Modern Language Association (MLA) style is an accepted standard used to format research papers, in-text citations and a Works Cited page as well as other details. Below are the highlights. For more information check the Lee Library webpage and specifically the Citation Guide at http://leehs-fcps.libguides.com/library/citation-guide.

### FORMATTING YOUR PAPER

**Sample Paper**

- Include this information in the heading:
  - Your First and Last Name
  - Your Teacher’s Name
  - Class
  - Date (format as day Month year)

- Write the title in Title Case.

- Title of Your Paper Should Be Centered. No Special Format.

- The body of your text should be double spaced. The Marshall HS English department prefers you use Times New Roman font, size 12 pt. The first line of each paragraph should be indented a half inch from the left margin. The margins of your document should be one inch on all sides.

- In the upper left corner of your paper’s first page, a heading should list your name, your teacher’s name, the course and the date. This information should also be double spaced.

- Pages should be numbered in the upper right-hand corner, half an inch from the top and flush with the right edge. The number should follow your last name, be consecutive and Arabic numeral. This header should be used on all pages of the paper.

- In-text citations refer to other people’s work which you are referencing. The information you provide in your paper should correspond to the information you provide in your Works Cited page. If you mention the author as part of your sentence, you only need to include the page number in parentheses (#). If you do not mention the author in your own sentence, you then include their name in the parenthetical reference (Author’s last name #). If the work referenced does not have an author, use the information first listed in the full citation, for example (“Title of Work” #). There is no comma before the page number.

- The Works Cited section of your document should be in a separate page. It provides information on the sources you’ve used when researching and writing your paper. The 8th edition of the MLA Handbook lists a number of core elements that apply to all sources used regardless of type. This edition has simpler punctuation and provides a flexible process for documenting your sources “rather than an extensive list of specific rules” (Russell et al.).

**Sample Works Cited Page**

- List works cited entries in alphabetical order.

- Your paper and works cited pages should be double spaced.

### CITATION CORE ELEMENTS

There are nine core elements to consider in creating citations. They are:

1. **Author.**
2. **Title of source.**
3. **Title of container,** “When the source being documented forms a part of a larger whole, the larger whole can be thought of as a container that holds the source.” (MLA)
4. **Other contributors,**
5. **Version,**
6. **Number,**
7. **Publisher,**
8. **Publication date,**
9. **Location.**

If there are two containers for a source, elements 3-9 would be added with information relating to the second container. For example, an article from the *Journal of Experimental Botany* (container 1) found in *JSTOR* (container 2).
OBJECTIVE OF CITATIONS

The objective of citing sources is to provide your reader with documentation that shows the research you’ve done, gives credit to the original creators and allows readers to find the sources you’ve used. Citations should include enough information in an understandable and consistent format to meet that objective.

CITATIONS FORMAT AND INFORMATION

There are nine core elements to consider in creating citations. They are:

1. Author.
   a. Single author: Last name, First name.
   b. Two authors: Last name1, First name1, and First name2 Last name2.
   c. Three or more authors: Last name1, First name1, et al.

2. Title of source.
   a. Title of Book: Subtitle.
   b. “Title of an Essay, Story or Poem in a Collection.”
   c. Title of Independent Play or Novel in a Collection.
   d. “Title of a Journal Article.”
   e. Title of a Website.
   f. “Title of a Posting or Article from a Website.”

3. Title of container,
   a. No container if source is single entity, such as a book.
   b. Title of the Collection,
   c. Title of the Collection,
   d. Title of the Journal,
   e. No container if source is entire website.
   f. Title of the Website,

4. Other contributors,
   a. Include contributors whose participation is important to your research. Precede their name with their function such as translated by, adapted by, edited by, illustrated by, etc.

5. Version,
   a. Use to identify a work released in more than one form. For example: authorized version, or 7th edition, or version 1.3.1,

6. Number,
7. Publisher,

8. Publication date,
   a. If a web source doesn’t make it clear when it was created, you may opt to include the date of access. Use Accessed Day Mon. Year, and put at end of citation.

9. Location,
   a. For print sources, use page numbers. For online works use URL (use permalink if available).

CITATION EXAMPLES

Book

Periodical

Journal in an online database (two containers)

Website

A page on a website