

# MLA Style Guide

7<sup>th</sup> Edition (2009)

## Documenting Your Sources

This guide illustrates the MLA style (7<sup>th</sup> edition - 2009) documentation format for sources frequently used by students. **You must adhere to the format and punctuation as shown.** Please note there are other accepted styles that vary from discipline to discipline. Be sure to **ask your teacher** if there is a preferred style for your assignment.

Citations and bibliographies/references are used for two reasons. One is to inform your teacher (or any other reader) about the resources you used to write your essay/report/project. The other is to acknowledge those sources and to differentiate between your thoughts and/or opinions and the facts that you found in your research. If you do not cite your sources you are committing a form of academic dishonesty known as plagiarism. Plagiarism is the theft of someone else's words or ideas and can result in a mark of zero, whether done intentionally or not.

### You should use citations:

- ✓ If you are stating facts or statistics, for example:  
The population of Hamilton is 530,000 (Smith 35).  
The rainforests are disappearing more quickly every year (Brown 148).
- ✓ If you are providing someone else's opinion, for example:  
"Chimpanzees are smarter than gorillas" (Davis 258).  
The NDP is more environmentally conscientious than the Conservative Party of Canada (Mitchell 329).

### You do not need to use citations:

- ✓ If you are giving your own opinion or stating common knowledge, for example:  
The earth is round.  
H<sub>2</sub>O is water.  
I think that humanity will realize the importance of the environment and change their ways.

### Adapted from:

MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association, 2009. Print.

***This booklet is a small selection of examples. More examples are available in official style guide in the library. Please ask your school librarian for help if you have any questions.***



Working Document, 2010  
**Created by the Librarian Council**  
Halton Catholic District School Board

Type of Source	Works Cited Format	Citation Format
<b><u>PRINT SOURCES</u></b>		
<b><u>PRINT BOOKS</u></b>		
<b>General Format and Punctuation of Print Citations</b>  (MLA section 5.5)	Last name, First name. <i>Title of Book Italicized and in Title Case</i> . City of publication: Publisher, year of publication.  Format.	<b>For Direct Quotation:</b> (Last name page number)  <b>For Paraphrasing:</b> (Last name)
<b>Single Author</b>  (MLA section 5.5.2)	Weisman, Alan. <i>The World Without Us</i> . Toronto: Harper Collins, 2007. Print.	(Weisman 168)  (MLA section 6.2)
<b>Two or Three Authors</b>  (MLA section 5.5.4)	Prior, Robert, and Thomas Wilson. <i>The First World War</i> . 3rd ed. London: Cassel, 2003. Print.  Note: This example also includes proper placement for an edition statement. (MLA section 5.5.13)	(Prior, Wilson 10)  (MLA section 6.2)
<b>More than Three Authors</b>  (MLA section 5.5.4)	Buchanan, Alison E., et al. <i>Deciding for Others: The Ethics of Surrogate Decision Making</i> . Berkeley: U of California P, 2003. Print.  Note: You may include the names of all the authors in the order that they appear on the title page of the book.	(Buchanan et al. 55-69)  Note: the period appears only after "et al." because it is a Latin abbreviation for "other".  (MLA section 6.2)
<b>Two or More Works by the Same Author</b>  (MLA section 5.3.4)	Atwood, Margaret. <i>Alias Grace</i> . Toronto: McClelland & Stewart, 1994. Print.  ---. <i>Blind Assassin</i> . Toronto: Seal Books, 2000. Print.  ---. <i>Surfacing</i> . Toronto: PaperJacks Pub., 1972. Print.  Note: The three hyphens stand for exactly the same names in the same order as in the previous entry – in this case, it is three books by Margaret Atwood. Following the author's name, the entries should appear in alphabetical order by title.	(Atwood, <i>Alias</i> 100)  (Atwood, <i>Blind</i> 89)  (Atwood, <i>Surfacing</i> 11)  (MLA section 6.4.6)
<b>Bible</b>  (MLA section 5.5.9 and 5.5.10)	<i>Holy Bible</i> . Nashville: Thomas Nelson, 1990. Print. New Revised Standard Vers.  Note: There are many versions of the Bible, therefore the name of the version is recorded at the end of the entry, as supplementary bibliographic information. In this example, the version is the New Revised Standard Version.	( <i>Holy Bible</i> , 1 Cor. 13.1-8)  (MLA section 6.4.8)

