



# MLA Quick Guide

Prepared by

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Adapted from

*The Purdue OWL*

*The MWC is a Writing Across the Curriculum initiative serving Northwest Vista College students, faculty, and the community through tutoring in writing skills, critical thinking, and building writing pedagogy. Effective writing is a cornerstone of education.*

The Center is located in Mountain Laurel Hall (MLH) 232

**Large Print Edition Available by Request**

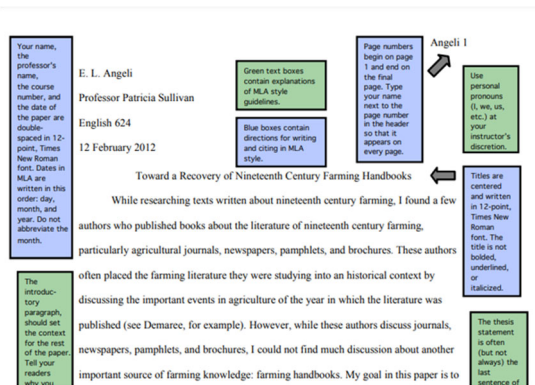
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## Basic MLA Formatting

Typical MLA formatting includes the following:

- 1" margins
- Double-spaced text
- 12pt font, Arial, Calibri, or Times New Roman
- Upper-right hand corner page numbers with your last name (in the Header of the document)
- Upper-left hand corner header with your name, your instructor, the course information, and due date
- A centered title

See the picture below:



## Common In-text Citations

### Source with a known author stated in the sentence & page number

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).

### Source with a known author not stated in sentence & page number

Human beings have been described as "symbol-using animals" (Burke 3).

### Source with a corporate author (i.e., an organization) with unknown or no page number

There are a number of possible ways to correctly cite sources in-text depending on the source medium, and it must match to its Works Cited entry (*The Purdue OWL*).

### Non-book source (e.g., an article) with unknown author or page number

#### -Include the page number if available-

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming").

### Chapter, selection, or piece within an edited work or collection

#### -Cite the selection, not the book the selection is in (or the "container")-

Relativity's theoretical foundations can be traced to earlier work by Faraday and Maxwell (Einstein 782).

### **Source with two authors**

#### **-Use the first author listed, not by alphabetical sorting-**

The authors claim that surface reading looks at what is "evident, perceptible, apprehensible in texts" (Best and Marcus 9).

### **Source with three or more authors**

#### **-Use the first author listed, not by alphabetical sorting-**

The authors claim that one cause of obesity in the United States is government-funded farm subsidies (Franck et al. 327).

### **Source quoted or paraphrased within another source**

#### **-Ravitch said this, but Weisman wrote what you are reading-**

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

### **Citing more than one source in an in-text citation**

. . . as has been discussed elsewhere (Burke 3; Dewey 21).

### Common Works Cited Entries

-You often have to "mix" some of these formats together. For example, you will likely find an e-book with more than one author and multiple editions.

-Your Works Cited page is typically on a separate page and is alphabetical by either author or title of work. Title the page Works Cited, centered on the top of the page. Title the page Work Cited if you only have one source. All sources more than one line in length have a hanging indent.

### **Citing a page on a website with a known author**

#### **-this includes a corporate author-**

#### **-include the publication date after the website name if provided-**

Author Last Name, Author First Name. "Title of Page." *Website Name*, URL. Accessed Day Month Year.

### **A page on a website with no known author**

#### **-include the publication date if provided-**

"Title of Page." *Website Name*, Day Month Year of Publication, URL. Accessed Day Month Year.

### **An article in a web magazine**

#### **-(Time, NPR, The New Yorker, etc.)-**

Author Last Name, Author First Name. "Title of Page/Article." *Website Name*, Day Month Year, URL. Accessed Day Month Year.

### **A printed book**

Author Last Name, Author First Name. *Title of Book*. City of Publication, Publisher, Publication Date.

### **A book with two authors**

#### **-Use the first author listed, not by alphabetical sorting-**

Author Last Name, Author First Name, and Author Last Name, Author First Name. *Title of Book*. City of Publication, Publisher, Publication Date.

**A book with more than two authors**

**-Use the first author listed, not by alphabetical sorting-**

Author Last Name, Author First Name, et al. *Title of Book*. City of Publication, Publisher, Publication Date.

**A book with multiple editions**

**-1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> ed., etc.-**

Author Last Name, Author First Name. *Title of Book*. Edition, City of Publication, Publisher, Publication Date.

**A book by a corporate author**

**-there are two formats – <sup>1)</sup>when the author and publisher are different, and <sup>2)</sup>when the author and publisher are the same-**

1) Organization. *Title*. Publisher, Publication Date

2) *Title*. Publisher, Publication Date

**An edited book**

Editor Last Name, Editor First Name, editor. *Title of Book*. City of Publication, Publisher, Publication Date.

**An e-book**

Author Last Name, Author First Name. *Title of Book*. E-book, Publisher, Publication Date.

**Chapter, selection, or piece within an edited work or collection**

Author Last Name, Author First Name. "Title of Work." *Title of Book*, edited by Editor's Name, City of Publication, Publisher, Publication Date, page range of work.

**Online peer-reviewed article**

**-use the doi instead of URL when provided-**

Author Last Name, Author First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Year, URL. Accessed Day Month Year.

**Online peer-reviewed article with page numbers**

**-pp. is the page range; use the doi instead of URL when provided-**

Author Last Name, Author First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Year, pp. -, URL. Accessed Day Month Year.

**Online peer-reviewed article with page numbers via an online database**

**-use the doi instead of URL when provided-**

Author Last Name, Author First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Year, pp. -. *Title of Database*, URL. Accessed Day Month Year.

**A YouTube video**

**-there are two formats – <sup>1)</sup>when the author and uploader are different, and <sup>2)</sup>when the author and uploader are the same-**

1) Author Last Name, Author First Name. "Title of Video."  
*YouTube*, uploaded by Uploader Name, Day Month  
Year of Upload, URL.

2) "Title of Video." *YouTube*, uploaded by Uploader Name, Day  
Month Year, URL.

**An interview**

Interviewee Last Name, Interviewee First Name. Personal Interview.  
Day Month Year.