

# MLA Abbreviated Style Guide

## Formatting your Paper (see Gibaldi, pages 115 and following for examples)

- Use 1 inch margins (or centimeter equivalent) on all sides (4.1)
- Align document to the left margin (don't center "justify" margins) (4.1)
- Use 12 point serif font throughout the document (eg. Times New Roman) (4.2)
- Begin your first page with the following heading in the upper left corner (4.3):
  - your name
  - your instructor's name
  - class name
  - date
- Double space everything (4.2)
- Number all pages consecutively throughout the paper in the upper right corner, using your last name and the page number (4.4)
- Use *italics* to indicate titles of longer works (novels, textbooks) in your document and put "quotation marks" around titles of shorter works (poems, essays, articles) (3.6)
- Do not make a title page unless specifically requested by your teacher (4.3)
- Center the title one space below header (4.3)
- For titles and names in foreign languages, see 3.1.4 and 3.3.2
- For use and accuracy of quotations, see 3.7.1
- For definitions of plagiarism, see chapter 2, p. 51 and following

## In-Text Citations

- Anything you quote or paraphrase or reference in the text must be included on the works cited list (5.3.1)
- Generally, in-text citations contain the first item in the works cited entry, as well as the page number (5.3.1)
- If you use the same author repeatedly, or if you reference the author's name in your sentence, you may simply give the page numbers (3.6.6)
- If you reference more than one work by the same author, include the first words of the title (ignoring articles "the" "a" or "an") to distinguish between works
- Direct quotes from the *NIV Study Bible* are followed by (*New International Version*, Gen. 1.1)
- Indirect quotes from the *NIV Study Bible* are followed by (Gen. 1.1)

## Quotations

- For prose citation, see 3.7.2
- For poetry citation, see 3.7.3
- For drama citation, see 3.7.4
- If the quotation ends your sentence, place the period after the citation (3.6.1).
- "If the quotation runs more than four lines in your paper, set it off from your text by beginning a new line, indenting one inch. . . . from the left margin, and typing it double spaced, without adding quotation marks" (3.7.2).

## Formatting your Works Cited List (see Gibaldi, pages 123 and following for examples)

- Begin on a new page; continue page numbers from the text of the paper (5.3.2)
- Title the list Works Cited, centered at the top of the page (5.3.2)
- Double-space all entries. Do not skip lines between entries (5.3.3)
- Alphabetize all entries (5.3.3)
- Use a ½ inch hanging indent on the second and third lines of an entry (5.3.2)

## Common Citation Forms

### NIV Study Bible

*NIV Study Bible*. Ed. Kenneth Barker. Grand Rapids: Zondervan, 2002. Print.

### A Book

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

### Two books by the same author

(After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically)

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997. Print.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993. Print.

### Book with more than one author

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

### Book with a corporate author

American Allergy Association. *Allergies in Children*. New York: Random, 1998. Print.

### Book or article with no author named

(Start the entry with the title of the article or book)

*Encyclopaedia of Indiana*. New York: Somerset, 1993. Print.

"Cigarette Sales Fall 30% as California Tax Rises." *New York Times* 14 Sept. 1999: A17. Print.

### Anthology or Compilation

Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge: Harvard UP, 2002. Print.

### A part of a book (such as an essay in a collection)

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Chochie. New York: Plume, 1992. 83 - 88. Print.

### Article from a reference book

"Jamaica." *Encyclopaedia Britannica*. 1999 ed. Print

### Magazine or newspaper article

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

### Web site example

Felluga, Dino. *Undergraduate Guide to Literary Theory*. Purdue University, 17 Dec. 1999. Web. 15 Nov. 2000.

### Article on a web site example

Poland, Dave. "The Hot Button." *Roughcut*. Turner Network Television, 26 Oct. 1998. Web. 28 Oct. 1998.

### Online journal article example

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000):33 pars. Web. 5 Dec. 2000.

### E-mail example

Kunka, Andrew. "Re: Modernist Literature." Message to Daniel J. Cahill. 15 Nov. 2000. E-mail.

### Interview that you conducted

Purdue, Pete. Personal Interview. 1 Dec. 2000.

### Sound recording

U2. *All That You Can't Leave Behind*. Interscope, 2000. CD.

### Film

*The Usual Suspects*. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Film.

## Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. Seventh Edition. New York: Modern Language Association of America, 2009.