MLA Reference Guide

MLA style stands for Modern Language Association, and it is a style of formatting used frequently in the humanities and liberal arts for in-text citations, references, headings, and general page structure.

General Guidelines

- All text should be double spaced.
- Use a 12 point font—Times New Roman is suggested.
- All the margins should be one inch.
- Each paragraph should be indented ½ an inch or five spaces.
- When discussing the titles of longer works, these should be italicized. The titles of shorter works should be quoted.
  - Longer works include: books, the names of TV series, collection or anthology titles, and movies.
  - Shorter works include: articles, the names of episodes within a series, the names of plays, and single poems.

The First Page

- Do not use a title page unless your instructor requests one. You simply need an in-text header.
- You can set this up by typing your name, instructor’s name, course number, and date at the top of the page, flushed left with the margin.
- The title of your paper should be centered beneath the above information. It should not be italicized, underlined, in quotation marks, or written in ALL CAPITALS.
- There should also be a header which begins on the first page. It is composed of your last name followed by the page number: (Picard 1).

Jean-Luc Picard
Professor Vash
Anthropology 101
21 October 2014

The Use of Gold in Pottery
In-Text Citations

- MLA uses an author-page style of in-text citation. The author's last name and the page number are used in the parenthesis. There are a few ways you can do this:
  - Rilke uses roses to discuss the transient nature of existence (22).
  - A rose’s calyx is a metaphor for the soul (Rilke 22).
  - “Roses are unfolding” (Rilke 22).
- If you wish to leave out unnecessary words in a quotation, use ellipses.
  - “The tyrannosaurus rex was very dismayed….that he could not clap his hands” (Riker 20).
- If you are changing or adding to the original content of a quote in order to provide clarity, use [square brackets] around the altered text.
  - The man in the red shirt asked, “What could possibly happen [to me] on this mission?”

Block Quotes

Long quotations are referred to as *block quotes*. These are used when one is quoting more than three lines of verse or four lines of prose. The text is indented one inch from the left margin, and it should remain double spaced. For poetry, try to keep as much of the original formatting as is possible.

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In his work *Zen and the Art of Motorcycle Maintenance*, Robert *Pirsig* discusses the nature of systems that affect the human experience:

But to tear down a factory or to revolt against a government or to avoid repair of a motorcycle because it is a system is to attack effects rather than causes; and as long as the attack is upon effects only, no change is possible. The true system, the real system, is our present construction of systematic thought itself, rationality itself, and if a factory is torn down but the rationality which produced it is left standing, then that rationality will simply produce another factory. If a revolution destroys a systematic government, but the systematic patterns of thought that produced that government are left intact, then those patterns will repeat themselves in the succeeding government. There’s so much talk about the system. And so little understanding. (100)
Section Headings

If you’re dividing your essay into sections, MLA prefers you number them. Subheadings use a decimal to indicate this. There are numbered and unnumbered headings.

<table>
<thead>
<tr>
<th>Numbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Turtles</td>
</tr>
<tr>
<td>2.0 Anteaters</td>
</tr>
<tr>
<td>2.1 Ant cuisine hot spots</td>
</tr>
<tr>
<td>3.0 Giraffes</td>
</tr>
<tr>
<td>4.0 Topiary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Formatted Headings In-text Without Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Heading: bold, flush left</td>
</tr>
<tr>
<td>Level 2 Heading: italics, flush left</td>
</tr>
<tr>
<td>Level 3 Heading: centered, bold</td>
</tr>
<tr>
<td>Level 4 Heading: centered, italics</td>
</tr>
<tr>
<td>Level 5 Heading: underlined, flush left</td>
</tr>
</tbody>
</table>

Works Cited

- The source page in MLA format is always titled “Works Cited.” It should be placed in its own section.
- Don’t indent the first line for every entry.
- The Works Cited page should be double spaced.
- Titles of longer works are italicized here.
- Titles of shorter works are quoted here.
- The abbreviations n.d. (no date) and n.p. (no page) can be used when this information is missing.

Some Examples

Book:

Movie:

Website Article:

Journal:

Poem: