not be able to easily locate the resource from your bibliographic information. The URL address should be placed at the end of the citation, enclosed in angled brackets.**

**e.g. < http://galenet.galegroup.com/servlet/History>.**

WORK CITED ONLY ON THE WEB

Abbreviations: N.p. publisher not available / n.d. no date available

Last, First M. “Title of Website Article.” *Name of Website.* Publisher,

Day Month Year of webpage. Web. Day Month Year.

B Kondo, Jiro. “Ancient Egyptian Astronomy.” *Innovations Report.* N.p.

10 Nov. 2008. Web. 2 Oct. 2009.

N (Kondo, sec. 4).

ELECTRONIC BOOK

B Lockyer, J. Norman. *Dawn of Astronomy; A Study of the Temple Worship and*

*Mythology of the Ancient Egyptians.* London, 1894. *Google Book Search.*

Web. 4 Oct. 2009.

N (Lockyer 359).

ONLINE DATABASE

Last, First M. “Article Title.” *Journal Title* Volume. Issue (Year): Pages.

*Name of Database.* Web. Day Month Year.

B Simanowitz, Stefan. “Blue men and Yellowcake: the struggle of the Tuaregs in

Mali and Niger.” *Contemporary Review*  291.1692 (Spring 2009): 70(5).

*Global Issues In Context*. Web. 2 Oct. 2009.

N (Simanowitz, par. 6).

B "The Salem Witch Trials." *American Eras*. Vol. 2: The Colonial Era, 1600-1754.

Detroit: Gale, 1997. 268-269. *Gale U.S. History In Context*. Web. 23 Nov. 2011.

N (“Salem Witch Trials”)

**ONLINE PERIODICAL**

**Last, First M. “Article Title.” *Name of* *Website .* Publisher, Day**

**Month Year of article. Web. Day Month Year accessed.**

**B** Hornick, Ed. “Pressure Increases on Obama Over Afghanistan.” *CNN.com.*

CNN, 30 Sept. 2009. Web. 1 Oct. 2009.

N (Hornick).

# PHOTOGRAPH / IMAGE OF A WORK OF ART

**(Online)**

**Last, First M. *Title of artwork.* Year created. Medium of work. Museum or**

**Collection, City. *Name of Website.* Web. Day Month Year accessed.**

**B** Van Gogh, Vincent. *The Starry Night*. 1889. Painting. Museum of Modern Art,

New York. *MoMA Collection.* Web. 3 April 2009.

**N** (Van Gogh).

**(Digital file)**

**B** Murray, Dan. *Saint Paul’s Cathedral: London*. 7 June 2007. Personal Photograph. JPEG.

file.

**N** (Murray).

**LISTSERV, DISCUSSION GROUP, OR BLOG POSTING**

**Editor, screen name, author, or compiler name (if available). “Posting Title.” Name of**

**Site. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Posting date. Medium of publication. Date of access.**

**B** Slack, Megan. “The Rhodes Ahead: Second Anniversary of the End of the Combat Missions

in Iraq.” *The White House Blog.* The White House. 30 August 2012. Web. 5 Sept.

2012.

**N** (Slack).

**TWEET**

**Last Name, First Name (User Name –if different). “The Tweet in its entirety.”**

**Date, Time. Tweet.**

**B** Athar, Sohaib (ReallyVirtual). “Helicopter hovering above Abbottabad at 1AM (is a rare event).” 1 May 2011, 3:58p.m. Tweet.

**N** (Athar).

ODDITIES

**No Author** “The Decade of the Sky.” *Newsweek*  7 Mar. 1994: 26-27. Print.

**Two or Three Authors:** Jakobson, Roman, and Linda R. Waugh.*The Sound Shape of Language*.

Bloomington: Indiana University Press, 1979. Print.

**More Than Three** Greenberger, Martin, et al. *Networks for Research and Education*.

Authors:

Cambridge: MIT Press, 1974. Print.

**Editors:** Anderson, John, ed**.** *The World’s Religions*. London: InterVarsity

Fellowship, 1950. Print.

**Translations:** Mandelson, Nadezhda. *Hope Against Hope: A Memoir*. Trans. Max

Haywoord.New York: Atheneum, 1979. Print.

**Books in Multi-** Cook, S. A.,*The Cambridge Ancient History*. Vol. XI. Cambridge: University

**Volume set:**

Press, 1954. Print.

FOR FURTHER INFORMATION, PLEASE SEE

<http://owl.english.purdue.edu/owl/resource/747/01/ >