

MLA 8th Edition: Format Guidelines

Basic information - setting up the paper

- Use white 8.5 x 11 inch paper.
- Double-space everything.
- Unless instructor has a preference, use 12 point Times New Roman font.
- Leave only ONE space after punctuation.
- Set all margins to 1 inch.
- Include a header with last name and page number. The header should be in the upper right-hand corner ½ inch from the top.

Works Cited page

- Center the title Works Cited – no bold, underline or italics is necessary.
- Alphabetize the Works Cited page by using the first term of the entry.
- Use hanging indents for each entry. The second, third, fourth (or more) lines should be indented ½ inch from the left margin.

The Works Cited page is made up of core elements organized in a specific order.

Include the following elements in the order they are given followed by the punctuation mark shown. (If the source does not include one or more of the elements, go to the next one.)

1. **Author.** (Last name, First name.) For more than one author list the 1st author's name as Last name, First name, and the other authors as First name(s) Last Name(s).
2. **Title of source.** (Articles, chapters, web pages etc. are in quotes and books are in italics.)
3. **Title of container,** (Source documented is part of a larger whole. For example, a journal article is the source and the journal/magazine is the container. The title of the container should be italicized. Examples of containers are: anthologies, journals, magazines, encyclopedias, title of a TV series, a Web site.)
4. **Other contributors,** (Aside from the author(s), other people may be credited. For example, an editor, translator, illustrator etc. may have played in a key role and should be acknowledged.)
5. **Version,** (May also be referred to as the edition of a work. Use the abbreviation ed.)
6. **Number,** (The source may be part of a numbered sequence. If provided, include the volume and the issue numbers. If a volume number is provided, it should be set up as vol. 2 [lower case “v” if following a comma] or Vol. 2 [upper case “V” if it is after a period.]. If the source has an issue number, it should come after the volume # and is set up as no. #.)
7. **Publisher,** (Organization primarily responsible for producing a work.)
8. **Publication date,** (Give whatever date the source provides and site it in its entirety. If the source includes the day, month, & year, set it up as 28 Oct. 2016.)

9. **Location.** (For books, include page number as p.# or numbers as pp. #. For web sources, it is preferred to include the DOI [digital object identifier] if it is provided. If the DOI is not provided include the URL (copy the URL from the search box and do not include the https://.) The URL is optional; include it if required by your instructor.
- ❖ The date of access is optional and is the last part of the entry. Set it up as Accessed Day Month Year.

Examples of entries for the Works Cited page

Template for database entries

Author. "Title of Article." *Title of Scholarly Journal*, vol. #, issue #, year of publication, pages. *Name of Database*, doi # or URL.

Example Works Cited entry for an article from *Academic Onefile*. (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

Barra, Monica P. "Southern Waters: The Limits to Abundance." *Journal of Cultural Geography*, vol. 32, no. 3, 2015, pp. 387-389. *Academic OneFile*, doi:10.1080/08873631.2015.1069500.

Example Works Cited entry for an article from *Academic Search Premier*. (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

Prall, Derek. "Saving Green by Going Green." *American City & County*, vol. 131, no. 9, 2016, p. 1. *Academic Search Premier*, www.restauranthospitality.com%2F||type.

Example Works Cited entry for an article from *CQ Researcher*. (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

Clemmitt, Marcia. "Teaching Critical Thinking: Should Schools Do More to Foster

Analytical Skills?" *CQ Researcher*, vol. 25, no.14, 10 Apr. 2015, pp.313-336. *CQ Researcher*, www.library.cqpress.com/cqresearcher/cqresre2015041000.

Example Works Cited entry for an article from *Issues and Controversies*. (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

“Copyright and the Internet.” *Issues & Controversies*, 25 Jan. 2008. *Issues & Controversies*, www.icof.infobaselearning.com/recordurl.aspx?ID=1612.

Example Works Cited entry for an article from **JSTOR**. (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

Marianne McDonald. “James Joyce: Portrait and Still Life.” *Arion: A Journal of Humanities and the Classics*, vol. 24, no. 1, 2016, pp. 87–98. JSTOR, www.jstor.org/stable/arion.24.1.0087.

Example Works Cited entry for an article from *ProQuest* (National Newspaper Core). (The items included may vary and depend on the source. The DOI is preferred, but if it not provided, use the URL starting with www.)

