## 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

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Heading is centered.	Works Cited
	Adams, Scott. Dilbert and the Way of the Weasel. New York: Harper, 2002. Print.
List is alphabetized	American Management Association and ePolicy Institute. "2005 Electronic
by authors' last names (or by title	Monitoring and Surveillance Survey." American Management
when a work has no	Association. Amer. Management Assn., 2005. Web. 15 Feb. 2009.
author).	"Automatically Record Everything They Do Online! Spector Pro 5.0
	FAQ's." Netbus.org. Netbus.Org, n.d. Web. 17 Feb. 2009.
Abbreviation "n.d."	Flynn, Nancy. "Internet Policies." ePolicy Institute. ePolicy Inst., n.d.
indicates that the online source has no	Web. 15 Feb. 2009.
update date.	Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work."
. 1	CNET News.com. CNET Networks, 11 July 2005. Web. 17 Feb.
	2009.
First line of each	Gonsalves, Chris. "Wasting Away on the Web." eWeek.com. Ziff Davis
entry is at the left margin; extra lines	Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2009.
are indented 1/2".	Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles
* 11 12	Examination of Electronic Privacy in the Workplace." Florida
	Law Review 54.2 (2002): 289-332. Print.
Double-spacing is	Lane, Frederick S., III. The Naked Employee: How Technology Is
used throughout.	Compromising Workplace Privacy. New York: Amer. Management
	Assn., 2003. Print.
A work with four	Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace
authors is listed by the first author's	Norm." Wall Street Journal 9 Mar. 2005: B1+. Print.
name and the	Tynan, Daniel. "Your Boss Is Watching." PC World. PC World
abbreviation "et al." (for "and others").	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.

# Why Use MLA?

- Provide your readers with cues to follow your ideas
- Let your reader focus on your ideas and writing without getting distracted
- Establish your credibility

<b>→</b>	<b>2.0 Page Header →</b> Lastname 1	
•{ •{	Abigail Scribe Professor Bonzo Humanities 101 4 Avril 2000	
ł	1 April 2009J Centered Title in Heading Caps ← <b>3.5 Heading Caps</b>	
۰{	every time you write a research paper, you enter into a community of writers and	
۰{	scholars" (Feal xiii). The Modern Language Association (MLA) has evolved a crisp	- 3
s -	modern style to help you engage this community with your insights and study. Though it	4
	has its foibles, compared to other styles it is remarkably uncluttered and easy to use.	
c	← 1" → The Modern Language Association publishes two books on its documentation	
	style: the MLA Handbook for Writers of Research Papers (for high school and	- 3
Ţ	undergraduate students) and the MLA Style Manual and Guide to Scholarly	- 3
	Publishing (for graduate students, scholars, and professional writers). These	
l	volumes provide the most accurate and complete instructions (Gibaldi, iv)	
rs	There are 313 pages in MLA Handbook, organized into seven chapters plus appendixes	
	It is one of the few major style guides still reasonably priced at less than \$20. <sup>1</sup> However,	
	the <i>Handbook</i> is slightly abridged, not covering the headings and subheadings found in	
	the MLA's own journal, <i>PMLA</i> (Publications of the Modern Language Association).	
	The style follows several basic rules in formatting a text: (1) margins are one inch	2
<b>isis</b>	around the page, (2) all text is double-spaced, and (3) every page is numbered	
	consecutively through the manuscript. Quotations are subject to complex rules and	- 3
	formatting requirements. Footnotes go inside the margins, endnotes at the end of the	
	text before the works-cited list. These notes may take the form of content notes or	- 2
	bibliographic notes (i.e., referring to an sources in the works-cited list). The style also	
viat	ons	
	Handbook). Students majoring in the humanities are well advised to purchase the text.	
ntes	→ <sup>1</sup> Earlier editions listed Joseph Gibaldi as the author, now it is just the MLA.	

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Footnotes go inside the margins in the text space.

### 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.



#### EasyBib.com

Save time by making citing sources automatically! But make sure you check your work!

#### 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"

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author).	"Automatically Record Everything They Do Online! Spector Pro 5.0
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	Penton Media, 7 Feb. 2000, Web. 16 Feb. 2009.