What does MLA format look like?
1. Double space your paper including the header and the Works Cited
2. Use Times New Roman size 12 font
3. Leave only one space after punctuation mark.
4. Use italics for the titles of books or magazines but enclose poems or articles in quotation marks.
5. Right justify a header on the first page of your paper with your last name and page number.
6. The top left-hand corner of the first page of your paper must include, in the following order:
   a. your name
   b. your teacher’s name
   c. the name of the class (World Civilizations)
   d. the date your paper is due. (Day-Month-Year)
   e. skip only one line between the header and the title.
7. The title should define the assignment or the topic of the paper. It should not be the title of the book or short story about which you are writing. Your title should not be bolded, underlined or italicized. Type your title it in the same font and size as the rest of your paper.

Example of MLA Formatted First Page

Suzy Smith
Mr. Fitzgerald
American History
28 August 2017

Title is Centered, Not Bolded and Not Underlined

Skip one line between title and paragraph. Also, be sure to indent each paragraph. You can do this by hitting the “Tab” button or pressing the space bar five times. You should always double-space your work, as well. You can set this by using the “Paragraph” features under the “Home” button on your Word Tool Bar.
On the first page and all subsequent pages, number your pages on the top right hand side of your paper with your last name and page number. This page header should appear on every page of your paper including the Works Cited.

**Example of a Header for a MLA Formatted Paper**

<table>
<thead>
<tr>
<th>Smith 2</th>
</tr>
</thead>
</table>

To make a header for your name and the page number, click on the Insert tab at the tool bar of Microsoft Word. Click on Page Number. Click on Top of Page. Choose Plain Number Three. Insert your last name on page 1 before the number. Right justify the header. See the example at the top right of this box.

**In-text or Parenthetical Citations**

to avoid plagiarism, all information you find from someone else’s research or knowledge must be cited in a Works Cited page as well as through in-text citations. Parenthetical or in-text citations are notations which the writer inserts directly into his essay using parentheses. In-text citations must be used to give credit to the original author for paraphrases, summaries, as well as direct quotes. Generally, they are placed at the end of a sentence.

Parenthetical or “in-text” citations:

- allows your reader to know which source each idea/fact came
- gives you credibility as a writer
- protects you from plagiarism
- points your reader to the proper entry in your bibliography.

**When should I use a parenthetical reference?**

- When you use an idea from one of your sources, **whether you quote, summarize or paraphrase it**.
- When you use factual information that is not common knowledge (cite to be safe).
- When you use a date.

Revised 8/14/2017
General Guidelines

In-text citations or parenthetical references must match the entry on your Works Cited page. Whatever word or phrase you provide in your Works Cited must also be the first word or phrase in your parenthetical reference. Remember to include a page number or some kind of locator.

You have two choices as to how you credit an author in the body of your essay.

- **Choice 1**
  Introduce the author before the quotation or paraphrase, and include page number(s) in parentheses, not in the text of your sentence. **Notice that the period follows the parenthesis because the in-text citation is considered part of the sentence.**
  EXAMPLE: As McDonald-Gibson, journalist and author, noted, “It was only when there was nothing else left—when there was no income, education, shelter, food, or safety—that people put themselves and their families in a boat and took that last gamble” (3).

- **Choice 2**
  Include the author's last name and page number in parentheses following the quotation or paraphrase.
  EXAMPLE: Those who can no longer earn a living and cannot provide food, shelter, safety, or education for their children, find themselves having to make the difficult choice to leave the familiar and set out in a boat to travel to a new country where they hope they will have better opportunities (McDonald-Gibson 3).

If readers want more information about this source, they can turn to the Works Cited under the entry, McDonald-Gibson and find the following information:


**In-text citations for sources with no author**

When there is no author, use the title in your in-text citation. Place the title in quotation marks if it is short, like an article, or italicize it if it's a long like plays, books, television shows, or entire Web sites. Provide a page number if available.

