

YLHS Style Guide (MLA 8th Edition)

I. FORMAT OF THE PAPER

MARGINS

Except for your last name and page numbers in the top right, leave one-inch margins at the top and bottom and on both sides of the text. Indent the first word of a paragraph one tab from the left margin. Indent set-off quotations two tabs from the left margin.

SPACING

The paper must be double-spaced throughout, including quotations, notes, and the sources listed on your works cited page.

HEADING AND TITLE OF PAPER

A research paper (or essay) does not need a title page. Instead, beginning one inch from the top of the page and flush with the **left margin**, type your name, your teacher's name, the course name and period (separated by a comma), and the date on separate lines with **double spacing** between the lines. **Double space again** and center the line. **Double space** between the title and the first line of the text. **Do not underline or bold your title or add quotation marks**. Use 12-point Times New Roman font to type your entire paper.

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9 September 2012	
Importance of Proper Formatting	
Begin your paragraph one double-spaced line below your	← → 1"
title; the paragraph should begin with an indent. The paper's heading	
goes in the upper-left corner of the first page only. Use 1" margins all	
around. Double space everything, including blocked quotes. Do not	
justify the right margin.	

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On all consecutive pages, place a header in the upper right-hand corner; the header should include your last name followed by the page number. All the text on these pages should be double-spaced. Do not add extra spaces between paragraphs. When you quote an author or use her ideas, be sure to document your source correctly with a parenthetical reference.

PAGE NUMBERS (HEADER)

Number all pages consecutively throughout the manuscript in the upper right hand corner, one-half inch from the top. Your last name and the page number should appear in the upper right hand corner on each page. **Do not use the abbreviation *p* before a page number or add a period, hyphen, or any other mark or symbol.**

II. PREPARING A LIST OF WORKS CITED

GENERAL GUIDELINES

In writing a research paper, you must indicate exactly where you found whatever material you borrow - whether facts, opinions, or quotations. Although this list will appear at the end of your paper, you should draft it first, recording the works you plan to mention so that you will know what information to give in parenthetical references as you write. The **Works Cited** section of your paper should list all the works that you **have cited in your paper**.

PLACEMENT

Start the list of works cited on a new page. **Number** each page of the list, continuing the page numbers of the text. For example, if the text of your research paper ends on page 8, the list of the works cited will begin on page 9. **Type** the page number in the **upper right hand corner, one-half inch from the top** of the paper. Type the title Works Cited **centered and one inch from the top of the page**. **Double space** between title and first entry. Begin the entry **flush with the left margin**. If an entry runs more than one line, **indent the subsequent line(s) one tab from the left margin**. **Double space** the entire list, between entries as well as within entries.

ARRANGEMENT

In general, alphabetize entries in the list of works cited by the **author's last name**, or, if the author's last name is unknown, by the first word in the Title. (In the case of *A*, *An*, or *The*, alphabetize by the next word in the title, but keep the article as the first word in the entry.)

For **two entries by the same author or editor**, follow these directions: Inter alphabetize by title of the works. Type the first entry as usual using the first work in alphabetical order. For the second entry by this same author, **do not retype the author's name**. Instead, **type three hyphens**, follow it with a period, and continue the rest of the entry.

Ex: Orwell, George. *Animal Farm*. New American Library, 1996.

---. 1984. Brawtley Press, 2014.

DOCUMENTING SOURCES

In writing your research paper, you must document everything that you borrow - **not only direct quotations and paraphrases, but also information and ideas**. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs ("You can't judge a book by its cover"), well-known quotations ("We shall overcome"), or common knowledge (George Washington was the first president of the United States). However, you must indicate the source of **any borrowed material that readers might otherwise mistake for your own**.

III. PARENTHETICAL DOCUMENTATION AND THE LIST OF WORKS CITED

The list of works cited at the end of your research paper plays an important role in your acknowledgement of sources, but it does not in itself provide sufficiently detailed and precise documentation. **You must indicate exactly what you have derived from each source exactly where in that work you found the material**. The most practical way to supply this information is to **insert brief parenthetical acknowledgements** in your paper **wherever you incorporate another's words, facts, or ideas**. Usually the author's last name and a page reference are enough to identify the source and the specific location from which you borrowed the material. If there is no author, substitute the title of the work.

Often, for electronic sources, some or all of the above-mentioned elements may be missing. Thus, parenthetical references to electronic sources will usually include only an author's last name or, if no author's name is available, the file name, and, for scientific styles, the date of publication or the date of access if no publication date is available.