Type of Source	Works Cited Format	Citation Format
<b><u>PRINT BOOKS continued...</u></b>		
<p><b>Corporation or Association or Committee as Author</b></p> <p>(MLA section 5.5.5)</p>	<p>American Psychiatric Association. <i>Practice Guidelines for the Treatment of Patients with Borderline Personality Disorder</i>. Arlington: APA, 2001. Print.</p>	<p>(American Psychiatric Assn. 56)</p> <p>(MLA section 6.4.5)</p>
<p><b>Edited Book</b></p> <p>(MLA section 5.5.3)</p>	<p>Fraser, Sharon, ed. <i>A Woman's Place: Seventy Years in the Lives of Canadian Women</i>. Toronto: Key Porter Books, 2001. Print.</p>	<p>(Fraser 176)</p>
<p><b>Work in a Collection, Anthology, or Edited Book</b></p> <p>(MLA section 5.5.6)</p>	<p><i>General format:</i>  Last name, First name of author of chapter/work. "Title of Chapter Being Quoted in Quotes and Title Case." <i>Title of Entire Book in Italics and Title Case</i>. Ed. <i>or</i> Comp. First name Last name. Location: Publisher, Date. Page numbers in book. Format.</p> <p><i>Example:</i>  Lurie, Peter. "Mad Cow Disease is a Threat to American Meat."  <i>Food-Borne Illnesses</i>. Ed. Karen F. Balkin. Farmington Hills: Dushkin Pub., 2004. 14-19. Print.</p>	<p><i>For Direct Quotation:</i>  (Last name page number)</p> <p><i>For Paraphrasing:</i>  (Last name)</p> <p>(Lurie 15)</p>
<p><b>Shakespeare</b></p> <p>(MLA section 5.5.2)</p>	<p>Shakespeare, William. <i>Othello</i>. New York: Doubleday, 1999. Print.</p>	<p>(<i>Oth.</i> 2.2.15-24)</p> <p>Note: Abbreviations for commonly studied titles are included on the formatting page.</p> <p>(MLA section 6.4.8)</p>
<p><b>Translation</b></p> <p>(MLA section 5.5.11)</p>	<p>Tolstoy, Leo. <i>War and Peace</i>. Trans. Richard Pevear and Larissa Volokhonsky. New York: Vintage Books, 2008. Print.</p>	<p>(Tolstoy 992)</p>
<p><b>Graphic Novels and Illustrated Books</b></p> <p>(MLA section 5.5.12)</p>	<p>Mainardi, Alessandro. <i>The Life of Pope John II: In Comics</i>. Illus. Werner Maresta. New York: Papercutz, 2006. Print.</p>	<p>(Mainardi 72)</p>

Type of Source	Works Cited Format	Citation Format
<b>GENERAL REFERENCE WORKS (Print) :</b>		
<p><b>General Format of Reference Work Citations</b></p> <p>(MLA section 5.5.7)</p>	<p><i>Author known:</i> Last name, First Name. "Title of Section Used in Quotes."  <i>Title of Reference Work in Italic and Title Case.</i> Ed.  First name Last name. Edition statement. Volume #.  Location: Publisher, Date. Format.</p> <p><i>Author Unknown:</i> "Title of Section Used in Quotes." <i>Title of Reference Work in Italic and Title Case.</i> Ed. First name Last name.  Edition statement. Volume #. Location: Publisher, Date. Format.</p> <p>Note: When citing widely used reference books, do not give full publication information. For these works, list only the edition, the year of publication, and the format of publication consulted.</p>	<p>(Last name page number)</p> <p>("First few words in title of section in quotations" page #)</p>
<p><b>Encyclopedia</b></p> <p>(MLA section 5.5.7)</p>	<p><i>Author known:</i> Art, Robert J. "United Nations." <i>World book.</i> Vol. 20.  Chicago: World Book, 2003. Print.</p> <p><i>Author Unknown:</i> "China." <i>The New Encyclopedia Britannica.</i> Vol. 3.  Chicago: Encyclopedia Britannica, 2005. Print.</p>	<p>(Art 78-79)</p> <p>("China")</p>
<p><b>Dictionary</b></p> <p>(MLA section 5.5.7)</p>	<p>"Misdemeanour." <i>Canadian Oxford Dictionary.</i> 2nd ed.  2004. Print.</p>	<p>("Misdemeanour" 926)</p> <p>Dictionary definitions can also be worked into the body of an essay or assignment by stating the name of the dictionary and then providing the definition.</p> <p>According to the <i>Canadian Oxford Dictionary</i>, "misdemeanour" is defined as...</p>
<p><b>Atlas</b></p> <p>(MLA section 5.5.7)</p>	<p>"Oceans." <i>Firefly Great World Atlas.</i> Richmond Hill:  Firefly Books, 2005. Print.</p>	<p>("Oceans" 12-13)</p>
<p><b>Maps &amp; Charts</b></p> <p>(MLA section 5.7.8)</p>	<p>"International Departures by Region 2003." Chart.  <i>Columbus World Travel Atlas.</i> Kent: Columbus  Travel, 2006. Print.</p> <p><i>Ontario.</i> Map. Chicago: Rand McNally, 2007. Print.</p>	<p>("International Departures" 11)</p> <p>(<i>Ontario</i>)</p>

