



Saint-Lambert International
Think Independently. Explore Globally.



MLA Style Guide

Prepared by K. Witczak for SLIHS 2019
This guide is intended for use by the SLI staff and students.

This guide provides examples of basic citation and formatting using the Modern Language Association (MLA) style. This new, 8th edition of the MLA Handbook contains significant changes. For more information and examples, see the MLA Handbook, 8th edition or www.style.mla.org

General Formatting Rules

Your paper must be typed and printed on white, 8.5 x 11” paper.

Your margins must be set to 1” on all sides.

You must use Times New Roman size 12 as your font.

Create a header that numbers all pages consecutively in the upper right-hand corner, ½” from the top and justified to the right margin. The header should include your last name as well as the page #. (Ex: Witczak 1, Witczak 2, Witczak 3, etc.) **If your teacher asks for a cover page**, do not include it in your pagination.

Your paper must be double-spaced.

Indent the first line of every paragraph ½” by using the Tab key.

Only leave one space after periods or other punctuation marks.

A note on cover pages:

The MLA Style does not require the use of a cover page. Unless your teacher specifically asks for a cover page, do not include one.

If your teacher does ask for a cover page, it should be formatted in the following way:

- White, 8.5 x 11” paper
- Font: Times New Roman, Size 12.
- Paper title should be in **bold**.

<p style="text-align: center;">Title of Paper Your Name</p> <p style="text-align: center;">Subject and Course Number Teacher</p> <p style="text-align: center;">Saint Lambert International High School Due Date</p>

Formatting the First Page of your Paper

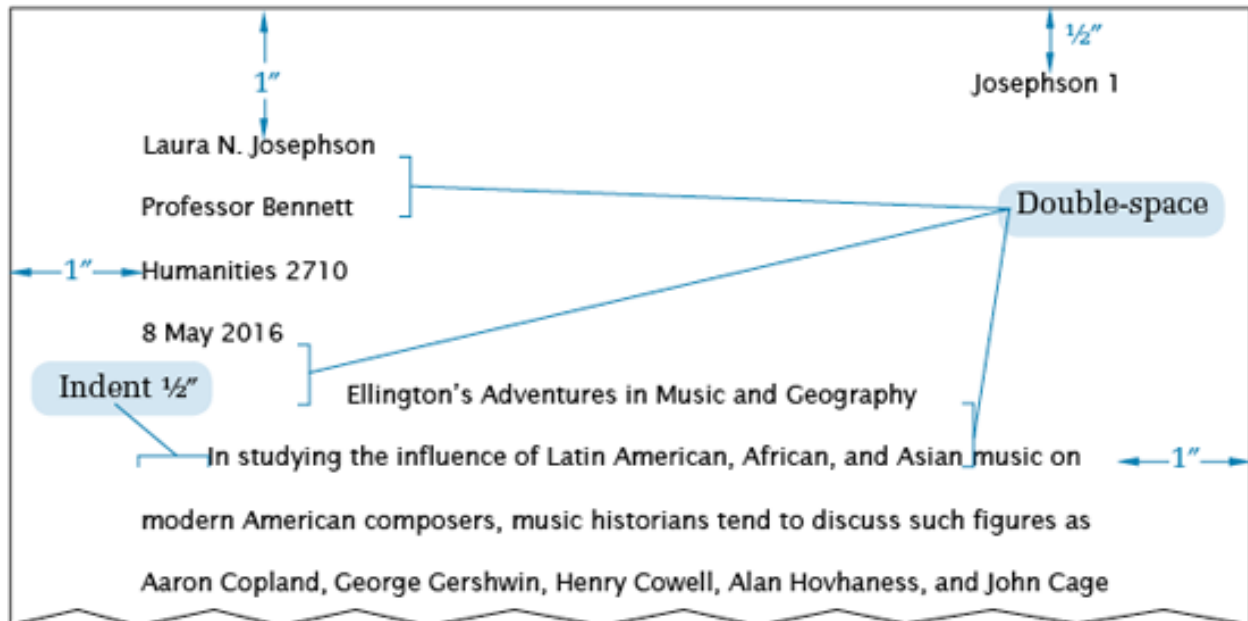
In the upper left-hand corner, list your name, teacher, course and date. Remember to double-space.

Your title should be centered. Do not underline, italicize, bold or use quotation marks.

Italicize or use quotation marks in your title only when using the name of another work within it, ex: *Avengers: Engame* as Social Commentary OR “Avengers: Engame” as Social Commentary.

Double-space between the title and the first line of the text.

See the following example for an MLA first page:



In-Text Citations

MLA uses a style called parenthetical citation. This means that you do not use footnotes or endnotes, but instead cite your sources as you go along within the body of your paper.

An in-text citation is a reference to one of your sources embedded within the body of your own work. This may be a direct quote from your source, but could also be a paraphrase (summary) or general idea.

When you quote directly, using the exact words from a text, you must use quotation marks.

Ex: According to Wilson and Goldfarb, composer Stephen Joshua Sondheim may be “the most important figure in American musical theatre of the past four decades.” (546)

If you summarize an idea or paraphrase, quotation marks are not needed but a citation is still required.

