MLA Style Guide

Getting Started

♦ Always check with your instructor for his or her preferences for citations and formatting.
♦ This Style Guide provides you with specific examples of citing a variety of resources. You don’t have to memorize the rules. Instead, you just need to understand and be able to locate the key components that are always included in a MLA citation, such as title, author, publication date, and publishing information.
♦ 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, concept, or idea from a book or article, you need to give credit for them, including the page number for quotations.

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.
Work Cited Tips

- Start a new page. Use alphabetical order, and double spacing.
- Use a 1/2-inch hanging indent. Most word processing software can automatically do this for you when you format your paragraphs.
- *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.
- MLA uses the word “container” to describe anything that is a part of a larger body of works. Examples of containers are a book with chapters written by different individuals, collections of short stories or poems, a television series, or even a website. Remember to cite the container after your regular citation.
- 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.

Electronic Sources

Things to Remember

- MLA does not require the https:// portion of a URL, only the www. address. If there is no www., then just use whatever is after the https:// as your URL.
- Many databases, newspaper, and periodical websites include a “permalink,” which is a shortened, stable version of a URL to make it easy to find. Use this URL instead of what is listed in the browser address bar.
- Although it is not required, MLA encourages using the phrase, “Accessed” to show the date you viewed the web page. This is important to include because the web is constantly being updated, and information found when you did your research may not be available later on. Check with your professor to see if they would like this added to your citation.
- Most online resources do not include page numbers. When quoting or citing, if you can’t find a page number, you can show the specific location within your resource by identifying the paragraph number instead. Use par. or pars. to indicate paragraph numbers to replace the p. or pp. abbreviations.

In general, use the following format:

Author (if known). Title (of book chapter, webpage, article). Title of the container, Other contributors (editors), Version (edition), Number (Volume and/or number), Publisher, Publication date, Location (page number(s) if given, and URL, DOI, or permalink).

Websites

Entire website


Specific page on a website

Electronic Sources (continued)

Electronic books

- If the book is not in a database or on the internet and you need to use software (like an e-Reader) to access it, then you should include either e-book or the type of e-book as the Version.
- If you are reading it within a database or on the internet, you need to identify the database or website.


I’m missing information, like page numbers or author. What should I do? If the information needed is not provided, then leave it out of your citation.

Online periodical (journal, magazine, or newspaper) articles

Online periodical citations include much of the same information required in the general citation format. For academic or scholarly journals, there is usually an article identifier (known as a DOI) or a website. The Digital Object Identifier (DOI) is a unique number that identifies a particular article. Remember, some online articles also do not provide pages numbers. If your resource came from a database and doesn’t have a DOI, locate the permanent URL and use that.
- If your article is from a database, include the name of the database in *italics* and the DOI (if available) or permanent URL.
- If your article is from a website, include the name of the website in *italics* and the URL.


**Electronic Sources (continued)**

**Format examples for other common resources**

**Blog post**

**Comment on website or article**

**Dictionary—database**

**Dictionary—online**

**E-mail**
Black, Jack. “Upcoming events at DACC.” Received by Jane White, 2 Aug. 2018.

**Encyclopedia—database**

**Encyclopedia—online**

**Facebook post**

**Image from the web**

**Podcast**

**Tweet**
@dacclib (DACC Library). “Are you ready to invest?” *Twitter*, 20 Oct. 2018, 12:30 p.m., twitter.com/dacclib/status/1053715001477947394.

**Video, like from YouTube, TED, Hulu, or Vimeo**
Print Sources

Books

Book citations use hanging indents where the first line of each entry is flush with the left margin, and second and subsequent lines are indented. 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.

**Book**


**Book Chapter, Essay, Story or Poem in a Book**


Periodical (Journal or Magazine) Articles

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 Articles

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).


## Need More Help?

### Academic Readiness Center

Get help with basic writing skills and citations for any DACC subject:
- East Mesa Campus: DAAR RM 201, 575-528-7275
- Espina Campus: DASH RM 116, 575-527-7646

### Websites

- *MLA Formatting and Style Guide* → [owl.purdue.edu/owl/research_and_citation/mla_style/mla_overview_and_workshop.html](http://owl.purdue.edu/owl/research_and_citation/mla_style/mla_overview_and_workshop.html)
- *The Basics of MLA Style, FAQ* → [style.mla.org](http://style.mla.org)
- *How to write an annotated bibliography* → [sites.umuc.edu/library/libhow/bibliography_mla.cfm](http://sites.umuc.edu/library/libhow/bibliography_mla.cfm)
- *MLA Citation Guide* → [columbiacollege-ca.libguides.com/mla/welcome](http://columbiacollege-ca.libguides.com/mla/welcome)
- If you find another online guide, make sure it is *MLA 8th Edition*

### Reference Book

**In-library Use (East Mesa & Espina)**


### Locations:

**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)