

MLA (MODERN LANGUAGE ASSOCIATION) STYLE GUIDE

GENERAL FORMATTING The *MLA Handbook for Writers of Research Papers*, 7th edition, details all aspects of preparation of manuscripts. The most recent information about electronic sources is available on the MLA website (<http://www.mla.org>) and via links on the Carson-Newman Library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

- The paper is typed in a standard font and size, such as 12-point Times New Roman.
- The paper's right margin should not be justified.
- Double-spacing should be used throughout the paper, including the Works Cited page.
- Margins should be one inch on all sides of the paper.
- Paragraphs should be indented one-half inch (one tab), long quotations one inch (two tabs) from the left margin.
- Leave only one space after a period.

Heading and Title

MLA does not require a title page. Instead, at the left margin of the first page, type your name one inch from the top; double-space after typing each of the following: your instructor's name, the course name, and the date. Double-space again and center the title of your paper (do not use bold, quotation marks, or underlining with your own title).

Page Numbering

Pages are numbered throughout the paper in the upper right corner, one-half inch from the top. Use a running header with your last name and page number on every page including the first (do not use "p." or "page").

MLA IN-TEXT CITATION

When students present points in their papers, they must support generalizations with specific evidence from their reading. They may summarize, paraphrase, or quote the text. *All summaries, paraphrases, and quotations must be documented in the paper.* Here are some tips for incorporating quotations, summaries, and paraphrases in an essay.

1. Give the author's last name (use full name with first reference) in the text of the paper. Then place the relevant page number(s) in parentheses following the borrowed material.

*Thomas Wallace points out, "The correct use of parenthetical documentation will prevent students from being accused of plagiarism" (156).

*Chopin explores the powerful nature of irony in her narrator's description of "the joy that kills" (34).

2. If the author's name is not mentioned in the sentence, place the author's last name and the relevant page number(s) immediately following the quoted material. Observe that no punctuation is placed between the author's last name and the page number.

*Students who document sources correctly will avoid "the severe accusations of plagiarism and ideological theft" (Wallace 156).

*Louise Mallard feels a "monstrous joy" that leads her to realize her marriage is not one of fulfilled love and mutual respect (Chopin 33).

3. No quotation can "stand alone." If you do not wish to incorporate the quoted material into your own text, you may create a sentence followed by a colon that serves to introduce the quoted material.

Atchley suggests a "primary rule" for succeeding in business: "To succeed one must be aware of what he or she is and is not willing to sacrifice for success" (433).

4. Long Quotation:

Create a block quote for long quotations (i.e., more than three lines of poetry or four lines of typed prose). Write a complete sentence of introduction followed by a colon. Then continue to double space and indent the entire quotation one inch (two tabs) from the left margin (paragraphs are indented one-half inch, or one tab). Do not put quotation marks around the block quotation. Double-space the quotation. In block quotes, the punctuation precedes the parenthetical information. **Note that when citing poetry or plays written in verse, you should cite line numbers in the parentheses.

Example 1:

Rebecca Harding Davis captures the filth of the industrial city in her vivid description of a home's interior:

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Here, inside, is a little broken figure of an angel pointing upward from the mantel shelf; but even its wings are covered with smoke, clotted and black. Smoke everywhere! A dirty canary chirps desolately in a cage beside me. Its dream of green fields and sunshine is a very old dream,—almost worn out, I think. (45)

Example 2:

John Donne contends that lovers who cannot survive physical separation do not possess a mature love:

Dull sublunary lovers' love
(Whose soul is sense) cannot admit
Absence, because it doth remove
Those things which elemented it. (14-17)

5. Poetry:

If quoting three lines or fewer of poetry, do not use block quote format. Instead, use the slash (/) to indicate breaks in the poetic line. Position one space before and one space after the slash. Then place line numbers in parentheses.

*Emily Dickinson's poem declares, "If I can stop one heart from breaking, / I shall not live in vain" (1-2). The speaker also believes that her life will have been worthwhile if she can "help one fainting robin / into his nest again" (5-6).

6. Plays:

For plays, cite act, scene, and line number.

*Ophelia mourns Hamlet's condition by crying, "O what a noble mind is here o'erthrown! / The courtier's, soldier's, scholar's, eye, tongue, sword" (Shakespeare 3.1.150-51).

7. Epics:

For epics with several books, cite book number and then line numbers.

*Milton's Satan declares, "The mind is its own place, and in itself / Can make a heaven of hell, a hell of heaven" (1.254-55).

