

# MLA FORMAT

## Guidelines for Arts and Humanities Subjects

- The title is Works Consulted for all sources you read. The title is Works Cited for works you quoted from or referred to in your essay.
- Double space throughout. Use Times New Roman font, 12 pt.
- The bibliography should be integrated – don't use headings; don't separate types of sources.
- The first line of each entry goes to the margin; subsequent lines are indented 5 spaces.
- Arrange your citations in alphabetical order by the last name of the author, or by title if the author isn't given.
- For multiple authors, use **and** between names. Names after the first one are reversed: first name, then last name.
- Use a period after each section of the entry.
- Book, magazine, journal or article titles: use capital letters for all main words, capitalize the first word after a colon.
- Italicize* all book, magazine and journal titles.
- Journal articles: use quotation marks for the article title.
- Date of publication follows the title of a book, magazine or journal.
- State the publication medium: Print, Web (for everything online), DVD, TV, Performance etc.
- See our model on the library home page for citing Internet sites and articles in online databases. You no longer need the URL for a website or database if there is already enough information to enable someone to find that source.
- Encyclopedia: author of entry first if known. Otherwise, key word or name researched first, in quotation marks. Italicize and capitalize encyclopedia title. For a well-known, general encyclopedia, you need date of edition used only. For a specialized encyclopedia, you need number of volumes, place of publication, publisher, and date.
- If more than one place of publication is given, use the one nearest to you.

To find all the rules and examples on the Internet, go to the GCVI library homepage.

- There is a lot to remember and it differs from APA form.
- Use the model provided for correct examples, and use this list as a checklist.
- No one expects you to memorize all these rules.

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Prepared by Mrs. Mulholland, Sept. '09  
Based on the **MLA Handbook for Writers of  
Research Papers**, Seventh Edition, '09

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## Essay Format for Arts and Humanities Subjects

### Heading and Title

An essay or research paper in MLA does not need a separate title page. Type your last name and page number in a header, flush right.

Type your name, your teacher's name, the course code, and the date on separate lines, flush left and 1" from the top of the first page. Double space every line. Centre your title, use upper and lower case and do not use underlining or quotation marks. Set up the first page using the following example:

The diagram shows a page layout with the following elements and callouts:

- Header:** Linton 1 (Callout: Header: Last name and page number)
- Personal Information:** Meghan Linton, Mrs. E. Cadman, English 4U, 9 January 2010
- Title:** Politics in *Hamlet* (Callout: Title is centered)
- Text:** [Tab] While it is common to examine Shakespeare's play *Hamlet* as a study of character, it is possible also to see it as a reflection of contemporary politics . . .
- Text:** Aalkfj djl to aht qwlq adjf toagho do aho dhw wjl. Tah druo ehysst ysyyys fuog fho yushj. Yfh wj tsuuo ynw tu se mw uopa ent wjl aytpo hasgfho ej ywh whr; sthi ejk yu eilppyl sp syh. Ehh, "wnrg I thk enfhsstl yhh rek tho" ( Johnson 23). Tqhl aduo wo raou tjigewz.... (Callout: In text citation)
- Text:** Body is double-spaced

### Additional Information

- Type your essay on 8 ½ x 11 paper, using 12 point Times New Roman font. Leave a 1" margin on all sides.
- Indent (tab once) the first word of a paragraph ½" from the left margin.
- Double-space throughout, including quotations, notes, and works cited and works consulted pages.
- Type your last name before the page number.
- Number all pages consecutively in the upper right-hand corner, ½" from the top and flush with the right margin.
- Do not use the abbreviation p. before a page number.
- Use in-text citations (parenthetical references) for your sources.

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## Documenting Sources for Arts and Humanities Subjects

You must always acknowledge your sources, whether you are paraphrasing or quoting from the works of others. Omitting this acknowledgement constitutes plagiarism. The exception is information that is considered common knowledge, such as facts that are well known, available in at least 3 sources, or familiar proverbs or well-known sayings.

### Quotations

**Short:** Use quotation marks for the section you are quoting, and do not change any words from the original. You do not use quotation marks if you paraphrase someone else's idea, but you will still need a citation.

In her introduction, Ellen Bielawski argues, "Boyden is the first to tell the whole Canadian story, the one that includes Aboriginal people" (3). OR  
Ellen Bielawski believes that Boyden is the first Canadian author to include the Aboriginal population's story (3).

**Long:** If the information runs longer than 4 lines of prose or 3 lines of poetry, you will use a block quote. Begin a new line and indent both margins of the text. Double space and do not use quotation marks. Place the citation after the final period.

Joseph Boyden's *Three Day Road* will be - if it is not already - a milestone in North American fiction. It is a brilliant ravelling of the essential threads of our great story, the meeting of the people of the "Old World" with the people of Turtle Island, this continent as Aboriginal people name it.  
(Bielawski 3)

### In-text citations

Use **in-text citations** to acknowledge sources within your research essay. These are also known as **parenthetical references**. When you create your Works Cited in Noodletools, it will show you how to do the parenthetical reference for each of your sources.

