



Citation Guide

South Pasadena High School

MLA Format

This guide is intended to be used as a basic reference for MLA citations. Copies of the *MLA Handbook for Writers of Research Papers, Seventh Edition* can be found in the school library at 808 MLA.

Formatting Your Paper

- With the exception of page numbers, all margins (Top, Bottom, Left & Right) should be set at one inch.
- Use an easily readable font – Times New Roman 12 pt. font is preferred
- Leave one space after periods or other punctuation (unless otherwise instructed).
- Double space throughout the paper (including your heading)
- Do not use a title page. Headings should be aligned on the left with your name, your instructors name, course title, and date each on separate lines
- Center the title of the paper. Do not underline, *italicize*, **bold** or put in “quotation marks”.
- Indent the first line of each paragraph ½ inch from the left margin (MLA recommends using the Tab key).
- Page numbers should be in the upper right-hand corner, one-half inch from the top. Type your last name before the page number.
- Tables and illustrations should be placed as close as possible to the text they relate.
- If using endnotes, include them on a separate page before your Works Cited page.

Sample Page:

	Smith 1
John Smith	
Mr. Johnson	
10th Grade English	
12 September 2012	
The Life of My Dog Spot	
Spot lived a long life that was plagued by continuous pestering from my brother Sam.	

Works Cited

Your list of Works Cited should start on a new page at the end of your paper. Use these rules when creating your Works Cited.

- Continue the page numbering from the body of your paper.
- Center the title, Works Cited, an inch from the top of the page.
- Double space between the title and your first entry.
- Alphabetize entries by author's last name. If no author; alphabetize by title (ignore A, An, The).
- If an entry runs more than one line, indent the following line(s) ½ inch.
- Double space your entire list, between and after each entry.

Books

Rowling, J.K. *Harry Potter and the Chamber of Secrets*. New York: A.A. Levine Books, 1998.

Print.

- Name(s) of authors or editors
- Title of book *italicized*.
- City of publication, name of the publisher, and year of publication.
- Medium of publication (Print).
- Edition (if 2nd edition or later).
- Volume number (if applicable).
- If citing a specific chapter in a book, include the page numbers of the chapter.

Journal & Magazine Articles (Print)

Blount, Roy, Jr. "Mr. Lincoln Goes to Hollywood." *Smithsonian* Nov. 2012: 46-53. Print.

- Name(s) of authors.
- Title of article in "quotation marks".
- Title of journal or magazine *italicized*.
- Volume number (journal).
- Issue number (if available).
- Date publication (journal articles = year only).
- Page numbers of the article
- Medium of publication (Print).

Journal & Magazine Articles (database)

Bordewich, Fergus M. "Face the Nation." *Smithsonian Vol. 39, No. 6*. Sept. 2008: 60+.

SIRS Issues Researcher. Web. 01 Nov 2012.

- Name(s) of authors.
- Title of article in "quotation marks".
- Title of journal or magazine *italicized*.
- Volume number and issue number (for journal articles).
- Date of publication (journal articles = year only).
- Page numbers of the articles originally published in print.
- Name of the database *italicized*.
- Medium of publication (Web).
- Date of access (day, month, and year).

Websites

"Library of Congress Home." *Library of Congress Home*. Library of Congress, n.d. Web.

01 Nov. 2012. <<http://www.loc.gov/>>.

- Name of author or editor (if available).
- Title of the work *italicized* if independent; in "quotation marks" if it is part of a larger work.
- Title of the website *italicized*.
- Publisher/Sponsor of the website. If not available, use n.p.

- Date of publication (day, month, & year). If not available, use n.d.
- Medium of publication (Web).
- Date of access (day, month, and year).
- The URL is optional for MLA format (ask your teacher). If you include the URL enclose it in angle brackets and include a period at the end (see example above).

Interview (Personal)

Smith, Jack. Personal interview. 14, September, 2012.

- Name of interviewee.
- Medium of interview (Personal interview, Telephone interview).
- Date (date, month, year).

Map/Chart/Images (Web)

"Church Of Global Warming." Cartoon. *Frugal Cafe Blog Zone*. Frugal Cafe, 28 Dec.

2010. Web. 1 Nov. 2012. <<http://www.frugal-cafe.com>>.

- Treat the citation as if it were an article or book.
- Add a descriptive label (Map, Chart, Photograph, Television) after the title and before publication information.
- Title of database or Web site (*italicized*).
- Medium of publication consulted (Web).
- Date of access (day, month, year).
- URL is optional (see instructions under web site).

Sources

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: Modern

Language Association of America, 2009. Print.

The Purdue OWL. Purdue U Writing Lab, 2010. Web. Date of access.