MLA Style: Formatting and Citing

Formatting
(See pages 8-14 of this handout for a sample MLA essay.)

Margins
Margins should be 1 (one) inch all the way around unless the instructor has provided other instructions.

Spacing
Double spacing is required throughout the entire paper, including the Works Cited page.

Cover Page
MLA documentation does not usually require a cover page; instead, the student’s name, instructor’s name, course, and date are typed on the upper left-hand side of the first page of the paper.

Page Numbering
Normally, the first page of text is considered the first page of the paper. The number is placed on the upper right-hand side of the page, preferably half an inch from the top of the page, and is preceded by the last name of the writer of the paper. Be certain to also number your Works Cited page(s) in the same manner.

In-Text Documentation
Everything taken from a source, whether quoted directly or paraphrased, should be documented using parenthetical reference in the body of the text and a Works Cited page at the end. The majority of the information in the paper will be cited, with the exception of the writer’s original ideas, which make the researched material coherent and cohesive.

Use of Direct Quotations
Direct quotations should only be used when they are absolutely necessary. Quoting directly should be kept to a minimum. Paraphrase whenever possible, remembering to always attribute a citation.

Block Quotations
Whenever you have a quotation that is more than four typed lines, special directions must be followed. A block quotation is needed. The quotation should be separated from the rest of the text and indented ten spaces, or tabbed twice. In addition, no quotation marks should
be used around the quotation. Even more than regular quotations, block quotations should be used in moderation and only when paraphrasing the original quote is not possible.

**Font Style and Print Style**
Twelve-point size and Times New Roman style are used most often, but some professors have special requirements; as such, whatever her or his requirements, be sure to follow them precisely.

## Citations

### • In-text or parenthetical citations

The **author’s name and page number** where the information is located are placed in parentheses at the end of the cited information. If no author is given, use a shortened version of the title of the work. Enough information is given (such as author or title) to refer the reader to a **Works Cited** page that lists all of the publication information for the source.

Example (paraphrase): Planning is the first step to attaining a goal (Jones 14).

Example (direct quotation): “Students need to make a plan for success” (Jones 25).

When an author or title is mentioned in the text, then repeating that information in the parenthetical reference is not necessary.

Example: Jones theorizes that setting goals is essential to success (43).

### • Works Cited Page

A **Works Cited** page is the other method used in conjunction with parenthetical reference to ensure that plagiarism is avoided. **Every** source used (quoted or paraphrased) in the paper must be listed on the **Works Cited** page. The Works Cited page should be a separate page placed at the end of the paper and titled **Works Cited**, but it is still numbered like the rest of the pages in the paper.

The Works Cited page is arranged **alphabetically** by author’s last name. If no author is given, they are alphabetized by title (articles a, an, the not used). The first line of each entry is flush to the left margin, but second and subsequent lines are indented 5 spaces or one tab—called “hanging indention.” Use double spacing between each individual entry and between the lines of each entry.
Note: The following sample entries have been drawn in part from Diana Hacker's Rules for Writers, 7th Edition, available online at her website, DianaHacker.com.

Citing Print Sources

Books

- **Book, One Author**

- **Book, Two to Four Authors**

- **Book, Five or More Authors**

- **Corporate Author**

- **Author Not Known**
  Begin with title of the work. Titles of books and websites are italicized. Articles and short works are placed in quotation marks.

- **Two or More Works by Same Author**

- **Book with Editor(s)**

- **Author with an Editor**
• **Author with a Translator**

• **Multivolume Works**

• **Work in an Anthology/Textbook**

**Reference Books/Sacred Texts**

• **Encyclopedia**

• **Dictionary (Note: “Impressionism” is the word defined.)**

• **Sacred Texts**

**Newspapers/Magazines/Journals**

• **Article in a Magazine**

• **Article in a Journal with Volume and Issue Number.**

• **Article in a Daily Newspaper**
• **Government Publication**

**Legal Sources**
• **Constitution**

• **Enacted Law**

**Multimedia (Art, Advertisements, Maps, Film, etc.)**
• **Work of Art**

• **Work of Art Reprint (Found on Web)**

• **Map or Chart**

• **Cartoon**

• **Advertisement**

• **Film**
*Gone with the Wind*. Dir. David Selznick. Perf. Vivien Leigh, Clark Gable, Olivia DeHavilland, and Butterfly McQueen. Selznick Studios. 1939. Film.

• **Television Program**
“Journeys Along the Nile.” *Ancient Archaeology*. Discovery Channel. 5 May 2003. TV.
• Lecture or Public Address
Beaman, Marian. “Huckleberry Finn.” Florida Community College at Jacksonville.
Lecturer LN, lecturer FN. "Name of lecture." Location of lecture.
City, State. Date of lecture. Type of Source.

• Personal Interview
Interviewee LN, Interviewee FN. Personal interview. Date interviewed.

