

MLA FORMAT

FOR ARTS AND HUMANITIES SUBJECTS

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HEADING AND TITLE

- An essay or research paper in MLA **does not need a separate title page.**
- Type your **last name and page number in the header, flush right.**
- **Type your name, your teacher’s name, the course code, and the due date** on separate lines, **flush left** and 1” from the top of the first page.
- **Centre your title;** use upper and lower case and do not use underlining or quotation marks (unless you are including the title of a novel or play, which will be italicized).
- Set up the first page using the following example:

Student 1

John Student
 Ms. Teacher
 ENG 4U
 9 January 2019

Politics in Hamlet

While it is common to examine Shakespeare’s play *Hamlet* as a study of character, it is possible also to see it as a reflection of contemporary politics.

Narrative tension is also a crucial element in how an audience responds to a play. A central conceit in *Hamlet* is his desire to “avenge the death of his father” (Johnson 23). Many people in life experience narrative tension around wanting to avenge some wrong or slight, and most people, like Hamlet, think about vengeance and its aftermath.

Additional Information:

- Type your essay on 8 ½ x 11 paper, using **12 point Times New Roman font or Arial 11.** Leave a 1” margin on all sides.
- Indent (tab once) the first word of a paragraph ½” from the left margin.
- **Double-space throughout, including quotations, notes, and works cited and works consulted pages.**
- Number all pages consecutively in the upper right-hand corner, ½” from the top and flush with the right margin.
- **Type your last name before the page number.** Do not use the abbreviation p. before a page number.
- **Use in-text citations (parenthetical references) for your sources.**

DOCUMENTING SOURCES

- You must always **acknowledge your sources, whether you are paraphrasing or quoting from the works of others.**
- Omitting this acknowledgement constitutes **plagiarism.**
- The exception is information that is considered common knowledge, such as facts that are well known, available in at least 3 sources, or familiar proverbs or well-known sayings.

QUOTATIONS

Short: Use quotation marks for the section you are quoting, and do not change any words from the original. **You do not use quotation marks if you paraphrase someone else’s idea, but you will still need a citation.** Place the **period after the citation.**

Example:

In her introduction, Ellen Bielawski argues, “Boyden is the first to tell the whole Canadian story, the one that includes Aboriginal people” (3).

or

Ellen Bielawski believes that Boyden is the first Canadian author to include the aboriginal population’s story (3).

Long: If the information runs **longer than 4 lines of prose or 3 lines of poetry**, you will use a **block quote.** Begin a new line and indent both margins of text. Double space and **do not use quotation marks.** Place the **citation after the final period.**

Joseph Boyden’s *Three Day Road* will be – if it is not already – a milestone in North American fiction. It is a brilliant ravelling of the essential threads of our great story, the meeting of the people of the “Old World” with the people of Turtle Island, this continent as Aboriginal people name it. (Bielawski 3)

IN-TEXT CITATIONS

Use **in-text citations to acknowledge sources within your research essay.** These are also known as parenthetical references. When you create your Works Cited in **Noodletools**, it will show you how to do the parenthetical reference for each of your sources.

Source with a known author: If it is printed source, give the author’s last name and the page number of the quote or paraphrase in brackets. The citation (Williamson 72) tells readers that the information in the quotation came from page 72 of a book by an author named Williamson. More information about sources is always found in the Works Cited list.

“Elizabeth’s reign is considered a golden age in English history, although it was not without its moments of controversy” (Williamson 72).

DOCUMENTING SOURCES continued

An online source: Use the same format. You will not have page numbers for a website.

Author's name in your text: Do not repeat the author's name in the in-text citation if you have already mentioned it.

Williamson believes that Brake's defeat of the Spanish Armada "consolidated Elizabeth's position as one of the strongest monarchs in Europe" (72).

More than one work by the same author: If more than one work by the same author is in the works cited list, use a shortened version of the title.

(Frye, *Anatomy* 100) or (Frye, *Educated Imagination* 190)

Authors with the same last names: Add initials or first names to the citation.

(L. Smith 19-25) or (P. Smith 101)

No known author:

- **Print source:** use a shortened version of the title of work. A book is likely to name an author or editor.
- **A short work, like an article:** use quotation marks
- **A full-length work,** like an entire website or a television show: use italics.
- **An on-line source:** use the first few words of the title of the website.

A multi-volume work: Use a colon and a space to separate a volume number and page number for a multi-volume work. Do not use the words 'volume' or 'page' or their abbreviation.

(*Britannica* 20: 494-499)

An indirect source: This is a source that is quoted in the one you used. Indicate this with "qtd. in".

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Shakespeare: If the title of the play is already clear, your citation will be the **act, scene and line numbers with a period between each element.**

To-morrow, and to-morrow, and to-morrow,
Creeps in this pretty pace from day to day,
To the last syllable of recorded time (5.5.21-23).

