

MLA Quick Reference Sheet for KHS Students and Staff:
from *MLA Handbook*, 8th ed. (2016)

Basic Requirements

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| <ul style="list-style-type: none">• Double-space entire paper• Use academic writing conventions (see below)• Justify the text on the left-hand side but not the right• Use Palatino, Times New Roman, or similar font | <ul style="list-style-type: none">• Insert Header and Running Head (see below)• One-inch margins on all pages• Utilize 12 pt. font• Paper title is in the same font and size as paper |
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Writing Conventions for Academic Writing

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| <ul style="list-style-type: none">• write in third person• do not use contractions• do not capitalize the following parts of speech when in a title: articles, prepositions, coordinating conjunctions, the <i>to</i> in an infinitive• use a forward slash (/) with a space on each side to indicate a line break when quoting poetry• spell out numbers written in a word or two (e.g. one, thirty-two, five hundred) and represent other numbers by numerals (e.g. 2½ or 101 or 523).• in the Works Cited page and on the title page, indicate dates that include the date, month, and year in that order (e.g. 12 May 2014). Months with more than three letters may be abbreviated (e.g. Dec.).• abbreviations that are capital letters do not typically utilize periods (e.g. US, NH). Those with lowercase letters utilize periods (pp. or ed. or vol.). There are a few exceptions: see the <i>MLA Handbook</i>. |
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Heading and Running Head

The first page of the paper, in upper left-hand corner, should include the following **heading**, *double-spaced*:

<u>Information</u>	<u>Sample</u>
Student Name (First Last)	Samantha P. Jones
Teacher Name	Mrs. Dearborn
Course Name	English 101
Date (date month year)	12 July 2004

All pages of the paper, including the Works Cited page should include, in the upper right-hand corner, the following as a **running head**:

<u>Information</u>	<u>Sample</u>
Last name of student Page number	Jones 1

In-Text Citations

When writing the paper, it is expected that sources will be both referenced and directly quoted. In-text, or internal, citations are used to give credit to the source from which you have taken your information as well as to allow the reader to reference a source, if desired. A few guidelines:

- Sources are cited using a parenthetical format that includes author last name and page number, if available. (e.g. Smith 42)
- If the author name is given with the paragraph that contains the fact/reference to the source, the author name is omitted from the Works Cited parenthetical.
- When author last name is unavailable, replace it with enough keywords from the Works Cited entry to distinguish that source from any other
- If a page number is not available, such as with a web page, no number is given

Examples of In-Text Citations/Documentation:

- Direct Quotation—It may be true that “in appreciation of Medieval art, the attitude of the observer is of primary importance” (Maris 347).
- Paraphrase or Summary—The need for logic in children’s fantasy has been recognized (Stewig 22), and children are capable of comprehending advanced logic.
- A Fact That is Not Common Knowledge—Most people are unaware that during the Civil War many soldiers were injured by ramrods flying out of hastily packed guns (Ray 29).
- Individual Thoughts or Viewpoints (including credentials)—Dr. Brown, of Dartmouth College, believes the U.S. government should develop a new policy to help Third World countries overcome poverty and hunger (Spitzer 11).
- Author’s Name and Work Included in the Text—In *No Need for Hunger* Robert Spitzer recommends that the government create new policy for addressing global hunger (34).
- No Author and/or Editor—Mark Twain is considered a master at using satire in both his novels and short stories (“Twain,” *Compton’s* 482).
- Time-Based Source: Buffy’s promise “there’s not going to be any incidents” was not true (“Unaired Pilot 2006” 00:03:16-17).

Works Cited Page: Core Elements

The chart below is used to determine Works Cited entry listings. Note: see an MLA handbook (official copy or the Keene High School guide) for more detailed instruction and guidelines).

Basic Guidelines:

- If an element is missing, move on to the next element.
- When necessary, give additional information for clarity (e.g. Edited by or Translated by)
- The entire Works Cited page is double-spaced. Second or other subsequent lines are indented five spaces (or use the tab key),
- The title, Works Cited, is centered and is in the same size and style font as the rest of the paper.
- The Works Cited page is the page immediately following the final page of text or Appendices of the paper and receives a running head and page number

1 Author.

2 Title of source.

3 Title of container,

4 Other contributors,

5 Version,

6 Number,

7 Publisher,

8 Publication date,

9 Location.

Author: List using Last Name, First Name followed by a period.

(e.g. Jones, Julia.)

Title of Source: Use punctuation appropriate for the title (quotation marks if the source is part of a larger work; italics if source is self-contained and independent), followed by a period.

(e.g. *Romeo and Juliet*. or “The Cask of Amontillado”.)

Title of Container: Identify the *container*, whatever holds the smaller source, when applicable, followed by a comma. A collection *contains* a short story, a Journal *contains* a journal article, a CD *contains* a song, etc.

(e.g. *Journal of American Medicine*.)

Other Contributors: Identify other people who contributed to the source, if important to your research, followed by a comma.

(e.g. edited by, translated by, performance by.)

Version: Include the edition of the source if published in more than one edition or version, followed by a comma. This wording may vary.

(e.g. *MLA Handbook*, 8th ed.)

Number: Identify the volume or number of the source if the source is too large to be contained in one volume, followed by a comma.

(e.g. vol. 3, or ed. 7, or no. 4.)

Publisher: List the organization primarily responsible for the publishing of the source or for making it available to the public, followed by a comma

(e.g. Penguin Press, or History.org, or Pixar Films.)

Publication Date: Cite the date most relevant to your research, followed by a comma.

(e.g. 2006, or 13 March 1997.)

Location: Utilize the appropriate location for your source, such as the pages in a book or the Web address of a web site, followed by a period.

(e.g. p. 4. or pp. 15-22. or www.style.mla.org.)

