MLA at a Glance
MLA information comes from the *MLA Handbook*, 6th and 7th editions, and Purdue’s Online Writing Lab.

<table>
<thead>
<tr>
<th><strong>Margins</strong></th>
<th>1 inch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spacing</strong></td>
<td>double throughout</td>
</tr>
<tr>
<td><strong>Font</strong></td>
<td>12 pt. Time New Roman or similar legible font</td>
</tr>
</tbody>
</table>
| **Header/Page Number** | flush right  
½ inch from the top of the page  
last name precedes page number |
| **Heading**       | align left  
student's name  
instructor's name  
course name  
date, international/military style |
| **Title**         | centered; not italicized, underlined, in bold, etc. |
| **In-Text Citations** | author’s last name and page number with parentheses  
punctuation after citation |
| **Works Cited**   | alphabetical order  
hanging indent |

**Basic Works Cited Entry Examples**

**Book, One Author:** Last, First. *Title of Book*. City: Publisher, Year. Print.

**Periodical:** Last, First. “Title of Article.” *Title of Periodical* Publication Date: page numbers. Print.


**Website:** Last, First. “Page Title.” *Website Title*. Website Sponsor, Date Created/Updated. Web. Date Accessed.

** Website URLs no longer need to be included in entries for online materials unless a reader would have a difficult time locating the website without a URL

(See Sample Works Cited Page below for formatting and additional examples.)
In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-98). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls “one of America’s great composers” (318), probably because they are familiar only with Ellington’s popular pieces, like “Sophisticated Lady,” “Mood Indigo,” and “Solitude.” Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as Black, Brown and Beige (originally entitled The African Suite), The Liberian Suite, The Far East Suite, The Latin American Suite, and The Afro-Eurasian Eclipse, explore his impressions of the people, places, and music of other countries.

Not all music critics, however, have ignored Ellington’s excursions into longer musical forms. Raymond Horricks compared him with Ravel, Delius, and Debussy:

The continually enquiring mind of Ellington [. . .] has sought to extend steadily the imaginative boundaries of the musical form on which it subsists [. . .] Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)


** This sample page adapted with permission from Purdue’s Online Writing Lab website at http://owl.english.purdue.edu.
Outlines

Outlines bring related materials together under general headings and arrange sections so they relate to each other logically.

**Working Outlines:** informal
may be only a list of topics and subtopics

**Final Outlines:** formal
grammatically parallel

**Topic Outlines:** use short phrases to suggest ideas

**Sentence Outlines:** use full sentences to show development of ideas

**MLA Outline Format:**

I.

A.

1.

a.

(1)

(a)

(b)

(2)

b.

2.

B.

II.

If the outline has an “A,” it must have a “B,” and a “1” requires a “2,” etc.
Sample Outline:

Conducting Research

I. The modern academic library
   A. Resources and services
      1. Print, electronic, and other non-print resources
      2. Computer services
      3. Availability of resources: on campus and off campus
   B. Orientation and instruction
      1. Introductory pamphlets and handbooks
      2. Orientation tours, lectures, classes
   C. Professional reference librarians

II. Library research sources
    A. Books and similar publications (pamphlets, dissertations)
    B. Articles and other publications in print periodicals (scholarly journals, newspapers, magazines)
    C. Miscellaneous print and non-print sources (sound recordings, video recordings, manuscripts, private letters)
    D. Electronic sources (reference works, full-text databases, Internet links)

III. The central information system
    A. Library’s catalog of holdings
    B. Bibliographic databases
    C. Other electronic resources
    D. Links to other library catalogs

IV. Reference works
    A. Reference works that provide data about research materials
       1. Indexes
       2. Bibliographies
       3. Collections of abstracts
       4. Guides to research
    B. Reference works that give basic information
       1. Dictionaries
       2. Encyclopedias

Sample outline adapted from the MLA Handbook, 6th edition.