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Dr. Ted Professor

Linguistics 312

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How to Format in MLA

Here is an example of an MLA formatted essay. On each page, the student's last name and page number are right justified in the Header. At the top of the first page, left justify the student's name, professor, class, and date. The **title** follows; which is centered and **NOT** in caps, bold, underlined, or italicized. The text is double-spaced, beginning right after the title. All paragraphs should be indented half an inch.

There are also guidelines for how to incorporate

rather than their parents" (185). **2.** If there is no signal phrase, the author and page number are named in the parenthesis, **with no comma between them**, i.e. (Eckert 185). **3.** If the author is unknown, often seen on a webpage with no page numbers, use **the title of article in quotes** in the signal phrase or shortened title in quotes in the parenthesis, i.e. ("Adolescent Linguistic").

For a quote that is more than 4 lines create a **block**: indent all lines 1 inch from margin, don't use quote marks, and put period before the parenthesis, i.e. **Smith states that:**

Eckert explores in ethnographic detail such expressive use of variation in the construction of gender and class identities of an adolescent population. (389)

information from sources into the paper. For both a direct **quote or paraphrase** of the ideas from a source, there must be an in-text citation to avoid plagiarism. The **in-text citation** consists of a **signal phrase** and a **reference in parenthesis**.

In the body of the paragraph, the **signal phrase** uses the **name of the author or periodical or website** to introduce the quote or paraphrased information. The more information the signal phrase includes, though, the less that is needed in the parenthesis. Here are some examples: **1.** The author is named in a signal phrase, so only the page number appears in parenthesis, i.e: **In her article**, "Adolescent Linguistic Change," Eckert states that, "older children acquire the dialect of their peers

Works Cited

- "The Facts on Junk Food Marketing and Kids." *Prevention Institute*, www.preventioninstitute.org/focus-areas. Accessed 24 May 2015. (Webpage, no author, access date for online source with no update date)
- Leroux, Mark, and Errol Morris. *Global Warming: Myth or Reality?* Random House, 2005. (Book, 2 authors)
- Milken, Michael, et al. "Global Warming Economics." *Science*, vol. 9, Nov. 2001, pp. 1283-84, www.scienceonline.com. (Article with 3 or more authors, journal's webpage)
- Nordhaus, William D. "After Kyoto: Mechanisms to Control Global Warming." *American Economic Review*, vol. 96, no. 2, 2006, pp. 31-34, EBSCO, go.galegroup.com (Journal article from database)

MLA Formatting

Layout

Overall Paper format rules include:

- One inch margins, 12 pt text in Times New Roman, double spacing, and all paragraphs indented ½ inch
- Page numbers in the header, right aligned, with student’s last name

First Page format rules include:

- Four lines in the upper left corner, including: student’s name, professor’s name, class subject and date
- The **title** follows, which is centered and **NOT** in caps, bold, underlined, or italicized

Work Cited Page format rules include:

- Begin on a **new** page at the end of the paper, maintaining page numbers, margins, and headers
- Label the page **Works Cited**, which is centered and **NOT** in caps, bold, underlined, or italicized
- Double space all citations, but do not skip spaces between entries
- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent
- The **date of access** is only required for online sources if there is no update date on the site.
- URLs for online sources are **now required (again)**
- When citing an article that was found in an online database, type the **database name in italics**

Incorporating Material from Sources

- **What must be cited?** Quotes **plus** any ideas or facts from the source that aren’t common knowledge and are expressed in your own words, require an **in-text citation** to avoid plagiarism. The in-text citation consists of a **reference in parenthesis and a signal phrase**.
- **Reference in parenthesis** includes **name and page #** and comes after the quote or cited material i.e., “expressive use of variation in gender and class identities” (Smith 99). The period follows the parenthesis and there is no comma after the name and no “page” in front of the number.
- **Signal phrase** introduces and gives context to the information, and includes the name of the author (or website), i.e., In his 1997 study, Dr. John Smith explores
- If the author is named in the signal phrase, only the page # must be included in the parenthesis, i.e., In his 1997 study, Dr. John Smith explores the “use of variation in gender and class identities” . . . (76).
- If the author is unknown, often seen on a webpage with no page numbers, use the title of article in quotes in the signal phrase or shortened title in quotes in the parenthesis (“Forming Identity”).

Using Quotes from a Poem

- for a **poem**, up to 3 lines can be in the text: replace the line breaks with a backslash and put the line numbers in parenthesis, with the period outside, i.e., Mary Reufle’s “The Hand” opens with, “The teacher asks a question. / You know the answer, you suspect / you are the only one” (1-3).