

# MLA Style Guidebook: 8<sup>th</sup> Edition

## General Principles of Formatting

MLA format is specified by

- **Arial** 12 pt. font (unless the instructions require a different font)
- Double-spacing
- 1 inch (2.54 cm) margins (each side)
- Page numbers have to be located in the upper-right corner
- Last name should be in the upper-right header near the page number
- MLA does not require a title page (but it may be included if required)
- In bibliographical entries, lines other than the first one are indented
- On the first page, it is necessary to provide the MLA header in the left top corner (for papers without a title page):

Student Name
Professor Name
Course
Date
Title of the Paper

Headings in the paper have to be formatted the following way:

**Level 1 Heading: Bold, Flush Left**

*Level 2 Heading: Italics, Flush Left*

**Level 3 Heading: Centered, Bold**

*Level 4 Heading: Centered, Italics*

Level 5 Heading: Underlined, Flush Left

## General Principles of Referencing

All sources used in papers written following the MLA style should be mentioned under the “Works Cited” heading on a separate page. Each entry is written separately, and it consists of core elements that are included in a specific order. There are also some optional elements that may be added depending on the situation.

### *The Core Elements*

Below is the list of the core elements in the order of how they should appear on a reference page. They are followed by the same punctuation mark that should appear after them unless it is the final element of the line which should end with a period.

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,

5. Version,
6. Number,
7. Publisher,
8. Publication date.

#### *Author*

The author's last name is followed by a comma and all other full names as they are mentioned in the work. The element ends with a period on the reference list, such as **Jameson, Carl.** and the in-text variant is (**Jameson 44**).

#### *Title of Source*

Title is the next element after the author, and it is in *italics* (e.g. books), but it can be highlighted differently in other types of publications. Every word in this entry and *Title of Container* is capitalized apart from articles and prepositions.

#### *Title of Container*

This constituent states if the work was a part of a larger volume or journal.

#### *Other Contributors*

This element states other contributors and may be highlighted like **edited by** and **produced by**.

#### *Version*

Version is commonly referred to an edition and may appear in the reference list entry as **8th ed.**

#### *Number*

This element shows the volume used (**vol. 2**) or issue number of a journal (**vol. 4, no. 3**).

#### *Publisher*

This information can be found on the page with copyright, and it shows the name of the publisher followed by a comma (**South-Western Cengage Learning, 2010**).

#### *Publication Date*

In turn, it indicates when the publication was produced (South-Western Cengage Learning, **2010**). These aspects are the most common elements used in the MLA citation style, but their outlook depends on the type of the publication and citation (in-text or reference list).

## REFERENCE LIST

### Citing Books

#### *General book format*

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

#### *One author*

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Sepetys, Ruta. *Salt to the Sea*. Philomel Books, 2016.

#### *Two authors*

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The second author should appear as he or she is mentioned in the book.

Grey, Ann, and Erin Bell. *History on Television*. Routledge, 2013.

#### *Three and more authors*

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If there are three and more authors, the first name must be followed by **et al.**

White, Karen, et al. *The Forgotten Room*. Berkley, 2016.

#### *Corporate/organization author*

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The corporation's name should start the line and appear in text instead of the author.

World Trade Organization. *From GATT to the WTO: The Multilateral Trading System in the New Millennium*. Kluwer Law International, 2000.

#### *Unknown author*

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*Encyclopedia of Climate and Weather*. Oxford University Press, 2011.

#### *Two or more works by the same author*

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Three (3) dashes at the beginning of the following line stand for the same author's name.

Boroff, Marie. *Language and the Poet: Verbal Artistry in Frost, Stevens, and Moore*. University of Chicago Press, 1979.

---. *Pearl: A New Verse Translation*. W. W. Norton, 1977.

#### *Two or more works by the same author, same year*

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Jones, Cal. *Assessing Hypotheses*. University of Western Sydney, 1999.

---. *Forming Hypotheses*. University of Western Sydney, 1999.

#### *Author with an editor*

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The editor's name should appear as it is presented in a book.

Howells, William Dean. *Their Wedding Journey*. Edited by John K. Reeves, Indiana University Press, 1968.

### **Author with a translator**

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Eco, Umberto. *The Prague Cemetery*. Translated by Richard Dixon, Houghton Mifflin Harcourt Publishing Company, 2010.

### **Editor with no author**

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Baker, Russell, editor. *The Norton Book of Light Verse*. W. W. Norton, 1986.

