

MLA at a Glance

MLA information comes from the *MLA Handbook*, 6th and 7th editions, and Purdue's Online Writing Lab.

Margins	1 inch	
Spacing	double throughout	
Font	12 pt. Time New Roman or similar legible font	
Header/Page Number	flush right ½ inch from the top of the page last name precedes page number	Name 3
Heading	align left student's name instructor's name course name date, international/military style	Jane Student Joe Teacher English 3 15 October 2012
Title	centered; not italicized, underlined, in bold, etc.	
In-Text Citations	author's last name and page number with parentheses punctuation after citation	(Smith 34).
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.

Academic Journal: Last, First. *Title of Journal* Volume(Year): page numbers. Print.

Online Database: Last, First. "Title of Article." *Title of Journal* Volume (Year): n. pag. *Database*. Web.
Date Accessed.

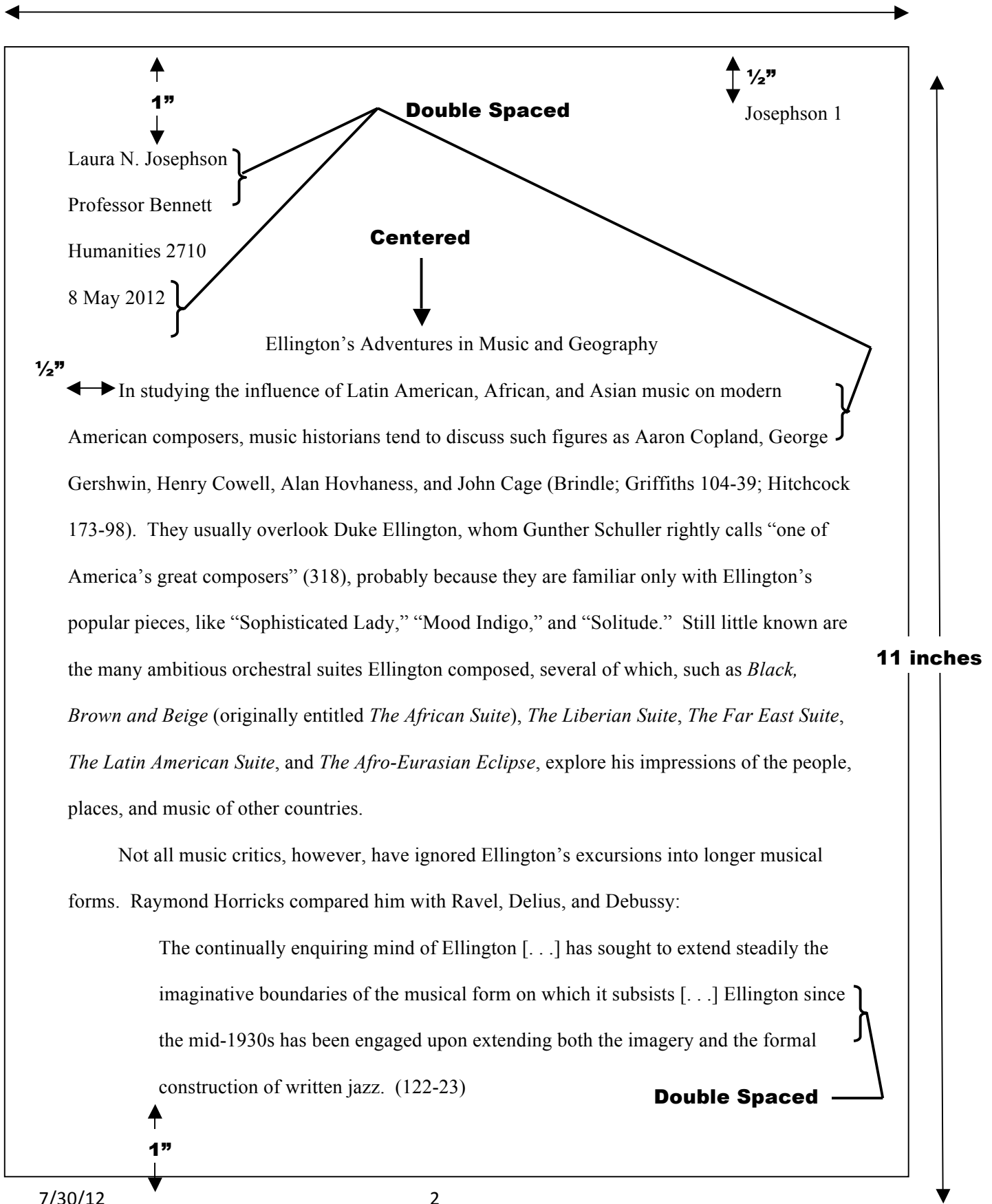
Website: Last, First. "Page Title." *Website Title*. Website Sponsor, Date Created/Updated. Web. Date
Accessed.

** 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.)

First Page of a Research Paper

8 1/2 inches



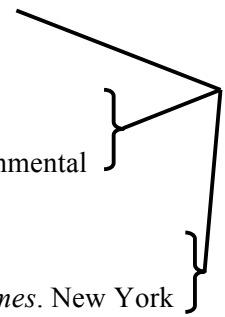
Sample Works Cited Page

Centered



Works Cited

Double Spaced



"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental
Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York
Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May
2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis
Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May 2009.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of
Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1
(2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York:
Springer, 2005. Print.

Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and
Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American
Economic Review* 96.2 (2006): 31-34. Print.

** 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.