

MLA STYLE GUIDE



The Research Paper

Formatting the First Page of your Paper

1. Do not make a title page for your paper unless it is requested by your instructor.
2. In the upper left-hand corner of the first page, list your name, your instructor's name, the course and the date. Use double-spaced text.
3. Double space again and center the title of your paper. Do not underline, italicize, or place your title in quotation marks. Do not use all capital letters for your title.
4. Use quotation marks/italics in your title if referring to other works within the title (ie. The Theme of Revenge in Shakespeare's *Hamlet*)
5. Double space between the title and the first line of the text.
6. Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number;; number all pages consecutively with Arabic numerals (1,2,3,4...) one half-inch from the top and flush with the right margin (Note: your instructor may ask you to omit the last name/page number on your first page).

General Instructions

1. Type your essay and print it out on standard white 8.5 X 11 inch paper.
2. Double-space the entire text of your paper including all Titles and all paragraphs.
3. Use Times New Roman in 12 pt. font.
4. Leave only one space after periods or other punctuation marks.
5. Set the margins of your document to 1 inch on all sides.
6. Use the Tab key to indent the first line of every paragraph (one half inch from the margin)
7. Create a header that numbers all pages consecutively in the upper right-hand corner, on half inch from the top and flush with the right margin (your instructor may ask you to omit the number on your first page).

ALWAYS FOLLOW YOUR INSTRUCTOR'S INSTRUCTIONS REGARDING FORMATTING A RESEARCH PAPER EVEN IF HIS/HER INSTRUCTIONS CONFLICT WITH STANDARD PRACTICES AND GUIDELINES.

MLA STYLE GUIDE: CITING PRINT SOURCES

Print Sources are hard-copy texts or documents in hand and may include: encyclopedia, magazines, newspapers and books. Copyright information for a print publication may be found on the verso/publication page inside the printed material.

BOOK by a single author, multiple authors, or editor(s)

Author(s) or Editor(s). *Title of Book*. City of Publication: Publisher, Year of Publication. Print.

Sonneborn, Liz. *The Great Irish Famine*. New York: Chelsea House, 2012. Print.

Manguel, Alberto, ed. *Fathers and Sons*. Vancouver: Raincoast Books, 1998. Print.

A WORK in an ANTHOLOGY

Author. "Title of excerpt." *Title of Anthology*. Editor(s). City of Publication: Publisher, Year of Publication. Page Number(s). Print.

Spencer, Jonathon. "Renaissance Painting." *The History of Art*. Ed. Jasper Elmwood. Toronto: Harper Collins Inc., 2008. 135-142. Print.

ARTICLE in a Reference Book (eg. Encyclopedia, Dictionary)

Author (if available). "Title of Article." *Title of Encyclopedia*. Edition (if available). Year of Publication. Print.

Note: If the reference book is organized alphabetically, as most are, do not list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

A NEWSPAPER or MAGAZINE ARTICLE

Author. "Title of Article." *Title of Newspaper/Magazine*. Issue Number (if available). Date of article: Page/Section Number(s). Print.

Walker, Susan. "Dancers Make Emotions Turn Physical." *Toronto Star*. 30 Apr. 2009: E8. Print.

Debenedetti, Christian. "Ten Years of Adventure." *National Geographic*. Apr./May 2009: 65-72. Print.

MLA STYLE GUIDE: CITING ELECTRONIC SOURCES

Electronic Sources include Internet Websites, eBooks, On-line Encyclopedia and On-line Databases. Copyright information is always included on credible Electronic Sources. Some on-line resources include the complete Citation for your use.

An entire INTERNET Site

Author. *Title of Site or Page*. Editor (if available). Date of posting/latest update.
Name of sponsoring institution or organization. Web. Date of Access.

Pressley, J.M. *Shakespeare's Globe*. 1 Jan. 2014. Shakespeare Resource Centre.
Web. 14 Feb. 2014.

An ARTICLE from a WEBSITE

Author. "Title of Article." Date of article posting. *Title of Site/Sponsoring Organization*. Web. Date of Access.

Kielberger, Craig and Marc Kielberger. "Former Child Soldiers Face Psychological Battle." 4 May 2009. *Free the Children*. Web. 4 June 2011.

An E-BOOK

Author. *Title of Book*. City of publication (if available): Publisher, Year of Publication. Web. Date of Access.

Roth, Veronica. *Divergent*. New York: Harper Collins Publishers, 2011. Web.
Jan. 22, 2014.

An ON-LINE ENCYCLOPEDIA

Author. "Title of Article." *Name of Encyclopedia*. Year of Publication. Web.
Date of Access.