### **Work in an anthology (chapter in a book)**

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Arnold, Matthew. "Sweetness and Light." *Cultural Theory: An Anthology*, edited by Imre Szeman and Timothy Kaposy, Wiley-Blackwell, 2011, pp. 12-17.

### **Edition other than first**

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Tortora, Gerald J., and Bryan H. Derrickson. *Principles of Anatomy and Physiology*. 14th ed., Wiley Global Education, 2013.

### **Multivolume work**

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Some book series may consist of several volumes. When citing it, it is necessary to state the volume of the book where the information was taken from. However, if the volume has its own name, it is formatted as a book.

Priestley, Joseph. *Experiments and Observations on Different Types of Air*. Vol. 2, Johnson, 1775.

### **Encyclopedia/dictionary**

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This entry should not include information about the publisher or page number.

"Activist Media." *A Dictionary of Journalism*. 2nd ed., 2016.

### **Foreword, introduction, preface, or afterword**

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Priestley, Joseph. Preface. *Experiments and Observations on Different Types of Air*, by Priestley, vol. 2, Johnson, 1775, pp. v-xxviii.

## **Citing Articles in Periodicals**

This section focuses on articles in magazines, journals, and newspapers. The month has to be abbreviated if used (Jan., Feb., or Mar.). In general, the citation will look like this:

Author. "Title." *Title of Container* (Journal), Volume and/or Number, Publisher, Date, Location (Page Numbers).

### **Magazine**

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Park, Alice. "The Story about a Viral Photo of Opioid Overdose." *Time*, 24 Jan. 2017, pp. 45-46.

### **Scholarly journal**

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Zhang, Qun. "Lean Six Sigma: A Literature Review." *Interdisciplinary Journal of Contemporary Research in Business*, vol. 3, no. 10, 2012, pp. 599-605.

Thus, with no author, the citation will look like this:

"Understanding Benefits and Limitations of Six Sigma." *International Journal of Scientific and Research Publications*, vol. 2, no. 1, 2012, pp. 1-9.

### **Newspaper**

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Mathews, David. "From Draft Town to Gray Skies." *The Chicago Defender*, 28 Apr. 2015, pp. 2-6.

### **Editorial in newspaper**

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Editorial is cited as any article in a periodical, but it is necessary to state that it is 'Editorial' after the title of the work.

"Who's Afraid of Betsy DeVos." Editorial. *The Wall Street Journal*, 17 Jan. 2017, p. 10.

### **Letter to the editor**

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"Rebellion against the Weird." Letter. *The Guardian*, 27 Jan. 2017, p. 12.

It uses similar principles like Editorial in Newspaper and states the type of the publication – Letter.

### **Book or film review**

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Apart from the title and author, it is necessary to state the author and title of the original work that was reviewed.

Scott, Alexander. "M. Night Shyamalan's 'Split' Has Personality. O.K., Personalities. Lots." Review of *Split*, directed by Night Shyamalan, *New York Times*, 19 Jan. 2017, p. 25.

## **Citing Online Sources**

### **General format**

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Online sources include any electronic publications, such as websites, online articles, emails, and images. In the majority of cases, it has to include **URL (without https://)** or **DOI** and **date of access**. In this case, highlighting the date when the information was accessed may be important as websites and publications are updated regularly.

In general, the citation will look like this:

Author. Title. Title of Container. Publisher. Date. Location (DOI, URL, pages, or paragraphs). Access Date (when necessary).

### **Entire website**

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When citing the entire website, it is necessary to provide full URL (without https://) and the date when the source was accessed.

*Starbucks: Coffee and Espresso*. Starbucks Coffee Company, 2016, www.starbucks.com/. Accessed 24 Jan. 2016.

### **Page from website**

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Pereira, Rachel. "How to Make an Interesting Art Piece Using Tree Branches." *eHow*, [www.ehow.com/how\\_2227693\\_art-piece-using-tree-branches.html](http://www.ehow.com/how_2227693_art-piece-using-tree-branches.html). Accessed 24 Jan. 2017.

**In this case, only the date of access is known.**

*Page from website with unknown author*

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"Antibiotic Resistant STDs: FAQs." *WebMD*, 12 Jan. 2017, [www.webmd.com/sexual-conditions/antibiotic-resistant-std-faq](http://www.webmd.com/sexual-conditions/antibiotic-resistant-std-faq). Accessed 24 Jan. 2017.

**In this case, dates of posting the article and accessing it are known.**

*Image from website*

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This format can be actively used when citing famous paintings, sculptures, and artworks that are available online.

