MLA Style Cheat Sheet

PURPOSE OF MLA

The Modern Language Association (MLA) style is most commonly used by the humanities. Its goal is to make citations as complete but unobtrusive as possible.

GENERAL RULES

MLA format requires all pages to have a 1-inch margin, all text to be double-spaced in 12-point Times New Roman font, and all pages to be numbered in the top right corner of the header along with the author’s last name.

FIRST PAGE

The first page of an MLA paper gives the same information as a title page in another format without devoting a whole page to that info. The goal is to indicate who the author is, who and what the paper is for, when the due date is, and what the paper is called.

- As with the rest of your paper, everything in the top left corner of your paper as well as your header should be Times New Roman 12-point, double-spaced.
- In the top left corner, put your first and last name.
- On the next line, put your professor’s name.
- The class name or code goes on the next line followed by another line with the due date (written like “24 May 2019”).
- On the next line, center the full title of your paper.
- In the top right corner of the header, put your last name followed by the page number. Repeat this on all pages of your paper.

FIRST PAGE EXAMPLE:

```
Your first and last name
-

Professor's name
-

Class name or code
-

John Doe
-

Dr. Anne Prof
-

ENGL 1013
-

24 May 2019
-

Title of Paper
-

The main text of your paper begins here.
-

Full title
-

Your last name and page number
-

Date
-`
IN-TEXT CITATIONS

The purpose of in-text citations is to give credit to authors for their original ideas after mentioning their ideas in your paper. In-text citations are used at the end of a sentence whenever you paraphrase or directly quote information from a source in that sentence.

♦ Within a set of parentheses, put the author’s last name followed by the page number on which the information was found (if given).
♦ If two authors are listed, use both last names in the in-text citation. If three or more authors are listed, include only the first author’s last name followed by “et al.”.
♦ If no author is listed, use a shortened title of the work italicized or within quotation marks as appropriate.
♦ Always put the period after the parentheses (unless block quoting).

Note: If you include the author’s name in a sentence, only the page number is required in the in-text citation e.g. “Citations are difficult for the majority of college students (Johnson 68).” OR “According to Johnson, ... (68).”

WORKS CITED

The purpose of the Works Cited page is to clearly lay out for the reader what sources you used for the paper. Readers should be easily able to locate sources on their own based on the information you give in the Works Cited. Properly organizing your Works Cited page also allows your readers to easily check between your in-text citations and the complete citations while reading.

♦ Center “Works Cited” at the top of a new page.
♦ All citations should include as much of the following information as is available/applicable: author name(s), title of source, title of container, other contributors (editors, translators, etc.), version, number (vol. or no.), publisher, and publication date and location (page #, URL, DOI).
♦ Indent all lines of the citation after the first line. (The first line of a citation is not indented, but if the citation bleeds onto subsequent lines, all lines after the first are. This is called a hanging indent.)
♦ Alphabetize the citations from A-Z by the first word of the citation (usually the author’s last name).

Note: If working with sources in a database, you may find a “Cite” button which will bring up a list of the article’s citation in different formats. You may use the MLA citation given here, but you are still responsible for making sure your citation is correct and complete.

WORKS CITED EXAMPLES:

1. **ONLINE JOURNAL ARTICLE WITH ONE AUTHOR:**


2. **WEBSITE WITH NO AUTHOR AND NO DATE:**


3. **PRINTED BOOK WITH THREE AUTHORS:**


For specific questions not addressed in this handout, please visit the LETU Writing Center, email WritingCenter@letu.edu, or consult the PurdueOWL MLA formatting and style guide: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html