Emanuel, Kerry A. "Hurricane." *World Book*. 2009. Web. 29 Apr. 2011.

An ON-LINE DATABASE used to access news/magazine/journal articles.

Author (if available). "Title of Article." *Name of Periodical*. Date of Publication. *Database Name*. Web. Date of Access.

Appleby, Timothy. "Teen Violence." *The Globe and Mail*. 20 Feb. 2009. eLibrary. Web. 10 Apr. 2011.

MLA STYLE GUIDE: CREATING A WORKS CITED LIST

The WORKS CITED list should be included at the end of an essay. It must include an entry for each of the Print and Electronic Sources you consulted in the research phase of your essay. If you have Quoted from a source, paraphrased a source, summarized a source or even used an idea from a source, the copyright information from that source should appear on your Works Cited page.

Order of Entries

- Sources must be listed in Alphabetical Order by the last name of the author.
- If a source has no author, use the first letter in the Title of the work to alphabetize that entry.
- If you have more than one source by the same author, place them in alphabetical order by author last name but use the title to decide which of that author's works comes first.

How to Format the Works Cited Page

- Works Cited is the title of the page. It should be centered at the top of the page. The font should be the same type and size as that used for the entries. Never underline, use all capitals or use italics for the title Works Cited.
- Double space between the Title and the first entry and throughout the rest of the Works Cited page.
- Each entry should begin at the margin of the page. Indent every additional line after the first line by 5 spaces.
- Capitalize each word in the titles of books, articles etc., not including "a", "the", "an", if they appear in the middle of the Title.

SAMPLE WORKS CITED PAGE

Works Cited

Anderson, Lynette. Acid Rain. New York: Gloucester Press, 1999. Print.

Howard, Ray and William Johnson. Poison in the Sky. Toronto: McClelland and Stewart, 2000. Print.

Lucas, George. "How Healthy are Our Lakes?" Toronto Star. 25 May 2000. eLibrary. Web. 20 May 2001.

"Our Great Lakes: Working Towards a Healthy Great Lakes Basin Ecosystem." 12 Nov. 2000. Environment Canada. Web. 20 May 2001.

MLA STYLE GUIDE: INCLUDING IN-TEXT

When writing an essay, EVERY time you use a quotation from a source, paraphrase, summarize or use an idea from a source, you must give credit to the source immediately following its use by creating an IN-TEXT citation (even if you use the same source multiple times). While the full copyright information is included in the Works Cited page, an In-Text citation only includes the author’s last name and (if applicable) the number of the page which was the source of your information.

Print Resources

SOURCE

A work with one author

A work with two or more authors

A work with no author or an editor

IN-TEXT CITATION

(Anderson 121)

(Howard and Johnson 16)

(“History of the English Language” 165)

*title of article in quotation marks

Electronic Resources

SOURCE

A work with one author

A work from an organization

IN-TEXT CITATION

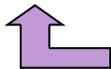
(Lucas)

(Environment Canada)

SAMPLE ESSAY INCLUDING IN-TEXT CITATIONS

Acid rain is an environmental issue that affects plant and animal life, lakes and rivers, buildings and structures, and human beings. Precipitation that contains acidic gases such as sulphur dioxide or nitrogen dioxide or nitrogen oxide, has the potential to cause serious environmental problems. Since the 1960s, scientists have studied the harmful results of acid rain and looked for ways to reduce harmful atmospheric pollutants (Howard and Johnson 16). In recent years, efforts to reduce the negative effects have been successful. People have recognized acid rain as a serious environmental threat and have taken steps to stop it (Anderson 121).

Laws reducing air pollution have helped to reduce the initial causes of acid rain. In the 1970s a drop in the fish population and changes in lakes and forests alerted environmentalists to the problem (Lucas). In response, the federal and provincial governments together created the Eastern Canada Acid Rain Program, “aimed at reducing the amount an type of pollutants allowed into the atmosphere” (Environment Canada). According to Anderson, “these changes have resulted in a 76% reduction in toxic substances in the Great Lakes region” (57).



When the author’s name is used in the body of the essay, only the page number is required in the in-text citation.

Double space throughout the entire essay.

All pages are numbered at the top right corner. Including the last name is optional.

McCann 1

Use 1" (2.54 cm) margins and black 12 point Times New Roman font.

Elizabeth McCann

Professor Kirk

English 4100

March 30, 2010

This information is in place of a title page.

Leonard Bast's Adventure: "Looking for a Real Home"

The title of the paper is centred.

