# **MLA Style Guide**

MLA style is determined by the Modern Language Association. The association publishes two authoritative explanations of MLA style: the *MLA Handbook for Writers of Research Papers* and the *MLA Style Manual and Guide to Scholarly Publishing*. The following is a list of majors/disciplines that may require MLA style in academia:

English Liberal Studies Literature

For more information about MLA style, visit the *Modern Language Association* Web site at www.mla.org.

## **General Page Setup**

- Typed and printed on standard, white 8.5 x 11-inch paper
- Margins set to 1-inch on all sides
- Double-space the entire text
- The recommended font is Times New Roman, size 12

### Plagiarism

<sup>1</sup>California Baptist University Honor Code:

Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor code include, but are not limited to, the following:

- 10. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the University
- 11. copying information from a source without proper attribution;
- 12. taking papers from other students, publications, or the internet
- 14. offering for course credit one's own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered prior to submission)

<sup>&</sup>lt;sup>1</sup> California Baptist University. (2010). Student Handbook and Calendar. Lafayette, IN: School Datebooks.

Firstname Lastname

**Professor Name** 

Course Title

Date

### Dealing with Major and Minor MLA Confusion

Unless your professor tells you otherwise, every MLA-style paper you submit should include a heading in the upper left-hand corner. This heading should provide the following information: 1) Your first and last name; 2) Professors Name; 3) Course Title; and 4) Date. Note that this paragraph, and every other paragraph in the main text of your paper, aside from block quotes, is indented ½ inch. Most computers have this set as a default and you only need to press the tab key once. If you must do this manually, move the down-pointing arrow in the ruler at the top of the page until it is at the ½ inch marker.

The main text of your paper is written on the line directly after your essay title; do not skip any lines, though your entire paper should be double-spaced. Remember also that your entire paper, including the heading and works cited pages should be double-spaced. In Microsoft Word 2007 (MS Word), you can do this before you write anything by going to the "Home" ribbon, and then the "Paragraph" box. If you already have something written, select all the text in the document, and then follow the same steps.

Also, your page should have a margin of exactly one inch (1") at the top, bottom, right, and left of the page. Go to the "Page Layout" ribbon, and then in the "Page Setup" box use the "Margins" feature to adjust the documents margins. After each sentence-ending punctuation mark (e.g., period, question mark), there is one (1) space before starting the next sentence.

In MS Word, using the "Insert" ribbon and the "Header and Footer" box, you will place your last name at the top right-hand corner of this page. Insert pagination on the right-hand side of the page header, next to your last name. You may also double-click in the page header portion of the document to open the header for editing purposes. When you are finished, double-click anywhere in the document outside of the header.

When you quote anything or refer to an idea from anything other than yourself (unless it is common knowledge, as for instance that Washington, D.C. is the capital of the United States of America or that George Washington was the first president of the United States), you must give credit to the source of the idea. This rule applies whether you quote it exactly or whether you use only some of the words the author used. You must also cite an idea that someone else had and that you are borrowing, even if you are paraphrasing or summarizing.

You can cite quotations in a variety of ways. You can "front-load" a citation, noting that a particular individual or group from a disclosed institution, with a disclosed basis for authority, has something to say relevant to your paper. For example:

Rockwell and Annan, in their 2006 publication on political images, point out, "A picture can often be worth a thousand words" (113).

You may include the citation at the end of the sentence (if quoting) or paragraph (if summarizing or paraphrasing):

It is arguably true that "a picture can often be worth a thousand words" (Rockwell and Annan 113).

Please note that MLA citations all follow the same format: author(s) last name(s) and page number (with no comma separating the two). It is also imperative to include only and all of the sources cited in your paper on your Works Cited page.

#### Works Cited

(This is the most basic printed book citation)

Lastname, Firstname. Title of the Work. Location: Publisher, Year. Print.

(This is how you cite corporate authorship)

Name of Group. Title of Work. Location: Publisher, Year. Print.

(This is how you cite an anonymous work)

Title of Work. Location: Publisher, Year. Print.

(This is how you cite a work in an anthology)

Lastname, Firstname. "Title of Work." Title of Anthology. Ed. Editor's Name(s). Location:

Publisher, Year. Print.

(This is how you cite a printed journal article)

Lastname, Firstname. "Title of Article". Title of Journal. Vol.Iss (Year): pg-pg. Print.

(This is how you cite a professional site)

Title of Site. Ed. Firstname Lastname. Year. Web.

(This is how you cite an online journal article)

LastName, FirstName. "Title of the Article." *Title of Journal* Vol.Iss (Year): pg-pg. Web. Date

Retreived. <a href="http://www.website.com">http://www.website.com</a>.