

MLA FORMAT

Margins: One-inch margins all around the text of your paper.

Spacing: Double spaced

Font: Times New Roman

Size: 12 point

Heading and Title:

At the top of the first page, at the left-hand margin, type your name, your instructor's name, the course name and number, and the date -- all on separate, double-spaced lines. Then double-space again and center the title above your text. (If your title requires more than one line, double-space between the lines.) Double-space again before beginning your text. The title should be neither underlined nor written in all capital letters. Capitalize only the first, last, and principal words of the title. Titles might end with a question mark or an exclamation mark if that is appropriate, but not in a period.

Page Numbers:

Number your pages consecutively throughout the manuscript (including the first page) in the upper right-hand corner of each page, one-half inch from the top. Type your last name before the page number.

Jose Ramirez
Mr. Clarke
AVID 11
14 October 2009

How AVID Changed My Life

AVID has been one of the most useful classes I have taken here at Nuview
Bridge Early College High School. The class has helped me become more organized
than ever before. I used to simply stuff all of my papers into my binder without even

Ramirez 1

PARENTHETICAL CITATIONS

Author's name mentioned in text

Use the author's name in a single sentence to introduce the material. Then, cite the page number(s) in parentheses.

Example

Pope was clear to point out that, although many of his ideas were idealistic, Rousseau held ambivalent feelings toward women (138).

Author's name not mentioned in text

When you do not include the author's name in the text, place the author's last name in the parenthetical citation before the page number(s). There is no punctuation between the author's name and the page number(s).

Example

During World War I, British and American women could, for the first time, earn first-class pay for first-class work (Gilbert 236-7).

Two or three authors in a single source

If a source is written by two or three authors, place all of the authors' last names in the single sentence or in the parenthetical citation.

Example

Richards, Jones, and Moore maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (185).

or

The authors maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (Richards, Jones, and Moore 185).

PARENTHETICAL CITATIONS CONTINUED

Four or more authors in a single source

If a source is written by four or more authors, use the first author's last name followed by "et al." (Latin for "and others") either in the single sentence or in the parenthetical citation. You can also name all of the authors in the single sentence or in the parenthetical citation.

Example

Chazon et al. argued that ethnic groups are culturally based social organizations in which members have multiple identities (105-6).

or

The authors argued that ethnic groups are culturally based social organizations in which members have multiple identities (Chazon, Riley, Jacobs, and Rutherford 105-6).

Internet Citations

Because Internet sources typically have no page or paragraph numbers, cite the author's name whenever possible or use the source's title (or a shortened version of the title).

Example

Despite the many challenges she has faced on the Internet, the author still enjoys the "magic" of the MOO (Dibbell).

If the electronic document does not have an author, use identifying words from the title.

Example

Each of the Teletubbies has his/her own language acquisition level, and, because of this, a child can identify and progress to the next language level when the child feels comfortable ("The Inside Story").

Quotes Within a Quote

If you are citing an author who was quoted by another author, include both names. First, give the name of the author whose words you are citing, followed by "qtd. in." Then, give the name of the author of the source you used. If you include the author whose words you are quoting in your text, you do not need to include the author's name again in your citation.

Example

In last month's issue of Rolling Stone, Lenny Cravitz admitted that Jimmy Hendrix was an "extraordinary man" (qtd. in Riverwell 220).

WORKS CITED PAGE

When creating your Works Cited page, remember to:

- Begin the Works Cited on a new page, but number consecutively (i.e., if the last page of your essay is page 3, the Works Cited page is page 4)
- Alphabetize each entry by first letter
- *Italicize* all titles of books, magazines, films, etc.
- Put “quotation marks” around the titles of poems, short stories, and articles
- Indent the 2nd line, the 3rd line, and all subsequent lines of each citation

Book

Author’s last name, Author’s first name. *Title*. City: Publisher, Year. Print.

Dickens, Charles. *Great Expectations*. New York: Baronet Books, 1972. Print.

Article in a Periodical

(Magazine, Newspaper, or Journal)

Author’s last name, Author’s first name. “Title of Article.” *Magazine Title* volume:issue (year):
pages. Print.

Pitts, Ty. “Homework is a Teacher’s Best Friend.” *School News* 23:1 (2009):72-76. Print.

Online Periodical

(Magazine, Newspaper, or Journal)

Author’s last name, Author’s first name. “Title of Article.” *Name of Website*. Publisher, date of
publication. Web. Date of access.

Croen, Katherine. “Avoiding Germs in the Classroom.” *CNN.com*. CNN, 27 Apr. 2009. Web. 14
May 2009.

WORKS CITED PAGE

Website

“Title of Article.” *Name of site*. Date of posting or revision. Name of Publisher. Date of Access.

Web. <web address>.

“Heroes.” *Myth Web*. 10 June 2006. Fleet Gazelle. 15 Aug. 2009. Web. <www.mythweb.com>.

Interview

Last Name, First Name. Personal interview. Date of interview.

Lautner, Taylor. Personal interview. 1 Feb. 2009.

Song

Name of group or singer (Last name, First name). “Song Title”. *CD Title*. Studio, year. CD.

Nirvana. “Smells Like Teen Spirit”. *Nevermind*. Geffen, 1991. CD.

Lecture

Last Name, First Name. “Title of Lecture.” Class. School, City, State. Date.

Clarke, Dan. “Everything You Ever Wanted to Know About AVID.” AVID 9. Nuview Bridge
Early College High School, Nuevo, CA. 28 Feb. 2009.

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1"
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Works Cited

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1/2"
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Smith 4

← 1" → Dickens, Charles. *Great Expectations*. New York: Baronet Books, 1972. Print.

“Heroes.” *Myth Web*. 10 June 2006. Fleet Gazelle. 15 Aug. 2009. Web. <www.mythweb.com>.

Hawthorne, Nathaniel. *Twice-Told Tales*. Ed. George Parsons Lathrop. Boston: Houghton, 1883. ← 1" →

← 1 1/2" → Print.

Frost, James. "Strawberries in a Field." *Perrine's Literature: Structure, Sound, and Sense*. Ed.

← 1 1/2" → Thomas R. Arp and Greg Johnson. New York: Heinle and Heinle, 2002. Print.

SAMPLE