

MLA Style Tip Sheet

General Text Information:

- ❖ All margins should be 1"
- ❖ Only justify the left margin – the right margin should be uneven
- ❖ Use 12 font Times New Roman type
- ❖ Double space everything unless your instructor's guidelines are different
- ❖ Indent paragraphs by 1/2"
- ❖ Indent long quotes (more than four lines) by 1" from the left margin and 1/2" from the right margin unless your instructor's guidelines are different (Some instructors do not require that the right margin be indented)
- ❖ Do not include a title sheet unless your instructor's guidelines are different
- ❖ Number every page (Your instructor may have you omit the page number on the first page)
- ❖ Every page should have a header in the upper right corner, 1/2" from the top of the page, with your last name and the page number flush with the right margin
- ❖ The first page should include the your name, the instructor's name, course, and date double-spaced in the upper left-hand corner, followed by your title (centered, but not underlined, italicized, or typed in all capital letters), then the first line of the text
- ❖ Do not use footnotes – only endnotes (if your instructor requires them)
- ❖ Only space once after a period or other punctuation marks (although two spaces is also acceptable)
- ❖ Avoid biased or stereotypical language
- ❖ Use the following abbreviations in the citation when the information is not available:
 - n.p. No place of publication given
 - n.p. No publisher given
 - n.d. No date of publication given
 - n. pag. No pagination (page numbers) given

For more detailed MLA information and sample pages, please consult these other helpful resources:

<http://owl.english.purdue.edu/owl/resource/557/01>

http://www.mhc.ab.ca/library/howtoguides/mla_style_guide_may_2009.pdf

http://www.mla.org/style_faq

** <http://webster.commnet.edu/mla/index.shtml>

** <http://www.docstyles.com/mlacrib.htm>

** <http://www1.chaffey.edu/writingctr/MLASample.pdf>

** <http://www.bedfordstmartins.com/hacker/pdf/mla.pdf>

** <http://www.tcc.edu/students/resources/writcent/HANDOUTS/writing/index.htm>

** http://rwc.hunter.cuny.edu/reading-writing/on-line_essay_research.html

** https://www.uwec.edu/pnotesbd/MLA_Sample.pdf

** Not updated for the new 7th edition as of 7/14/09, but still contains useful information

An example of the first page of a research paper located at Medicine Hat College

http://www.mhc.ab.ca/library/howtoguides/mla_style_guide_may_2009.pdf

SAMPLE FIRST PAGE

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Laura N. Josephson
Professor Bennet
Humanities 2710
8 May 2002

Author of essay's name.
Professor's name.
Class name.
Date assignment is due.

Ellington's Adventures in Music and Geography

Title of paper – centered.

The header is in the top right corner – 1 inch from right margin, ½ inch from top. Use author's last name, followed by page number – starting on page 1.

Paragraphs are indented an additional ½ inch from the margin.

In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-98). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls "one of America's great composers" (318), probably because they are familiar only with Ellington's popular pieces, like "Sophisticated Lady," "Mood Indigo," and "Solitude." Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as *Black, Brown, and Beige* (originally entitled *The African Suite*), *The Liberian Suite*, *The Far East Suite*, *The Latin American Suite*, and *The Afro-Eurasian Eclipse*, explore his impressions of the people, places, and music of other countries.

Not all music critics, however, have ignored Ellington's excursions into longer musical forms. Raymond Herricks compared him with Ravel, Delius, and Debussy:

The continually enquiring mind of Ellington . . . has sought to extend steadily the imaginative boundaries of the musical form on which it subsists. . . . Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)

Ellington's earliest attempts to move beyond the four-minute limit were imposed by the

Use 12 pt. font and choose Arial, Times New Roman, or any comparably easy to read font.

Double space throughout the paper.

All text is aligned on the left margin.

Indent one full inch when using block quotations. Do not use quotation marks around the block quotation.

Adapted from:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003. 320. Print.

An example of the works cited page from Medicine Hat College

http://www.mhc.ab.ca/library/howtoguides/mla_style_guide_may_2009.pdf

SAMPLE WORKS CITED PAGE

Bibliography/reference page(s) titled *Works Cited*. Title of this section is centered on first line.

Josephson 15

Double space throughout the *Works Cited* page(s), as you did for the main body of the essay.

Works Cited

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." *The New Music: The Avant-Garde since 1945*. New York: Oxford UP, 1975. 133-45. Print.