**Source with a known author:** If it is a printed source, give the author's last name and the page number of the quote or paraphrase in brackets:

"Elizabeth's reign is considered a golden age in English history, although it was not without its moments of controversy" (Williamson 72).

The citation (**Williamson 72**) tells readers that the information in the quotation came from page 72 of a book by an author named Williamson. More information about the source is always found in the Works Cited list.

**An online source:** use the same format. You will not have page numbers for a website.

**Author's name in your text:** Do not repeat the author's name in the in-text citation if you have already mentioned it.

Williamson believes that Drake's defeat of the Spanish Armada "consolidated Elizabeth's position as one of the strongest monarchs in Europe" (72).

**More than one work by the same author:** If more than one work by the same author is in the works cited list, use a shortened version of the title.

(Frye, *Anatomy* 100) or (Frye, *Educated Imagination* 190)

Add initials or first names if two of the cited authors have the same last name.

(L. Smith 19-25) or (P. Smith 101)

**No known author:** For a print source, use a shortened version of the title of the work. If it's a short work, like an article, use quotation marks; if it's a full-length work, like an entire website or a television show, use italics. A book is likely to name an author or an editor.

**An online source:** use the first few words of the title of the website.

**A multi-volume work:** Use a colon and a space to separate a volume number and page number for a multi-volume work. Do not use volume or page or their abbreviations.

(*Britannica* 20: 494-499)

**An indirect source:** This is a source that is quoted in the one you used. Indicate this with "qtd. in".

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

**Shakespeare:** If the title of the play is already clear, your citation will be the act, scene and line numbers.

To-morrow, and to-morrow, and to-morrow,  
Creeps in this petty pace from day to day,  
To the last syllable of recorded time. (5, 5, 21-23)

**The Bible:** The first time you cite it, make clear which Bible you are using, as translations vary. Then include the book, chapter and verse.

(*New Jerusalem Bible*, Ezek. 1.5-10).

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## Works Consulted for Arts and Humanities Subjects

	Works Consulted
Encyclopedia, no author	"Austen, Jane." <i>The World Book Encyclopedia</i> . Vol. 1. 2000. Print.
Encyclopedia with author	Barr, A. H. "Matisse, Henri." <i>The Book of Art</i> . Ed. David Sylvester. Vol. 7. Montreal: Grolier, 1965. Print. 10 vols.
Magazine article from online database	Bell, Karen. "Carol Shields: All These Years Later, Still Digging." <i>Performing Arts &amp; Entertainment in Canada</i> Winter 1998: 4-6. <i>Canadian Literary Centre</i> . Web. 24 Sept. 2009.
Book review from online database	Chalfont, Penny. "Hosseini, Khaled. <i>The Kite Runner</i> ." Rev. of <i>The Kite Runner</i> , by Khaled Hosseini. <i>School Library Journal</i> 49.11 (2003): 171. <i>General OneFile</i> . Web. 25 Sept. 2009.
Newspaper article from online database	Colville, Helen. "Fine Art Is Big Business." <i>The Toronto Star</i> 10 July 2008, sec. E: 46. <i>Ebscohostweb</i> . Web. 24 Sept. 2009.
Website with author	Dunant, James. "A Splintered Germany." <i>Cold War Revisited</i> . U. of Chicago, 5 Mar. 2007. Web. 24 Sept. 2009. < <a href="http://www.uchicago.coldwar.gov.cold.war/">http://www.uchicago.coldwar.gov.cold.war/</a> >.
Website, no author or date	"Elizabethan Sports." <i>Elizabethan Era</i> . N.p., n.d. Web. 24 Sept. 2009. < <a href="http://www.elizabethan-era.org.uk">http://www.elizabethan-era.org.uk</a> >.
Book	Frye, Northrup. <i>Anatomy of Criticism: Four Essays</i> . Toronto: Toronto UP, 1957. Print.
Book with 2 authors	Gardoza, Anne, and Cynthia Chang. <i>The French Impressionists</i> . Blue Ridge Summit: Tab Books, 1985. Print.
Book with editor	Harrott, Thomas, ed. <i>William Shakespeare, a Handbook</i> . New York: Scribner, 1995. Print.
Short work in anthology	Lornstein, Basil. "The Economic Decline of the Ottoman Empire." <i>The Ottomans</i> . Ed. Peter Borner. New York: Oxford UP, 1973. 221-76. Print.
Work of art in book	Monet, Claude. <i>Waterlilies</i> . 1904. Musee du Jeu du Paume, Paris. <i>New International Illustrated Encyclopedia of Art</i> . Vol. 14. Toronto: Greystone, 1996. N. pag. Print.
Film	Penn, Arthur, Warren Beatty, and Faye Dunaway, perf. <i>Bonnie and Clyde</i> . 1967. Warner Bros., 2004. DVD.
Edition	Shakespeare, William. <i>Hamlet</i> . Ed. Barbara A. Mowat and Paul Westein. New York: Washington Square, 1992. Print.

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