Gogh, Vincent. *Starry Night*. 1889. The Museum of Modern Art, New York. *MoMA Learning*, [www.moma.org/learn/moma\\_learning/vincent-van-gogh-the-starry-night-1889](http://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889). Accessed 24 Jan. 2017.

Burtinsky, Edward. "Silver Lake Operations #16. Lake Lefroy, Western Australia." *Picture Stories*, National Geographic, 11 Jan. 2017, [www.nationalgeographic.com/photography/proof/2017/01/edward-burtynsky-earth-human-landscapes/](http://www.nationalgeographic.com/photography/proof/2017/01/edward-burtynsky-earth-human-landscapes/). Accessed 24 Jan. 2017.

*Online book*

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The basic book format is used here followed by the name of the electronic library (italicized) and the URL.

Gikandi, Simon. *Ngugi wa Thiong'o*. Cambridge University Press, 2000. *ACLS Humanities E-book*, [hdl.handle.net/2027/heb.07588.0001.001](http://hdl.handle.net/2027/heb.07588.0001.001).

*Article in an online journal*

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Dufresnes, Christopher, et al. "Broad-Scale Genetic Diversity of Cannabis for Forensic Applications." *PLoS ONE*, vol. 12, no. 1, 2017, [www.libguides.columbiansouthern.edu/ehost...789/](http://www.libguides.columbiansouthern.edu/ehost...789/). Accessed 20 January 2017.

If the article can also be found in print, it is necessary to mention page numbers.

Dufresnes, Christopher, et al. "Broad-Scale Genetic Diversity of Cannabis for Forensic Applications." *PLoS ONE*, vol. 12, no. 1, 2017, pp. 458-471, [www.libguides.columbiansouthern.edu/ehost...789/](http://www.libguides.columbiansouthern.edu/ehost...789/). Accessed 20 Jan. 2017.

*Article in an online magazine/newspaper*

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Kwakkel, Erik. "The Beauty of the Injured Book." *Medieval Fragments*, 02 May 2014, [medievalfragments.com/2014/05/02/the-beauty-of-the-injured-book](http://medievalfragments.com/2014/05/02/the-beauty-of-the-injured-book). Accessed 20 Jan. 2017.

*Entire blog*

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The date can be usually found at the bottom of the web window along with the copyright information.

Daniels, Clair. *Easy Recipes*. 2016, www.easyrecipes.com. Accessed 20 Jan. 2017.

### **Single blog entry**

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Daniels, Clair. "Pumpkin Pie." *Easy Recipes*, 25 Apr. 2016, www.easyrecipes.com/04/25/2016/pumpkin-pie. Accessed 20 Jan. 2017.

### **Video or film**

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If there is a general discussion of a film, a title of it should be followed by the names of creators and performers. A name of the distributor is also required.

*Die Hard*. Directed by John McTiernan, performance by Bruce Willis, Twentieth Century Fox, 1988.

If there is a need to focus on a specific participant, start the line with his or her name.

McTiernan, John, director. *Die Hard*. Twentieth Century Fox, 1988.

### **Podcast/YouTube**

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The name of the video is followed by the name of a hosting website (italicized). A name or a username of the uploader should be mentioned with the download date.

"Planet Earth II Continues: Official Trailer." *YouTube*, uploaded by BBC Earth, 25 Nov. 2016, www.youtube.com/watch?v=h8yo\_Sp-rGY.

### **Lecture**

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If the lecture or other live performance is cited, the city must be mentioned. However, it should be left out if it is already in the name of the event. The name of an organization should follow the name of the meeting. The speech title is taken into quotation marks.

Garcia, Anna. "Water Pollution in Arctic Region." The Green Forum, WWF Conference, 25 Mar. 2015, Royal York Hotel, Toronto. Lecture.

### **Government publication**

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If the author is unknown, mention the government and the department. The name of the publishing office must follow the title of the document.

Great Britain, Ministry of Transport. *Increasing Security in London Airports: Strategies for Future*. Her Majesty's Stationery Office, 2003.

### **Dissertation**

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Citing a dissertation is common to a book, but it has to include the "dissertation" word along with the name of the institution issuing a degree and a year it was awarded.

Willis, Julie. *Defining the Best Programming Languages for Teaching in High Schools*. Dissertation, University of Iowa, 2013. UOI, 2015.

## **IN-TEXT CITATIONS**

The main scheme for the in-text citation is the first name that appears in the source listing (usually an author's name) followed by a page number which is always put in parenthesis.

### ***Author named in a signal phrase***

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Mention the author in the sentence and end it with a page number of paraphrased information:

According to Barton, teenagers are influenced by marketing campaigns in social media (68).

