

An Introduction to MLA Style: Formatting and Parenthetical Citations

Part I: Formatting Your Paper

- ☐ Provide a heading and a title on your papers. The heading appears in the upper left-hand corner of the paper in the following order: student name, teacher name, class name, date.
- ☐ Do not underline, italicize, or use quotation marks on the title of your paper unless the title includes the title of a novel.
- ☐ Number all pages consecutively throughout your paper in the upper right-hand corner, one-half inch from the top and aligned with the right margin. Type your last name before the page number. (Use automatic page numbering in Word to save time).

Sample header:

LastName 1

Student Name

Teacher Name

Class Name

10 September 2014

Essay Title

- ☐ Italicize titles of novels, films and other major works, but use quotation marks for poems, short stories, articles, and sections or chapters of larger works.
- ☐ Double space to allow room for editing and comments.
- ☐ Leave one-inch margins at the top, bottom, and sides of your essays.
- ☐ Indent each paragraph by ten spaces.
- ☐ Use 12-point, Times New Roman font.

Part II: Citing Sources Using Parenthetical Citations

When you use the thoughts, ideas, or words of someone else, you must cite your source.

1. When you use evidence in your essay, give the source's author and page number in parenthesis immediately following the information. If the evidence is a quotation, put the citation after the quotations marks, but before end punctuation.

Examples [if you are using a **paperback or hardcover**]:

Noted sociologists report that divorce rates are decreasing (Godwin 58).

Holden Caulfield experiences feelings of loneliness throughout *The Catcher in the Rye*; he says, "I felt so lonesome all of a sudden. I almost wished I was dead" (Salinger 48).

Examples [if you are using an **eBook**]:

Noted sociologists report that divorce rates are decreasing (Godwin, ch. 3).

Holden Caulfield experiences feelings of loneliness throughout *The Catcher in the Rye*; he says, "I felt so lonesome all of a sudden. I almost wished I was dead" (Salinger, ch. 2).

2. If your essay uses only one source, give the title and author of that source in the introduction, then omit the author's last name from parenthetical citations.

Example [if you are using a **paperback or hardcover**]:

R.P. McMurphy is a huge presence in Ken Kesey's popular novel *One Flew Over the Cuckoo's Nest*. When McMurphy arrives, the narrator reports, "He sounds big" (16).

Example [if you are using an **eBook**]:

R.P. McMurphy is a huge presence in Ken Kesey's popular novel *One Flew Over the Cuckoo's Nest*. When McMurphy arrives, the narrator reports, "He sounds big" (ch. 2).

Holden Caulfield experiences feelings of loneliness throughout *The Catcher in the Rye*; he says, "I felt so lonesome all of a sudden. I almost wished I was dead" (Salinger, ch. 2).

Part III: In-text Citation Practice

Full Citation - standard book:

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication.

Medium of Publication.

In-text citation (book):

iBook = (Lastname, ch. 1).

Hard copy = (Lastname 101).

Practice: Using the information in your iBook or hard copy - type out the correct “Works Cited” entry for *The Catcher in the Rye* below.

Practice: Your standard *Catcher in the Rye* **in-text** citation will be: