

Style Sheet

General Guidelines

- Type your paper on a computer on standard, white 8.5 x 11-inch (A-4) paper.
- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).
- Please use double quotation marks, except where "a quotation is 'within' a quotation". Long quotations of 40 words or more should be indented with quotation marks.
- A typical manuscript will not exceed 8000 words including tables, references, captions, footnotes and endnotes. Manuscripts that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript.
- Manuscripts should be compiled in the following order: title; abstract; keywords; main text; end-notes; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
- Abstracts of 200 words are required for all manuscripts submitted.
- Each manuscript should have 5 to 6 keywords .
- Section headings should be concise.
- All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on a separate word file accompanying the soft copy of the paper.

- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors and the order of names should be agreed by all authors.
- Please supply a short biographical note for each author.
- For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution.
- All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's/ co-author's name, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: *Fear and Loathing in Las Vegas* as *Morality Play*; Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

The Modern Language Association (MLA) provides citation guidelines for preparing research papers and scholarly manuscripts. These guidelines include parenthetical citation within a written work and a Works Cited page, both of which allow writers to accurately quote and paraphrase sources.

Parenthetical References within the Research Paper

The Modern Language Association uses parenthetical references instead of footnotes or endnotes in the body of the research paper to acknowledge the use of borrowed material. These references point to the Works Cited page (see examples of entries above) at the end to fully document this material with necessary author, title, and publishing information.

Placement and Punctuation Guidelines

1. Keep the parenthetical references as brief as possible. Do this by inserting the author's last name and a page number in parentheses after the statement you are documenting:

"A large percentage of the suicides in this category are centered in the New York City area" (Hyde 126).

2. If you include the author's name in a sentence, you need only put the page number of the reference in the parentheses:

Hyde notes that "a large percentage of the suicides in this category are centered in the New York City area" (126).

3. If you are citing an entire work rather than a specific passage or section, omit any parenthetical reference and give the author's last name in your sentence:

Throughout her book, Hyde argues that suicide among the young constitutes a national epidemic.

Examples of Parenthetical References

1. **A work by an author of two or more works you are using**

Use last name, comma, short title and relevant page numbers:
(Grossman, *Aesthetics* 5)

2. **A work by an author with the same last name as another author in your list of Works Cited**

Supply first name:
(James Brown 317)

3. **A work by two authors:**

(Hyde and Forsyth 47)

4. **A work by three or more authors:**

(Quirk et al 96)

5. **A multivolume work**

Indicate volume used:

(*Laszlo* 2: 787)

6. **A work with no author**

Use shortened version of title or whole title if it is short. If you shorten the title, begin with the word by which the source is alphabetized in the list of Works Cited:

(*Americana* 8: 63)

7. **Corporate author or government agency**

You may include author and title, but it is often best to use information as part of a sentence since the citation may be long:

(*IBM Annual Report* 1990 6)

8. **Literary Works**

Because of differences in editions, use more than the page number to locate the passage cited. After page number, add a semicolon and other appropriate information using abbreviations such as "ch.", "pt.":

(Conrad 15; ch. 3)

9. **More than one work in a single parenthetical reference**

Use normal pattern but separate each citation with a semicolon:

(Kabotis 214; Perkins 58)

Works Cited References

Below are some examples of MLA-style citation entries for quick reference. Papers written using MLA Style are usually double-spaced, including the Works Cited Page.

*On a Works Cited page, always indent five spaces for each line after the first one:

Joyce, Mark et. Al. The Comprehensive Dictionary of the Japanese Language.
→ London: Longman, 1978.

Books

NO AUTHOR

A Handbook of Korea. 6th ed. Seoul International Pub.House, 1987.

ONE AUTHOR

Morrison, Toni. *Sula*. New York: Knopf, 1974.

TWO AUTHORS

Hyde, Margaret O., and Elizabeth Held Forsyth. *Suicide: The Hidden Epidemic*. Rev. ed. New York: Watts, 1986.

MORE THAN TWO AUTHORS

Quirk, Randolph, et. Al. *A Comprehensive Grammar of the English Language*. London: Longman, 1985.

