

**MLA Style Guidelines** - MLA is typically used in English studies, foreign languages and literatures, comparative literatures, cultural studies and humanities courses. MLA papers submission guidelines: double-spaced, 12 pt Times New Roman font or legible font, one-inch margins all around, and indented paragraphs. Include these specifications below:

<p><b><u>First page of essay</u></b> State the information on the first page of the essay in the top left-hand corner. Use this order:</p> <p>Author's name</p> <p>Instructor's name</p> <p>Class name</p> <p>Date</p>	<p><b><u>Page numbers</u></b></p> <ul style="list-style-type: none"> <li>• Include a page header at the top of every page on the right side. Format the page number first, and then type in your last name</li> <li>• For more information, scan:</li> </ul> 	<p><b><u>Capitalization:</u></b></p> <ul style="list-style-type: none"> <li>• For <i>titles of essays</i> on first page, center and capitalize all major words, excluding articles and minor words</li> </ul> <p style="text-align: center;"><b><u>EXAMPLE</u></b></p> <p style="text-align: center;">There Is Nothing Left for Us to Lose</p> <ul style="list-style-type: none"> <li>• On the <i>Works Cited page</i>, capitalize all major words such as nouns, pronouns, verbs, adjectives, and adverbs.</li> </ul>
<p><b><u>Italics or Quotation Marks:</u></b></p> <ul style="list-style-type: none"> <li>• Names of smaller works like articles, chapters, songs, etc. have quotation marks at the beginning and the end.</li> <li>• Titles of major sources like magazines, journals, newspapers, books, websites, etc. are italicized.</li> </ul>	<p><b><u>Abbreviations:</u></b></p> <p>Do not use periods in abbreviations, except when using a country's name as an adjective or in name abbreviations.</p> <p>State the abbreviation's meaning and then state the abbreviation in parentheses.</p> <p><i>Ex: Peter Smith first worked for the Center for Disease Control (CDC) and then he joined the U.S. Navy.</i></p>	<p><b><u>Numbers and Percentages:</u></b></p> <ul style="list-style-type: none"> <li>• Use words to express numbers less than 10.</li> <li>• Use numerals for 10 and above. <i>Ex: 89 students graduated after three years.</i></li> <li>• Use "%" after a numeral.</li> <li>• Use "percent" after a word or number beginning a sentence or title.</li> </ul> <p><i>Ex: Nine percent of voters opposed the 22% wage increase.</i></p>

## MLA In-text Citations

***Whether you summarize, paraphrase, or directly quote from a source, you must give credit by providing the in-text citation.***

1. **In-text citation at end of sentence.** Put the parenthetical citation at the end of your sentence if it quotes directly from a source without introducing the author's name in a signal phrase.  
**Example:** A traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Caruth 11).
2. **In-text citation in a signal phrase.** A signal phrase is a short phrase naming the author of the source. If using a signal phrase, state the author's full name the first time you introduce the source and then use the last name after. At the end of the sentence, include the page or paragraph number in parentheses. Do not repeat information.  
**Example:** Michael Caruth has stated that a traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (11).

**3. In-text citation for a source with no known author.** Use a shortened title of the work. Use quotation marks for short works such as an article or webpage, and italicize titles for longer works such as books, play, tv shows, websites.

**Example:** We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming").

**4. In-text citation for a source by multiple authors.** For a source with two authors, list the last names in the text or in the parenthetical citation.

**Example:** Best and Marcus argue that one should read a text for what it says on its surface, rather than looking for some hidden meaning (9).

**OR** The authors claim that surface reading looks at what is "evident, perceptible, apprehensible in texts" (Best and Marcus 9).

\*For a source with three or more authors, list only the first author's last name, and replace the additional names with et al.

**Example:** According to Franck et al., "Current agricultural policies in the U.S. are contributing to the poor health of Americans" (327).

**OR** The authors claim that one cause of obesity in the United States is government-funded farm subsidies (Franck et al. 327).

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## Citations on the Works Cited Page

The bibliography in MLA Style papers is titled "Works Cited," in which sources are alphabetically listed on a new page at the end of the paper. All works cited entries use a hanging indent. Some frequently used resources are:

**1. Print Sources.** Print sources include all physical, written texts. For print sources with one author, include the below information. For multiple authors, list authors in alphabetical order starting with the first listed author.

a. **Books:** Use the author's last name, and then the first name.

Author, Alpha. *Title of work*. Publisher, Copyright date.

Welty, Eudora. *One Writer's Beginning*. Harvard UP, 1984.

b. **Article in print journals:** If there is no issue number, then record only the volume number.

**Author, Alpha and Beta Author. "Title of article." Title of Journal, Volume, Issue, Date, Pages.**

Green, Louis, and Robert Brown. "The Reader's Paradise." *English Language*, vol. 49, no. 5, Feb. 2010, pp. 180-199.

Harlow, Harold, et al. "Fundamentals for Preparing Psychology Journal Articles." *Journal of Comparative and Physiological Psychology*, vol. 55, no. 3, Mar. 1983, pp. 893-896.

Hanging  
indents!

**2. Electronic Sources.** Electronic sources include all digital resources and websites. If more than one author, list them in alphabetical order starting with the first listed author. If no author, start with article or webpage title.

a. **Article in an online scholarly journal:** Style like the above example for an article in print journals. Also include the URL or electronic citation Digital Object Identified (DOI) if listed.

Wooldridge, Molly, Joseph Shapka, and Ryan White. "Playing with technology: Mother-toddler interaction scores lower during play with electronic toys." *Journal of Applied Developmental Psychology*, vol. 33, no. 5, 2021, pp. 211-218. <https://doi.org/10.1016/j.appdev.2012.05.005>

(Notes adapted from Writing Center Workshop: MLA Basics)

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