



# The Rules of MLA Formatting

## “Modern Language Association”

### Works Cited Page:

1. Informs reader about sources being used
2. All sources used in paper must be on the Works Cited Page
3. Any source *not* used in the paper should not be listed on the Works Cited Page

### Easybib.com

The website will format the page appropriately ONLY when you click on the *MS Word* link; if you copy and paste the citations, the format will be incorrect.

### Easybib will perform all of the following tasks:

1. double space the citations
2. place *Works Cited* at the top of page (centered)
3. alphabetize the citations (careful w/ “the”)
4. format the citations
5. quote or underline titles of articles or books
6. set the margins
7. tab when necessary

\*\* You must capitalize authors’ names and the titles of works!

**Important Note:** Once you have completed the Works Cited Page, you can cite your sources within your paper. What is written within the parenthetical reference will ultimately be determined by how the source is alphabetized on the Works Cited Page.

### How are the sources alphabetized?

1. By the Author’s Last Name (always)
2. No Author - by Title of Work (punctuated)
3. The Bible, Movies and Interviews are different; complete easybib process to determine

### Parenthetical References

\* Parenthetical references are used whenever you use information that is not your own; you must indicate from where you are borrowing your information. Therefore – whether you are quoting or paraphrasing information – you must follow any borrowed information with a parenthetical reference or citation.

## General Rules:

1. Refer to Works Cited Page: determine how source is alphabetized
  - Whatever is alphabetized will go in the parentheses
  - If there is an author, the author's last name will appear within the parentheses
  - If the source is a print source, you must include the page number(s)
  - If there is no page number, as with all (most) online sources, do not write a page number
  - If there is no author, you will – most likely – write the title of the source within the parentheses (quoted or underlined, depending on the source).
  - You only need the first 2-3 significant words of the title in the PR
    - \* as long as the reader can tell to which source you are referring.

## Other Rules:

- If the key citation word(s) is used in the sentence, you do not have to use a parenthetical reference as long as there are no page numbers.
  - \* Billy Bay clearly believes that “If we do not begin to take the global warming issue more seriously, the ice caps are going to melt completely in approximately 20-years” (55).
    - \* period goes after citation
- Two authors of source:
  - (Carter and Smith).
- More than three authors:
  - (Carter et al.)
- Two or more sources with same author
  - (Weston, “The Years Have Been Kind”) - must differentiate
  - Similar or same titles – must do the same thing
- If you want to remove information from a quote, replace the information with an ellipsis...
  - “If we do not begin to take the global warming issue more seriously...the ice caps are going to melt completely in approximately 20-years”
- If you want to change a phrase or word in a quote, use brackets to inform your reader that you made a change to the original quote
  - “If [we] do not begin to take the global warming issue more seriously, the ice caps are going to melt completely in approximately 20-years” (Carter 25).
- Punctuation: commas and periods go inside quotation marks (always).
  - Question marks, colons, dashes and semicolons go outside the quote (if you add them).

## MLA Formatting:

- Typed, double-spaced, 12 font, Times New Roman (everything – including the title and heading information).
- 1-inch margins
- Title for the paper: do not do anything to the title (except capitalize)
- Last name and page number in the upper right hand corner of every page (including 1<sup>st</sup> page and works cite page)
  - DiLeo 1