**HELPFUL TIPS ABOUT COLLEGE WRITING AND MLA STYLE MANUAL**

1. Numbers lower than 100 are to be spelled out (e.g. eighty-five, rather than 85).

2. Essays must employ only academic language.

* Consult “Dr. V’s Helpful Hints for Academic Writing” (you have a hard-copy of this document and it’s posted to Moodle) when preparing essays to avoid common mistakes.

3. When preparing written work, have the work that I have previously graded next to you. Work hard to apply feedback.

4. When preparing written work, have this document, and the MLA Bibliography guide, next to you.

5. It is of supreme importance that students have academic integrity in preparing their work. This course uses MLA Style Manual. ***Please note that students should also consult Purdue Owl: MLA and The Bedford Handbook***, but I offer below an overview.

Information About Direct Quotations:

* All direct quotes must be in quotation marks.
* All direct quotes must:
  + Option 1: include some identifying information within the sentence that includes the quote, with the remaining identifying information provided in a parenthetical in-text citation that immediately follows the quote.
* EX: On page 37 of *The Cambridge Introduction to Theatre Directing*, Innes and Shevtsova clarify that “The impression of actuality was accentuated by the authenticity of the props and the costume materials.”
* Option 2: the sentence itself includes no identifying information, but rather includes all of it in a parenthetical in-text citation that directly follows the quote.
* EX: Innes and Shevtsova clarify that “The impression of actuality was accentuated by the authenticity of the props and the costume materials” (37).
* Option 3: include the author’s name and page number within the sentence that includes the quote:
* EX: In productions by the Saxe-Meinengen troupe, “The impression of actuality was accentuated by the authenticity of the props and the costume materials” (Innes and Shevtsova 37).
* NOTE: Don’t use this approach often; it leads to clunky sentences that disrupt readability.

Information About Paraphrased Material:

* All paraphrased material must be followed by a parenthetical in-text citation.
  + EX: The authentic props and costume materials used in productions by the Saxe-Meinengen troupe added historical accuracy and realism to the stage picture (Innes and Shevtsova 37).

Information About Formatting

* Again, the quoted material must be placed within quotation marks.
* There is no comma or other punctuation within an in-text citation.
  + CORRECT EX: “Innes and Shevtsova 37).
  + INCORRECT EX: “Innes and Shevtsova, 37).
* The ending punctuation of the sentence that includes a direct quote or paraphrased material goes after then ending parenthesis.
  + EX: Innes and Shevtsova clarify that “The impression of actuality was accentuated by the authenticity of the props and the costume materials” (37).

Example In-text Citations for Common Sources

* A single page on a website that has an author name:
  + This recipe yields “at least eight full servings” (Campagna).
* A single page on a website without an author name:
  + This recipe yields “at least eight full servings” (“How to make”)
    - Simply include the first few words in the article title
* A scholarly article in an academic journal (use this format for print or online editions of journals, too):
  + Paula Vogel’s *And Baby Makes Seven* posits the queer family unit as “one useful articulation of queer utopia” (Campagna 3).
* An online source by more than two authors:
  + According to *Time*, “it turns out that—in the most painful and personal ways—movie stars are more like you and me than we ever knew” (Zacharek, et al.).
* A print source by more than two authors:
  + The arts should “be viewed, studied, and practiced, as forms of *ethically guided citizenship*” (Elliot, et al. 3).
* A print source by two authors:
  + One tenet of critical race theory is that racism “advances the interests” of the dominant group (Delgado and Stefancic 9).
* A book or play by a single author
  + Human beings have been described as “symbol-using animals” (Burke 3).
* A theatre review published in newspaper or magazine:
  + In terms of acting, “Ms. Zaytoun indulges in a comic tour de force” (Grode).