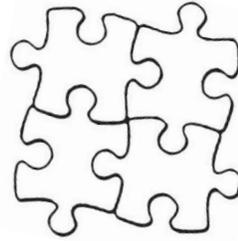# MLA

Mini Handbook

PROPERTY OF:

_____

Source Integration

TO "INTEGRATE" MEANS TO COMBINE THINGS SO THAT THEY BECOME <u>WHOLE</u>

When we *integrate* information from our sources, we want them to fit seamlessly with our own words.

YOU CAN INTEGRATE INFORMATION IN TWO WAYS:

Direct Quotes – putting the exact words of the source into your paper using quotation marks

Paraphrasing – rewording the source's information into your own words and then putting them in your paper

YOU CAN INTEGRATE DIRECT QUOTES BY USING:

● an introduction phrase

In his essay, Evans states, "The overall feeling of the novel brings a certain sadness to the reader" (Evans 96).

● your own words plus a colon

The analysis by Evans is clear: "The overall feeling of the novel brings a certain sadness to the reader" (Evans 96).

● the quoted material worked in to yours

Evans notes the "certain sadness" the novel creates for the reader (Evans 96).

MLA Page Formatting

USE THIS CHECKLIST TO MAKE SURE YOUR PAGE IS FORMATTED CORRECTLY!

- ☐ Page margins (top, bottom, and sides) should be 1"
- ☐ Assignments should be printed on 8 ½ x 11" paper.
- ☐ Font should be a simple, legible font like Times New Roman or Arial and should be Size 12
- ☐ The entire paper should be double spaced.
- ☐ Indent the first line of each paragraph ½" (tab key)
- ☐ Any set-off quotations should also be indented @ ½"
- ☐ Leave one space after concluding periods—not two.
- ☐ No title page is needed (but your teacher may require one)
- ☐ At the top of your first page, you will insert a left-justified header to include your name, your teacher's name, the course/class, and the date (in that order on separate lines).
- ☐ The title should follow the above header and should be centered on its own line. It should not be bold, italicized, or underlined or be in a larger font size. All words should be capitalized except for articles and prepositions.
- ☐ Begin your text on the line after the title. Do not insert an extra space (hitting enter again) between the title and first line of your paper. The same goes for between paragraphs.
- ☐ Insert a page number header at the top right, and then type your last name beside it. (In Google Docs, go to Insert > Page Number > (Choose the top left icon) > (Type name beside number, hit space) > Click back in the body of your paper)
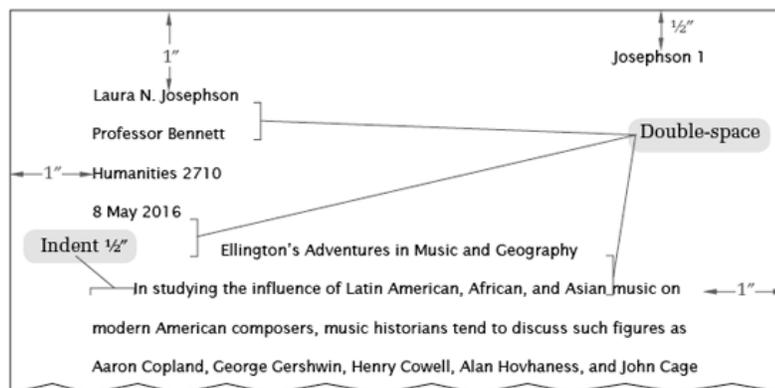
Photo from the MLA website

In-text Citations

IN-TEXT CITATIONS ARE USED TO SHOW THAT A SENTENCE OR PHRASE YOU HAVE WRITTEN HAS BEEN QUOTED OR PARAPHRASED FROM AN EXTERNAL SOURCE.

In-text citations are comprised of the author's last name (or entire name of corporate author) and the source page number in parentheses, like so:

(Evans 96)
*Notice: There are no commas or "p." before the page number!)

When the author's last name is not available, use the source title instead. ➔ ("Mood in *Jane Eyre*")

If a page number is not present, just include the author/title only.

YOU MUST USE IN-TEXT CITATIONS IF YOU:

- quote *any* portion of someone's work
- paraphrase *any* portion of someone's work
- borrow *any* idea from someone's work

The only information that does not need an in-text citation is *common knowledge*—things "everyone" (your average person) knows (e.g. George Washington is the First President of the United States).

PUNCTUATION WITH IN-TEXT CITATIONS

*Note: Citations *always* go at the end of the sentence, even if the quote is at the beginning or in the middle.

Direct Quote

The citation goes **after** the quotation mark but **before** the period that ends the sentence. There is no period at the end of the quote.

Evans states in his essay that the "reoccurring use of red in the décor of the room foreshadows the death and despair that will follow Jane in her future" (Evans 96).

Paraphrasing

The citation goes **before** the period at the end of the sentence.

Evans suggests that the red room's décor gives the reader an idea of what is to come in Jane's future (Evans 96).

Works Cited Format

THE WORKS CITED PAGE HAS SOME OF ITS OWN SPECIAL FORMATTING REQUIREMENTS.

