

Writing Center Handouts

MLA Cheat Sheet 9th edition

Paper Format

- One-inch margins on all sides.
- Easily readable typeface. (Times New Roman is best.)
- No title page – heading & title appear on the first page. The title is center-justified.
- Page numbers in the right-hand corner, 1/2" from the top, flush right.
- Double-space throughout, including the heading, title, block quotes, and works cited.
- No extra spaces between paragraphs.
- One space after periods or other concluding punctuation.

In-Text Citations

- Cite directly after the information you used and before the punctuation mark (period, comma, question mark, etc.)
- One way to cite: Place both the author's last name and the page number in parentheses.
 - **Example:** "The sky is falling!" (Little 33).
- An alternative way to cite: Introduce the author's name in the sentence and supply just the page number in parentheses.
 - **Example:** Chicken Little informs his colleagues that the end of the world is imminent (33).

Works-Cited Page

- List only sources that you actually used.
- List the complete title of the article, essay, or book.
- Alphabetize your list by authors' last names or the first main word in a title.
- Double space throughout.
- Left-aligned margin. Indent second and third lines by five spaces (0.5 inches from the left margin).
- Online sources no longer require "https://" at the beginning of URLs.
- If the page range of a source is only one page, use p. instead of pp.

Format for Works-Cited Entries

Book with One Author:

Last Name, First Name. *Title of Book*. Publisher, Publication Date.

- **Example:** Bronte, Charlotte. *Jane Eyre*. Smith, Elder & Co., 1847.

Two or More Books by the Same Author (Listed alphabetically; use 3 dashes and a period for subsequent entries; do not indent before subsequent entries):

Last Name, First Name. *Title of Book*. Publisher, Publication Year.

Title of Other Book. Publisher, Publication Year.

- **Example:** Foster, David Wallace. *The Broom of the System*. Viking Press. 1987.
---. *Infinite Jest*. Little, Brown, 2009

Book with More Than One Author:

Last Name, First Name, and First Name Last Name. *Title of Book*. Publisher, Publication Year.

- **Example:** Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.

Work in an Anthology, Reference, or Collection:

Last Name, First Name. "Title of Essay." *Title of Collection*, edited by Editor's Name(s), Publisher, Year, Page range of entry.

- **Example:** Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

Article in a Reference Book (e.g. Encyclopedias, Dictionaries):

"Title of Article." *Title of Book*. # of the edition, Publication Year.

- **Example:** "Ideology." *The American Heritage Dictionary*. 3rd ed., 1997.

Print Magazines, Newspapers, and Scholarly Journals:

Last Name, First Name. "Title of Article." *Title of Periodical*, volume #, issue #, Day Month Year, p. #.

- **Example:** McWhorter, John. "Is Texting Killing the English Language?" *Time*, vol. 10, no. 3, 25 April 2013.

Article on a Webpage, in a Web Magazine, in an Online Scholarly Journal:

Last Name, First Name. "Title of Webpage or Article." *Name of Site or Web Magazine*, Day Month Year, URL (without the https://). Accessed Day Month Year. Page range of the article (if applicable).

- **Example:** Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

Article from an Online Database:

Last Name, First Name. "Title of Webpage or Article." *Title of Magazine or Journal*, volume #, issue#, Day Month Year, Page range of the article. *Title of Online Database*, DOI or URL. Accessed Day Month Year (optional).

- **Example:** Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. *Wiley Online Library*, doi:10.1002/tox.20155.