



MLA FORMAT

What is MLA and why do we use it?

What is **MLA**?

MODERN LANGUAGE ASSOCIATION

MLA Style creates a “standard” of writing:

- Formatting and page layout
- Stylistic technicalities (ex: abbreviations, footnotes, quotations)
- Citing sources
- Preparing a manuscript for publication in certain disciplines

Why Use MLA?

- Provide your readers with **cues to follow your ideas**
- Let your reader **focus on your ideas** and writing **without getting distracted**
- Establish your **credibility**

Quick Review: When and Why Do We Use Direct Quotes?

Used effectively, quotations can provide important pieces of evidence. Used ineffectively, however, quotations can clutter your text and interrupt the flow of your argument.

The majority of your paper should still be your original ideas in your own words (after all, it's your paper). And quotations are only one type of evidence: well-balanced papers also make use of paraphrases.

Sometimes, in order to have a clear, accurate discussion of the ideas of others, you need to quote those ideas word for word. There will be times when you want to highlight the words of a particularly important and authoritative source on your topic (COUGHprososkiCOUGH). These are times when you could use a direct quote.

The Basics of MLA

- Use size 12 font
- Times New Roman font style
- Double space the text of your paper
- Use the traditional margins
- Indent the first line of your paragraphs using the “tab” key
- Create a header that numbers all of your pages
- The very last page is always your “Works Cited”.
This is not a bibliography.

Check [Purdue OWL](#) if you need help!

WORKS CITED

Basic Rules

- Begin Works Cited page on **separate page** at the end of the paper
- Label the page “**Works Cited**” and **center** it
- **Double space** all citations
- Indent the **second** and subsequent lines of citations 0.5”

Heading is centered.

Works Cited

List is alphabetized by authors' last names (or by title when a work has no author).

Abbreviation "n.d." indicates that the online source has no update date.

First line of each entry is at the left margin; extra lines are indented 1/2".

Double-spacing is used throughout.

A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").

Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002. Print.

American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2009.

"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*. Netbus.Org, n.d. Web. 17 Feb. 2009.

Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2009.

Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2009.

Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2009.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

Lane, Frederick S., III. *The Naked Employee: How Technology Is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003. Print.

Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.

Tynan, Daniel. "Your Boss Is Watching." *PC World*. PC World Communications, 6 Oct. 2004. Web. 17 Sept. 2009.

Verespej, Michael A. "Inappropriate Internet Surfing." *Industry Week*. Penton Media, 7 Feb. 2000. Web. 16 Feb. 2009.

Quotes must be Cited

MLA citations have 2 parts



In-text citations

While most people agree with the idea of organ donation, it is also a taboo topic when a loved one has just died. One registered nurse who counsels organ donors has observed such resistance: **“After a loved one has suffered and died, families see the additional surgery to harvest organs as invasive and disrespectful” (Jones 25)**. This emotional period is not ideal for considering organ donation; these decisions should be made during one’s life, so as not to burden grieving relatives.

One idea that eliminates the burden of making these decisions is the “opt-out” program, in which patients are automatically considered donors unless they take steps to opt out. This program has seen much success in Spain and Iceland, where pilot studies were launched **(Mercer 36)**.



The Works Cited list

Works Cited

DeCosta, Joseph. "Reforming The U.S. Organ Donation System: Policy Insights From The Experience In Other Countries." *Global Health (1937-514X)* 4.1 (2011): 1-6. *Academic Search Complete*. Web. 12 Apr. 2013.

Jones, Tasha. "Arranging Donations Before Death Helps Families of Donors and Recipients" *Nursing Journal* 6.7 (2012): 22-26. *Academic Search Complete*. Web. 15 Apr. 2013.

Mercer, Lily. "Improving The Rates Of Organ Donation For Transplantation." *Nursing Standard* 27.26 (2013): 35-40. *Academic Search Complete*. Web. 10 Apr. 2013.

You will not be using page numbers...


Because the articles written by Lisa Prosocki do not have page numbers, your in-text citations will look a bit different.

Therefore, successful farming communities have been identified as absolutely necessary for civilization to occur because “Wherever communities could produce a sufficient agricultural surplus... then villages, towns and cities would eventually follow” (“Cities and Civilizations”).

What are other ways you could incorporate a citation into this sentence?

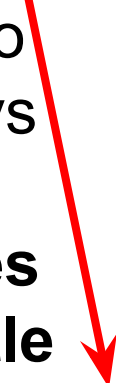
Mention the author's name...

**in the quote
set-up:**



John Smith, the recipient of two donated kidneys, states: “Organ donation gives everyone a little more life.”

**in parenthesis
after the
quote:**



A recipient of two donated kidneys states: “Organ donation gives everyone a little more life” **(Smith)**.

How to Quote

Note the structure:

For example, one donation advocate proposed a solution to assist live donors: “The only solution would be to require employers to allow time off to an employee, much like the call to jury duty” (Torrey).

TLQ

Quotation marks

citation

period

A few things to note:

- Because all of your evidence is coming from the same author, you only need to use her name **ONE** time. After you use her name in a citation the first time, you only need to include a shortened version of the article title in “quotation marks”
- Again, you will **not** be utilizing any page numbers
- The very last page is always the **WORKS CITED**, not a bibliography!



EasyBib.com

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automatically!

But make sure you check your work!