

MLA Quick Guide

All information in this document is adapted from: *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print. Consult the manual for more details.

Numbers

Spell out all numbers that can be written in one or two words (fifteen hundred, thirty-six). Use numerals for all others.

Capitalization

Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions. Do not capitalize articles, prepositions, and coordinating conjunctions, no matter the length.

Italics vs. Quotation Marks

Use italics for:

books and plays
pamphlets and periodicals
Web sites
online databases
music albums
works of visual art
movies
television series

Use quotation marks for:

articles, essays, stories, and poems
book chapters
pages in Web sites
individual episodes of TV programs
songs
theses and dissertations
lectures and papers presented at meetings

Quotations

- All quotations should be double-spaced, even block quotations and poetry.
- Commas and periods go inside quotation marks. All other punctuation (unless part of the quoted material itself) goes outside of the quotation marks. For more details, see p. 103 of the MLA Handbook.

Prose

Use block quotes (indented 1 inch) for quotations of more than four lines.

Poetry

- Quotations of fewer than three lines can be run into the text, with line breaks indicated by a slash with a space on each side (/).
- Quotations of more than three lines should be indented 1 inch. If a line will not fit in the margins, indent the continued line an additional quarter inch.
- If the arrangement of a poem on the page is unusual in the original, reproduce the spacing and indentation as closely as possible.

Drama

If dialogue between two or more characters is quoted, set off the quotation from the text, as shown below. The first line of each turn should be indented one inch. Subsequent lines are indented an additional quarter inch.

BOB. I don't know what to do.

JANE. Well, I don't know, either. I told you not to trust him. I told you he would only
take advantage of you.

Footnotes

10-pt Times New Roman, single-spaced, with one line space between each note. Indent each note ½ inch.

¹ This is the text of the note.

In-Text Citations

- Typically, include the author's last name and the page number. Ex: (Anderson 7)
- If there is no author, use the title (or a shortened title) in quotation marks or italics, as appropriate.
- If there are more than three authors, use "et al."
- To cite more than one work in a single parentheses, order the sources chronologically and separate with a semi-colon.
- If the author's name and/or title is mentioned in the text, only the page number is necessary in parentheses.

Works Cited

General notes

- In page ranges, do not repeat numbers (ex: 472-82, *not* 472-482).
- Use abbreviations for publishers. See Section 7.5 of the MLA Handbook for details.

Order of references by the same author

- Several works by the same author should be ordered chronologically.
- One-author entries precede multiple-author entries beginning with the same name.
- Entries with the same first author and different second or third authors are arranged alphabetically by the surname of the second author.
- References by the same author with the same publication date are ordered alphabetically by title.
- For references that have the exact same author or group of authors, use 3 hyphens (---) in place of the author name for second and subsequent references.

Book

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 2nd ed. Chicago: U of Chicago P, 2003. Print.

- If the book was published before 1900, the name of the publisher can be omitted.

Dewey, John. *The School and Society*. Chicago, 1899. Print.

Work in an Anthology

More, Hannah. "The Black Slave Trade: A Poem." *British Women Poets of the Romantic Era*. Ed. Paula R. Feldman. Baltimore: Johns Hopkins UP, 1997. 472-82. Print.

An Article in a Reference Book

"Noon." Def. 4b. *The Oxford English Dictionary*. 2nd ed. 1989. Print.

Web Source

Green, Joshua. "The Rove Presidency." *TheAtlantic.com*. Atlantic Monthly Group, Sept. 2007. Web. 15 May 2008.
"Six Charged in Alleged N.J. Terror Plot." *WNBC.com*. WNBC, 8 May 2007. Web. 9 May 2007.

A Periodical Publication in an Online Database

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." *African American Review* 32.1 (1998): 9-16. *JSTOR*. Web. 5 Dec. 2008.