EXAMPLE: Why should people consider becoming vegetarians? Perhaps they want to do what they can to help the environment and save valuable resources, like water. “It takes 25 gallons of water to grow one serving of rice, 63 gallons of water to produce one egg, and 625 gallons of water to make one quarter-pound hamburger. It takes up to 100 times more water to produce one pound of beef than one pound of wheat” (“Wet” Your Appetite!).

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Works Cited entry:


**Citing works by multiple authors**

For sources with two authors, list the last names of both authors in the parenthetical citation.

For sources with more than two authors, only list the first author’s last name followed by et. al., just as you would in the Works Cited entry.

**EXAMPLE** of a paraphrase:
Nickerson et. al. explain that the influence of peer dynamics may be one reason why bystanders rarely choose to step up and stop bullying (372).

**EXAMPLE** of a direct quotation:
In bullying situations, “peers play a potential role in exacerbating or abating the bullying. Bystanders witness more than 80% of bullying episodes but intervene less than 20% of the time” (Nickerson et. al. 372).

**Exceptions to the Rules: Double Punctuation with In-text Citations**

If a quotation ends with a question mark or exclamation point, leave the original punctuation inside the quotation mark, but put a period at the end of the parenthetical reference.

**EXAMPLE:** “Have you felt so proud to get at the meaning of poems?” (Whitman 26).

**Long Quotations**

For quotations that are more than four lines of prose or three lines of verse, place quotations in a free-standing block of text but don’t use quotation marks. Start the quotation on a new line, with the entire quote indented. Note: our parenthetical citation should come after the closing punctuation mark. This is the opposite of the usual way to punctuate in-text citations. Make sure to double space even long quotations of prose or poetry.

When citing two or more paragraphs, use block quotation format, even if the passage from the paragraphs is less than four lines. When quoting a second paragraph indent the first line of each quoted paragraph an extra quarter inch.

**EXAMPLE:**
In *The Crucible*, Abigail, the queen bee, uses her power to threaten others if they do not support her version of the events: *(Note: a colon is needed to transition from your words to the long quoted text).*

Revised 8/14/2017
Now look you. All of you. We danced. And Tituba conjured Ruth Putnam’s dead sisters.

And that is all. And mark this. Let either of you breathe a word, or the edge of a word about the other things, and I will come to you in the black of some terrible night and I will bring a pointy reckoning that will shudder you. And you know I can do it; I saw Indians smash my dear parents’ heads on the pillow next to mine, and I have seen some reddish work done at night, and I can make you wish you had never seen the sun go down! (Miller 20)

Note: The punctuation of the long quote remains with the quotation. There should not be any punctuation after the parenthesis in this situation. The rule for punctuation long quotes and their parenthetical citations is the opposite from punctuating shorter quotes and paraphrases with parenthetical references.

When citing long sections (more than three lines) of poetry, keep formatting as close to the original as possible.

The poem Hat evokes memories of childhood,

Teddy said it was a hat,

So I put it on.

Now Dad is saying,

“Where the heck’s

the toilet plunger gone?” (Silverstein 74)

Adding or omitting words in quotations

If you add words to a quotation, put brackets around the words to show they are not part of the original text.

EXAMPLE: In a discussion of a school’s responsibility towards teaching character, Sizer and Sizer argue that “the test of a good school is how its students behave when no [teachers] are looking, how the [students behave] in the mall as well as in the school’s classrooms and corridors” (25).

If you omit words from a quotation, indicate that you deleted words by using ellipses marks, which are three periods ( . . . ) preceded and followed by a space. For example:

In The Crucible, Abigail asserts her power over her peers by threatening the other girls,
Now look you. All of you. We danced. And Tituba conjured Ruth Putnam’s dead sisters. 

