













MLA Guidelines...Some good rules to follow
(updated 2010)

Formatting

-  Type your essay and print on white paper with black ink.
-  Your essay should be double-spaced.
-  Use Times New Roman, Times, Helvetica, Arial, or Verdana in 12 point.
-  Leave only one space after punctuation (unless otherwise instructed by your teacher).
-  Margins should be set at 1 inch on all sides.
-  Only include a title page if your teacher requests it. Otherwise titles (and all essays should have engaging titles—not “World History Essay” or “Reflection”) should be centered at the top of the first page in the same style, font, and size as the rest of the essay. You **should not** use italics, underline, bold, quotation marks or all capital letters.
-  In the upper left-hand corner of the first page, type your name, teacher’s name, course name, and the date.







Citing sources within your essay

-  What should you cite: direct quotes, statistics, pictures, graphs, ideas that are not yours (ask yourself, “Will I remember this information in a month?” If not, cite it).
-  Upon the first reference of the source, include either the author’s name (if that person’s considered an expert) or the name of the publication or article. In addition, you need to include parenthetical citations that include the author’s last name and page number. If you included the author’s name in the sentence, then you only need to include the page number in parenthesis.
Example: Marvin Welch, West Virginia representative, believes designating May as Confederate History Month is “morally and politically offensive” (14).
-  If your information came from a website, and you don’t know the author’s name, mention the website’s name in the sentence since you won’t have an author’s name or page number).
Example: According to PETA’s website, 75,000 animals are murdered each day in Iowa.
-  Never copy and paste from the internet—not for essays, presentations, speeches.
-  Not citing sources is plagiarism. Ignorance is not an excuse. If it’s not your information, cite it. Plagiarized works will receive a zero.

Here’s a sample paragraph with proper citations.

Indeed, laughter seems to function primarily as a social activity. It helps humans make connections with one another, which helps explain why, according to the internet article “Why People Laugh,” “people are thirty times more likely to laugh in social settings than when they are alone (and without pseudo-social stimuli like television)” (Brain). Even the way in which humans chuckle relates to the group in which they are located. Women tend to laugh more when with men rather than women, which could indicate flirtation, and men laugh louder and longer when with other men, perhaps as a way of bonding, states Kate Douglas, Harvard professor of sociology.

Basic Works Cited page rules

-  Start your Works Cited page on a separate sheet of paper than your essay.
-  Your name should be typed in the upper right-hand corner.
-  Center the words Works Cited at the top of the page. If your essay includes an interview or non-print, non-web source (like an interview or DVD), call the page Sources Cited.
-  Double-space the entire document. You should not have extra spaces between entries.
-  Indent the second and subsequent lines so that you create a hanging indent. Example:
Peterson, Karen. "You Can Always Get What You Want." *Newsweek* 14 August 2010: 45-47.
Print.
-  Use italics for titles of magazines, newspaper and books. Do not underline or bold these titles.

Common Works Cited entries

Works Cited

(Your sources are listed **in alphabetical order** regardless of what type of source it is.)

If you need more help, try this website: <http://www.liu.edu/CWIS/CWP/library/workshop/citmla.htm>

Periodical (magazine, newspaper)

Author. "Title of article." *Magazine/Newspaper* Month Year: page numbers. Print.

Barkley, Russell A. "Attention-Deficit Hyperactivity Disorder." *Scientific American* Sept. 1998: 1-8.
Print.

Bragg, Mary Rae. "Educators appreciate Vilsack's budget plan." *Telegraph Herald* [Dubuque] 2 Feb.
2003: 15A. Print.

Internet source

Author. "Title." Organization/Publisher. Date posted. Web. Date you accessed the info.

Welch, Marcy. "A Teacher's Best Friend." State Department of Education. 15 April 2006. Web. 19
March 2007.

"What the World Needs Now." PETA. Web. 20 March 2007.

Note: Often a website will not list the author nor will it list when it was posted. Include the info you can.

Articles from online databases (SIRS, EBSCO, etc)

Author. "Article title." *Name of publication*. Date published: page number. *Name of database*. Web.
Date accessed.

Trenary, Nick. "William Shakespeare." *World Beat Literature*. 8 May 2010: 5-7. *SIRS Researcher*. Web.
25 September 2010.

Book

Author. *Title*. Publishing city: Publisher, year. Print.

Kremer, Kris. *A Working Girl's Guide to Survival*. Chicago: Kell-Bolkens, 2007. Print.