Gahr High School English Department
MLA 8 Style Guide

Why do we use MLA Format? The Modern Language Association has created a standard style in order to maintain consistency and avoid confusion. The consistent format ensures that every paper looks the same and fulfills the same requirements. It also guides the writer on how to document sources and identify what information comes from the source in order to avoid plagiarism. MLA is very precise so pay attention to the punctuation, spacing, styling, etc

Standard MLA Format

Your typed document should be:
- Times New Roman font
- 12 point font size
- Double Spaced
- 1-inch margins on all 4 sides
- Header in the upper right-hand corner .5 inches from the top of the paper (last name #)
  - On a Google Doc: Insert → Page Number → Select the first option → Type your last name **in front** of the page number with one space in between your last name and the page number (Example: Gladiator 4).
    - Double-check font style and size and that there is one space in between your last name and the page number
    - In a Google Doc, move your header down so it is .5 inches from the top of the page
- Heading
  - Your Name
  - Teacher's Name
  - Class Title with Period
  - Date in MLA format (day month year with NO punctuation Example: 10 June 2020)
- Title should be centered
- Left align the body of the paper
- New paragraphs indented 1 tab
  - One space in between paragraphs

In-Text Citation Format

Source Type	Format	Example
Printed Source	Use the author's last name and page number ● For poems: use line numbers ● For plays: use (Author's last name Act, Scene. Lines)	(Bradbury 200) (Hughes lines 5-9) (Shakespeare 1, 3. 11-58)
Digital Source	Use the author's last name, paragraph number ● For poems: use line numbers ● For plays: use (Author's last name Act, Scene. Lines) ● If page numbers are provided: use the format like a printed source with the page number ● If no page numbers or paragraph numbers are provided: use just the author's last name ● If no author is listed: use a shortened version of the title ○ For a short work: put the title in quotation marks ○ For a longer work: italicize the title	(Bradbury, par. 23) (Hughes lines 5-9) (Shakespeare 1, 3. 11-58) (Bradbury 200) (Bradbury) ("All Summer") (*Fahrenheit*)

Works Cited Format

- The Works Cited page will be the last page and will continue the header page count
- It should start at the top of the next page after you end your paper
- It will keep all the rules of Standard MLA Format
- The sources will be alphabetized
- If a source goes onto a second + line, set a hanging indent. This will keep the first line aligned with the left margin but indent the second + lines
  - In Google Docs: Format → Align & Indent → Indentation Options → Special → Hanging Indent → 0.5
    - Make sure the Left and Right are set to 0 in this window

Novel by One Author (Printed)
Author's Last name, First name. *Title*. City of Publication, Publisher, Publication Date.
Example: Bradbury, Ray. *Fahrenheit 451*. New York, Simon & Schuster Paperbacks, 1995.

Novel by One Author (Digital)
Author's Last name, First name. *Title*, e-book, Publisher, Publication Date.
Example: Bradbury, Ray. *Fahrenheit 451*, e-book, Simon & Schuster, 2010.

Short Story / Essay / Article (Printed)
Author's Last Name, First Name. "Title of Short Story, Essay, or Article." *Title of Book,* edited by Editor's First Name and Last Name, Edition, Publisher Name, Year of publication, Page numbers.
Example: Henry, O. "The Gift of the Magi." *StudySync Reading and Writing Companion*, BookheadEd Learning, 2016, pp. 434-439.

Short Story / Essay / Article (Digital)
Author's Last Name, First Name. "Title of Short Story, Essay, or Article." *Title of Book*, Publisher Name, Year of publication, DOI or URL address. Access date.
Example: Bradford, William. "Of Plymouth Plantation." *StudySync,* McGraw-Hill Education, 2018. https://connected.mcgraw-hill.com. Accessed 20 Sept. 2019.

Poem (Printed)

Author's Last Name, First Name. "Title of Poem." *Title of Book*, edited by, Publisher Name, Publication Year, Page numbers.

Example: Hughes, Langston. "Theme for English B." *StudySync Reading and Writing Companion*, BookheadEd Learning, 2016, pp. 274-276.

Poem (Digital)

Author's Last Name, First Name. "Title of Short Story, Essay, or Article." *Title of Book*, Publisher Name, Year of publication, DOI or URL address. Access date.

Example: Hughes, Langston. "Theme for English B." *StudySync,* McGraw-Hill Education, 2018. https://connected.mcgraw-hill.com. Accessed 7 May 2025.

**Note: If your quotation contains more than one line from the poem, use forward slashes (/) between each line of the poem. For line breaks that occur between stanzas, use a double forward slash (//).

Play (Printed)

Author's Last Name, First Name. *Title of Play*, Publisher Name, Publication Year.

Example: Shakespeare, William. *Hamlet*. BookheadEd Learning, 2016.

Play (Digital)

Author's Last Name, First Name. *Title of Play*, Publisher Name, Publication Year, Database of Website Name, URL.

Example: Shakespeare, William. *Hamlet*. McGraw-Hill Education, 2018, StudySync, https://connected.mcgraw-hill.com.

**Note: If your quotation contains more than one line from the play, use forward slashes (/) between each line of the play.

*Examples may contain fictitious information.
*If information is missing, omit it. For example, if no editor is listed, omit the name of an editor and go onto the next item.

How to Format Titles in Your Work

	Typed Titles	Handwritten Titles
In general...	Short (part of larger text) - quotation marks Long (entire text) - italicized	Short (part of larger text) - quotation marks Long (entire text) - underlined
Novel	Italicized	Underlined
Short Story	Quotation Marks	Quotation Marks
Play	Italicized	Underlined
News Article	Quotation Marks	Quotation Marks
Poem	Short poem - Quotation Marks Long poem - Italicized	Short poem - Quotation Marks Long poem - Underlined
Speech	Quotation Marks	Quotation Marks
Court Case	Italicized	Underline

Following MLA Guidelines for citations helps you to avoid plagiarizing material.

"Plagiarism is the practice of (dishonestly) claiming or implying original authorship of material which one has not actually created, such as when a person incorporates material from someone else's work into his own work without attributing it. In the academic world: Plagiarism is a serious academic offense which can result in punishment ranging from a failing grade on the particular assignment, or the course, leading cumulatively to an academic suspension or expulsion. Being found guilty of plagiarism can ruin an academic career; it may result in revocation of one's degree, or the loss of one's job, and will result in the loss of academic credibility" ("Plagiarism").

For example, at CSULB, and at most other colleges, if you are caught cheating or plagiarizing, you have to appear before the academic integrity Committee where they will decide what action to take. One of the following will occur:

- A. Review – no action.
- B. An oral reprimand with emphasis on counseling toward prevention of further occurrences;
- C. A requirement that the work be repeated;
- D. Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the proportional reduction of final course grade;
- E. Assignment of a failing final grade;
- F. Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion. (*California*)

California.. California State University, Long Beach. 2019. http://www.csulb.edu. Accessed 18 September 2019.
Plagiarism. n.p. 30 October 2006. Web. 30 October 2006.