For files with no designation of author or other responsible person or organization, include the file name in parentheses (i.e., usc.edu). In citations of print sources, subsequent references to the same work need not repeat the author's name, instead giving the different page number or location, if applicable. With electronic documents that are not paginated or otherwise delineated, however, repeating the author's name may be the only way to acknowledge when information is drawn from a given source.

Example:

Ancient writers attributed the invention of the monochord to Pythagoras (Marcuse 197).

This parenthetical reference indicates that the information on the monochord comes from page 197 of the book by Marcuse included in the alphabetically arranged list of works cited that follows in the text. Thus, it enables the reader to find complete publication information for the source.

Remember that there is a direct relation between what you integrate into your text and what you place in parentheses. If, for example, you include the author's name in the sentence along with the documented material, **you need not repeat it in the parenthetical page citation that follows.** It will be clear that the reference is to the work of the author you have mentioned. The paired sentences below illustrate how to cite authors in the text to keep parenthetical references concise.

One Author's/Editor's name in text

Frye has argued that Dickens reveals the truth about society (178).

One Author's/Editor's name in reference

Dickens reveals the truth about society in this work (Fry 178).

Two Authors'/Editors' names in text

Others, like Wellick and Warren, believe that Dickens is unclear about the nature of society (310).

Two Authors'/Editors' names in reference

Others present the view that Dickens is unclear about the nature of society (Wellick and Warren 310).

Book when more than one volume used/Editor's name in text

Only Smith has seen this relation between reality and fantasy in Dickens' works (2: 256).

Book when more than one volume used/Editor's name in reference

Only one critic has seen this relation between reality and fantasy in Dickens' works (Smith 2: 256).

Book when more than one book is used by the same author/Editor's name in text

Magil likens Dickens to a fantasy writer (*Critical Survey* 178).

Book when more than one book is used by the same author/Editor's name in reference

Dickens is likened to a fantasy writer (Magil, *Critical Survey* 178).

Book when more than one book is used by the same author/Editor with more than one volume used - name in text

Magil likens Dickens to a fantasy writer (*Critical Survey* 2: 178).

Book when more than one book is used by the same author/Editor with more than one volume used - name in reference

Dickens is likened to a fantasy writer (Magil, *Critical Survey* 2: 178).

Two Authors'/Editors' names in reference from two different sources

While some argue the work is a bildungsroman, others feel the protagonist never matures (Johnson 23; Thomas 41).

Two Authors'/Editors' names in text from two different sources

While Johnson argues the work is a bildungsroman, Thomas feels the protagonist never matures (23; 41).

Internet sources

The author, Web site, article, or corporate author should be given to correspond with the first item that appears on the referenced Works Cited entry.

Note: To avoid interrupting the flow of your writing, place the parenthetical reference where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material it documents. Remember that all material that comes from reference sources must be documented.

The parenthetical reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material.

IV. MAKING USE OF QUOTATIONS

USE OF ELLIPSIS MARKS:

When you are using a direct quotation, especially a fairly long one, you may want to omit a sentence (or a portion of) or even a paragraph that has no direct connection with your topic. It is necessary to indicate the omission by using ellipsis marks, a form of punctuation shown by three periods (...).

Example:

“When he was nearly thirteen, my brother Jem got his arm badly broken at the elbow...He couldn’t have cared less, so long as he could pass and punt” (Lee 3).

USE OF BRACKETS

You may need to insert a word or more in a direct quotation in order to clarify a meaning, correct an error, or emphasize a point. For instance, it may be necessary to add a name, a date, or a pronoun.

Example:

“[Ralph] paused, defeated by the silence and the anonymity of the group guarding the entry” (Golding145). (*The pronoun “he” is replaced to provide clarity.*)

SHORT QUOTATIONS

If the quotation should run to fewer than five lines on your typed page, you should enclose the passage in quotation marks and include it in your text.

Example:

After awakening from his fit, Simon realizes that he must be the one to find the beast. He climbs the mountain and encounters the dead parachutist. “He saw how pitilessly the layers of rubber and canvas held together the poor body that should be rotting away...he took the lines in his hands; he freed...the figure from the wind’s indignity” (Golding 170).

