

MLA Style

Purpose:

The purpose of this handout is to inform you on how to correctly use MLA format, in papers. This will tell you the exact way to cite your sources within the text and on the works cited page, and how they interrelate.

What is MLA style?

- MLA stands for the Modern Language Association.
- MLA style is usually used in English, humanities, and language classes

Why use MLA style?

- Avoid plagiarism
- Support your thesis
- Cite sources properly
- Integrate quotations and other source material

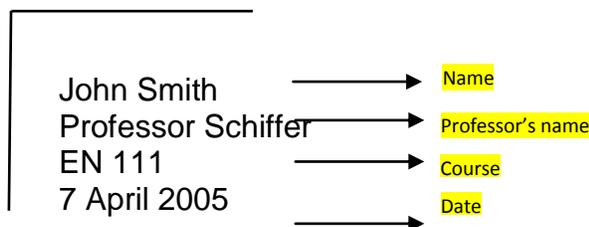
Formating the paper

Page numbers

- Upper right hand corner of page
- Start on first page
- Should include your last name
- Insert > Page Numbers > Upper Right > Double click on page numbers in document to add name
- Example: Johnson 3

Headings

- No cover page
- Heading at top left of first page of paper:
(Example)



- Title of paper should be centered above first paragraph
 - *No italics, bold, underlining*, or font type or size change

Other formatting issues

- White paper
- 1-inch margins
- Basic font, like Times New Roman
- 12-point text
- Double space
- Key is readability

In-Text Citations

- Any phrases, ideas, or words, which are found in a book, magazine, article or webpage, need to be cited.
- The cited piece needs to be introduced.

Each in-text citation needs to correspond to an entry on the Works Cited page: This will make it easier for the reader to understand where you got your information.

Within the text:

Jay **Kesan** notes that even though many companies now routinely monitor employees through the electronic means, “there may exist less intrusive safeguards for employers” (293).

In the list of Works Cited:

Kesan, Jay P. “Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace.” *Florida Law Review* 54.2 (2002): 289-332. Print.

Types of in-text citations:

1. Author named in single phrase

Using the authors name and a verb afterwards is an easy way to introduce a borrowed idea. If you choose to use this form after the citation, use parenthesis and put just the page number (in this example) or name of the website.

Frederick Lance reports that employers do not necessarily have to use software to monitor how their employees use the Web: employers can “use a hidden video camera pointed at an

employee’s monitor” and ever positions a camera “so that a number of monitors [can] be viewed at the same time” (147).

2. Authors name in parentheses

When the single phrase does not name the author, add the authors last name in parentheses along with the page number. No punctuation between the name and the page number.

“Companies can monitor employees’ every keystroke without legal penalty, but they may have to combat low morale as a result” (Lane 129).



3. Author unknown

When the author is unknown, use the shortened version of the title in the parentheses. Remember: titles of books are italicized and titles of articles are put in quotation marks.

A popular keystroke logging program operates invisibly on workers’ computers yet provides supervisors with details of the workers’ online activities (“Automatically”).



4. Page numbers unknown

If the work lacks a page number, which is common in web sources, just put the author in the parentheses.

As a 2005 study by Salary.com and American Online indicates, the Internet ranked as the top choice among employees for ways to wasting time on the job; it beat talking with co-workers—the second most popular method—by a margin of nearly two to one (Frauenheim).



WORKS CITED PAGE

The works cited page is an alphabetized list of works you used in your paper. This gives readers the exact place where you found your material and other information for each work.

- Page numbers should continue
- Double space, with no extra returns between entries
- Hanging indent: Second line of entry (any any following lines) should be indented
- Alphabetize entries
- “Works Cited” should be centered on first line of page
 - *No italics, bold, underlining*, or font type or size change

1. Single author

Author: last name first Title(book) City of publication Publisher Date Medium

Wood, James. *How Fiction Works*. New York: Farrar, 2008. Print.

2. Two or more Authors

Author: last name first Second author in normal order Title(book) City of publication Publisher Date

Gourevitch, Philip, and Errol Morris. *Standard Operating Procedure*. New York: Penguin, 2008.

Medium

Print

3. Unknown Author

Title(book) City of publication Publisher Date Medium

New Concise World Atlas. New York: Oxford UP, 2007. Print.

ONLINE SOURCES The new MLA format does not require a web address (URL) in citations.

4. Website with Author

Author: last name first Title of web site Sponsor of site (personal page) Update Medium

Peterson, Susan Lynn. *The Life of Martin Luther*. Susan Lynn Peterson, 2005. Web.

Date of access:
day+month+year

24 Jan. 2009.

5. Website with no Author

Title of web site Sponsor of site Update Medium Date of access:
day+month+year

Margaret Sanger Papers Project. History Dept., New York U, 18 Oct. 2000. Web. 6 Jan. 2009.

OTHER SOURCES

6. Newspapers or magazine articles

Smith, John. "Many People, Many Faiths." The New York Times 13 Feb. 2001: A1.

7. Scholarly Journals

Smith, John. "Many People, Many Faiths." Language 11.3 (1999): 156-227. Academic Search Premier. EBSCO Host. Northern Michigan University, Lydia Olson Library. 22 Mar. 2005 <<http://epnet.com>>.

Web sites for further reading:

www.nmu.edu/olsonlibrary

www.mla.org/style

<http://owl.english.purdue.edu/owl/resource/747/01/>

References

Writing Center Site: www.nmu.edu/writingcenter

Hacker, Diana, and Nancy Sommers. *A Writer's Reference*. 2011. Print.