McCULLOCH LIBRARY MLA QUICK GUIDE

All of your papers, in every class, should be in MLA format.
Need more MLA information? Ask a librarian or teacher for help,
or go to micds.libguides.com/mla.

How do I format my paper?

- Double space your paper, including the header and the Works Cited.
- Use Times New Roman, size 12.
- Use italics for the titles of books or magazines. Enclose poems or articles in quotation marks.
- Create a header on the first page of your paper, which is right justified your last name and page number.
- The top left-hand corner of the first page of your paper must include, in the following order:
  - your name
  - your teacher’s name
  - the name of the class (AP US History)
  - the date your paper is due (Day-Month-Year)
  - Skip a line between the header and the title.
- The title should define the assignment or the topic of the paper. Type your title in the same font, size, and style as the rest of your paper.

How do I format my Works Cited page?

- Always include a Works Cited on a separate page at the end of your paper, project, 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. If you are including works that you consulted but did not actually cite in your paper, you should label the page Works Consulted.

- Alphabetize the list of entries in your Works Cited. Do not number entries. If one of your entries starts with a numeral, alphabetize the title as if the numeral were spelled out. For example, 1984 Revisited should be alphabetized as if it began with “Nineteen Eighty Four.”

- Double space all citations.
• Indent the second and subsequent lines of citations five spaces so that you create a hanging indent. (In Word, place your cursor in front of the first character of each citation and then click Control t to automatically format the citation properly).

• Capitalize each word in the titles of articles, books, etc, 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 Art of War, There Is Nothing Left to Lose.

• When you are using NoodleTools, make sure you choose the correct type of source you are citing. If you are unsure, check with a teacher or librarian.

• If you are using a preformatted citation from a database, make sure you check it over carefully; often, citations from databases or EasyBib are not accurate.

• If you cannot find some particular piece of information, such as the author’s name, just skip that part of the Works Cited.

• Always include a URL for online sources. For databases, use the stable URL provided at the bottom of the article.

• Be picky! Follow the rules and punctuation exactly.
In-Text Citation

- To avoid plagiarism, you must also indicate in the text of the paper exactly what you have taken from a source and where to locate that information in a source.
- In-text citations appear in parentheses, usually at the end of a sentence, and correspond directly with an entry in your Works Cited.

When Do I Need to Cite?

You will always need to cite your source when you use:

- A direct quote from a source

  EXAMPLE: Doctor Who "has influenced generations of British television professionals, many of whom grew up watching the series" (Smith 43).

- A paraphrase or summary of a source's ideas

  EXAMPLE: Much of Britain's television continues to be impacted by Doctor Who to this day, as many of those who are employed by television stations cite Doctor Who as a major influence (Smith 43).

- A specific figure or number, which will often be:
  - Statistics

    EXAMPLE: About 38% of the Doctor Who episodes made in the 1960s are not available in the BBC Archives (Smith 42).

    - Exact numbers

    EXAMPLE: By the 1990s, Doctor Who episodes had set the precedent that a Time Lord can regenerate, or come back to life in a new physical form, no more than 12 times, meaning that we could have 13 different actors (or actresses) play a single Doctor (Smith 42).
You have two choices as to how you credit an author in the body of your essay.

- **Choice 1**

  Introduce the author before his or her quotation, and include the page number(s) in parentheses at the end of the sentence. The period follows the parenthesis because the in-text citation is considered part of the sentence.

  EXAMPLE: As Charlotte 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 name with the parentheses following the quotation or paraphrase.

  EXAMPLE: While most people wanted to remain in a familiar culture, hopeful to be able to return home eventually, “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” (McDonald-Gibson 3).
Types of Citations

**Book with One Author**

Author Last Name, First Name. *Title*. Publisher, Year Published.


**Book with Two Authors**

Author Last Name, First Name, and First Name Last Name. *Title*. Publisher, Year Published.


**Digital Image**

Creator Last Name, First Name. *Title or Description of Image*. Day Month Year Created.

Website, Day Month Year Published, URL. Day Month Year Accessed.

**Article from a Journal from a Database**

Author Last Name, First Name. “Title of Article.” *Title of Journal*, vol., no., Year
Published, pp. *Title of Database*, URL. Accessed Day Month Year.


**Article from an eBook from a Database**

Author Last Name, First Name. “Title of Article.” *Title of eBook*, edited by First Name Last Name, vol., Publisher, Year, pp. *Title of eBook Database*, URL. Day Month Year Accessed.

Article from a Newspaper from a Database

Author Last Name, First Name. “Title of Article.” Title of Newspaper, Day Month Year Published. Title of Database, URL. Accessed Day Month Year.


Original Content from a Database

“Title of Article.” Title of Database, Publisher, Year Published, URL. Accessed Day Month Year.


Article from an Encyclopedia from a Database

Author Last Name, First Name. “Title of Article.” Title of Encyclopedia, edited by First Name Last Name, vol., Publisher, Year Published, pp. Title of Database, URL. Accessed Day Month Year.

Scott, Margaret Loraine. "Conflict, Violence, and Terrorism: Health Impacts."

Worldmark

**Online Research Report from an Organization**

Last Name, First Name. *Title of Research Report*. Day Month Year Published. *Title of Organization*, URL. Accessed Day Month Year.


**Webpage from a Website**

Author Last Name, First Name. “Title of Webpage.” *Title of Website*, Day Month Year Published, URL. Accessed Day Month Year.


**Article from a News Website or Newspaper (cite as a Web Page from a Website)**

Author Last Name, First Name. “Title of Article.” Title of News Outlet, Day Month Year Published, URL. Accessed Day Month Year.