



### Page Setup and Margins

- Set 1-inch margins on all sides of the page.
- Double space the entire paper. If using Word, mark the box that says "do not add space between paragraphs of the same style."
- Indent the first line of each paragraph one half-inch from the left margin. MLA recommends that you use the "Tab" key as opposed to pushing the space bar five times.

### Font

- Use a clear font, like Times New Roman, or Arial.
- The regular and italics font type styles must be distinct.
- The font size should be 12 pt.

### Header

- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the due date. Ensure the date is listed as follows: day month year (e.g. 25 Jan 2023). Do not use any punctuation in the date.
- Create a running header in the upper right-hand corner that includes your last name, followed by a space with a page number.
- Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.
- Add your last name to the running header with the pagination.

## Title Tips

**Do not make a title page for your paper** unless your instructor specifically requests it or the paper is assigned as a group project.

**Use a descriptive title that communicates what your topic is.**

Do not underline, italicize, or place your title in quotation marks. Capitalize all the words in the title, except prepositions (e.g. in, at, to from, on) and common coordinating conjunctions (e.g. for, and, or, so).

**MLA in-text citations give credit to original authors, help readers trace your sources, and strengthen your credibility as a writer.**

## SETUP

When introducing a source, briefly explain the author's expertise or why the source is relevant to your point. This setup adds context and strengthens your argument.

Example: **Education expert Dr. Sarah Brown** claims that "technology, when used thoughtfully, can enhance student engagement" (Lee 15).

## FORMAT

In MLA, in-text citations include the author's last name and page number, placed before the period.

Example: Studies show that sleep improves memory retention (**Walid 45**).

Example: Researcher Ahmad **Walid**'s studies show that sleep improves retention (**45**).

## RELEVANCE

Always explain why the source is relevant and how it supports your argument.

Example: Education expert Dr. Sarah Brown highlights that "technology, when used thoughtfully, can enhance student engagement" (Lee 15). **This insight supports the view that digital tools are beneficial when paired with effective teaching strategies.**

### Tips for Smooth Citation Integration

- **Punctuation:** Always place citations before punctuation at the end of a sentence.
- **Direct Quotes:** Use quotation marks for direct quotes, followed by the citation.
  - Example: Researchers confirm, "Climate change is accelerating at an unprecedented rate" (Yu 22).
- **Paraphrasing:** Even when rephrasing, cite the source to credit the original ideas.
- **No Page Numbers:** If the source doesn't have page numbers, include only the author's last name.
  - Example: High medical costs push 1.5 million U.S. families into poverty each year (Woolhandler).

## Paraphrase Example

### MLA Style

In 2018, Dr. Christopher Rhodes published an article in the journal *Science Progress*, and he warned that while the research investigating microplastics pollution is in its infancy, it would be irreversibly harmful to ignore the issue (252).

**Important:** Make sure the sentence structure of the paraphrase is not the same as the original quote and that you include a citation. Remember – any idea that is not your own must be cited!

## Direct Quote MLA Style Examples

### Method One: Signal Phrase and Comma

Dr. Christopher Rhodes warns, “The amount of plastic actually detected in the oceans represents only a small fraction of this, and less than 1% of the total mass of plastics reckoned to have been released into the oceans over time” (244).

### Method Two: Sentence with a Colon

Dr. Christopher Rhodes argues that we must engage in “system thinking” to address the rising concerns of microplastics pollution: “Since the majority of the global population lives in towns and cities, it will be necessary to incorporate integrated (‘systems’) design approaches such as permaculture, and the circular economy within the existing urban infrastructure” (253).

### Method Three: Embedded in a sentence

Dr. Christopher Rhodes acknowledges that because there is a lack of research, “the facts” surrounding microplastics are still inconclusive, but he warns that “the prevailing evidence indicates that a major problem may very likely exist, whose consequences could prove catastrophic if it is ignored” (252).

## Common Signal Phrases

- argues
- asserts
- believes
- claims
- comments
- disputes
- illustrates
- implies
- suggests
- concedes
- observes
- reveals
- emphasizes
- insists
- explains
- wonders

## Basics of Parenthetical Citations

**If the author is named in the sentence, include pagination in the parenthetical citation:**

In *The Wretched of the Earth*, Frantz Fanon tells us that "each generation must out of relative obscurity discover its mission, fulfill it, or betray it" (206).

**If the author is not named in the sentence, include the author's last name and pagination in the parenthetical citation:**

Brett says, "He wanted me to grow my hair out. Me, with long hair. I'd look so like hell" (Hemingway 246).

**If there's no pagination in the source, simply include the author's last name in the parenthetical citation:**

Chika reveals her own ingrained biases when she assumes the woman's "mind is not occupied with questioning abstract ideologies" (Adichie).

**If the direct quotes are from separate pages, include a parenthetical citation after each direct quote:**

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263) and that it can offer "enjoyments, of a purer, more lasting, and more exquisite nature" (265).

**If there are two authors, include both last names separated by "and." For sources with three or more authors, use the first author's last name followed by "et al." (which means "and others").**

Example with two authors: (Smith and Johnson 32)

Example with three or more authors: (Jones et al. 60)

If it is a block quote (quotes longer than four lines of prose), indent the entire quote 0.5 inches from the left margin and omit the quotation marks. The parenthetical citation comes after the punctuation at the end of the quote.