LONG QUOTATIONS

If the quotation should run **more than four lines on your typed page**, the **quotation should be set off from the text of your paper** as a display for quick identification. Here are the procedures that you should follow for such a display of quotations:

1. Keep the spacing above and below the block quote the same as the rest of the paper.
2. Double space the entire quotation.
3. Indent each line of the quotation two tabs from the left margin, and keep the right margin inline with the rest of the paper. (Do not indent the first line of the block quote more than any other line unless you are quoting multiple paragraphs. If this is the case, indent the first line of each paragraph an additional tab.)
4. Note that if you have a complete sentence leading into a long quotation, the lead-in sentence usually ends with a colon.
5. **Do not enclose the quotation in quotation marks.**
6. Include the parenthetical reference immediately following the last word of the quotation. **Note that in this case only, the period (or other punctuation mark) goes at the end of the quotation before the parenthetical citation. Do not place a period after the parenthetical citation.**

INDIRECT QUOTATIONS/PARAPHRASES

1. Since the indirect quotation is not the author's exact words but a **restatement or summary in your own words**, you do not have to use quotation marks. However, the **source of your information must still be documented**. (Not required if you are proving details from a work of fiction.)
2. This is where you use the format given in **III. Parenthetical Documentation and the List of Works Cited**.

V. WORKS CITED STYLE

Your works cited page should be titled Works Cited. Do not title it Bibliography, Work Cited, or Works Cited Page. Your entire works cited page should be double-spaced. Do not vary the spacing within or between entries. Abbreviate all months with three letters **except** for May, June, and July.

The eighth edition of the *MLA Handbook* includes a new model for entries in the works-cited list, one that reflects recent changes in how works are published and consulted in today's digital age. Instead of needing to cite each source according to its source type, a list of core elements is assembled in a specific order. The MLA core elements appear below:

1. Author
2. Title of source
3. Title of container
4. Other contributors
5. Version
6. Publisher
7. Publication date
8. Location (pages when only a section of the work is used)

Below is the general format for any citation:

Author. Title. Title of container (self contained if book), Other contributors (translators or editors),
Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs
URL or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date,
Location, Date of Access (if applicable).

Book with a SINGLE AUTHOR

Vonnegut, Kurt. *Slaughterhouse-Five*. Dial Press Trade Paperback, 2009.

Book with an EDITOR instead of an author

Maclean, Hugh, editor. *Edmund Spenser's Poetry*. 2nd ed., W. W. Norton & Company, Inc., 1982.

Book with TWO AUTHORS

King, Stephen, and Peter Straub. *The Talisman: A Novel*. Pocket Books, 2012.

Book with TWO EDITORS

Holland, Merlin, and Rupert Hart-Davis, editors. *The Complete Letters of Oscar Wilde*. Holt, 2000.

Book with THREE or MORE AUTHORS

Almond, David, et al. *Click: One Novel, Ten Authors*. Arthur A. Levine Books, 2007.

Book with CORPORATE AUTHOR

Department of Economic and Social Affairs. *Statistical Yearbook: Fifty-Ninth Issue*. United Nations, 2016.

ONE VOLUME of a work in SEVERAL VOLUMES

Moss, Joyce, and George Wilson. *Literature and Its Times: Profiles of 300 Notable Literary Works and the Historical Events that Influenced Them*. Vol. 5, Gale, 1997, pp. 95-100.

Muste, John M. "Joseph Heller." *Magill's Survey of American Literature*, edited by Steven G. Kellman, vol. 3, Salem Press, Inc., 2007, pp. 1046-51.

An EDITION Later than the First

Klein, David. *Organic Chemistry*. 2nd ed., Wiley, 2014.

An EDITION Later than the First AND ONE VOLUME of a work in SEVERAL VOLUMES

Post, Stephen G, editor. *Encyclopedia of Bioethics*. 3rd ed., vol. 4, Macmillan-Thomson, 2004.

Work in a COLLECTION by DIFFERENT AUTHORS

Keats, John. "Ode to a Nightingale." *The Norton Anthology of English Literature*, edited by M. H.

Abrams, et al., 5th ed., vol. 2, W. W. Norton & Company, 1986, pp. 819-23.

Shuman, R. Baird. "W. E. B. Du Bois: Essayist and Novelist." *Notable African American Writers*, vol. 1, Salem Press, 2006, pp. 308-17.

Work in a COLLECTION by DIFFERENT AUTHORS AND a Work with a SUBTITLE

Rackin, Donald. "Love and Death in Carroll's Alices." *Bloom's Modern Critical Interpretations: Lewis Carroll's Alice's Adventures in Wonderland*, edited by Harold Bloom, Infobase Publishing, 2006, pp. 135-54.

EXCERPTS from SCHOLARLY JOURNALS Published in a SERIES OF VOLUMES

Amis, Kingsley. "Jules Verne." *Twentieth-Century Literary Criticism*, edited by Laurie Di Mauro, vol. 52, Gale Research Inc., 1994, pp. 330-32.