Type of Source	Works Cited Format	Citation Format
<b><u>PRINT PERIODICALS:</u></b>		
<p><b>General Format of Periodicals</b></p> <p>( MLA section 5.4.1)</p>	<p><i>Author Known:</i> Last name, First Name. "Title of Article in Quotes and Title Case." <i>Title of Journal or Magazine or Newsletter or Newspaper in Italics</i> volume#.issue number (Date in brackets): page numbers. Format.</p> <p><i>Author Unknown:</i> "Title of Article in Quotes and Title Case." <i>Title of Journal or Magazine or Newsletter or Newspaper in Italics</i> volume#.issue# (Date in brackets): page numbers. Format.</p>	<p>(Last name p. #)</p> <p>("The First Few Words in the Title" p.#)</p>
<p><b>Scholarly Journal</b></p> <p>( MLA section 5.4.2)</p>	<p>Latimer, Jeff and Laura Casey Foss. "The Sentencing of Aboriginal and Non-Aboriginal Youth Under the Young Offenders Act: A Multivariate Analysis." <i>Canadian Journal of Criminology and Criminal Justice</i> 47.3 (2005): 481-500. Print.</p>	<p>(Latimer, Foss 485)</p>
<p><b>Magazine</b></p> <p>( MLA section 5.4.6)</p>	<p>Raphael, Mitchel. "Mitchel Raphael on the Top MPS who Tweet and who Janine Krieber will be Teaching." <i>Maclean's</i> 21 Sept. 2009: 11. Print.</p>	<p>(Raphael 11)</p>
<b><u>NEWSPAPERS:</u></b>		
<p><b>Author Known</b></p> <p>(MLA section 5.4.5)</p>	<p>Leung, Wency. "YouTube Adoption: Hopeful Couples are Giving Virtual Home Tours and Flipping Pancakes in Three-Minute Video Pitches to Expectant Moms." <i>Globe &amp; Mail</i> 5 Oct. 2009: L1+. Print.</p> <p>Note: The + sign in the page section of the above example denotes that the article continues on additional pages in the newspaper being quoted.</p>	<p>(Leung L2)</p>
<p><b>Author Unknown</b></p> <p>(MLA section 5.4.5)</p>	<p>"Hopes Dim for Survivors." <i>Toronto Star</i> 5 Oct. 2009: A4. Print.</p>	<p>("Hopes Dim" A4)</p>
<p><b>Cartoon or Comic Strip</b></p> <p>(MLA section 5.7.9)</p>	<p>Johnston, Lynn. "For Better or Worse." Comic strip. <i>Hamilton Spectator</i> 6 Oct. 2009: Go9. Print.</p>	<p>(Johnston Go9)</p>

