



DALLAS BAPTIST UNIVERSITY

MLA Packet

This MLA packet will help students organize the Works Cited page, format parenthetical references, and apply the basic structure of an MLA paper.

These handouts conform to the MLA Handbook 8th edition standards. However, a professor may change the requirements for individual papers. Please consult the professor for any special requirements.

Sample First Page

("Formatting a Research Paper," *The MLA Style Center*)

Heading begins 1" from the top of the page.

Ima Student

Professor Lastname

ENGL 1301.03

13 Jul. 2016

According to the 8th ed. of the MLA handbook, the last name and page # go on every page (See "Formatting," par. 6). For details, see "Page Headers," pp. 3 of the packet.

0.5"

Student 1

Tab once before all paragraphs.

Title of Essay

Do not italicize or underline title.

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xx xxxxxx xx xxx xxxx xxxxx xxx xxx xxx x xx xxx x xxxxx xx xxxxx xxx xxx xxx
xxxx xxx xx x xxx xx xxxxx.

Spacing between all paragraphs, headings, and titles should be the same as between all other lines.

Xx xxx xxxx xxx xxx:

Tab twice for quotes longer than 4 lines (MLA Handbook, pp. 76).

Xxxxxxxxx xxx xxxxxxx xx xxxxxxx x xxxxxx x xxxxxx x xxxxx xx xxx xxx
xxx xxxx xxxxx xxxxxx xx x xxxxx xx x xxxxxxxxxxx xxx xxx xxxxx xx
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Bottom and top margins are set to 1".

MLA Basics

Title page (“Formatting,” par. 4)

MLA does **not** require a separate title page; MLA papers have a four-line heading and a title directly before the first paragraph (see pp. 2 of packet). If the professor requires a title page, follow his/her instructions or follow the guidelines for the Generic Title Page, which can be found at <http://www3.dbu.edu/uwc/flyers.asp> or outside of the Writing Center.

Margins (“Formatting,” par. 2)

Margins should be one inch on all sides of the page. The heading should be set to one inch. *In Microsoft Word, select “Page Layout.” Then, find the “Margins” drop-down box and select “Normal.”*

Text Formatting (“Formatting,” par. 3)

Many students want to justify the lines of the text at the right margin; however, this is not necessary in MLA format. Instead, choose “Align left,” which is usually the default. If a professor does not request a specific font, use Times New Roman, 12 point. Double-space everything! This includes the title, text, block quotes (quotes longer than four lines), and the Works Cited page. Since double-spacing produces a blank line after paragraphs, headings, and titles, there is no need to press “Enter” to add an extra space. *In Microsoft Word, go to the “Home” menu. Then, find the “Paragraph” section and click the small arrow in the bottom right corner. Under the “Line spacing” section, choose “double.” Finally, check the “Don’t add space between paragraphs of the same style” box. For more help, see the video on our YouTube channel:*

<http://www.youtube.com/watch?v=H5bUIVCJltY>

Page Headers (“Formatting,” par. 4-6)

MLA calls for both a **header** and a **heading**. A **header** is located half an inch from the top of the page and will include the student’s last name and the page number. This information will appear on every page of the paper. *To create the header, double click at the top of the page. Under the “Insert” tab, find the “Page Number” drop down menu, select “Top of Page,” and choose “Plain Number 3.” Then click the left arrow key once so that the cursor is on the left side of the number. Type last name. Make sure to leave one space between the name and the page number, and change the font of both to Times New Roman 12 point. If an extra line appears below the last name and page number, remove it before exiting out of the header.*

The **heading** will appear on the *first page only* and includes the student’s full name, professor, class designation, and date. When writing the date, include the day, the abbreviated version of the month, and the year (see pp. 2 of packet). This header is double-spaced like the rest of the paper and is placed one inch from the top of the page. If the margins are already set correctly, this will be the first line in which the computer will allow typing, outside of the page’s header box (see pp. 2 of packet).

