MLA Style Reference Sheet

When do I use MLA?

1. If your professor has asked that you write an essay and document your sources according to the MLA guidelines.
2. If your professor has not specified a set of guidelines, then the papers for the following disciplines are typically written according to MLA:
   a. English
   b. Literature
   c. Humanities
   d. Communications
   e. Religion
   f. Theater

How do I use this reference sheet?

This reference sheet contains examples of the most commonly used resources. It serves as a guide to demonstrate the “basic” principles of citation (in-text and on the Works Cited page). You may need to look at more than one example to cite a source. For example, if you are using a Database Journal Article with two authors, the “Database Journal Article” will give you a model of the source type, but the example lists only “one” author. You should skim down to the “Print Book by Two Authors” for information about citing two authors. IMPORTANT NOTE: Pay close attention to punctuation and mechanics (i.e. commas, periods, capitals, italics, etc.); these are important components of citing sources.

Basic formatting information and websites for more comprehensive guides are listed at the end.

Online Resources

Database Journal Article

*Ebscohost is NOT a database; it is a publisher of many databases like Academic Search Complete.
In-text Parenthetical Citation: (Luce)

Online Newspaper Article
Author Last Name, First Name. “Title of Article.” Title of Newspaper. Title of Website, Day Mo. Year published. Medium. Day Mo. Year accessed.

In-text Parenthetical Citation: (Gewen)

Document on Website
Author Last Name, First Name. “Title of Document.” Title of Website. Sponsor/Publisher, Day Mo. Year published. Medium. Day Mo. Year accessed.

*If no author is named, specifically, begin with Title of document, followed by (Year, Month Day).
In-text Parenthetical Citation: (Handwerk)

Entire Book Accessed Online
Author Last Name, First Name. Title of Book. Place of Publication: Publisher, Year published. Title of Database. Name of Site Sponsor, Day Mo. Year posted on website. Medium. Day Mo. Year accessed.

In-text parenthetical Citations: (Darwin)

Chapter or Section in a Book Accessed Online:
Author Last Name, First Name. “Title of Chapter.” Title of Book. Place of Publication: Publisher, Year published. Title of Database. Name of Site Sponsor, Day Mo. Year posted on website. Medium. Day Mo. Year accessed.

In-text Parenthetical Citations: (Ross)
Books

Print Book by One Author
Author Last Name, First Name. Book Title. Place of Publication, Publisher, Date. Medium.


*If in second or subsequent edition, list edition in parentheses after title and before the period.

Author Last Name, First Name. Book Title. Xx ed. Place of Publication, Publisher, Date. Medium.

In-text Parenthetical Citation: (Flannagan)

Print Book by Two Authors
Author Last Name, First Name, and Author First Name Last Name. Book Title. Place of Publication, Publisher, Date. Medium.


*For 3 authors follow the model below.

*For 4 or more authors, list only the first followed by “et al” (no quotes)

Author Last Name, First Name, Author First Name Last Name, and Author First Name Last Name. Book Title. Place of Publication, Publisher, Date. Medium.

In-text Parenthetical Citation: (Saltzmann and Pondiscio)

*For 3 authors, list all three last names.

*For 4 or more authors, list only the first last name followed by “et al”

Work in an Anthology
Author Last Name, First Name. “Title of Short Story or Poem.” Book Title. Ed. Editor First Name Last Name. Place of Publication, Publisher, Date. Pages. Medium.


*Titles of plays (True West) will be italicized rather than placed in quotes like poems and short stories.

In-text Parenthetical Citations: (Shephard).

Book with Editor(s):
Editor Last Name, First Name, ed. Book Title. Place of Publication, Publisher, Date. Medium.


In-text Parenthetical Citations: (Gates).

Reference Work:


In-text Parenthetical Citations: (“Literacy”)
Formatting

1. General
   a. Times New Roman 12 pt font
   b. Double space

2. First Page of Essay
   a. Header (in header space) aligned right: Last Name and page number
   b. Heading aligned left and double spaced: Your Name (ENTER), Professor’s Name (ENTER), Course (ENTER) Due Date
   c. Center the title of your essay on the top line
   d. Indent First Paragraph

3. Works Cited Page (full citations for each sources used are listed on the last page of the essay)
   a. Header (should still appear with appropriate page number)
   b. Center the words “Works Cited” (no quotes… use “Work” if using only one source)
   c. Align first line of citation on the left margin. Indent second and subsequent lines.
   d. Double space (no extra spaces between sources)
   e. Alphabetize entries by the first letter of the first word of the citation.

Online Resources

Purdue OWL: MLA Formatting Guide
https://owl.english.purdue.edu/owl/resource/747/01/

Cornell University Library: MLA Citation Style
https://www.library.cornell.edu/research/citation/mla