Type of Source	<b>Works Cited Format</b>	Citation Format
<b><u>INTERNET OR WEB PUBLICATIONS:</u></b>		
<p><b>General Format of Internet or Web Sources</b></p> <p>(MLA section 5.6)</p>	<p><i>Author Known:</i> Last name, First name of author or compiler or editor. “Title of Section Used Title Case and Quotes.” <i>Title of Entire Website in Italics and Title Case.</i> Publisher or sponsor of the site, date of publication in day month and year order. Medium of publication. Date of access. &lt;If a URL is required, it would be placed here in pointy brackets&gt;.</p> <p><i>Author Unknown:</i> “Title of Section Used Title Case and Quotes.” <i>Title of Entire Website in Title Case and Italics.</i> Publisher or sponsor of the site, date of publication in day, month, and year order. Medium of publication. Date of access.</p> <p>Note: URLs should only be included as supplementary information only when the reader cannot locate the source without it or <b>when your teacher requires it.</b> See next entry for proper format if URL is required by your teacher.</p>	<p>(Last name)</p> <p>(“The First Few Words in the Title”)</p>
<p><b>Person as Website Author</b></p> <p>(MLA section 5.6.1)</p>	<p>Mabillard, Amanda. “Introduction to Shakespeare's Sonnets.” <i>Shakespeare Online.</i> Shakespeare Online, 2010. Web. 6 Feb. 2010. &lt;<a href="http://shakespeare-online.com/sonnets/sonnetintroduction.html">http://shakespeare-online.com/sonnets/sonnetintroduction.html</a>&gt;.</p>	<p>(Mabillard)</p>
<p><b>Organization as Website Author</b></p> <p>(MLA section 5.5.5 and 5.6.1)</p>	<p>Greenpeace International. “Melting Greenland Fuels Sea Level Rise.” <i>Greenpeace News.</i> Greenpeace International, 17 Feb. 2006. Web. 21 Feb. 2009.</p>	<p>(Greenpeace International)</p>
<p><b>Online Book</b></p> <p>(MLA section 5.6.2c)</p>	<p>Esquith, Rafe. <i>Teach Like Your Hair's on Fire: The Methods and Madness Inside Room 56.</i> New York: Penguin, 2007. <i>Google Book Search.</i> Web. 20 Nov. 2009.</p>	<p>(Esquith 21)</p>
<p><b>Online Encyclopedia</b></p> <p>(MLA section 5.6.2b)</p>	<p>Ford, Derek C. “Karst Landform.” <i>Canadian Encyclopedia.</i> Historica-Dominion Institute, 2009. Web. 12 Sept. 2009.</p>	<p>(Ford)</p>
<p><b>Online image</b></p> <p>(MLA section 5.7.6 and 5.6.2d)</p>	<p>DaVinci, Leonardo. <i>The Virgin of the Rocks.</i> 1483-1486. Louvre, Paris. Web. 9 Sept. 2009.</p>	<p>(DaVinci)</p>

Type of Source	Works Cited Format	Citation Format
<b><u>INTERNET OR WEB PUBLICATIONS continued...</u></b>		
<p align="center"><b>Article online newspaper</b></p> <p>(MLA section 5.6.2)</p>	<p>Bellaire, Amber. "Canadian Nobel Winners Through History." <i>Globe and Mail</i>. <i>Globe and Mail</i>, 6 Oct. 2009. Web. 8 Oct. 2009.</p>	<p>(Bellaire)</p>
<p align="center"><b>Online Magazine or Journal</b></p> <p>(MLA section 5.6.3)</p>	<p>Driver, Thackwray. "South African Land Reform and the Global Development Industry." <i>African Studies Quarterly</i> 9.4 (2007): n. pag. Web. 26 Mar. 2009.</p> <p>Note: n.pag. is the abbreviation for no page numbers.</p>	<p>(Driver)</p>
<p align="center"><b>Online Periodical Databases (EBSCO/ Gale)</b></p> <p>(MLA section 5.6.4)</p>	<p><i>Scholarly Journal Article Example:</i> Vande Kemp, Hendrika. "Dreams and Recovery from Trauma." <i>Journal of Psychology and Theology</i> 33.4 (2005): 313- 315. <i>Expanded Academic</i>. Web. 20 Feb. 2009.</p> <p><i>Popular Magazine Article Example:</i> Potter, Andrew. "How Did America Become the New Canada?" <i>Maclean's</i> 13 Apr. 2009: 14. <i>Canadian Reference Centre</i>. Web. 6 June 2009.</p>	<p>(Vande Kemp 315)</p> <p>(Potter)</p>
<p align="center"><b>Government Website</b></p> <p>(MLA section 5.5.20 and 5.6.2)</p>	<p>Ontario. Ministry of the Environment. "Clean Water Act." <i>Ministry of the Environment</i>. Ontario Government, n.d. Web. 5 Aug. 2009.</p> <p>Note: n.d. is the abbreviation for no date, indicating that a date of publication could not be found for this website.</p>	<p>(Ontario)</p>
<p align="center"><b>E-mail Message</b></p> <p>(MLA section 5.7.13)</p>	<p><i>General Format:</i> Last name, First name of writer of message. "Title of Message if known in Quotes and Title Case." A description of who the message was sent to. Day month year that message was received. Format of delivery.</p> <p><i>Example of an E-mail:</i> King, Francesca. "Questions about Municipal Recycling." Message to Andrea Murray. 21 June 2009. E-mail.</p>	<p>(Last name of writer of message)</p> <p>(King)</p>