Citing Online Sources

NOTE: If there is no publication date for a website or article, replace with “n.d.” (“no date”); if there is no publisher/sponsor of a website or article, replace with “N.p.” (“no publisher”); if there are no page numbers, replace with “n. pag.” (“no pages”).

Entire Webpages (not specific articles/works)

• Webpage with Author:
Author LN, Author FN. Title of Page. Website Name. Year published. Type of Source.
Date you accessed the webpage.

• Webpage without Author:
Title of Webpage. Sponsor of Webpage, Year published. Type of Source. Date you accessed webpage.
If a site has no title, substitute a description, such as "Home page," for the title. Do not italicize the words or put them in quotation marks.

• Webpage with Editor:
Editor LN, Editor LN, ed. Title of Webpage. date published. Webpage Sponsor. Web. Date you accessed site.

Short Works from a Website
Short works are articles, poems, and other documents that are not book length or that appear as internal pages on a Web site.

• Short work with author
Author LN, Author FN. "Name of Short Work." Title of Website. Sponsor or Publisher. Updated on. Type of Source.
14 Sept. 2007. Date you accessed the work.
- **Short work with no Author**  
  
  "Name of Short Work." *Title of Website.* Sponsor or Publisher, Updated on.  
  
  Date you accessed the work.

- **Webpage with Corporate or Group Author:**  
  Name of Corporation or Group.  
  "Title of Short Work."  
  
  *Title of Website.* Sponsor or Publisher. Updated on.  
  Date you accessed the work.

**Articles in Online Journals/Magazines/Newspapers**

- **Article in an Online Journal**  
  
  Author LN, Author FN. "Title of Article." *Name of Journal* vol. issue (year):  
  
  Page #s. Web. Date you accessed article.

- **Article in an Online Magazine**  
  Grimes, Carol. “Epiphany and Agape in James Joyce.” *Joyce.com.* Joyce Society,  
  
  Author LN, Author FN. "Title of Article." *Title of Magazine.* Sponsor or Publisher.  
  
  Date Published. Web. Date you accessed the article.

- **Article in an Online Newspaper**  
  Markham, Barbara. “Florida’s Public Access Laws and Community College Libraries.”  
  
  
  Author LN, Author FN. "Title of Article." *Name of Newspaper.* Sponsor or Publisher,  
  
  Date Published. Web. Date you accessed article.

**Articles from a Database**

James, Oliver. "Understanding Formatting Changes." *Citation Today* 10.7 (2007): 44-46  

Author LN, Author FN. "Title of Article." *Name of Journal* vol. issue (year):  


Database Name. Web. Date you accessed article.

For continuing updates and changes, consult the MLA web site: [www.mla.org](http://www.mla.org).
MLA Research Paper (Daly)

Daly 1

Angela Daly
Professor Chavez
English 101
14 March XXXX

A Call to Action:

Regulate Use of Cell Phones on the Road

When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: They are putting our lives at risk. Many of us have witnessed drivers so distracted by dialing and chatting that they resemble drunk drivers, weaving between lanes, for example, or nearly running down pedestrians in crosswalks. A number of bills to regulate use of cell phones on the road have been introduced in state legislatures, and the time has come to push for their passage. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving are not sufficient to punish offenders.

No one can deny that cell phones have caused traffic deaths and injuries. Cell phones were implicated in three fatal accidents in November 1999 alone. Early in November, two-year-old Morgan Pena was killed by a driver distracted by his cell phone. Morgan’s mother, Patti Pena, reports that the driver “ran a stop sign at 45 mph, broadsided my vehicle and killed Morgan as she sat in her car seat.” A week later, corrections officer Shannon Smith, who was guarding prisoners by the side of the road, was killed by a woman distracted by a phone call (Besthoff). On Thanksgiving weekend...

Source: Diana Hacker (Boston: Bedford/St. Martin’s, 2006).
This paper has been updated to follow the style guidelines in the MLA Handbook for Writers of Research Papers, 7th ed. (2009).
that same month, John and Carole Hall were killed when a Naval Academy midshipman crashed into their parked car. The driver said in court that when he looked up from the cell phone he was dialing, he was three feet from the car and had no time to stop (Stockwell B8).

Expert testimony, public opinion, and even cartoons suggest that driving while phoning is dangerous. Frances Bents, an expert on the relation between cell phones and accidents, estimates that between 450 and 1,000 crashes a year have some connection to cell phone use (Layton C9). In a survey published by Farmers Insurance Group, 87% of those polled said that cell phones affect a driver's ability, and 40% reported having close calls with drivers distracted by phones. Many cartoons have depicted the very real dangers of driving while distracted (see fig. 1).