Writing the Paper & Citing the Sources

Indents (“Formatting,” par. 3)

Tab once before all paragraphs (half an inch) and tab twice for **block quotes** (those longer than 4 lines).

Names and Titles (*MLA Handbook*, pp. 61-75, 116-119)

Within the text of the paper, the first time a source is used, give both the first and last name of the author exactly as they appear in the source. After that, only mention the last name. Italicize the titles of complete works (books, anthologies, newspapers, paintings) and quote unit titles (chapters, articles, essays in a collection, songs).

Using Numbers (*MLA Handbook*, pp. 92-93)

For a subject, such as literature, that does not regularly use numbers, spell numbers out if they translate into one or two words. Use Arabic numerals with proper comma usage for longer numbers (Ex: 1,576). If a paper frequently uses numbers for mathematics, economics, etc., use the Arabic numerals (1, 2, 3, etc.). If the numbers are not part of a statistic, spell them out (Ex: For **fifteen** years, Smith has conducted this research).

Citing Sources in an MLA Paper (*MLA Handbook*, pp. 54-58, 75-91, 116-127)

In parentheses, after the quote or paraphrase, type the author’s last name and the page number without a comma between them (see “Differences in Quoting, Paraphrasing, and Summarizing” flyer).

Works Cited Page (*MLA Handbook* pp. 20, “Formatting,” par. 7)

If sources have been cited within the paper, it is necessary for a Works Cited page to come at the end. Double-space everything on the Works Cited page. The first line of each reference is aligned left and each following line is indented once. This is called a hanging indent. See pp. 5 of this packet or our YouTube tutorial (<https://www.youtube.com/watch?v=S2fg4JFHnkM>) for instructions on creating a hanging indent.

Sources in the Paper – Parenthetical Notation (*MLA Handbook*, pp. 54-58, 116-127)

Circumstance	What to Include in Parentheses	Example
Author’s name omitted from the sentence	Author’s last name and page number.	(Smith 41). See <i>MLA Handbook</i> pp. 54.
Author’s name included in the sentence	Page number only.	According to Smith... (123). See <i>MLA Handbook</i> pp. 54.
Multiple works by the same author	Author’s last name, one major word from the title of the work, and page number with no comma between title and page number	(Smith, <i>Characters</i> 98). See <i>MLA Handbook</i> pp. 55.
A work with two authors	Both authors’ last names in the order they appear on the title page.	(Gray and Dunn 75). See <i>MLA Handbook</i> pp. 116
A work with three or more authors	First author listed, followed by “et al.”	(McFluffy et al. 1337). See <i>MLA Handbook</i> pp. 116
A work with no author	The word by which the title is alphabetized in the Works Cited and the page number. <i>Italicize</i> or “quote” based on type of work.	(“Dreams” 52-53). See <i>MLA Handbook</i> pp. 55-56.
A work with no page numbers	It is preferable to use the author and title in the text, only including the paragraph number in the parenthetical notation. Otherwise, use author’s last name as well as the paragraph number in the parenthetical notation.	John Krasinski’s <i>How to Prank Your Coworkers</i> claims that the...(par. 4). or (Krasinski par. 4). See <i>MLA Handbook</i> pp. 56.
A multivolume work	Author or editor, followed by volume number, a colon, then page numbers.	(Darnel 3: 212-13). See <i>MLA Handbook</i> pp. 119-20.
A document from the internet with no page numbers or paragraphs	Preferable to use the author and title in the text. Otherwise, use author’s last name in the parenthetical notation.	Dwight Schrute’s <i>Bears, Beets, Battlestar Galactica</i> claims that the... or (Schrute) See <i>MLA Handbook</i> pp. 56.
An electronic book with universally consistent location number	Author’s last name and the location number.	(Brown www.jstor.org/stable/41403188). See <i>MLA Handbook</i> pp. 32.
An electronic book with universally inconstant location and page numbers	Author’s last name and the chapter number.	(Jones ch. 5). See <i>MLA Handbook</i> pp. 123.
A poem	Line numbers. A slash is placed between each line. If more than three lines, indent each new line instead of using slashes	“I learned about a virgule. / It is another name for slash (Griffin 332-33). See <i>MLA Handbook</i> pp. 121-22.
A play	Act number, scene number, line number(s), separated by periods.	(2.5.79-81). See <i>MLA Handbook</i> pp. 121.
Indirect Source	Use the abbreviation “qtd. in” before citation.	(qtd. in Rogers 4). See <i>MLA Handbook</i> pp. 124.

