



MLA FORMAT

What is MLA and why do we use it?

What is MLA?

MODERN LANGUAGE ASSOCIATION

MLA Style establishes standard of written communication concerning:

- Formatting and page layout
- Stylistic technicalities (ex: abbreviations, footnotes, quotations)
- Citing sources
- Preparing a manuscript for publication in certain disciplines

Heading is centered.

List is alphabetized by authors' last names (or by title when a work has no author).

Abbreviation "n.d." indicates that the online source has no update date.

First line of each entry is at the left margin; extra lines are indented $1/2$ ".

Double-spacing is used throughout.

A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").

Works Cited

- Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002. Print.
- American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2009.
- "Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*. Netbus.Org, n.d. Web. 17 Feb. 2009.
- Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2009.
- Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2009.
- Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2009.
- 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.
- Lane, Frederick S., III. *The Naked Employee: How Technology Is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003. Print.
- Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.
- Tynan, Daniel. "Your Boss Is Watching." *PC World*. PC World Communications, 6 Oct. 2004. Web. 17 Sept. 2009.
- Verespej, Michael A. "Inappropriate Internet Surfing." *Industry Week*. Penton Media, 7 Feb. 2000. Web. 16 Feb. 2009.

Basic Style for Citations of Electronic Sources

- Author/editors names
- Article name in quotation marks
- Title of Website
- Version number
- Publisher information – name and publishing date
- Page numbers
- Medium of publication
- Date you accessed the material

MLA Website Citation Format

Author/editor's last name, first name. *Name of Site*.
Version

number. Name of institution/organization

affiliated with the site, date of resource creation.

Medium of publication. Date of access.



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WORKS CITED – Basic Rules

- Begin Works Cited page on separate page at the end of the paper
- Label the page Works Cited and center it
- Double space all citations, but do not skip spaces between entries
- Indent the second and subsequent lines of citations 0.5”

Heading is centered.

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