- ☐ double spaced
- ☐ on its own page in relation to the essay
- ☐ page number header should continue onto Works Cited page
- ☐ should have the title Works Cited centered on the page—no bold, italics, underline, etc.
- ☐ hanging indents for entries that run onto additional lines See link for directions specific to Google Docs: http://bit.ly/2lhx1Hl
- ☐ entries listed in alphabetical order

Begin at left margin

Double-space between title and first entry

Page number

½"

1"

Josephson 15

Works Cited

←1"→Edwards, Brent Hayes. "The Literary Ellington." *Representations*, no. 77, Winter ←1"→

2002, pp. 1-29. *JSTOR*, doi:10.1525/rep.2002.77.1.1.

Gaines, Kevin. "Duke Ellington, *Black, Brown, and Beige*, and the Cultural

Indent ½"   Politics of Race." Radano and Bohlman, pp. 585-602.
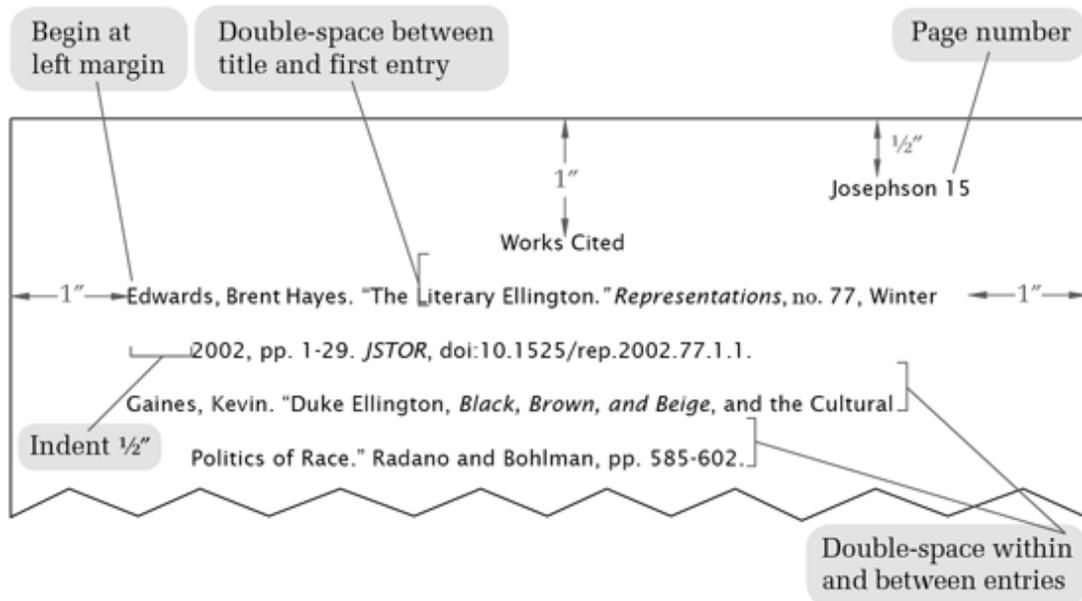
Double-space within and between entries

Photo from the MLA website

Works Cited Entries

EACH WORKS CITED PAGE WILL HAVE A LIST OF SOURCE ENTRIES. THESE ENTRIES GIVE YOUR READER MORE DETAILS ABOUT THE SOURCES YOU USED.

Each entry will be built based on this list of elements:

1 Author.
2 Title of source.
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

<u>Author:</u> Person or organization who wrote the source. See OWL Purdue if more than one author.

<u>Title of source:</u> The title of the page or section. If an article, this should be in quotation marks. If the source is a larger work like a book, it should be italicized.

<u>Title of container:</u> The title of the larger medium holding the source. *For example, a book chapter is a section "held" in the "container" of a book.*

<u>Other contributors:</u> People like editors or container author(s)

<u>Version/Number:</u> For academic journals

<u>Publisher:</u> Company or org. publishing the material

<u>Publication date:</u> Date of publication (sometimes only year). Formatted **DD Mon. YYYY.**

<u>Location:</u> Page numbers for print and URL for online. Put **pp.** before a page range or just **p.** if a single page. The URL goes in **< >** brackets.

1 Author.
Copeland, Edward.

2 Title of source.
"Money."

CONTAINER 1

3 Title of container,
The Cambridge Companion to Jane Austen,

4 Other contributors,
edited by Copeland and Juliet McMaster,

5 Version,

6 Number,

7 Publisher,
Cambridge UP,

8 Publication date,
1997,

9 Location.
pp. 131–48.

←EXAMPLE ENTRY:

Copeland, Edward. "Money." *The Cambridge Companion to Jane Austen,* edited by Copeland and Juliet McMaster, Cambridge UP, 1997, pp. 131-48.

Note:

• Punctuation must be maintained as depicted in the top graphic

• If elements aren't present, just leave out

<u>OWL Purdue MLA Works Cited help:</u>
https://owl.english.purdue.edu/owl/resource/747/05/
Click on left menu to navigate to additional source types

OWL

Photos on this page from the MLA website