MLA Formatting and Documentation

formatting refers to the layout and organization of a report. Different formatting styles exist with their own specifications, ranging from margin sizes to word choice. MLA Format is commonly used by beginner English classes as well as literature courses, among others.

Title Page/First Page

1. **Margins** – the space between your text and the edges of the paper. Your <u>margins should be 1" (one-inch)</u> throughout your document.

2. **Font Style** – the choice of font for your text must be easily readable. The size must range between 11pt-13pt in order to comply with formatting standards. Typically, <u>professors ask for Times New Roman, 12pt font</u> for guaranteed legibility.

3. **Spacing** – MLA Format requires <u>double-space</u> between all text. There should be no extra space between headings nor between paragraphs.

4. **Page Numbers** – Page numbers must use your last name and the number of the page. You can insert a page number on both Word and Google Docs using the Insert tab.

5. **Other Information** – Include your full name, professor name, course and section, and the date in Day Month Year format and flush to the left.

Example of a Title Page:

Josephson 1

Laura N. Josephson

Professor Greene

English 2324

4 December 2020

Advocating for Change

As far back as most people can think, the idea of beliefs has been cemented.

There are a vast number of lives on this planet and no two can think completely alike…

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Headings

Used for organizing your paper, headings have different levels to them.

- **Heading Level 1** – This is a main heading/section and is established using bold font.

- Heading Level 2 – This is a subheading. You must have used a Level 1 heading before using this one. Level 2 represents a sub-topic to whatever section you created with Level 1. It does not require a special font type.

- *Heading Level 3* – This is a subheading to the subheading. Level 3 can be used inside Level 2 to discuss a topic further. Level 3 headings must be in italic.

Example of Headings:
Heading Level 1   This creates a section for you to use. The heading shouldn't be too long and should not be numbered unless you are instructed to do so.   Heading Level 2   This establishes a subheading. The information here is extra info about the topic Heading Level 1 creates a section for.   *Heading Level 3*   This is a subheading to the subheading. Use it to talk about a related topic to the sub-topic you are already discussing about the main topic.

Works Cited Page

This page is used to list the works you cited throughout your MLA-formatted document. Different sources require different citations, but there is a general way to format them.

- **Basic Format** – Every source is made up of, at least, the following components: Author, Title of Source, Title of Container, Publisher, Publication Date, and Location.

- **Alphabetical Order** – If you hadn't done so from the beginning, make sure to sort your sources in alphabetical order (A-Z). On Word, consider using the Sort function to do so.

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- **Hanging Indent** – Every citation must be formatted with this. The hanging indent is a Special indentation under Paragraph Settings on the Home tab in Word and under Format>Align & Indent>Indentation Options on Google Docs.

Example of the beginning of a Works Cited Page:
Josephson 7   Works Cited   Coles, Kimberly Anne. "The Matter of Belief in John Donne's Holy Sonnets." *Renaissance*   *Quarterly*, vol. 68, no. 3, Fall 2015, pp. 899-931. *JSTOR*, doi:10.1086/683855.

Types of Works

<u>Single author (p. 147</u>) – This example is for a print book

Format: Last Name, First Name. *Title of Work*. Publisher, Year.

Example: Bowker, Gordon. *James Joyce: A New Biography*. Farrar, Straus, and Giroux, 2012.

<u>Two authors (p. 147)</u> – Only the first author name is different, the 2nd is written normally

Format: Last Name, First Name, and First Name Last Name. *Title of Work*. Publisher, Year.

Example: Gourevitch, Philip, and Error Morris. *Standard Operating Procedure*. Penguin Books, 2008.

<u>Three or more authors (p. 150)</u> – Use the first author printed on the work then et al.

Format: Last Name, First Name, et al. *Title of Work*. Publisher, Year.

Example: Zumeta, William, et al. *Financing American Higher Education in the Era of Globalization*. Harvard Education Press, 2012.

<u>No author (p. 151)</u> – Regardless of source type, start off with the title of your source.

Format: "Title of Work". *Source Name*, Publisher, Year.

Example: "Fast Times at West Philly High." *Frontline*, produced by Debbie Morton, PBS, 2012.

<u>Two or more works by the same author(s) (p. 151)</u> – Only name the author once, use dashes afterward and follow the appropriate formatting (such as the examples above)

Example: Garcia, Cristina. Dreams of Significant Girls. Simon and Schuster, 2011.

    ---, *The Lady Matador's Hotel*. Scribner, 2010.

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Author with editor or translator (p. 152) – **Add the appropriate label after the names**

Format: Last Name, First Name, title. *Title of Work*. Publisher, Year.

Example: Horner, Abril, and Anne Rowe, editors. *Living on Paper: Letters from Iris Murdoch, 1934-1995*. Princeton UP, 2016.

Graphic narrative or other illustrated work (p. 152) – **Order depends on who you talk about/focus on**

Format: Author or Illustrator name. *Title of Work*. By Author or Illustrator, Publisher, Year.

Example: Gaiman, Neil. *The Sandman: Overture*. Illustrated by J.H. William III, DC Comics, 2015.

Example: Wenzel, David, illustrator. *The Hobbit*. By J.R.R. Tolkien, Ballatine Books, 2012.

Article in a journal (p. 155) – **Unless formatted otherwise, Journal Name is italicized only**

Format: Last Name, First Name, "Article Title." *Journal Name*, volume number, issue number, Date or Year of publication, page numbers (if any), *Name of Database* (if any), link or DOI (if any).

Print: Matchie, Thomas. "Law versus Love in *The Round House*." *The Midwest Quarterly*, vol. 56, no.4, Summer 2015, pp. 353-64.