Type of Source	Works Cited Format	Citation Format
<b><u>NON-PRINT SOURCES</u></b>		
<b>AUDIOVISUAL MEDIA:</b>		
<p style="text-align: center;"><b>Motion Picture or Documentary</b></p> <p>(MLA sec. 5.7.3)</p>	<p><i>General form:</i>  <i>Title of Film in Title Case and Italics.</i> Dir. Director's First Name and Last Name. Perf. First and Last Names of main actors. Distributor, year of release. Format.</p> <p><i>Example for a Feature Film:</i>  <i>A Beautiful Mind.</i> Dir. Ron Howard. Perf. Russell Crowe, Jennifer Connelly, and Paul Bettany. Universal Pictures, 2001. Film.</p> <p><i>Example for a Documentary:</i>  <i>Food Inc.</i> Dir. Robert Kenner. Magnolia Pictures, 2009. Documentary.</p>	<p><i>(First Few Words of Title)</i></p> <p><i>(A Beautiful Mind)</i></p> <p><i>(Food Inc.)</i></p>
<p style="text-align: center;"><b>Television Program</b></p> <p>(MLA sec. 5.7.1)</p>	<p><i>General form:</i>  "Title of episode or segment in quotes." <i>Title of Program or Series in Title Case and Italics.</i> Narr. First and Last name of Narrator or Journalist. Name of network. Call letters and city of the local station, Broadcast date. Medium of reception.</p> <p><i>Example:</i>  "Illiteracy: Canada's Shame." <i>The National.</i> Narr. Dan Bjarnason. CBC. CBC, Toronto, 24 May 2006. Television.</p>	<p>("First few words of episode title")</p> <p>("Illiteracy: Canada's")</p>
<p style="text-align: center;"><b>Music</b></p> <p>(MLA sec. 5.7.2 &amp; 5.7.18)</p>	<p><i>General form:</i>  Name of group or individual artist Last name, First Name. "Title of Song in Title Case and Quotes." <i>Title of Album in Title Case &amp; Italics.</i> Recording Label or manufacturer, date. Format.</p> <p><i>Example of a Group as Author:</i>  Coldplay. "Speed of Sound." X&amp;Y. EMI Music, 2005. MP3 file.</p> <p><i>Example of Individual Artist as Author:</i>  McLachlan, Sarah. "World on Fire." <i>Afterglow.</i> Arista, 2003. CD.</p>	<p>(Name of group or individual Artists' last name)</p> <p>(Coldplay)</p> <p>(McLachlan)</p>
<p style="text-align: center;"><b>Painting or Photograph</b></p> <p>(MLA sec. 5.7.6)</p>	<p>Van Gogh, Vincent. <i>The Siesta.</i> 1890. Oil on canvas. Musee d'Orsay, Paris.</p>	<p>(Van Gogh, <i>The Siesta</i>)</p>