With **non-blocked quotes** (those of 4 lines or less), the period goes after the end parenthesis. With **block quotes**, type a space after the ending punctuation mark of the quotation and then type the parenthetical reference. Do not use quotation marks.

This is an example of what the last line of a block quote should look like:

Playing with The Grass Roots was much more difficult than playing the role of Creed on *The Office*. (Creed Bratton 115)

Printed Sources in the Works Cited (MLA Handbook pp. 20-53, 102-16)

- Double-space the lines of the Works Cited page.
- Include available author, title, and publishing information in each entry. For publishing companies containing the words “press” or “university” use “P” and “U,” respectively (E.g. HarperCollins P, Dallas Baptist U).
- Arrange entries in alphabetical order by author’s last name. Use the first author if a work has several. If there is no author named, alphabetize the entry by the first significant word of the title (i.e. *The Season of Surgery* before *Summertime Love*).
- Align entries to the left and indent subsequent lines one tab. To automatically create a **hanging indent**, highlight the Works Cited list, click the small arrow button in the bottom right of the “Paragraph” section of the “Home” tab, find the “Special” section under “Indention,” and choose “Hanging.” For more help, see this video on our YouTube channel: <http://www.youtube.com/watch?v=S2fg4JFHnkM>
- Remember to use one space after a comma or period and finish each entry with a period.
- Some sources are part of a larger whole, such as an article in a newspaper or magazine. The larger whole can be thought of as a container, which is italicized and followed by a comma because the information that follows is about the container, not the article (pp. 30-31).
- If there are volume or issue numbers, include them after the title of the publication in the format volume number, period, no space, issue number (See the “Scholarly Journal” section on pp. 6 of this packet for an example).

Book with One Author (MLA Handbook, pp. 21)

Lott, Brett. *Jewel*. Pocket Books, 1991.

**Electronic books are also cited in this way on a Works Cited page.*

Book with Two Authors (MLA Handbook, pp. 21)

Goshgarian, Gary, and Kathleen Krueger. *Crossfire: An Argument Rhetoric and Reader*. HarperCollins, 1994.

Book with Three or More Authors (MLA Handbook, pp. 22)

Smith, Maxine, et al. *CoreText: A Handbook for Writers*. Longman, 1997.

Two or More Books by the Same Author (MLA Handbook, pp. 113)

Angelou, Maya. *And Still I Rise*. Random House, 1978.

- - -. *I Know Why the Caged Bird Sings*. Random House, 1978.

**Cite the first normally. Use three hyphens and a period for every subsequent entry. They should be together in the Works Cited page.*

An Edition other than the First (MLA Handbook, pp. 38-39)

Strayer, Joseph, et al. *The Mainstream of Civilization: 1350 to 1815*. 2nd ed., Harcourt Brace Jovanovich, 1974.

Book with an Editor as Author (MLA Handbook, pp. 22-23)

McKeon, Richard, editor. *The Basic Works of Aristotle*. Random House, 1941.

Book with an Author and Editor (MLA Handbook, pp. 37-38)

Conrad, Joseph. *The Secret Sharer*. Edited by Daniel R. Schwarz. Bedford Books, 1997.