½ inch hanging indent.

Burnett, James. "Ellington's Place as a Composer." *Gammond* 141-55.

Duke Ellington. Estates of Mercer K. Ellington and Edward K. "Duke" Ellington, 2000. Web. 3 June 2002.

If no author is apparent, default to document title, and order it alphabetically in the list, as you would do for titles with authors.

Duke Ellington's Washington. *Public Broadcasting Service*. Hedrick Smith Prod., 2000. Web. 3 June 2002.

Ellington, Duke. *Afro-Eurasian Eclipse*. Rec. 1971. Fantasy, 1991. CD.

---. *Black, Brown, and Beige*. Rec. 1945. RCA Bluebird, 1988. CD.

---. *The Far East Suite*. Rec. 1965. RCA, 1995. CD.

---. *The Latin American Suite*. Rec. 1969. Fantasy, 1990. CD.

---. *The Liberian Suite*. Philips, 1947. LP.

Gammond, Peter, ed. *Duke Ellington: His Life and Music*. New York: Da Capo, 1977. Print.

Griffiths, Paul. *A Concise History of Avant-Garde Music: From Debussy to Boulez*. New York: Oxford UP, 1978. Print.

Hitchcock, H. Wiley. *Music in the United States: An Introduction*. 2nd ed. Englewood Cliffs: Prentice, 1974. Print.

Horricks, Raymond. "The Orchestral Suites." *Gammond* 122-31.

Lawrence, A. H. *Duke Ellington and His World: A Biography*. New York: Routledge, 2001. Print.

Schuller, Gunther. *Early Jazz: Its Roots and Musical Development*. New York: Oxford UP, 1968. Print.

Entries are ordered alphabetically by author's last name. If you have multiple sources by one author, list each source individually and use three hyphens (followed by a period) in place of the author's name for each entry following the first.

The "Works Cited" page has 1 inch margins around the text. The header remains set ½ inch from the top of the page and 1 inch from the right margin.

Adapted from:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003. 321. Print.

Another example of a works cited page from the OWL at Purdue University

http://owl.english.purdue.edu/media/pdf/20090701095636_747.pdf

Angeli 9

The Works Cited page begins on a new page. Center the title "Works Cited" without underlining, bolding, or italicizing it. If there is only one entry, title this page "Work Cited."

The Works Cited page is a list of all the sources cited in your paper.

Works Cited

Allen, R.L. *The American Farm Book; or Compend of American Agriculture; Being a Practical Treatise on Soils, Manures, Draining, Irrigation, Grasses, Grain, Roots, Fruits, Cotton, Tobacco, Sugar Cane, Rice, and Every Staple Product of the United States with the Best Methods of Planting, Cultivating, and Preparation for Market*. New York: C.M. Saxton, 1849. Print.

MLA now requires all sources to have a publication marker. For example, books receive the marker "Print" after the citation.

Baker, Gladys L., Wayne D. Rasmussen, Vivian Wiser, and Jane M. Porter. *Century of Service: The First 100 Years of the United States Department of Agriculture*. [Federal Government], 1996. Print.

If a print source does not list a publisher and you can infer who the publisher is, place the publisher's name in brackets.

Danhof, Clarence H. *Change in Agriculture: The Northern United States, 1820-1870*. Cambridge, MA: Harvard UP, 1969. Print.

Demaree, Albert Lowther. *The American Agricultural Press 1819-1860*. New York: Columbia UP, 1941. Print.

Drown, William and Solomon Drown. *Compendium of Agriculture or the Farmer's Guide, in the Most Essential Parts of Husbandry and Gardening; Compiled from the Best American and European Publications, and the Unwritten Opinions of Experienced Cultivators*. Providence: Field & Maxcy, 1824. Print.

MLA no longer requires URLs in the Works Cited. Instead, you must write "Web" before the date of access in the entry. This serves as the entry's publication marker.

→ "Historical Census Browser." *University of Virginia Library*. 2007. Web. 6 Dec. 2008.

Hurt, R. Douglas. *American Agriculture: A Brief History*. Ames, IA: Iowa State UP, 1994. Print.

Lorain, John. *Nature and Reason Harmonized in the Practice of Husbandry*. Philadelphia: H.C. Carey & I. Lea, 1825. Print.

Morrill Land Grant Act of 1862. 2003. Prairie View A&M University. Web. 6 Dec. 2008.