MLA Style Guide

Getting Started

♦ Always check with your instructor for his or her preferences for citations and formatting.
♦ There are specific ways to cite books, journal, magazine, newspaper, web sites, pamphlets, movies, blogs, pictures, government documents, and so forth.
♦ You don’t have to memorize all the rules. There are hundreds of MLA style rules and lots of exceptions to the rules.
♦ There are three steps to using MLA style for your paper:
  1. Formatting (double space, one inch margins, 12 pt font in Times New Roman, page number in the upper right-hand corner after last name)
  2. Citing materials in the text of your paper
  3. Listing the materials alphabetically at the end of your paper (under Works Cited)

In-Text Citations

In-text citation must clearly point to specific sources in the list of works cited; these parenthetical references must match the corresponding information in your Works Cited. You should identify the cited information as specifically as possible, yet keep the citation brief. Identify sources by author and, if necessary, by title. If you quote, paraphrase, or otherwise use a specific passage or concept in a book or article, you need to give the relevant page or section (e.g., paragraph) number.

Example 1. Tannen has argued this point (178-85).
Example 2. This point has already been argued (Tannen 178-85).
Example 3. Others, like Jakobson and Waugh (210-15), hold the opposite point of view.
Example 4. Others hold the opposite point of view (e.g., Jakobson and Waugh 210-15).

When citing an entire work (printed or electronic publications, with or without page numbers), include as part of the text the name of the author (or corporation) that corresponds to the entry in your list of works cited rather than putting it in parentheses.

Example 1. Right - Fukuyama’s Our Posthuman Future includes many examples of this trend.
Wrong - Our Posthuman Future (Fukuyama, 2002) includes many examples of this trend.

Example 2. Right - American Heart Association’s Instant & Healthy cookbook includes more than 100 recipes.
Wrong - The Instant & Healthy (American Heart Association, 2018) cookbook includes more than 100 recipes.
Works Cited

Works Cited Tips

- Start a new page. Use alphabetical order, and double spacing.
- Use a 1/2-inch hanging indent; see below for more information.
- *Italicize* major titles like journals, books, movies, DVDs, and so forth.
- Use quotes instead of italics for the title of journal articles, book chapters, and web pages.
- It is not recommended that students rely on entries generated by online and software citation programs because they are often not completely accurate.

I can’t find the example work cited I need. What should I do? When you cannot find the example work cited entry in the MLA Handbook, follow the example that is most like your source, and be consistent as possible.

Book

The first line of each entry is flush with the left margin, and second and subsequent lines are indented. This is called a hanging indent. Most word processing software can automatically do this for you when you format your paragraphs.

If the book has been reprinted, include the Edition number followed by “ed.” before the Publisher.

- **Single Author:** Last name, First name. *Title of the Book*. Publisher, publication date.
- **Two Authors:** First last name, First name, and Second author name with first name first. *Title of the Book*. Publisher, publication date.
- **Three or more Authors:** First last name, First name, et al. *Title of the Book*. Publisher, publication date.
- **Chapter within a Book:** Author last name, First name. “Title of the Chapter.” *Title of the Book*, edited by Editors names, Publisher, publication date, page(s).

Book


Book Chapter, Essay, Story or Poem in a Book

Hoag, Andy. “Boot Camps can be an Effective Alternative to Prisons for Adults.” *Alternatives to Prisons*, edited by Ronald D. Lankford, Greenhaven Press, 2012,
Periodical (Journal or Magazine) Article

Basic citation information here follows the same rules as for books. Publication information should be taken directly from the journal or magazine. For magazines published regularly, give the complete date (beginning with the day and abbreviation of the month, except May, June, and July). For the page numbers, use p. if only one page and pp. if there are multiple pages, before the number.

Author’s Last name, First name. “Title of Article.” Title of Journal, volume number, issue number, date of publication, page number(s).


Newspaper Article

Newspaper articles are formatted much like journal or magazine articles. Give the name of the newspaper as it appears on the masthead. If the city or state of publication is not included in the name of a locally published newspaper, add the city/state in square brackets. Nationally published newspapers such as the Wall Street Journal do not need the city of publication added.

Author’s Last name, First name. “Title of Article.” Name of Newspaper [City or state of publication, if needed], publication date, edition (if provided), page number(s).


Online Periodical Article

Online periodical citations include the same information used with print journal citations plus information on where the article was found. Some online articles also do not provide page numbers. This can be a database and article identifier (known as a DOI) or a website and is included at the end of the citation. The Digital Object Identifier (DOI) is a unique number that identifies a particular article.

♦ From a database: Author’s Last name, First name. “Title of Article.” Title of Journal, volume number, issue number, date of publication, page number(s). Database name, DOI.
♦ From a scholarly journal: Author’s Last name, First name. “Title of Article.” Title of Journal, volume number, issue number, date of publication, page number(s), website.

# Need More Help?

| **Academic Readiness Center** | Get help with basic writing skills and citations for any DACC subject:  
♦ East Mesa Campus: DAAR #201, 528-7275  
♦ Espina Campus: DASH #116, 527-7646 |
|---|---|
| **Websites** | ♦ [style.mla.org → The Basics of MLA Style, FAQs](#)  
♦ [sites.umuc.edu/library/libhow/bibliography_mla.cfm](#)  
♦ [owl.purdue.edu/owl/research_and_citation/mla_style/mla_overview_and_workshop.html → MLA Formatting and Style Guide](#)  
♦ [columbiacollege-ca.libguides.com/mla/welcome](#)  
♦ [MLA Style Guide from WW Norton](#)  
♦ If you find another online guide, make sure it is *MLA 8th Edition* |
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East Mesa, DAAR RM 203  
Call East Mesa: 575-528-7260  
Espina, DALR RM 260  
Call Espina: 575-527-7555  
Email: library@dacc.nmsu.edu  
Website: [http://dacc.nmsu.edu/library](http://dacc.nmsu.edu/library)  

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