8. *The Bible:*

For Bible verses or passages, cite the book, chapter, and verse. Use a colon or period between book and verse. Books of the Bible are not italicized.

*When asked for the greatest commandment, Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind" (Mt. 22:37) or (Mt. 22.37).

9. *Omissions within a quote:*

Use an ellipsis (three spaced periods) to indicate where you omitted part of the quotation. Use four periods to indicate the omission of whole sentences. Use three periods when only a few words of the same sentence have been omitted.

*As one critic writes, "Oedipus is guilty for two reasons: because of the deeds he actually committed . . . and because of his desire to commit them" (Smith 46).

*Francis Bacon writes that "some books are to be tasted, others to be swallowed, and some are to be chewed and digested; that is, some books are . . . to be read wholly and with diligence and attention. . . . Reading maketh a full man" (97).

****Please note:** *Many editors will ask that you place brackets around the three ellipses to indicate that the ellipses are not part of the original quotation.*

As one critic writes, "Oedipus is guilty for two reasons: because of the deeds he actually committed [. . .] and because of his desire to commit them" (Smith 46).

10. *Clarifying quotations:*

If you must change the verb tense of the quote to correspond with your essay, indicate the verb changed by placing it in brackets. Also place in brackets any nouns you have added to clarify pronouns.

*Aemelia Temple insists that "Milton's goal is to demonstrate that Eve [is] Adam's equal partner and [is] designed for strengths to which he cannot soar" (345).

Note: "was" has been replaced by "is"

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*MacGregor Lewis believes that “the problem with [Satan] is that he believes he exists in a theological democracy” (54).

Note: the pronoun “him” has been clarified with “Satan”

11. For unpagged electronic sources, use paragraph or section numbers, if available, preceded by par. or sec.: (Author, par. 2). Do not count unnumbered paragraphs: just include in your text or parentheses the author or title by which this source is alphabetized on your Works Cited page.

WORKS CITED

1. Title the page that lists your sources Works Cited (no quotation marks, italics, or underlines), and number it as the last page(s) of your paper.
2. Include only the works that you actually referenced in your paper, not every work you consulted.
3. Double-space all entries. Type the first line of each entry at the left margin; indent all subsequent lines one-half inch (one tab).
4. Arrange all entries in alphabetical order, giving the author’s last name first. For works by two or more authors, the names of all authors after the first are given in normal order.
5. For two or more works by the same author, arrange the entries alphabetically first by author and then the works alphabetically by title. Give the author’s name for the first entry, and use three hyphens followed by a period instead of the author’s name for subsequent entries.
6. Capitalize the first word of the title and all others except articles, conjunctions, and prepositions (see pp. 37-38 for when to use italics or quotation marks for titles).
7. Give page numbers for an entire article or section of a book. Do not use “p.” or “page.” If article is not on consecutive pages, list first page number followed by a +.
8. For publication information for a book, use first city if more than one is listed; omit "Inc.," "Company," "Publishers," from publisher's name; abbreviate "University Press" as UP; and give most recent date of publication on copyright page (to indicate date of original publication, put it immediately after the title, followed by a period).

OUTLINES OF COMMON TYPES OF MLA CITATIONS

Books

Author's last name, first name, Second author's first and last names, and Third author's first and last names. *Title of the Book*. City where published: Publisher, year of publication. Print.

Parts of a Book (essay, chapter, or short story)

Author's last name, first name. "The Title of the Short Story." *The Title of the Book*. City where published: Publisher, year of publication. xx-xx. Print. [xx-xx=inclusive page numbers]

Journal article

Author's last name, first name, and Second author's first and last names.

"The Title of the Article." *The Title of the Journal* v.i. (year): xx-xx. Print. [v=volume number, i=issue number, the two separated by a period, and xx=inclusive page numbers]

Magazine article with no author.

"Title of the Article." *Title of the Magazine* day month year: xx-xx. Print.

Online Journal Article from a Print Source Using a Database

Author's last name, first name. "Title of Article." *Title of Journal* v.i. (year): x-xx. *Name of Database*. Web. Day month year retrieved.

A Work Appearing Only on the Web

Author's (or compiler, editor, etc.) last name, first name. *Title of the Work* (italicized if independent work, quotation marks if part of a longer work). *Title of the Overall Web Site* (if different from title of work). Publisher or sponsor of the site (if not available, use N.p.). Date of pub. (n.d. for no date). Web. Day month year retrieved.