Marcus, Erin N. "Following Doctor's Orders Isn't Hard, If You Can Read." *New York Times*, Late Edition (East Coast) ed. 24 July 2007. *ProQuest*, www.search.proquest.com.ezproxy.pvc.maricopa.edu/docview/433626884?accountid=36238.

Template for a Website

Author. “Title of the Web page.” *Sponsoring Organization*, date of publication, URL.

Example Works Cited entry from a **website where the author is named**.

Figerman, Seth. “Alphabet Sales Soar 20%, No Thanks to Google's Moonshots.” *CNN Money*, 28 Oct. 2016, money.cnn.com/2016/10/27/technology/google-

earnings/index.html?iid=ob_homepage_tech_pool.

Example Works Cited entry from a **website with no author**.

“What is Domestic Violence?” *NCADV - National Coalition Against Domestic Violence*, 2016,
www.ncadv.org/need-help/what-is-domestic-violence.

Template for books

Last name, First name. *Title of Book*. Publisher, Publication Date.

Example Works Cited entry for a **book with one author**.

Hawkins, Paula. *The Girl on the Train*. Riverhead Books, 2015.

Example Works Cited entry for a **source with more than one author (2-3 names are listed)**.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and
Bacon, 2000.

Please note: The example above is a book, but listing multiple authors this way applies to any source.

Example Works Cited entry for a **source with three or more authors**. List the first author followed by the phrase et al. (Latin for “and others”)

Smith, Thomas, et.al. “Global Warming: The Truth.” *Environmental Digest*, vol.5, no.2, 28 May
2015, pp. 280-317, *Academic OneFile*, doi:10.1080/09935465.2015.1368875.

Please note: The example above is for a database article, but listing multiple authors this way applies to any source.

Template for a Work in an Anthology

Last name, First name. “Title of the Work.” *Title of the Collection*, edition, edited by Editor’s
Name(s), Publisher, Year, Page range.

Example Works Cited entry for an **entry in an anthology**

Cohen, Paula Marantz. "We Are All Quants Now." *The Norton Field Guide to Writing*, 4th ed., edited by Richard Bullock, Maureen Daly Goggin, and Francine Weinburg, W.W. Norton & Company, 2016, pp. 953-56.

Template for an Article in a Magazine

Last Name, First name. "Title of Article." Title of Magazine, date, page range.

Example of Works Cited entry for a **magazine article**

Newton, Jonathon. "Fishing for Salmon." *Field and Stream*, June 2014, pp. 57-61.

Template for an Article in a Newspaper

A newspaper article is cited the same way as a magazine article except page numbers are different for a newspaper. Also, if there are multiple editions of the newspaper, indicate the ed. after the date.

Example of Works Cited entry for a **newspaper article**

Thompson, Jill. "New York Fashion Week Rocks." *New York Times*, 10 Nov. 2014, late ed., p. C7.

Database Opposing Viewpoints in Context: Journal Article

Munio, Neil. "Video Violence, Political Opportunities." *National Journal*, vol. 37, no. 33-35, 2005, pp. 2600-2601. *Gale Opposing Viewpoints in Context*.

Grossbard, Joel R. et al. "High-Risk Drinking and Academic Performance among College Student Veterans." *Journal of Alcohol & Drug Education*, vol. 58, no. 3, p. 28+.

Opposing Viewpoints in Context, ic.galegroup.com/ic/ovic/

[AcademicJournalsDetailsPage/AcademicJournalsDetailsWindow](#)

In-Text (Parenthetical) Citations

The in-text citation is a brief reference that directs the reader to a source listed on the Works Cited page. The in-text citation should be in parentheses and placed after the source material. The period goes after the parentheses, not before. **An in-text or parenthetical citation can be created by**

- 1.) Using a signal phrase that names the author or title of the source and includes the page # in the parentheses.**

Example: Dr. Linda Elder and Dr. Richard Paul explain that “When we consider the feelings of others before we do something we are being fair” (15).

- 2.) Placing the author (or title if no author) and page # (if provided) in parentheses immediately after the source material.**

Example: In order to engage in high order thinking, one must learn to identify problems in their own thinking and improve it by applying intellectual standards (Elder and Paul 20).

Example: (No author(s) named, so use the title in parentheses.)

Students who engage in the development of critical thinking skills will benefit in ways that go far beyond the classroom (“Fostering Critical Thinking”).