Work in a COLLECTION by the SAME AUTHOR

Shakespeare, William. *Hamlet. The Complete Works of William Shakespeare*, Wordsworth Editions Ltd., 1997, pp. 670-713.

Book with a TRANSLATOR

Hugo, Victor. *Les Misérables*. Translated by Julie Rose, Modern Library, 2009.

An INTRODUCTION, PREFACE, FOREWORD, or AFTERWORD

Borges, Jorge Luis. Foreword. *Jorge Luis Borges: Selected Poems 1923-1967*, by Borges, edited by Norman Thomas Di Giovanni, Delta-Dell, 1973, pp. xv-xvi.

Doctorow, E.L. Introduction. *Sister Carrie*, by Theodore Drieser, 1900, Bantam, 1982, pp. v-vi.

Johnson, Edgar. Afterword. *David Copperfield*, by Charles Dickens, 1849, Signet-NAL, 1962, pp. 871-79.

BASIC WEBSITE FORMAT

Author's Last name, First name. "Title of the Article or Individual Page." *Title of the website*, Name of the publisher, Date of publication, URL. Date of access.

Note: *Only include the name of the publisher if it differs from the name of the website. Also, be sure to include shortened URL without all of the numbers and symbols usually attached, and do not include http:// or https://.*

An ENTIRE WEBSITE

OWL Purdue Online Writing Lab. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 15 Dec. 2016.

A PAGE on a WEBSITE

"Plagiarism." *Wikipedia*, 23 Jan. 2017, en.wikipedia.org/wiki/Plagiarism. Accessed 27 Jan. 2017.

An ARTICLE on a WEBSITE

Ives, Mike. "As Climate Change Accelerates, Floating Cities Look Like Less of a Pipe Dream." *The New York Times*, www.nytimes.com. Accessed 27 Jan. 2017.

Other FORMS of ELECTRONIC COMMUNICATION

Because the means by which information is disseminated electronically are constantly increasing and evolving, it is beyond the scope of this style guide to try to address every possible type. For information on how to cite these various sources (a YouTube video, an email, a tweet, etc.) please refer to the OWL Online Writing Lab at <https://owl.english.purdue.edu/owl/> or the Modern Language Association website at <https://www.mla.org/>.

GALE LITERATURE CRITICISM ONLINE or GALE LITERATURE RESOURCE CENTER

Note: *Cite articles from online databases (e.g. Literary Reference Center, Gale Literature Criticism, etc.) just as you would print sources, and then add the name of the database, the abbreviated URL, and the access date at the end of the entry.*

Merrill, Robert. "The Structure and Meaning of *Catch-22*." *Studies in American Fiction*, edited by Roger Matuz and Cathy Falk, vol. 14, no. 2, 1986, pp. 139-52. *Contemporary Literary Criticism Online*, www.ylpl.net. Accessed 28 Jan. 2017.

GALE VIRTUAL REFERENCE LIBRARY***When you are using one of the criticism sections with a specific author:***

Bennett, Robert. "Criticism of *The Catcher in the Rye*." *Novels for Students*, edited by Diane Telgen, vol. 1, Gale, 1997, pp. 116-37. *Gale Virtual Reference Library*, go.galegroup.com. Accessed 27 Jan. 2017.

When you are using character, theme, style, etc. analysis that is not part of a separate author's criticism, use the editor's name:

"*The Great Gatsby*." *Novels for Students*, edited by Diane Telgen, vol. 2, Gale, 1997, pp. 64-86. *Gale Virtual Reference Library*, go.galegroup.com. Accessed 27 Jan. 2017.

Other Important Details of MLA Style

1. Use standard rules for capitalization and italicization in your text and works cited, even if the source itself does not (e.g., the title on the cover of the book is written in all caps.)
2. When citing publication dates in your works cited, always use the most recent date (on the title page or the copyright page).
3. When citing page numbers, use two digits for the second number in a consecutive number sequence unless more digits are needed for clarity (e.g., pp. 143-55, pp. 415-530, pp. 1822-1922)
4. If the title page of your source contains the name of a parent company and a division within it, cite the division as the publisher.
5. If the title of a work would normally be italicized and appears within a title enclosed in quotation marks, italicize the title. ("Vision and Power in *Jane Eyre*" – an essay analyzing the novel *Jane Eyre*)
6. If the title of a work would normally be italicized and appears in the title of another italicized work, do not italicize the title within the title. (e.g., *Social Issues in Literature: John Steinbeck's Of Mice and Men* – a book analyzing the novel *Of Mice and Men*)

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