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WORKS CITED

a literary work from an anthology

Underwood, Susan O'Dell. "Up the River." *Discovering Place*. Ed. Ernest D. Lee. 3rd ed. New York: McGraw-Hill, 1995. 166-80. Print.

two or more pieces from the same anthology or collection

Barker, Victoria. "Open Ground." Lee 102. Print.

Lee, Ernest D., ed. *Discovering Place: Readings from Appalachian Writers*. 3rd ed. New York: McGraw-Hill, 1995. Print.

Underwood, Susan O'Dell. "Up the River." Lee 166-80. Print.

(Give complete information for the collection, and then cross-reference individual pieces to it.)

a critical essay from a book

Hodges, Mary. "T.R. Pearson: Debatable Heroes." *Southern Writers at Century's End*. Ed. Jeffery J. Folks and James A. Perkins. Lexington: UP of Kentucky, 1997. 70-81. Print.

a book with one author

Coppock, Jim. *Strategic Management Handbook: Managing Growth with High Performance*. Alcoa: Pressmark International, 1998. Print.
(Full title includes subtitle which is given after the main title and colon.)

a book with more than one author or editor

Stephens, Otis H., Jr., John M. Sheb, II, and Kara Stooksbury, eds. *Encyclopedia of American Civil Rights and Liberties*. Santa Barbara, CA: Greenwood, 2006. Print.

After the first author's or editor's name is given in reverse order, the others are listed in normal order.)

a book with more than three authors or editors

Wood, Gerald C., et al., eds. *Literature in Context: Classicism, Middle Ages, and Renaissance*. New 2nd ed. Vol. I. Boston: Pearson, 2007. Print.
("et al." means "and others.")

a multivolume work in which only one volume is used

Carson, Jo. "Lightning." *Appalachia Inside Out*. Ed. Robert J. Higgs, Ambrose N. Manning, and Jim Wayne Miller. Vol. 2. Knoxville: U of Tennessee P, 1995. 382-83. Print.

an introduction, preface, forward, or afterward to a book

Ballard, Sandra. Introduction. *Hunter's Horn*. By Harriette Arnow. East Lansing: Michigan State UP, 1997. v-xv. Print.

a translation

Alighieri, Dante. *The Inferno*. Trans. John Ciardi. New York: NAL, 1997. Print.

a critical article in a scholarly journal

Clark, Maria B. "Usurping Differences in the Feminine Fantastic from the Riverplate." *Studies in 20th Century Literature* 20.1 (Winter 1996): 235-49. Print.

(The volume number is 20, and the issue number is 1. If no season or month is indicated, give the year alone in parentheses. Give inclusive page numbers of the article, not just the one(s) you used.)

an article in a reference book

"Charity." *Oxford English Dictionary*. 2nd ed. 1989. Print.

(If article has an author, list author's name first. Otherwise, list title first. If information in the work is arranged alphabetically, omit volume and page numbers. For familiar reference books, omit publication information except for edition, if given, and year of publication.)

a film

Galbraith Springs. Dir. Gerald Wood. Prod. Glenn Cragwall. Rocky Valley Productions, 1991. Film.

an unsigned, untitled review

Rev. of *Where the Lilies Bloom*. *Time* 11 Feb. 1974: 65. Print.

a signed, titled review

Osborne, G. Larry. "O, Appalachia: Artists of the Southern Mountains." Rev. of exhibit. *Mossy Creek Reader* 4 (Spring 1994): 33-36. Print.

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magazine article

Bailey, Jason. "Remember the River: Celebrating the Holston." *Journey*
Fall-Winter 1997-98: 12-13. Print.

newspaper article

"Christian Writers Set Workshop Dates." *Knoxville News-Sentinel* 6 June
1998: B3. Print.

(Omit any introductory articles of newspaper titles--*The Knoxville News-Sentinel*; alphabetize by first word of title, except for "a," "an," and "the," if no author is given.)

interview

Dykeman, Wilma. Personal interview. 30 June 1988.

Foote, Horton. Telephone interview. 24 October 1985.

(Include the person's position if it is important to the purpose of the interview.)

the Bible

The Ryrie Study Bible. Charles Caldwell Ryrie, gen. ed. New American
Standard Version. Chicago: Moody, 1978. Print.

(Although the use of italics and quotation marks does not apply to sacred writings, including all books and versions of the Bible, treat specific editions of the Bible as any other book in your works-cited list. See "MLA In-Text Citation," above, for how to reference Bible within paper.)

government document

United States. Social Security Administration. *Social Security Disabilities
Reform Act of 1984 and Related Amendments*. Washington, DC: GPO,
1988. Print.