. . . Let either of you breathe a word, or the edge of a word about the other things, and I will come to you in the black of some terrible night and I will bring a pointy reckoning that will shudder you. . . . I saw Indians smash my dear parents’ heads on the pillow next to mine, and I have seen some reddish work done at night, and I can make you wish you had never seen the sun go down! (Miller 20)

Using Numbers in an Essay

1. Numbers that can be expressed in either one or two words should be written out.
   Examples:
   - one million
   - ninety-nine
   - one hundred
   - fifteen hundred

2. Numbers that are longer than two words or are similar to the following examples should be typed numerically.
   Examples:
   - 2 ½
   - 8.3
   - 101
   - 1,275
   - $5.50
   - 3 kilograms
   - 4.5 million

3. Always spell out the number in sentences that begin with a number.
   Example: Two thousand sixteen was an election year in the United States.

When Should I Use Numerals?

If you are writing an essay about a scientific subject or any essay that includes frequent use of numbers, like statistical findings, always use numerals.

1. Numerals should be used in front of units of measurements.
   Example: 51 millimeters

2. Always use numerals with abbreviations such as 6 lbs., 3:15 p.m., $9, 2”, 4%.

3. In dates: Example: April 1, 2018

4. In decimal fractions: Example: 9.2

Revised 8/14/2017


Exclusions:
1. For large numbers, you may use a combination of numerals and words.
   Example: 4.5 million
2. In general use numerals with % signs, however, you may spell out percentages or amounts of money if you can do so in three words or less.
   Examples: five dollars, forty-five percent, sixty-eight cents.

Abbreviations
In your writing, do not abbreviate months. For example, write out January. Do not abbreviate the month to Jan.

Do not use periods between abbreviations that are capital letters.
For example, Washington, DC, USA, BC and AD, or MO for Missouri.

When referring to morning and afternoon, a.m. and p.m. should have periods between the letters.

Other Items of Interest and Import

1. Do not use informal language (texting language, slang, vernacular, contractions). Additionally, use specific, descriptive words. Do not use the words “thing” or “stuff.”
   Do not write sentences like these:
   - Anne does a lot of stuff that’s hard.
   - Bob almost pees his pants when he sees Shane’s gun.
   - There are many things that make Ponyboy a good MICDS student.

2. Use the third person in formal writing. Do not use the pronouns “you,” “we,” “I,” “me,” in your essay.
   Do not write sentences like these:
   - I think Francie lives up to the MICDS Mission Statement because she is such a nice person.
   - You could tell that Shane was responsible because he gave Bob awesome advice.

3. Avoid repeating the same words of phrases in the same sentence or in sentences near each other.
   Examples to correct:
   - Francie values education, and Francie works hard to go to school.
   - Shane is brave when he agrees to help Joe Starrett. Shane is also brave when he takes on the fight with Fletcher.

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Basic Rules for a Works Cited

- The Bibliography or Works Cited should be on a separate page at the end of your paper or presentation. It should have the same one-inch margins and headers or footers as the rest of your paper.
- Label the page Work Cited (do not italicize, bold or underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- The Works Cited should be in alphabetical order by the first letter of each citation entry.
- Double space all citations. Do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces creating a hanging indent. (In Word, place your cursor in front of the first character of each citation and click Control t to automatically format the citation).
- Capitalize each word in the titles of articles, books, but do not capitalize articles (the, an), prepositions, or conjunctions unless it is the first word of the title or subtitle: Gone with the Wind, The Girls of Summer, The Boys in the Boat.
- If you cannot find a piece of information, such as the author’s name, just skip that part of the bibliography entry.
- Do not number your entries.
- Be picky! Follow the rules and punctuation exactly.

Examples:

Book

Author's Last name, First Name. Title of Book. Publisher, Year of Publication, pp.

Encyclopedia

Author’s Last Name, First Name. "Article Title." Title of the Encyclopedia. Volume #. Publisher, Year of Publication, pp.

Website

Author's Last name, First name. "Title of Webpage." Title of Website, Publisher, Copyright Date, URL.

Date Accessed.

Works Cited


The Purdue OWL. Purdue U Writing Lab, 2017.
Revised 8/14/2017
EXAMPLE

Works Cited


Revised 8/14/2017