A Work in an Anthology (with an author) (MLA Handbook, pp. 38)

Ibsen, Henrik. *Hedda Gabler*. Translated by Michael Meyer. *The Norton Anthology of World Masterpieces*, edited by Maynard Mack, 5th ed., vol. 2, Norton, 1995, pp. 1247-1304.

**Include the page numbers of the entire work, not just the portion quoted.*

**Because the specific work was translated, the translator comes before the complete collection, also known as the container. The details about the container follow its name and are separated by commas.*

A Work in an Anthology (with no author) (MLA Handbook, pp. 24, 38)

Gilgamesh. Translated by N.K. Sandars. *The Norton Anthology of World Masterpieces*, edited by Maynard Mack, 5th ed., vol. 1, Norton, 2002, pp. 83-86.

**Include page numbers of the entire work, not just the portion quoted.*

**In this instance, Gilgamesh is the primary source, and therefore, the details following are separated from the title with a period. The container's details, however, are still separated by commas.*

A Multivolume Work (MLA Handbook, pp. 39)

Hester, M. Thomas, editor. *Seventeenth-Century British Non-Dramatic Poets*. Vol. 121, Gale, 1992.

**The total number of volumes in a multivolume publication is optional and not required and may aid in tracking down the original source. However, specific references to volume number and page numbers must be included in the parenthetical reference.*

Newspaper Article (MLA Handbook, pp. 16)

Hoppe, Christy. "Majoring in Change." *Dallas Morning News*, 18 Jan. 2000, 1A.

** If edition (late edition., special edition., etc.) is needed, it goes after the periodical title, separated by a comma.*

**Newspaper page numbers are denoted by the page number of the section in which the article resides. In the example above, 1A refers to page 1 of section A.*

Scholarly Journal (MLA Handbook, pp. 39-40)

Kastely, James L. "From Formalism to Inquiry: A Model of Argument in Antigone." *College English*, vol. 19, no. 2, 1999, pp. 222-241.

** no. 2 represents the journal issue number 2.*

Magazine Article (MLA Handbook, pp. 16)

Johnson, Brace, and Alisa Johnson. "Integrating with MTS." *International Spectrum*, May 1999, pp. 24-31.

*Volume and issue number, if applicable, follow the title of the periodical.

Pamphlet or Brochure (MLA Handbook, pp. 25)

Texas Association of Museums. *Texas Rangers Museum*. TAM, 2013.

Electronic Sources in the Works Cited

For the most part, the same important information for a printed source must be reported for electronically accessed sources. However, there are a few extra items that are very important to include. The Internet is constantly changing, so while it is not required, it is recommended to include the date the article was accessed.

World Wide Web (MLA Handbook, pp. 48, 53)

When citing an item from the World Wide Web, include **as much** of the following information as the item provides. For example, if the material being cited does not have an author's name, the name can be left out in the Works Cited, and the student can move on to the next step.

- Name of author, compiler, director, editor, narrator, performer, or translator of the work
- Title of document, in quotation marks
- Title of complete work (or site name), italicized
- Date of publication or last revision; if nothing is available, use n.d. (no date).
- MLA recommends the use of an URL address, **but the professor has the right to ask that it not be used.**
- If there is no other date provided, the date of access may be added at the end of an entry (e.g. "Accessed 27 Sept. 1995").
- Because the publisher of a web article can change the URL anytime they desire, a digital object identifier (DOI) might be preferable, if one can be found. This would be added at the end of the entry (e.g. "Steve, Graham, et al. "Assessing the Writing Achievement of Young Struggling Writers." *Hammill Institute on Disabilities*, vol. 39, no. 2, 2016, pp. 72-75, doi: 10.1177/0731948714555019.").

General Website Entry (MLA Handbook, pp. 27-28, 30, 48)

Riley, Ka. "Poem." *Ka's Kastle*, 2001. Klr.me.

