MLA Formatting
MLA Handbook, 8th edition

Order of Sections
1. Heading
2. Title
3. Introduction/Thesis
4. Body (including tables, figures, and illustrations)
5. Conclusion
6. Works Cited

Margins & Page Numbers
1 inch at top, bottom and both sides.
1 inch from left margin.
Put last name and page number (no comma, no “page” or page abbreviations) in upper right-hand corner ½ inch from top.

Text
Use easy-to-read font: regular and italicized text are easy to distinguish.
(Ex. Times New Roman, Arial, Calibri)
Use standard size. Times New Roman 12, Arial 11, or Calibri 11 or 12.
Left align the text; do not justify.
Turn off automatic hyphenation.
Double-space everything.
Leave one space after concluding punctuation marks.

Heading
1 inch from top, on left margin, type your name, instructor’s name, course number, and date.

Double-space.
Include any information that your instructor requires.

Title
Center title. Do not italicize, underline, or bold. No quotation marks, all caps, or periods.
Double-space between title and first line of text.
Capitalize first word, principle words, and each part of a hyphenated word.
Do not capitalize articles (a, an, the), prepositions, conjunctions, and to-infinitives.

Quotations
Short quotations (less than four lines and not requiring special emphasis) are included in the text with quotation marks.
Longer quotations or those requiring special emphasis are indented ½ inch from left margin and double-spaced with no quotation marks.
When quoting 2 or more paragraphs from original source, indent first line of each paragraph another ½ inch.
Use an ellipsis with spaces (...) when omitting sections from a quote. When the ellipsis is at the end of a sentence, use four periods (...).

In-Text Citations
Direct Quotes
(Abelli 83)
Include author’s last name and page number of citation.

Paraphrasing
(Kimura 163-65)
Cite the paraphrased pages.

2+ Authors
(Rivero and Brady 57)

3+ Authors
(Greenberg et al. 26)

No Author
(“Riding the Tide” 32)
Abbreviate first few words of title.

No Page Numbers
Kurosawa’s Throne of Blood adapts Shakespeare’s MacBeth to the Japanese audience.
In text, include as much information (title, author, website, etc.) as possible. Cite chapter when available.

Multi-Volume Work
(Aviro 3: 23-25)
(Wyland, vol. 1)
Include author, volume number, and page numbers.

Common Literature with Many Editions
(Orwell 56, ch. 3)
Include chapter number.

Plays & Poems
(Iliad 9.19)
Cite act, scene, canto, book, part, and/or line. Separate with periods.

Quoting a Quote
(qtd. in Chahine 13)
Start with “qtd. in” (quoted in) and cite your source.

2+ Works in Same Citation
(Nejem 12; McRay 153)

Tables, Figures, & Illustrations
Put close to the related text and align on left.
Above table: capitalize title of table like other titles and add number (Ex. Table 1).
Below table: give source of table and any notes with lower case letters. Double-space. Use dividing lines.
Below figure or illustration: label as “Figure” or “Fig.” and add number (Ex. Figure 1) and cite source.

Abbreviations & Spellings
a.m. and p.m.
b. (born)
c. or ca. (circa, Ex. ca. 1795)
ch. (chapter)
d. (died)
ex. or e.g. (example)
e-mail
e-book
CD
DVD
i.e. (in essence, point to larger idea)
Web site

Proofing
Contact Academic Support Center to have a tutor look over your work.

lib.pstcc.edu/citation/mla