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Azoulay tells us, that this is a contract that binds together photographers, photographed persons, and spectators. She argues that:

When and where the subject of the photograph is a person who has suffered some form of injury, a viewing of the photograph that reconstructs the photographic situation and allows a reading of the injury inflicted on others becomes a civic skill, not an exercise in aesthetic appreciation...The civil spectator has a duty to employ that skill the day she encounters photographs of those injuries – to employ it in order to negotiate the manner in which she and the photographed are ruled. (Azoulay 14)

This positioning of civil spectator and refusal to aestheticize the ethical implications of the encounter with the photo extend to video formats, too. Participating in creative virtual activism to amplify narratives of civil disobedience from the positionality of a

**Centered Title**

Works Cited

**Alphabetic Order**

**Hanging Indents**

**Double Space**

Birnbaum, Emily. "Feinstein Questions Legitimacy of Kavanaugh Investigation." *The Hill*, 3 Oct. 2018, thehill.com/homenews/senate/409773-feinstein-white-house-will-not-allow-fbi-to-interview-ford-kavanaugh.

Bridge, Dave, and Curt Nichols. "Congressional Attacks on the Supreme Court: A Mechanism to Maintain, Build, and Consolidate." *Law & Social Inquiry, Journal of the American Bar Foundation*, vol 41 issue 1, Winter 2016, pp. 100-125, [https://www.baylor.edu/political\\_science/doc.php/300717.pdf](https://www.baylor.edu/political_science/doc.php/300717.pdf).

Collins Jr., Paul M., and Lori A. Ringhand. "The Institutionalization of Supreme Court Confirmation Hearings." *Law & Social Inquiry, Journal of the American Bar Foundation*, vol. 41, issue 1, Winter 2016, pp. 126-151.

CUA Law School. "The Judge as Umpire Delivered by the Honorable Brett M. Kavanaugh." *YouTube*, 1 Apr. 2015, [www.youtube.com/watch?time\\_continue=154&v=SXXK\\_whyVzs](http://www.youtube.com/watch?time_continue=154&v=SXXK_whyVzs).

### Page Setup and Margins

- Center the title. Don't underline or bold the title.
- Use Work Cited for one entry and Works Cited for multiple entries.
- Set 1-inch margins on all sides of the page.
- Double space the entire paper.
- Continue the running header with your last name and the pagination half an inch from the top margin.

### Font

- Use a clear font, like Times New Roman, or Arial.
- The regular and italics font type styles must be distinct.
- The font size should be 12 pt.

## Works Cited Entries

**A Work in One Container**  
An Article from a Print Journal

- 1 Author  
Goldman, Anne.
- 2 Title of Source  
"Questions of Transport: Reading Primo Levi Reading Dante."
- 3 Title of Container  
The Georgia Review,
- 4 Contributor,
- 5 Version,
- 6 Number  
vol. 64, no. 1,
- 7 Publisher,
- 8 Publication Date  
spring 2010,
- 9 Location  
pp. 69-88.

FINAL WORKS-CITED-LIST ENTRY

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, spring 2010, pp. 69-88.

MLA uses "containers" to refer to the larger works that hold the sources you are citing. Containers help writers properly attribute their sources in the increasingly complex ways sources are published and accessed in the digital age.

Source: [MLA Style Center](http://mla.org)

### Order and Indents

- Arrange citations alphabetically by the author's last name. If there is no author, alphabetize by the title of the work (excluding articles like "a," "an," or "the").
- Indent the second and subsequent lines of each citation by 0.5 inches (or one tab).
- To create a hanging indent in Microsoft Word, click on the small arrow in the bottom right corner of the "Paragraph" section in the "Home" tab. In the dialog box that appears, under "Indentation," select "Special" and then choose "Hanging" from the dropdown menu.

### Common Print Sources

**Book: Single Author**

Minot, Stephen. *Three Genres*. Pearson, 2003.

**Book: Multiple Authors**

Sennett, Richard, and Jonathan Cobb. *The Hidden Injuries of Class*. Vintage Books, 1973.

**Poem or Short Story in an Anthology**

Coleman, Wanda. "Job Hunter." *For a Living: The Poetry of Work*, edited by Nicholas Coles and Peter Oresick, U of Illinois P, 1995, p. 105.

**Print Journal Article**

Pasquaretta, Paul. "On the Indianness' of Bingo: Gambling and the Native American Community." *Critical Inquiry*, vol. 20, no. 4, 1994, pp. 151-187.

Use the container below and the examples in the handout to help you create MLA Works Cited entries. Reference Excelsior OWL for more examples.

### Common Electronic Sources

**EBook**

Wright, Jonathan V., and Lane Lenard. *Why Stomach Acid Is Good for You: Natural Relief from Heartburn, Indigestion, Reflux, and GERD*. E-book ed., M. Evans and Company, 2012.

**Online Magazine**

Bilger, Burkhard. "The Height Gap." *The New Yorker*, 5 Apr. 2004, [www.newyorker.com/magazine/2004/04/05/the-height-gap](http://www.newyorker.com/magazine/2004/04/05/the-height-gap).

**Online Journal Article**

Collins, Ross. "Writing and Desire: Synthesizing Rhetorical Theories of Genre and Lacanian Theories of the Unconscious." *Composition Forum*, vol. 33, spring 2016, [compositionforum.com/issue/33/writing-desire.php](http://compositionforum.com/issue/33/writing-desire.php).

**Webpage**

Hollmichel, Stephanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*, 25 Apr. 2013, [somanymanybooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/](http://somanymanybooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/).

Source: Examples and image of container are from Excelsior OWL.

1	Author.
2	Title.
CONTAINER 1	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.
CONTAINER 2	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.