Type of Source	Works Cited Format	Citation Format
<b>COMMON MISCELLEOUS SOURCES:</b>		
<p><b>Pamphlet or Brochure</b></p> <p>(MLA section 5.5.19)</p>	<p>Alcoholics Anonymous. <i>This is A.A.: An Introduction to the A.A. Recovery Program</i>. New York: Alcoholics Anonymous World Services, 1984. Print.</p>	<p>(Alcoholics Anonymous 7)</p>
<p><b>Advertisements</b></p> <p>(MLA section 5.7.10)</p>	<p>Imagewear a division of Mark's. Advertisement. <i>Financial Post Magazine</i> Oct. 2009: FPM16. Print.</p>	<p>(Imagewear FPM16)</p>
<p><b>Letters &amp; Memos</b></p> <p>(MLA section 5.7.13)</p>	<p>Smith, John. Letter to Sarah Jones. 22 June 2006. TS.</p> <p>Please note: MS=Manuscript (Letters written by hand) TS=Typeset (Letters written by computer)</p>	<p>(Smith)</p>
<p><b>Lecture Notes</b></p> <p>(MLA section 5.7.11)</p>	<p><b>General Format:</b> Last name, First name of speaker. "Title of Lecture if known in Quotes and Title Case." Name of school where the lecture took place, City. Day Month Year. Descriptive label such as Lecture.</p> <p><b>Example of a Lecture Note Citation:</b> Edgemont, Sam. "War of 1812." St. Mary's Catholic Secondary School, Toronto. 18 Nov. 2008. Lecture.</p>	<p>(Last name)</p> <p>(Edgemont)</p>
<p><b>Interviews</b></p> <p>(MLA section 5.7.7)</p>	<p><b>General Format Unpublished Interview:</b> Last name, First name of person interviewed. Personal interview (or Telephone interview). Day month year of interview.</p> <p><b>Example of Unpublished Interview:</b> Jones, Donald W. Telephone interview. 24 June 2008.</p> <p><b>Published:</b> Last name, First name of person interviewed. Interview by First name Last name of interviewer. <i>Name of Program the Interview was Telecast on in Title Case and Italics</i>. Television network. Local station call letters, City. Day month year of broadcast. Format.</p> <p><b>Example of a Published Interview:</b> Radcliffe, Daniel. Interview by James Lipton. <i>Inside the Actors Studio</i>. BRAVO. BRAVO, Burbank. 1 Dec. 2008. Television.</p>	<p>(Last name)</p> <p>(Jones)</p> <p>(Last name)</p> <p>(Radcliffe)</p>

Type of Source	Works Cited Format	Citation Format
<b>GOVERNMENT AND NON PROFIT AGENCY DOCUMENTS (Print):</b>		
<p><b>General Format of Government Documents</b></p> <p>(MLA section 5.5.20)</p>	<p><i>Government or Agency Document - Personal Author:</i> Last name, First name. <i>Title of Report in Title Case and Italics.</i> Number of Parliament, session of Parliament.</p> <p>Type and number of publication. Location: Publisher, date.</p> <p>Format.</p> <p><i>Government or Agency Document – Department as Author:</i> Name of country or province or city. Name of specific Department, office, agency, or institute that produced the report. <i>Title of Report in Title Case and Italics.</i> Number of Parliament, session of Parliament. Type and number of publication. Location: Publisher, date. Format.</p>	<p>(Last name page number)</p> <p>(Country, Issuing Agency name page number)</p> <p>Note: If using more than one document from the same government agency, then add first few words of title preceding agency name.</p>
<p><b>Government Document - Author Known</b></p>	<p>Banks, Sam. <i>Plastic Bags: Reducing Their Use Through Regulation and Other Initiatives.</i> Ottawa: Library of Parliament, 2008. Print.</p>	<p>(Banks 4)</p>
<p><b>Governmental Department as Author</b></p>	<p>Canada. Health Canada. <i>Eating Well with Canada's Food Guide.</i> Ottawa: Queen's Printer, 2007. Print.</p>	<p>(Canada, Health Canada, <i>Eating Well</i> 3)</p>
<p><b>International Government Agency as Author and Publisher</b></p>	<p>United Nations. General Assembly. Security Council. <i>Children and Armed Conflict.</i> 59th sess. New York: United Nations, 2005. Print.</p>	<p>(United Nations, General Assembly, Security Council, <i>Children</i> 15)</p>
<p><b>Non-Governmental Organization as Publisher</b></p>	<p>Nikiforuk, Andrew. <i>Dirty Oil: How the Tar Sands are Fueling the Global Climate Crisis.</i> Toronto: Greenpeace Canada, 2009.</p>	<p>(Nikiforuk 35)</p>
<p><b>Case Law</b></p> <p>(MLA section 5.7.14)</p>	<p>R. v. Beatty. 1 S.C.R. 49. Supreme Court of Canada. 2008. Print.</p>	<p>(<i>R. v. Beatty</i>)</p>
<p><b>Acts and Statutes</b></p> <p>(MLA section 5.7.14)</p>	<p>Ontario Health and Safety Act and Regulations. Ont. L. Ch.O.1. 1990. Print.</p>	<p>(Ontario Health)</p>

# Formatting a Paper using MLA Guidelines

## Heading and Title (MLA sec. 4.3)

Student's Name  
Teacher's Name  
Course Code  
Day Month Year

Last name 1

Title of Essay Centred  
Begin essay by indenting ½ inch and double spacing. The last name and page header should be off the right margin and ½ inch from the top of the page. All the other information starts on the left margin and starts at 1 inch from the top margin.