Ex: Stephen Joshua Sondheim is one of the major figures of American musical theatre in the 20th century (Wilson and Goldfarb 546).

In most cases, citing an author's last name and a page number in parenthesis with no other punctuation is sufficient.

Ex: Ismene’s anguish is apparent when she seeks out Antigone at sunrise (Anouilh 17).

Place the citation where a pause occurs in the sentence. This may be just before a period or comma and should be as near as possible to the relevant material.

Ex: The unique physical movement and makeup worn by Nō actors define the style (Wilson and Goldfarb 104), as opposed to the puppetry of Bunraku.

If the author's name is used in the sentence, do not cite it in the parentheses- only the page number needs to be inserted.

Ex: According to Wilson and Goldfarb, composer Stephen Joshua Sondheim may be “the most important figure in American musical theatre of the past four decades.” (546)

If there are two or three authors, include the last name of each.

Ex: Stephen Joshua Sondheim is one of the major figures of American musical theatre in the 20th century (Wilson and Goldfarb 546).

If there are more than three authors, include the name of the first author followed by "et al."

Ex: 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).

If a source lacks page numbers, refer to the paragraph or section of a text.

When Queen Elizabeth II took the throne in 1953, she became reigning monarch of Canada, Australia, New Zealand, South Africa, Pakistan and Ceylon (now Sri Lanka) in addition to the Queen of the United Kingdom. (Judah Par. 9)

If you are using a media source with no page or paragraph numbers, such as a Youtube video or podcast, use time as an indicator (You must set up your time as if using a 24-hour clock).

Ex: The Global Context of "Globalization and Sustainability" explores the topic of interconnectedness (Dutton 00:04:49-00:05:00).

When there is no author for the source, use the complete or a shortened title.

Ex: 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")

When citing an entire source, or a source with no page or section numbers, avoid parenthetical references. Instead, include the author's name and title in the sentence.

Ex: William Shakespeare's Hamlet explores the theme of existential angst.

Formatting Quotations

The way quotations are formatted in MLA **depends on the length of the quote and the type of source material**. See the chart below for a guide.

SHORT QUOTATIONS	
Less than 4 typed lines of PROSE	Enclose the quotation in quotation marks.
Less than 3 typed lines of POETRY	Enclose the quotation in quotation marks. Indicate line breaks by using a slash (/) with a space on either side. Provide line numbers in parentheses.
LONG QUOTATIONS	
More than 4 lines of PROSE	Place quotation in a free-standing block. <ul style="list-style-type: none">- Entire quote should be indented 1" from the left margin.- Only indent the first line of the quotation by an additional ¼" if you are citing multiple paragraphs. Maintain double-spacing throughout. Do not use quotation marks. Parenthetical citation occurs immediately following the closing punctuation mark.
More than 3 lines of POETRY	Place quotation in a free-standing block. <ul style="list-style-type: none">- Entire quote should be indented 1" from the left margin. Maintain double-spacing throughout. Do not use quotation marks. Keep formatting of poem as close to original as possible. Parenthetical citation occurs immediately following the end of the quote.
OMITTING WORDS FROM A QUOTATION	
Omitting words from PROSE	Use (...) to indicate the removal of words
Omitting words from POETRY	Use a full line of ~~~~~ to indicate the removal of words

Creating Citations

In the 8th edition of the MLA Handbook, every citation uses the same basic format.

Use the following template to help gather the information needed for your citation.

MLA Practice Template

1	Author.
2	Title of source.
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.

On subsequent pages you will find examples for books, pages on a website, interviews conducted in person and through email, YouTube videos, paintings and class presentations. This, however, is not an exhaustive list. **For more types of sources, consult the Purdue Owl or the MLA Handbook, 8th Edition.**

Basic Formatting for a Book

Last Name, First Name. *Title of Book*. City of Publication, Publisher, Publication Date.

**Note*: the City of Publication should only be used if the book was published before 1900, if the publisher has offices in more than one country, or if the publisher is unknown in North America

1. Author. Wagamese, Richard.
2. Title of Source. <i>Indian Horse</i> .

Container 1

3. Title of Container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher, Douglas and MacIntyre,
8. Publication date, 2018.
9. Location.

Wagamese, Richard. *Indian Horse*. Douglas and MacIntyre, 2018.

Basic Formatting for a Page on a Website

Editor, author or compiler name (if available). "Title of Page." *Name of Site*. Publication date, URL, date of access.

1. Author. Judah, Ben.
2. Title of Source. "England's Last Gasp of Empire."

Container 1

3. Title of Container, <i>The New York Times,</i>
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date, 12 July 2016
9. Location. https://www.nytimes.com/2016/07/13/opinion/englands-last-gasp-of-empire.html .

Judah, Ben. "England's Last Gasp of Empire." *The New York Times*, 12 July 2016,
<https://www.nytimes.com/2016/07/13/opinion/englands-last-gasp-of-empire.html>.
Accessed 18 March 2019.