ELECTRONIC SOURCES

Include a URL only for hard-to-locate sources or for instructor requirements. This section contains material excerpted from the MLA website (<http://www.mla.org>) and the Carson-Newman Library website (<http://library.cn.edu>).

e-mail

O'Hare, Shawn. "Graduate School Advice." Message to Dustin Anderson.
23 May 2002. E-mail.

Works Cited Only on the Web:

web page

Hanlon, Tina. *Applit: Resources for Readers and Teachers of Appalachian Literature for Children and Young Adults*. 2000-09. Web. 20 July 2009.

article with no author from professional site

"Autobiography in Eudora Welty's Fiction." *The Eudora Welty Foundation*. 2008. Web. 20 July 2009.

article from online magazine

Crook, Clive. "Is Health Reform on Track?" *The Atlantic Online*. 17 July 2009. Web. 20 July 2009.

article from online news service

Egan, Matt. "Strong Start for Stocks on CIT Rescue Hopes." *Fox Business.com*. 20 July 2009. Web. 20 July 2009. (article posted and retrieved on same day)

online scholarly project

Benson, Larry D., Edwin Duncan, and Joseph Wettig. *Chaucer MetaPage*. 2 June 2006. Web. 19 July 2009.

Works on the Web Cited with Print Publication Data:

article in a reference database

Law, Jonathan, and Elizabeth A. Martin. "Abandonment." *A Dictionary of Law*. Oxford UP, 2009. *Oxford Reference Online*. Web. 20 July 2009.

JSTOR periodical article

Tuch, Steven A. "Urbanism, Region, and Tolerance Revisited: The Case of Racial Prejudice." *American Sociological Review* 52.8 (1987): 504-10. *JSTOR*. Web. 24 Apr. 2009.

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Expanded Academic ASAP Plus: full-text periodical article from a journal

Tomlinson, Richard. "A Shot in the Arm for Europe." *Fortune* 143.3 (2001): 36. *Expanded Academic ASAP*. Web. 20 July 2009.

Expanded Academic ASAP Plus: full-text periodical article from a magazine

Dreman, David. "A Dinosaur's Kind of Market." *Forbes* 5 Feb. 2001: 198. *Expanded Academic ASAP*. Web. 21 Sept. 2009.

Literature Resource Center: author biography

Grant, William E. "Nathaniel Hawthorne." *Dictionary of Literary Biography*. Vol. 74. The Gale Group, 1988. 143-63. *Literature Resource Center*. Web. 22 July 2009.

Literature Resource Center: periodical article

Milder, Robert. "Hawthorne's Winter Dreams." *Nineteenth-Century Literature* 54:2 (1999): 165. *Literature Resource Center*. Web. 28 Aug. 2009.

Literature Resource Center: journal article reprinted in a book

Walsh, Thomas F., Jr. "The Bedeviling of Young Goodman Brown." *Modern Language Quarterly* 19:4 (1958): 331-36. Rpt. in *Short Story Criticism*. Vol. 29. *Literature Resource Center*. Web. 20 Mar. 2009.

Literature Resource Center: critical essay from a book

Tuerk, Richard. "Rappaccini's Daughter: Overview." *Reference Guide to Short Fiction*. Ed. Noelle Watson. St. James Press, 1994. *Literature Resource Center*. Web. 9 Feb. 2009.

Biography Resource Center: narrative biography in a biographical dictionary or encyclopedia

"Eudora Welty." *Encyclopedia of World Biography*. 2nd ed. Vol. 17. Gale Research, 1998. *Biography Resource Center*. Web. 23 June 2009.

Biography Resource Center: biography in a newspaper or magazine

Tolson, Jay. "Optimism's Daughter." *U.S. News & World Report* 6 Aug. 2001. *Biography Resource Center*. Web. 23 June 2009.

CQ Press Electronic Library

Hatch, David. "Drug Company Ethics." *The CQ Researcher Online* 13.22 (2003). *CQ Press Electronic Library*. Web. 4 July 2009.

Facts.com

"Performance-Enhancing Substances: Ephedra." *Issues and Controversies On File*, 9 May 2003. *FACTS.com*. Web. 1 Feb 2009.

Netlibrary: essay from a book

Braendlin, Bonnie. "Mother/Daughter Dialog(ic)s in, around and about Amy Tan's *Joy Luck Club*." *Private Voices, Public Lives*. Ed. Nancy Owen Nelson. Denton: U of North Texas Press, 1995. 111-24. *Netlibrary*. Web. 20 July 2009.