MLA Format Cheat Sheet


**Formatting Basics**

- Double space throughout paper, with no extra spaces between paragraphs.
- Do not right justify.
- Top, bottom, and side margins should be one inch.
- Indent the first word of each paragraph by ½ inch or 5 spaces.
- Do not use a title page for the research paper: instead simply type your name, instructor’s name, course number, and date. This should be flush with the left margin.
- Center the title of the paper. Do not underline the title, or put in “quotation marks,” or set in ALL CAPITALS.
- Number all pages consecutively in the upper right-hand corner, ½ inch from the top and flush with right margin. Type your last name before the page number, and do not use “p.” before the number.

**SAMPLE FIRST PAGE:**

```
Laura Josephson
Professor Barnett
Humanities 210
8 November 2008

Ellington’s Adventures in Music and Geography
In studying the influence of Latin American, African, and Asian music on modern
```

**Works Cited**

MLA style requires that the list of Works Cited start on a new page at the end of your paper. Formatting rules include:

- Continue page numbering from the body of your paper.
- Center the title “Works Cited,” one inch from the top.
- Alphabetize entries by the author's last name. If no author, alphabetize by the title (ignore A, An,The).
- Use a hanging indent.

**Examples of Citations**

**Book with one author:**

**Book with two or three authors:**
**Book with four or more authors:**

**Chapter in a book:**

**Translation:**

**Print journal article:**

**Journal article acquired using a library database:**

**Website:**

**Newspaper article:**

**Film:**

**Parenthetical Citations**
- References in your paper must clearly point to specific sources in your list of Works Cited.
- In most cases, providing the author’s last name and the page number is sufficient:
  - Medieval Europe was a place both of “raids, pillages, slavery, and extortion” and of “traveling merchants, monetary exchange, towns if not cities, and active markets in grain” (Townsend 10).
- If you have several works by the same author, also include the title (abbreviated if long):
  - (Frye, *Double Vision* 85).
- If no author is listed, use the title (shortened if long):
  - *Voice of the Shuttle* has many electronic sources.
- If using the title, remember to use correct punctuation: italicize book titles, use quotation marks for journal articles, short stories, book chapters, etc.
- The author’s name can be referred to within the sentence:
  - Tannen has argued this point (178-85).
  - …or the author’s name can be referred to within the parenthetical reference:
  - This point has already been argued (Tannen 178-85).