

mla the basics

Used at Colonel By in all courses other than: History = Chicago Manual / Science = APA

**Entire work is double spaced – no extra spacing. Pages are numbered top right.
No cover page. New paragraphs are indented. 12 font.**

Citations – Reminders

- ❖ **Paraphrasing** – even when in your **own words**, other people's **ideas** need citations
- ❖ **Dropped Quotes** – you must introduce and explain each quote you use, **no quote can stand alone as a sentence by itself**
- ❖ **Block Quotes** – if your quote is more than 4 lines long: indent both sides – no " " – single space – parenthetical note after period
- ❖ **Parenthetical Citations** – source information in (parenthesis) after a quote or paraphrase, punctuation follows parenthesis

Works Cited – Reminders

- ✓ **Page title** – centered = Works Cited (**NO italics** / **NO "quotation marks"** / **NO bold**)
- ✓ **Hanging-indents** – after the 1st line of your citations, indent all subsequent lines
- ✓ **Alphabetical Order** – by author's last name or publisher's name
- ✓ **Italics vs. "Quotation marks"** – *Book titles* = italics, Article titles = "quotations", *Magazine/Journal title* = italics
- ✓ **Double-space** throughout – **NO** extra spacing anywhere
- ✓ **NO URL's!** Must specify: Print. Web. – see sample Works Cited on back of this page

Need more specific examples? Choose one of the following:

- See Mme. Leduc in the Library to consult the handbook and have one-on-one help
- Google: Colonel By Library, Click Essay Skills, Click Owl Purdue, Click MLA Style

mla 7 th ed.	APA 6 th ed.	CMS 16 th ed.
Used in Humanities courses. Emphasis is on authorship. Author's name appears first in <u>parenthetical citations</u> and <u>Works Cited</u> .	Used in Social Science courses. Emphasis on date published. Date appears first <u>in text citations</u> and the date appears right after the author's name in brackets in the <u>Reference List</u> .	History uses the CMS notes and bibliography (NB) system. Emphasis is placed on sources origins. Footnotes are required at the bottom of the page – number the fact, correlate the <u>footnote</u> which links to the <u>Bibliography</u> .
Citation example: " ... this is the crux of the problem" (Pollan 231).	Citation example: Pollan (2006) states that " ...this is the crux of the problem"	Citation example: In his book, Pollan stated that "...this is the crux of the problem" ¹
Works Cited entry: Pollan, Michael. <i>The Omnivore's Dilemma</i> . New York: Penguin Group, 2006. Print.	Reference List entry: Pollan, M. (2006). <i>The omnivore's dilemma</i> . New York, NY: Penguin Group.	Bibliography entry: Pollan, Michael. <i>The Omnivore's Dilemma</i> . New York: Penguin Group, 2006.

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¹ Michael Pollan, *The Omnivore's Dilemma* (New York: Penguin Group, 2006), 231.

Works Cited Sample Page

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