Web: Butler, Janine. "Where Access Meets Multimodality: The Case of ASL Music Videos." *Kairos*, vol. 21, no. 1, Fall 2016, kairos.technorhetoric.net.21.1/topoi/butler/index.html.

Database: Maier, Jessica. "A 'True Likeness': The Renaissance City Portrait." *Renaissance Quarterly*, vol. 65, no. 3, Fall 2012, pp. 711-52. *JSTOR*, doi:10.1086/668300.

Article in a magazine (p. 155)

Format: Last Name, First Name, "Article Title." *Magazine Name*, Date or Year of publication, page numbers (if any), link (if any).

Print: Vick, Karl. "The Stateless Statesman." *Time*, 15 Oct. 2012, pp. 32-37.

Web: Leonard, Andrew. "The Surveillance State High School." *Salon*, 27 Nov. 2012, www.salon.com/2012/11/27/the_surveillance_state_high_school.

Reviews (p. 159)

Format: Reviewer Name. "Review Title". Review of *Title of Work*, by Creator Name. *Source Name* (if any), Publisher, Date or Year of Publication, page numbers (if any), link (if any).

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Book: Della Subin, Anna. "It Has Burned My Heart." Review of *The Lives of Muhammad*, by Kecia Ali. London Review of Books, 22 Oct. 2015, www.lrb.co.uk/v37/n20/anna-della-subin/it-has-burned-my-heart.

Film: Lane, Athony. "Human Bondage." Review of *Spectre*, directed by Sam Mendes. *The New Yorker*, 16 Nov. 2015, pp. 96-97.

Other: Savage, Phil. "Fallout 4 Review." Review of *Fallout 4*, by Bethesda Game Studios. *PC Gamer*, Future Publishing, 8 Nov. 2015, www.pcgamer.com/gallout-4-review.

Interviews (p. 159) – Personal interviews are understood to be conducted by you

Format: Person Interviewed. Type of Interview. By Interviewer Name. *Title of Interview* (if any), Publisher, Date or Year of Publication.

Example: Putin, Vladimir. Interview. By Charlie Rose. *Charlie Rose: The Week*, PBS, 19 June 2015.

Example: Akufo, Rosa. Personal interview. 11 Apr. 2016.

Article in a dictionary or an encyclopedia (including a wiki) (p. 159)

Format: "Article Title." *Source* (or Website Name), Date or Year of Publication, link.

Example: "House Music." *Wikipedia*, 16 Nov. 2015, en.wikipedia.org/wiki/House_music.

Part of a book (Such as a chapter or other) (p. 162) – If the part is named, the name goes before the part label

Format: Author Name. Name or "Title" of part. *Title of Work*. Publisher, Date or Year of Publication, page numbers.

Example: Bennett, Hal Zina. Foreword. *Shimmering Images: A Handy Little Guide to Writing Memoir*, by Lisa Dale Norton, St. Martin's Griffin, 2008, pp. xiii-xxvi.

Example: Rizga, Kristina. "Mr. Hsu." *Mission High: One School, How Experts Tried to Fail It, and the Students and Teachers Who Made It Triumph*, Nation Books, 2015, pp. 89-114.

Video or audio from the web (p. 170)

Format: Author Name (if any). "Title of Video." Website Source, uploaded by Uploader Username, Date of upload, link.

Example: Lewis, Paul. "Citizen Journalism." *YouTube*, uploaded by TEDx Talks, 14 May 2011, www.youtube.com/watch?v=9AP09_yNbcg.

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Short work from a website (p. 166) – **Publisher is the company name by the year on a site**

Format: Author Name (if any). "Title of Short Work." Website Name, Publisher (if any), Date or
Year of publication, link to short work. Accessed Date (if no publishing date given).

Example: "Social and Historical Context: Vitality." *Arapesh Grammar and Digital Language
Archive Project*, Institute for Advanced Technology in the Humanities, www.arapesh.org/-socio_historical_context_vitality.php. Accessed 22 Mar. 2016.

Podcast (p. 168) – **Date of access recommended if site is undated**

Format: Creator Name. "Title of Episode". *Series Title*, Publisher, Date of Publication (if any)
link to Podcast. Accessed Date (if no Publication Date given).

Example: McDougall, Christopher. "How Did Endurance Help Early Humans Survive?" *TED
Radio Hour*, NPR, 20 Nov. 2015, www.npr.org/2015/11/20/455904655/how-did-endurance-help-early-humans-survive.

Film (p. 169) – **If your emphasis was on people, begin with director name as if they are the
author, if it was about the movie then follow the first example**

Format: Director Name (if applicable). *Movie Title*. Performances by (names of actors with major
character roles), Film Studio, Year of release.

Example: *Birdman or (The Unexpected Virtue of Ignorance)*. Directed by Alejandro González
Iñarritu, performances by Michael Keaton, Emma Stone, Zach Galifianakis, Edward
Norton, and Naomi Watts, Fox Searchlight, 2014.

Example: Scott, Ridley, director. *The Martian*. Performances by Matt Damon, Jessica Chastain,
Kristen Wiig, and Kate Mara, Twentieth Century Fox, 2015.

Ask to see our *A Pocket Style Manual* or *MLA Handbook* if questions persist.

References:

Hacker, Diana and Nancy Sommers. *A Pocket Style Manual with Exercises*. 9 ed. Bedford/St.
Martin's. 2021.

Modern Language Association of America. *MLA Handbook*. 9 ed. The Modern Language
Association of America. 2021.

Disclaimer: We did not include all of the resources conferred to formulate this handout. We
encourage students to conduct further research to find additional resources. The format of this
list is not commensurate with a standard format.