Printed Book Accessed Through the Internet (MLA Handbook, pp. 27, 30, 34, 44)

Collins, Suzanne. *Mockingjay*. Scholastic Press, 2010.

Printed Newspaper Article Accessed Through the Internet (MLA Handbook, pp. 27-28, 30, 32, 42-43)

Archenbach, Joel. "America's River." *Washington Post*, 5 May 2002.

Electronic Journal or Magazine Article (MLA Handbook, pp. 27-28, 30, 32, 44)

Macready, Norra. "US State Rules that a Viable Fetus is a Person." *British Medical Journal*, no. 315, 1997, pp. 1485-8.

Professional Site (MLA Handbook, pp. 27, 41, 44)

"Why Wikipedia Is Not an Acceptable Source for Research." *College Librarians*, Coalition of College Librarians, Sept. 2013.

Professional Site Poems and Short Stories (in an Online Anthology (MLA Handbook, pp. 27, 35)

Yeats, William Butler. "When You Are Old." *The Poem Tree*, edited by Caleb Murdock, July 2013.

Scholarly Project (MLA Handbook, pp. 28, 30, 41, 44)

Daniel Thompson, et al., editors. *The Interactive Shakespeare Project*. College of the Holy Cross, 14 May 1998.

Online Database Accessed from a library (MLA Handbook, pp. 28, 30, 32, 44)

Stone, Richard. "Black Sea Flood Theory to Be Tested." *Science*, vol. 13, no. 5, 1999, pp. 915-917. *Academic OneFile*.

*If there are no page numbers, use "n. pag." instead: 1999, n. pag.

**Academic OneFile* is one of the DBU databases. It acts as the container of the *Science* journal and is known as the secondary container because *Science* is the container of the article.

Twitter (MLA Handbook, pp. 24, 29)

@pseudonym. "Tweet or status in its entirety." *Twitter*, Day Month Year, time. www.url.com.

@dinnerquotes. "I just ate dinner, and it was delicious." *Twitter*, 4 Mar. 2013, 9:32 p.m.

YouTube (MLA Handbook, pp. 28, 38, 44, 48)

"Harlem Shake Dallas Baptist University (Ballpark Edition) [OFFICIAL]." *YouTube*, uploaded by Laessig,

Jordan, 15 Feb. 2013, <https://www.youtube.com/watch?v=1Kl4rNUTWCA>.

*When using YouTube, determine whether or not it is original material first. In other words, is it available from another, more reliable, source?

*Cite everything possible about the material, creator/username, title, and publication data.

*If specific people are used in the source, such as the creator or actors, be sure to include information about them similar to the way the "uploader" is cited (e.g. "performance by Herbiuous Meowmix,")

Online Show or Movie (MLA Handbook, pp. 28, 30, 33, 40-43, 53)

"A More Perfect Union." *Person of Interest*, season 5, episode 6, CBS, 23 May 2016. *CBS*,

www.cbs.com/shows/person_of_interest/video/3A7F7A9A. Accessed 29 May 2016.

Miscellaneous Communication

Published/Broadcast Interview (MLA Handbook, pp. 28, 38, 52)

Baggins, Frodo. "My Life as a Hobbit." *Interview by George Stephanopoulos*. Good Morning America, *ABC*,

29 Feb. 2010.

Electronic Communications (MLA Handbook, pp. 29)

When citing electronic communications, the method will be somewhat different. Please notice the list below for items to include when citing an e-mail message.

- Author's name
- Subject line from posting (in quotation marks)
- Recipient (e.g. "Received by Herbiuous Meowmix,")
- Date of publication

Ababwa, Ali. "Re: Elephants and golden camels." Received by Clarence McGee, 10 Oct. 2008.

Personal Interview (*MLA Handbook*, pp. 28-29)

McDonald, Ronald. Telephone interview. 17 Dec. 2010.