## Page Numbering (MLA section 4.4)

Page numbering should be in the upper right hand corner of each page (use a header to create automatic page numbering). It should be ½ inch from the top margin and 1 inch from the right margin. The Header should include students' last name and page number:

Last Name 3

The body of your essay would be here.

## Margins, Typeface, Line Spacing & Indentations

**Font** -- 12-point easily readable fonts where it is easy to see the difference between *italized* and regular type styles. (MLA sec. 4.2)

**Margins** -- 1 inch uniform on all four sides (MLA sec. 4.1)

**Line Spacing** – The essay and the Works Cited page are double spaced between lines.

**Indentations** – Each new paragraph is indented by ½ inch. If entries in the Works Cited section go beyond one line, each subsequent line is indented.

## Citation Format for Works by Shakespeare

*Ham.* = *Hamlet*      *Lr.* = *King Lear*

*Mac.* = *Macbeth*      *Oth.* = *Othello*

*MV* = *Merchant of Venice*

*Rom.* = *Romeo and Juliet*

*Note: See Shakespeare Entry for proper usage of these abbreviations for in-text citations of Shakespeare plays.*

## Acceptable Abbreviations

n.d. = no date of publication    ed. = edition, edited by  
n.p. = no place of publication    p. = page  
n. pag. = no pagination            pp. = pages

The months of the year are abbreviated as follows: Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec. May, June, and July are written in full.

## Major Changes in the 7<sup>th</sup> Edition

- The titles of sources (both print and non-print) are no longer underlined, they are *italicized*.
- Inclusion of format or medium of resource at end of citation (e.g. Print, Web, CD, DVD, E-mail)
- URLs are no longer included in the works-cited-list entries for Web publications unless your teacher requires it.
- Issues and volume numbers of journals must be included as they are useful for finding articles in electronic databases.
- There are now guidelines for citing graphic novels and digital files.

## Placing Cited Work in an MLA Style Essay

The following excerpts from an essay entitled *Victorian Morality in Nineteenth Century Canada*, provides five different examples of how to credit the authors / creators / organizations you consulted in writing a research essay.

1. In text credit using authors' names
2. Two brief, direct quotes
3. Long direct quote (more than 4 lines) (indent 1 inch from left margin and continue double-spacing, quotation marks are not required around the long quotation)
4. In text credit using the title of the book
5. Paraphrase

Lastname 2

1. According to authors like Michael Bliss, Emily Nett, Edward Shorter and Peter Ward, intercourse was a subject that seemed to plague the Victorian Canadian. This is not to say that intercourse was a totally repulsive act, for it was not when it was being used in its proper context, the context being an act performed by a married couple for the purpose of producing offspring. Anything outside of this definition was deemed to be an “evil to be shunned” with “consequences to be dreaded” (Bliss 328). The best starting point...  
  
... Back to courtship and its transformation capitalism. Courtship was once an institution that was dictated by the community. It was highly supervised and regulated:  
  
The rituals of courtship allowed the community to monitor the courtship process; in fact, this was one of their most important features. Because many courtship activities took place in open view, the public supervised them. In essence this oversight was moral.  
  
The community cared deeply about right conduct in courtship. It defined and enforced a code of conduct which denied the unmarried privacy and forbade any physical intimacy until they were virtually engaged. (Ward 100)  
  
Thus, until industrial capitalism as a social system arose, courtship was a highly censored community-sponsored operation. With capitalism, came the shift to courtship becoming a private and intimate bond to be shared by two people alone in the privacy of their own spaces...
2. ...In the book *Courtship, Love, and Marriage in Nineteenth English Canada*, four stages of courtship are defined. In the first two, a couple generally spent a great deal of time around others...
3. ... In French Canada, the role of the Church helped to maintain an extremely low rate of out-of-wedlock births, while encouraging high marital birth rates (Nett 111).

## Works Cited List Sample Page

**\*\*PLEASE NOTE:**All Works Cited entries must be in alphabetical order by author's last name, if the author is unknown, then the title of the item is used instead.

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