

# Style Guides MLA Format

## FIRST PAGE

### FORMAT

Double space, and use a standard typeface and type size, such as 12-point Times New Roman.

### TITLE

The title should be 12-point font and centered, but *not* underlined, italicized, bolded, or put in quotation marks.

### BLOCK QUOTATIONS

Block quotations are quotations longer than four lines. Indent 1" from the set margin when using a block quotation. Do not use quotation marks, and put the period before the citation.

### MARGINS

Use 1-inch margins on all 4 sides of each page.

Davy Jones

Professor Mills

English 2010

7 July 2004

### Understanding Whitman's Poetry

By examining sectional divisions in Walt Whitman's *Song of Myself*, we can show that 1891 revisions underscore the function of each section as a unit of meaning governed by its own rhythm (Strauch 64). Fred Mitchell calls this "group size pattern":

Whitman is doing more than simply distributing a pattern of groups in some sensible fashion over the lines of a poem, creating what some critics are calling a group/line pattern.

Whitman is also conscious of the size of his groups and of their progression in terms of size pattern. (16)

Such an analysis demonstrates the method governing Whitman's formation of stanzas and the meter governing the lines and verses of

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### PAGE HEADER

A page header includes the last name of the paper's author and the page number. Headers should appear in the top right corner of every page.

### IN-TEXT CITATIONS

In-text citations should be used after quoting, paraphrasing, or summarizing. State the author's last name and the page number in parentheses without a comma. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the title. The period is placed after the citation. If there is no page number, include the author and title within the text rather than using a parenthetical notation.

## WORKS CITED

### TITLE

The title "Works Cited" should be centered, but not underlined or punctuated.

### HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins after the first line of each entry.

### SOURCES

List only the works you used, not everything you read.

### ALPHABETICAL ORDER

Alphabetically arrange works cited entries according to the first word in the entry, ignoring *a*, *an*, and *the*.

### Works Cited

Asay, Ronald. "How the Americans Made Transcendentalism." *Journal of American History* 23 (1978): 345-357.

Frank, Sarah. *The Man Who Invented Poetry*. New York: Nerd Press, 2001.

Harvard, Neil and Allen Gregory. *The Literary Executioners*. London: Oxford UP, 1954.

Mitchell, Fred. "Understanding Poetry." *Daily News* 5 May 1987, late ed.: F1, F9.

Strauch, Ronald. "Leaving Cambridge." *Whitman: The Man*. Ed.

Taylor Roger. New York: Harcourt and Brace, 1998. 123-134.

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### CITING INDIRECT SOURCES

To cite information that your source has taken from a different source, put the original author of the information in the text and write "qtd. in" in your in-text citation followed by the author and page number of the work you found the material in. Example: (qtd. in Asay 352).

### QUOTATIONS

If you need to make additions to a quotation, put your own words in square brackets [ ]. To omit words, use ellipses (three periods, with a space after each). Example: "She was . . . unhappy."

### ABBREVIATIONS

Abbreviations in works cited entries are acceptable if they are clear (University Press=UP).

# Style Guides **MLA Format**

The following list includes some of the most common sources included in a *Works Cited* page. For more information, see pages 144-235 of the *MLA Handbook for Writers of Research Papers*, 6<sup>th</sup> edition.

## **BOOK BY A SINGLE AUTHOR**

Last Name, First Name and Initial (if given). *Title*. Location: Publisher, Year.

Wilson, Frank R. *The Hand: How Its Use Shapes the Brain*. New York: Pantheon, 1998.

## **BOOK BY TWO OR MORE AUTHORS**

Last Name, First Name and Initial (if given), and First Name Last Name. *Title*. Location: Publisher, Year.

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens*. Lincoln: U of Nebraska P. 1987.

NOTE: If a reference has more than three authors, give the first author's name and "et al." Example: Jones, Bob, et al.

## **TEXT IN AN ANTHOLOGY OR EDITED BOOK**

Last Name, First Name (of author of the article). "Article Title." *Anthology Title*. Ed. First Name Last Name (of editor). Location: Publisher, Year. pages.

Gomez, Isabel. "From Within." *Stories from the South*. Ed. Thomas Nitsche. New York: Plume, 1992. 82-92.

## **ARTICLE IN A REFERENCE BOOK**

"Article Title." *Book Title*. Edition Number. Publication Year.

"Noon." *The Oxford English Dictionary*. 2nd ed. 1989.

## **ARTICLE IN A MAGAZINE**

Last Name, First Name. "Article Title." *Magazine Title* Day Month Year: pages.

Mehta, Pratap Bhanu. "Exploding Myths." *New Republic* 6 June 1998: 17-19.

## **ARTICLE IN A JOURNAL**

Last Name, First Name. "Article Title." *Journal Title* Volume Number (Year): pages.

Craner, Paul M. "New Tool for an Ancient Art." *Computers and the Humanities* 25 (1991): 303-13.

## **ARTICLE IN A NEWSPAPER**

Last Name, First Name. "Article Title." *Newspaper Title* (omit beginning articles) [Location (if newspaper is not national and the location is not named in the title)] Day Month Year, Edition Information: pages.

Jones, Anna. "Deadly Change." *Daily Post* [Billings] 1 June 2002: B3+.

## **PERSONAL INTERVIEW OR COMMUNICATION**

Last Name, First Name (person being interviewed). Interview type (Personal, Telephone, E-mail). Day Month Year.

Takyrbashev, Lewis P. E-mail interview. 8-12 June 2003.

## **DOCUMENT FROM AN INTERNET SITE** (Include all information that is available and applicable.)

Last Name, First Name. "Document Title." If applicable, information about print source that the document comes from, following the format for that specific source type (see above examples). *Site Title*. Editor's name. Version or edition number. Date of electronic publication or last update. Name of sponsoring organization. Day Month Year (of access) <Network Address>.

"Orphaned Cossacks." 1 July 2002. Association for the Worldwide Advancement of Humanities. 1 May 2003 <<http://www.awah.humanity.org/>>.

## **WORK FROM LIBRARY SUBSCRIPTION SERVICE**

(The first part of the citation will vary, depending on whether the work comes originally from an online book, periodical article, etc. [See *MLA Handbook*, pages 216-224]. For works from print sources, give all standard information for such a source that is provided.)

Specific source information (see above). *Database Name* (if known). Name of Service. Library Name. Date of Access <Network Address if known>.

Wakefield, Lawrence. "Cooling Trend in Antarctica." *Futurist* May-June 2002: 15. *Academic Search Premier*. EBSCO. City U of New York, Graduate Center Lib. 22 May 2002 <<http://www.epnet.com/>>.