**MLA Guide**

**To cite a book, you need:**

1. Author Last Name, First Name.
2. *Title of the Book Italicize.*
3. Publisher,
4. Date of Publication.

EXAMPLE

Schiff, Stacey. *Cleopatra*. Simon and Shuster, 2016.

**To cite a website, you need:**

1. Author Last Name, First Name. IF NO AUTHOR IS GIVEN, START WITH THE TITLE
2. “Title of the Article in Quotes”.
3. *Name of the Site Italicized*,
4. Date, SOME SITES DO NOT HAVE A PUBLISHING DATE
5. URL.

EXAMPLES

Silver, Nate. “Predicting Election Results”. *Five Thirty Eight*, 01, 24, 2021,

www:http//fivethirtyeight.

“Predicting Election Results”. *Five Thirty Eight*, [www.http://fivethirtyeight](http://www.http://fivethirtyeight).

**To Cite a database** : Copy and Paste from the database. Make sure it is MLA 9th edition.

**To Cite an online video you need:**

1. Last Name, first Name of Author/Director/Producer.
2. “Title of the Video”.
3. *Name of site where you watched it italicized*,
4. Name of Person Who Uploaded it,
5. Day, month, year it was uploaded,
6. URL.

McGonigal, Jane. “Gaming and Productivity.” YouTube, uploaded by Big Think, 3 July 2012,

www.youtube.com/.

**Formatting a Works Cited Page:**

* Use Times New Roman 12 and double space.
* Place it on a separate page.
* Place your last name & page number on the TOP RIGHT (This is a “header”)
* CENTER the title Works Cited.
* List the sources alphabetically by author last name.
* If there is no author listed, begin with the title.
* Indent the 2nd and subsequent lines of a citation 5 spaces Think of the format as the opposite of a paragraph, when you begin a paragraph, you indent 5 spaces. Citations are the opposite. The first line is next to the margin and all other lines are indented. See the example below.
* Shorten the URL to the first backslash
* URL should NOT be a hyperlink, remove blue “ink” and underlining.

Swift 8

Works Cited

"Climate Efforts to Alter Role of U.S. in World." *New York Times*, 28 Jan. 2021, p. A19

*Gale in Context:*link.gale.com/.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *The New York Times*, 22 May

2007, [www.nytimes.com](http://www.nytimes.com).

Leroux, Marcel. *Global Warming: Myth or Reality? The Erring Ways of Climatology*.

Springer, 2019.

McGonigal, Jane. “Gaming and Productivity.” YouTube, uploaded by Big Think, 3 July

2012, www.youtube.com/.

**Parenthetical (In-text Citations) Rules**

All sources on the Works Cited page MUST appear as in-text citations in the body of your

paper .Likewise, all in-text citations must have a corresponding entry on the Works Cited page.

Failure to do this results in a 0 grade. It is a form of plagiarism.

* The in-text citations for the sample WCP are (“Climate”) (Dean) (Leroux) (McGonigal)
* Punctuation comes after the closing parenthesis.
* If a title is in quote marks, the in-text citation will be a swell. (“How to Cite”).
* For a long title, shorten it for the in-text citation. (“Marbury Madison is the Most Comprehensive and Critical Supreme Court Case of the 19th Century”). Make it (“Marbury v Madison”).

**MLA Parenthetical (In-text) Citations Example**

In-text citations appear in the body of a paper. They are used to give credit to authors from whom you gathered information. They are the authors listed on a Works Cited page. In-text citations consist of the author’s name and/or page numbers in parenthesis (Hacker 24). Notice that there is no comma between the author’s name and the number, just a number. Also note that the period is placed after the citation.

If your source is electronic, such as a Webpage or a database article, there will not be a page number, so just use the author’s last name (Welch). If a source does not have an author, use the complete title, or an abbreviated form of the title. Note that if the title appears in quotation marks or is italicized on the works cited page, it will also appear that way in the body of the paper (“Easy MLA”). In-text citations appear every 4-5 sentences (*Purdue Owl*).

Failing to use in-text citations or completing a works cited page is considered plagiarism. You need to cite all words and ideas that are not your own. For each author/title listed on your works cited page, must have corresponding in-text citations. Likewise, all parenthetical citations must appear on the works cited page. If not, you have committed plagiarism (Swift).

**How to Quote (Direct Quote)**

Short quotations are fewer than four typed lines of text. Enclose the quotation within quotation marks, place the last name of the author in parenthesis. Punctuation marks appear after the parenthetical citation. And remember, “Over-quoting is a form of plagiarism” (Swift). If you quote a non-electronic source (book, newspaper etc.) include the page number.

EXAMPLE:

“Make good trouble” (Lewis).

"Real change, enduring change, happens one step at a time (Ginsberg 24).

Howard 1

Katherine Howard

Mr. Howlett

APUS

Sept 17, 2021

Title of the Paper is Centered

To format the first page of an MLA style paper, do the following. Set the font to Times New Roman and double space. Insert a TOP RIGHT header that consists of your last name and page number. Remember that the Works Cited page will be the last page. On the TOP LEFT enter your name, your teacher’s name, the name of the course, and the due date of the project. Then, CENTER the title.

First Page Format