Book titles are italicized in both the text of the paper and in the Works Cited list.

knave clerk of *Howard's End*, is the least successfully rendered major character

level. As the novel is concerned with the social realities of its day, it would seem

that the failure to convince readers of the reality of Leonard Bast is a serious flaw, although Forster deserves some credit for making the attempt. Margaret and Helen Schlegel's efforts to establish a friendship with Leonard Bast despite class barriers is a parallel action, in the novel, to the author's attempt to include Leonard Bast in the novel as a serious character on a level with Margaret and Helen. Forster is able to portray intelligently the problems the Schlegels have in their endeavour and the reasons for the problems both within Margaret and Helen and within Leonard. But the reader cannot help but notice that Forster is unable to portray Leonard as anything else than other, again, paralleling Margaret and Helen's own inability to accept Leonard as more like themselves than different. Forster's attitude seems fatally divided, yet Leonard Bast's role in the novel is crucially important. His journey towards death, if studied closely, throws light on the most fundamental questions the novel explores, "questions about the way in which reality may be known" (Bradbury 130).

Quoted material is acknowledged with author's last name and page number right after close quotation. Note the punctuation follows the citation.

Indent new paragraph five spaces.



The narrator shows that idealism can only grow on the islands of money and gives

For the primary text of an essay, in this case *Howard's End*, the author's name is only necessary for the first citation. Thereafter, the page numbers only is sufficient.



a similar insight to Leonard himself: "the real thing's money, and all the rest is a dream" (36). Having identified Leonard as "inferior" and having him "shattered" by "too much anxiety" (309), there seems little alternative to killing him off. No future can be envisaged for him, so the future is deferred to his son by Helen. The heroic rhetoric that surrounds his death seems a dressing-up of the brute fact that Leonard dies young, not knowing he is to be a father, in poverty, and leaving a wife to certain destitution.

Neither Margaret nor the narrator goes along entirely with Helen's effort to absorb Leonard into her heroic vision. Helen is seen critically, even as her vision seems partially shared by the narrator. The narrator says that "Leonard built up a situation that was far enough from the truth" (308), and it seems that Helen has done the same:

A block quotation starts a new line and each line is indented by 5 spaces. No quotation marks are needed. Maintain double spacing.



Helen loved the absolute. Leonard had been ruined absolutely, and had appeared to her as a man apart, isolated from the world. A real man, who cared for adventure and beauty, who desired to live decently and pay his way, who could have travelled more gloriously through life than the Juggernaut car that was crushing him. . . .

At the end of a block quotation, put a period, one space, and then the parenthetical citation.



She and the victim seemed alone in a world of unreality, and she loved him absolutely, perhaps for half an hour. (308)

The ellipsis dots (. . .) indicate some words have been omitted. As this ellipsis ends a sentence, a period, the fourth dot, is included.

The narrator links Helen's love of the absolute with irresponsibility, a view and a romanticized vision of Leonard. Later, the narrator will again enter Helen's way of seeing, but passages such as this one reveal a concurrent tendency to undercut this vision and help to make the rhetorical passages ring hollow. We can see Leonard as Helen does, but, equally, we cannot. The narrator seems only able to approach

Sources are listed in alphabetical order by the author's last name.



Works Cited ←

Centre the title, Works Cited or Work Cited.

Born, Daniel. "Private Gardens, Public Swamps: *Howard's End* and the Revaluation of Liberal Guilt." *Novel: A Forum on Fiction* 25.2 (1992) 141-159. JSTOR. Web. 28 Feb. 2010.

The first line of an entry is flush to the left margin. Subsequent lines are indented 5 spaces.

Bradbury, Malcolm. "*Howard's End*." *Forster: A Collection of Critical Essays*. Ed. Malcolm Bradbury. Englewood Cliff, N.J.: Prentice, 1966. Print.

Forster, E.M. *Aspects of the Novel*. 1927. London: Arnold, 1974. Vol. 12 of *The Abinger Edition of E.M. Forster*. Ed. Oliver Stallybrass. Print.

List multiple works by the same author in alphabetical order by the title of the work.



Double space all entries.

Forster, E.M. *Howard's End*. 1910. Ed. David Lodge. London: Penguin, 2000. Print.



Turner, Henry S. "Empires of Objects: Accumulation and Entropy in E.M. Forster's *Howard's End*." *Twentieth Century Literature* 25.2 (2000) 328-345. JSTOR. Web. 25 Feb. 2010.

Detailed instruction on the MLA style of citations and documentation is available on our website: <http://www.trentu.ca/documentation/mla.php>