

MLA Quick Reference Guide

PAPER FORMAT

Unless your teacher gives you other instructions, this is how you should format your paper:

- Double-spaced
- 1 inch margins on all sides
- 12pt. Times New Roman font
- Page numbers in the header (upper right corner)

IN-TEXT CITATIONS

When you quote or paraphrase from a source, you must give credit to the author by inserting a citation in the body of your paper. This should include the author's last name and the page number. (*Delp* 55).

If a source has no author, begin the citation with a shortened version of the title of the article or webpage.

Be sure to italicize book titles and put article titles in quotation marks. ("*Quick Reference*" 1).

Your punctuation should come *after* the parenthetical citation.

Long Quotes

Quotations longer than four lines should be set apart from the rest of the text. Do not use quotation marks. The quote should be in a new paragraph indented ½ inch from the left margin (you can do this easily by pressing tab once). Your punctuation should come *before* the parenthetical citation.

WORKS CITED PAGE FORMATTING

The Works Cited page is a separate page at the end of your paper. Each citation in the text must be listed on the Works Cited page and each listing on the Works Cited page must appear in the text.

- The title of the page should be centered and labeled Works Cited
- All text is double-spaced
- List the citations alphabetically by author (or title if the work has no author)
- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

CORE ELEMENTS

The MLA citation guidelines focus on nine core elements that are common to all sources. Once you know how to find and list these elements, you will be able to properly cite anything!

The 9 MLA Core Elements are:

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

- Elements are shown in the order in which they should appear.
- Each element is followed by the punctuation marks shown, UNLESS it is the final element, in which case it will end in a period.
- Not every source will have each element; if you cannot find one of the elements, omit it. You do not need to put n.p. or n.d. if you cannot find the publisher or date of publication.
- You do not need to include the medium of publication.