Using the Bible as a Source (pp. 97-99, 122)

Things to Remember

- The first time a particular version is cited, include the version, followed by a comma. The version does not have to be stated in subsequent references unless a different version is used.
- The book of the Bible cited should be abbreviated.
- When citing chapter and verse, it is appropriate to separate them by either a colon or a period. Always be consistent.

Ex: Before God created light, “darkness was over the surface of the deep” (New International Version, Gen. 1.2). After God separated the light from the darkness, “the darkness he called ‘night’” (Gen. 1.5).

Parenthetical References (*MLA Handbook*, pp. 97-99, 122-123)

When citing a particular passage, use the following order:

(version of Bible used [in first citation only], book of Bible [abbreviated] chapter. verse).

Ex: (New International Version, Gen. 1.1).

In Your Text

Books and versions of the Bible are not underlined, italicized, or put in quotation marks. The only exception is when an individually published edition is being used.

Ex: Bible Exodus New Testament King James Version *The Zondervan Study Bible*

Ex: *The NIV Serendipity Bible* provides questions to assist small group Bible study leaders.

Works Cited (*MLA Handbook*, pp. 37-38, 107, 123)

Include title of Bible, version, and publication information in the Works Cited.

Ex: *The NIV Serendipity Bible*. General editor, Lyman Coleman, Zondervan, 1996.

Ex: *The Holy Bible*. English Standard Vers., General editor, Lane Dennis, Crossway, 2005.

Reference Resources (*MLA Handbook*, pp. 37, 39, 51-52)

Religion Index. Edited by John Jones, American Theological Library Association, 1977.

The Anchor Bible Dictionary. Edited by David Noel Freedman, 2nd ed., vol. 5, Doubleday, 1992.

The Encyclopedia of Religion. Edited by Mircea Eliade, Macmillan, 1987. 16 vols.

The International Standard Bible Encyclopedia. Edited by Geoffrey W. Bromiley, et al., Eerdmans, 1979-88. 4 vols.

**The total number of volumes in a multivolume publication is optional and not required but may aid in tracking down the original source.*

Abbreviations (*MLA Handbook*, pp. 97-99)

Old Testament

Gen.	Genesis	Eccles.	Ecclesiastes
Exod.	Exodus	Song Sol.	Song of Solomon
Lev.	Leviticus	Isa.	Isaiah
Num.	Numbers	Jer.	Jeremiah
Deut.	Deuteronomy	Lam.	Lamentations
Josh.	Joshua	Ezek.	Ezekiel
Judg.	Judges	Dan.	Daniel
Ruth	Ruth	Hos.	Hosea
1 Sam.	1 Samuel	Joel	Joel
2 Sam.	2 Samuel	Amos	Amos
1 Kings	1 Kings	Obad.	Obadiah
2 Kings	2 Kings	Jon.	Jonah
1 Chron.	1 Chronicles	Mic.	Micah
2 Chron.	2 Chronicles	Nah.	Nahum
Ezra	Ezra	Hab.	Habakkuk
Neh.	Nehemiah	Zeph.	Zephaniah
Esth.	Esther	Hag.	Haggai
Job	Job	Zech.	Zechariah
Ps.	Psalms	Mal.	Malachi
Prov.	Proverbs		

New Testament

Matt.	Matthew	1 Tim.	1 Timothy
Mark	Mark	2 Tim.	2 Timothy
Luke	Luke	Tit.	Titus
John	John	Philem.	Philemon
Acts	Acts	Heb.	Hebrews
Rom.	Romans	Jas.	James
1 Cor.	1 Corinthians	1 Pet.	1 Peter
2 Cor.	2 Corinthians	2 Pet.	2 Peter
Gal.	Galatians	1 John	1 John
Eph.	Ephesians	2 John	2 John
Phil.	Philippians	3 John	3 John
Col.	Colossians	Jude	Jude
1 Thess.	1 Thessalonians	Rev.	Revelation
2 Thess.	2 Thessalonians		

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