Basic Formatting for an Interview in Person

Last Name, First Name. Personal interview. Date of Interview.

1. Author. Jensen, Jana.
2. Title of Source. Personal interview.

Container 1

3. Title of Container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date, 18 March 2019.
9. Location.

Jensen, Jana. Personal interview. 18 March 2019.

Basic Formatting for an Interview by Email

Author of the Message (Last Name, First Name). "Subject Line." Recipient of Message (First Name, Last Name.), Date message was sent.

1. Author. Witczak, Kristen.
2. Title of Source. " Question about Knowledge Fair Dates."

Container 1

3. Title of Container,
4. Other contributors, Received by Jana Jensen.
5. Version,
6. Number,
7. Publisher,
8. Publication date, 12 February 2019
9. Location.

Witczak, Kristen. "Question about Knowledge Fair Dates." Received by Jana Jensen, 12 February 2019.

Basic Formatting for a Youtube Video

“Title of Video.” *Youtube*, uploaded by (Name of Uploader), upload date, URL.

1. Author.
2. Title of Source. “Why buying plastic-free groceries is so hard (Marketplace).”

Container 1

3. Title of Container, <i>Youtube,</i>
4. Other contributors, CBC News
5. Version,
6. Number,
7. Publisher,
8. Publication date, 11 January 2019
9. Location. https://www.youtube.com/watch?v=n5Qbi_dB3Qo

“Why buying plastic-free groceries is so hard (Marketplace).” *Youtube*, uploaded by CBC News, 11 January 2019, https://www.youtube.com/watch?v=n5Qbi_dB3Qo.

Basic Formatting for a Painting, Sculpture or Photograph

Artist's Name (Last Name, First Name). *Title of Piece*. Year of Creation, Location of the Artwork.

1. Author. Da Vinci, Leonardo.
2. Title of Source. <i>Mona Lisa- Portrait of Lisa Gherardini, wife of Francesco del Giocondo.</i>

Container 1

3. Title of Container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date, c. 1503
9. Location. Musée du Louvre, Paris.

Da Vinci, Leonardo. *Mona Lisa- Portrait of Lisa Gherardini, wife of Francesco del Giocondo*. c. 1503, Musée du Louvre, Paris.

Basic Formatting for a Class Presentation or Lecture

Speaker's Name (Last Name, First Name). "Title of Presentation." Organization for the Presentation, Presentation Date, Location of the presentation. Type of Presentation.

1. Author. Plante, Isabelle.
2. Title of Source. "How did Beethoven's 9 th Symphony Affect Romantic Music?"

Container 1

3. Title of Container, Music 202
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date, 1 October 2018.
9. Location. Saint Lambert International High School, Saint-Lambert, QC. Class Lecture.

Plante, Isabelle. "How did Beethoven's 9th Symphony Affect Romantic Music?" Music 202, 1 October, 2018, Saint Lambert International High School, Saint-Lambert, QC. Class Lecture.

Formatting a Works Cited

All works consulted during research and/or referenced in the paper must be listed in your Works Cited, which is the last page of your paper. Remember that **each citation must appear in two places in your paper**; in the body of your text (in-text citations) and in the Works Cited (at the end of your paper).

Use the same **1" margins** as the rest of your paper.

Continue the pagination of your essay/paper as if the Works Cited were the final page of your paper.

Label the page Works Cited and center the title. Do not underline, italicize or use quotation marks.

Order your citations alphabetically.

Do not double space within individual citations, however double space between citations.

Indent the second and subsequent lines of citations by 0.5" to create a **hanging indent**.

List page numbers of sources only when necessary. To indicate one page, use the following format: p.42. (Only one P). To indicate several pages (ex: a chapter in a textbook), separate the page numbers by using 2 Ps and a hyphen (-), ex: pp.155-157.

Publisher's name can be shortened, ex: "Farrar" instead of "Farrar Straus and Giroux"

When citing a website, **make sure to include the URL** in your citation. Do not include www. or http://.

When citing electronic resources, **always provide the date you accessed the website** at the end of the citation.

End-of-Paper Checklist

Before you print your final MLA-style paper, use the following checklist to make sure you've met all the necessary criteria.

In-Text Citations

- Have you given credit to other sources when you've quoted and/or paraphrased throughout your paper?
- Are the in-text citations properly constructed according to MLA style?
- Does every in-text citation have a complete, matching citation in your Works Cited List?

Works Cited List

- Does it say Works Cited at the top of your page, centered, and without bolding or underlining?
- Is the Works Cited page double spaced?
- Are the citations in alphabetical order by the first word/name of each citation?
- Are the citations properly constructed according to MLA style?
- Is the second line of any citations longer than one line indented half an inch? This is called a "hanging indent" in your paragraph settings.
- Does each citation in the Works Cited list have a matching in-text citation in your assignment?

Overall Paper Presentation

- Did you cite the appropriate number of sources according to your assignment instructions?
- Is your paper double spaced?
- Unless specified otherwise by your instructor, is your paper in Times New Roman size 12 font?
- Did you create a header at the top right of each page with your last name and page number?