### ***Author not named in a signal phrase***

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Note that there is no comma between the author's name and the page number:

Teenagers are influenced by marketing campaigns in social media (Barton 68).

### ***Unknown author***

---

If the author is unknown, the first name that appears in the source listing should be used with the same formatting and punctuation. If the name is too long, it must be reduced to the first several words when included in parenthesis:

Many young people attended Woodstock in the 1970's (*Readings on the Past Century* 89).

*Readings on the Past Century: Music and Protest* mentions that many young people attended Woodstock in the 1970's (89).

### ***Unknown page number***

---

If there is no page number and the source is not divided by chapters, paragraphs or other sections, do not include it in the in-text citation.

Young parents tend to have higher levels of stress for their children than experienced couples (Ford).

### ***More than one work by the same author***

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When you are referring to more than one work of the author, it is necessary to state a shortened version of a title. The examples show how it will be for an article (title is in quotation marks):

(Kotler, "Kotler on Marketing" 65), (Kotler, "Marketing Management" 76).

However, when the author's last name is presented in the sentence, the in-text reference will appear at the end of the sentence in this format:

("Kotler on Marketing" 65), ("Marketing Management" 76).

For books, titles are provided in *italics*.

### ***Two or three authors***

---

When making a reference to two co-authors, it is necessary to use "and" to connect their last names.

(Grey and Bell 45).

### ***Three or more authors***

---

If the Works Cited Entry shows that three or more than three authors are present, "et al." is used starting from the first quote or reference.

(White et al. 456).

### **Corporate author**

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If the author is an organization or corporate entity, it is possible to include its full name in the in-text citation. It is also possible to use abbreviations while mentioning the organization in the text.

(World Trade Organization 56).

### **Authors with the same last name**

---

It happens that the authors have the same last names. To differentiate them in in-text citations, it is appropriate to use the first initials of the authors.

(R. Smith 45), (J. Smith 56).

### **Encyclopedia**

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When citing an encyclopedia or a part of it, it is necessary to put the article in quotation marks as it is stated in the reference list entry.

Works Cited: "Activist Media." *A Dictionary of Journalism*. 2nd ed., 2016.

In-Text Citation: ("Activist Media" 5).

### **Multivolume work**

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When citing information from different volumes, it is necessary to indicate a volume number. However, it is not necessary if only one volume is used.

(Priestley 1: 45).

### **Two or more works in the same parentheses**

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It is necessary to use semi-colon to divide references; they are listed in alphabetical order.

(Clark 45; Roberts 65).

### **Indirect sources**

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Provide the author of the original source in a signal phrase and include a citation of the secondary source in parenthesis. Note that only the secondary source has to be included in Works Cited.

Example:

Smith argues that "personalistic systems provide the most accurate representation of a patient's identity" (qtd. in Jones 82).

### **An entire work/website**

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When citing an entire website, book, or any other long sources, the title will be shortened and presented in *italics* (if the author is unknown).

(*Starbucks*).

### **Work in anthology**

---

The work in an anthology is cited using the principles of general MLA format. In this case, information in parenthesis will reflect the last name of the author of the short work and page number.

(Arnold 12).

### ***Government publication***

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Governmental Publications are cited as a Corporate Author. In this case, the in-text citation has to include a full name of the department and a page number or paragraph. The in-text citation will look like this (United States Department of Labor 5).

### ***Dissertation***

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If the author is known, the common citation rules are used: (Jameson 65).

### ***Lecture***

---

In the majority of cases, the information about the lecturer is known. The in-text citation will look like this (Green par. 1).

### ***Multimedia sources***

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Sometimes, it is necessary to reference various multimedia sources such as video, film, podcast, YouTube videos, and images. For the sources that have a particular length, it may be necessary to state particular minutes that the quotation or text refers to, such as (00:01:23-00:01:56). However, it is not a requirement.

### ***Video or film***

---

When citing a video or a film, general rules for MLA referencing are applied. In this case, the title of the video will be italicized as in Works Cited. For example, the in-text may look like this (*Rogue One*).

### ***Podcast/YouTube***

---

Citing this source is also dependent on how it appears in Works Cited page. In this case, it is reasonable to state the author (user name) if known or provide the title of the work in quotation marks.

(Andersen 00:01:23-00:01:56).

### ***Image from website***

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As for the picture or photograph, if the author is known, it is reasonable to state the author, such as (Gogh) and (Burtinsky). With the unknown author, use it the same way as it is stated in Works Cited.