The Bible: The first time you cite it, make clear which Bible you are using, as translations vary. Then include the book, chapter and verse. (*New Jerusalem Bible*, Ezekiel 1.5-10).

WORKS CONSULTED AND WORKS CITED GUIDELINES

PAGE AND CITATION SET UP

- ✓ **Double space** throughout.
- ✓ Use **Times New Roman font, 12 pt. or Arial 11**
- ✓ The first line of each entry goes to the margin; **subsequent lines are indented 5 spaces.**
- ✓ Arrange your citations in **alphabetical order by the last name of the author** or by title if the author isn't given.
- ✓ The title is **Works Cited** for works you *quoted from or referred to* in your essay. **The Works Cited page comes before the Works Consulted page.**
- ✓ The title is **Works Consulted** for all sources you *read*, or consulted.
- ✓ The bibliography should be integrated – don't use headings; don't separate types of sources.
- ✓ Use a period after each section of the entry.

CITATION GUIDELINES

- ✓ Authors: For multiple authors, use **and** between names. All authors listed after the first one are reversed; first name, then last name. (eg: Blake, William and Karen Dickey.)
- ✓ Encyclopedia: Place author of entry first, if known. Otherwise, entry title, in quotation marks. Italicise and capitalize encyclopedia title. For a well-known, general encyclopedia, you need date of edition used only. For a specialized encyclopedia, you need number of volumes, publisher, and date.
- ✓ Titles (for books, magazine, journal or articles): Use **capital letters for all main words**. Capitalize the first word after a colon. **Italicize main titles. Use quotation marks for journal article titles.**
- ✓ Internet Sites and Online Databases: **The 8th edition of MLA recommends a URL for a website but always check your teacher's preference.**
- ✓ Place of Publication: **No longer needed except for sources published before 1900.**
- ✓ Date of Publication: Follows the title of a book, magazine or journal.

- To find all the rules and examples on the Internet, go to the [Writing and Research Tools link](#) on the GCVI library homepage.
- There is a lot to remember and it differs from APA format.
- Use the model provided for correct examples, and use this list as a checklist.
- No one expects you to memorize all these rules.

WORKS CONSULTED SAMPLE

Works Consulted

Encyclopedia, no author	"Austen, Jane." <i>The World Book Encyclopedia</i> , vol. 1, World Book, 2010. 22 vols.
Encyclopedia, with author	Barr, A.H. "Matisse, Henri." <i>The Book of Art</i> , edited by David Sylvester, vol. 7, Grolier, 1965, pp. 45-49. 10 vols.
Magazine article from an online database	Bell, Karen. "Carol Shields: All These Years Later, Still Digging." <i>Performing Arts & Entertainment in Canada</i> , vol. 31, no. 3, Winter 1998, pp. 4-6. <i>Canadian Literary Centre</i> . Accessed 24 Jan. 2019.
Book review from an online database	Burns, Ann, and Michael Adams. "The Kite Runner." Review of <i>The Kite Runner</i> . <i>Library Journal</i> , vol. 128, no. 19, 15 Nov. 2003. <i>Literary Reference Center</i> . Accessed 24 Jan. 2019.
Newspaper article from an online database	Conlogue, Ray. "Afghanistan's Next Chapter." <i>Globe and Mail</i> , 12 June 2003, sec. R, p. 1. <i>Literature Resource Center</i> . Accessed 24 Jan. 2019.
Website with editor	"Cummings, E.E." <i>Representative Poetry Online</i> , edited by Marc R. Plamondon, U of Toronto Libraries. Accessed 24 Jan. 2019.
Website, no author, no date	"Elizabethan Sports." <i>Elizabethan Era</i> , www.elizabethan-era.org.uk/elizabethan-sports.htm. Accessed 24 Jan. 2019.
Book	Frye, Northrop. <i>Anatomy of Criticism: Four Essays</i> . U of Toronto P, 1957.
Book with editors	Hiscock, Andrew, and Stephen Longstaffe, editors. <i>The Shakespeare Handbook</i> . Continuum, 2009.
Short work in anthology	Kinkley, Jeffrey C. "Five Hundred Years of Chinese Crime Fiction." <i>Crime and Detective Fiction</i> , edited by Rebecca Martin, Grey House Publishing, 2013, pp. 73-94. Critical Insights.
Work of art in a book	MacDonald, J.E.H. <i>The Solemn Land</i> . 1921. <i>A Concise History of Canadian Painting</i> , by Dennis Reid, 3rd ed., Oxford UP, 2012.
Film	Penn, Arthur, director. <i>Bonnie and Clyde</i> . 1967. Warner Home Video, 1998.

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