Scientific research confirms the dangers of using phones while on the road. In 1997 an important study appeared in the *New England Journal of Medicine*. The authors, Donald Redelmeier and Robert Tibshirani, studied 699 volunteers who made their cell phone bills available in order to confirm the times when they had placed calls. The participants agreed to report any nonfatal collision in which they were involved. By comparing the time of a collision with the phone records, the researchers assessed the dangers of driving while phoning. The results are unsettling:

*We found that using a cellular telephone was associated with a risk of having a motor vehicle collision that was about about four times as high as...*
that among the same drivers when they were not using their cellular telephones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at the legal limit. (456)

The news media often exaggerated the latter claim (“similar to” is not “equal to”): nonetheless, the comparison with drunk driving suggests the extent to which cell phone use while driving can impair judgment.

A 1998 study focused on Oklahoma, one of the few states to keep records on fatal accidents involving cell phones. Using police records, John M. Violanti of the Rochester Institute of Technology investigated the relation between traffic fatalities in Oklahoma and

Source: Diana Hacker (Boston: Bedford/St. Martin’s, 2006).
the use or presence of a cell phone. He found a ninefold increase in the risk of fatality if a phone was being used and a doubled risk simply when a phone was present in a vehicle (522-23). The latter statistic is interesting, for it suggests that those who carry phones in their cars may tend to be more negligent (or prone to distractions of all kinds) than those who do not.

Some groups have argued that state traffic laws make legislation regulating cell phone use unnecessary. Sadly, this is not true. Laws on traffic safety vary from state to state, and drivers distracted by cell phones can get off with light punishment even when they cause fatal accidents. For example, although the midshipman mentioned earlier was charged with vehicular manslaughter for the deaths of John and Carole Hall, the judge was unable to issue a verdict of guilty. Under Maryland law, he could only find the defendant guilty of negligent driving and impose a $500 fine (Layton C1). Such a light sentence is not unusual. The driver who killed Morgan Pena in Pennsylvania received two tickets and a $50 fine—and retained his driving privileges (Pena). In Georgia, a young woman distracted by her phone ran down and killed a two-year-old; her sentence was ninety days in boot camp and five hundred hours of community service (Ippolito J1). The families of the victims are understandably distressed by laws that lead to such light sentences.

When certain kinds of driver behavior are shown to be especially dangerous, we wisely draft special laws making them illegal and imposing specific punishments. Running red lights, failing to stop for a school bus, and drunk driving are obvious examples;

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2006).
phoning in a moving vehicle should be no exception. Unlike more general laws covering negligent driving, specific laws leave little ambiguity for law officers and for judges and juries imposing punishments. Such laws have another important benefit: They leave no ambiguity for drivers. Currently, drivers can tease themselves into thinking they are using their car phones responsibly because the definition of “negligent driving” is vague.

As of December 2000, twenty countries were restricting use of cell phones in moving vehicles (Sundeen 8). In the United States, it is highly unlikely that legislation could be passed on the national level, since traffic safety is considered a state and local issue. To date, only a few counties and towns have passed traffic laws restricting cell phone use. For example, in Suffolk County, New York, it is illegal for drivers to use a handheld phone for anything but an emergency call while on the road (Haughney A8). The first town to restrict use of handheld phones was Brooklyn, Ohio (Layton C9). Brooklyn, the first community in the country to pass a seat belt law, has once again shown its concern for traffic safety.

Laws passed by counties and towns have had some effect, but it makes more sense to legislate at the state level. Local laws are not likely to have the impact of state laws, and keeping track of a wide variety of local ordinances is confusing for drivers. Even a spokesperson for Verizon Wireless has said that statewide bans are preferable to a “crazy patchwork quilt of ordinances” (qtd. in Haughney A8). Unfortunately, although a number of bills have been introduced in state legislatures, as of early 2001 no state law

Source: Diana Hacker (Boston: Bedford/St. Martin’s, 2006).
seriously restricting use of the phones had passed—largely because of effective lobbying from the wireless industry.

Despite the claims of some lobbyists, tough laws regulating phone use can make our roads safer. In Japan, for example, accidents linked to cell phones fell by 75% just a month after the country prohibited using a handheld phone while driving (Haughney A8). Research suggests and common sense tells us that it is not possible to drive an automobile at high speeds, dial numbers, and carry on conversations without significant risks. When such behavior is regulated, obviously our roads will be safer.

Because of mounting public awareness of the dangers of drivers distracted by phones, state legislators must begin to take the problem seriously. “It’s definitely an issue that is gaining steam around the country,” says Matt Sundeen of the National Conference of State Legislatures (qtd. in Layton C9). Lon Anderson of the American Automobile Association agrees: “There is momentum building,” he says, to pass laws (qtd. in Layton C9). The time has come for states to adopt legislation restricting the use of cell phones in moving vehicles.

Source: Diana Hacker (Boston: Bedford/St. Martin’s, 2006).
Works Cited


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