EDITOR

Perkins, Kathy A., ed. *Black Female Playwrights: An Anthology of Plays Before 1950*. Bloomington: Indiana U, 1989.

AUTHOR AND EDITOR

Shakespeare, William. *The Comedy of Errors*. Ed. By T.S. Dorsch. Cambridge: Cambridge UP, 1988.

ESSAY/CHAPTER IN A BOOK

Klawans, Stuart. "Colorization: Rose-Tinted Spectacles." *Seeing Through Movies*. Ed. Mark C. Miller. New York: Pantheon, 1990. 150-185.

Magazines and Newspapers

MAGAZINE ARTICLE SIGNED

Theroux, Paul. "China Passage by Rail." *National Geographic* March 1988: 296-329.

MAGAZINE ARTICLE UNSIGNED

"Time for Doubt." *Time* 26 Nov. 1990: 30-34.

JOURNAL WITH CONTINUOUS PAGING

Brook, Dan W. "The Value of Prolonging Human Life." *Philosophical Studies* 50 (1986): 401-26.

JOURNAL THAT PAGES EACH ISSUE SEPARATELY

Baum, Rosalie Murphy. "Alcoholism and Family Abuse in *Maggie* and *The Bluest Eye*." *Mosaic* 19.3 (1986): 91-105.

NEWSPAPER ARTICLE UNSIGNED

"The Elected Aristocracy: 12 is Enough." *Wall Street Journal* 6 Nov. 1990, sec. A: 22.

BOOK REVIEW

Hall, Lucia K.B. Rev. of *God and the New Physics*, by Paul Davies. *Humanist* Nov.-Dec. 1986: 39.

ENCYCLOPEDIA ARTICLES

Sapir, Edward. "Communication." *Encyclopedia of the Social Sciences*. New York: Macmillan, 1930.

Electronic Resources

ONLINE BOOK

Douglass, Frederick. *Narrative of the Life of Frederick Douglass, An American Slave*. Boston, 1845. 1 Aug. 1999

<http://www.toptags.com/aama/books/book10.htm>

ONLINE MAGAZINE ARTICLE

Dunn, Marcia. "Astronauts Replace Hubble Power Unit." *Salon* 6 Mar. 2002. 7 Mar. 2002

<http://www.salon.com/tech/wire/2002/03/06/hubble/index.html>

ONLINE JOURNAL ARTICLE WITH PAGE NUMBERS

Washington, Gerald R. "The Writing Crisis in Urban Schools: A Culturally Different Hypothesis." *Journal of Advanced Composition* 16.3 (1996). 12 Aug. 1999

<http://www.cas.usf.edu/JAC/163.html>

ARTICLE TEXT FROM SUBSCRIPTION DATABASE SERVICE

Pursell, Chris. "Xena Ratings Princess." *Electronic Media* 16 Jul. 2001: 6. *ABI/INFORM Global*. Proquest. University of California, Davis Library. 4 Mar. 1999

<http://proquest.umi.com/>

ONLINE NEWSPAPER ARTICLE

Cheng, Scarlet. "Fragile Work, Fragile Life." *Latimes.com* 17 Feb. 2002. 3 Mar. 2002

<http://www.calendarlive.com/top/1,1419,L-LATimes-Art-X!ArticleDetail-51539,00.html>

ORGANIZATION WEB SITE

Romance Languages and Literatures Page. 1 Jan. 1997. Dept. of Romance Languages and Literatures, U. of Chicago. 8 July 1998

<http://humanities.uchicago.edu/romance/>

Interviews

INTERVIEW IN PERSON

Basso, Lilliam. Personal Interview. 4 Mar. 1991.

INTERVIEW IN PRINT

Ellison, Ralph. Interview. "Invisible Man." With Allen McPherson. *Atlantic* Dec. 1970: 45-60. 1990.

Media

TELEVISION AND RADIO

"Belly of the Beast." *48 Hours*. Host Dan Rather. Narr. Peter Van Sant. CBS. 10 Aug. 1999.

FILM/VIDEO RECORDING

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. DVD. Republic, 2001.