

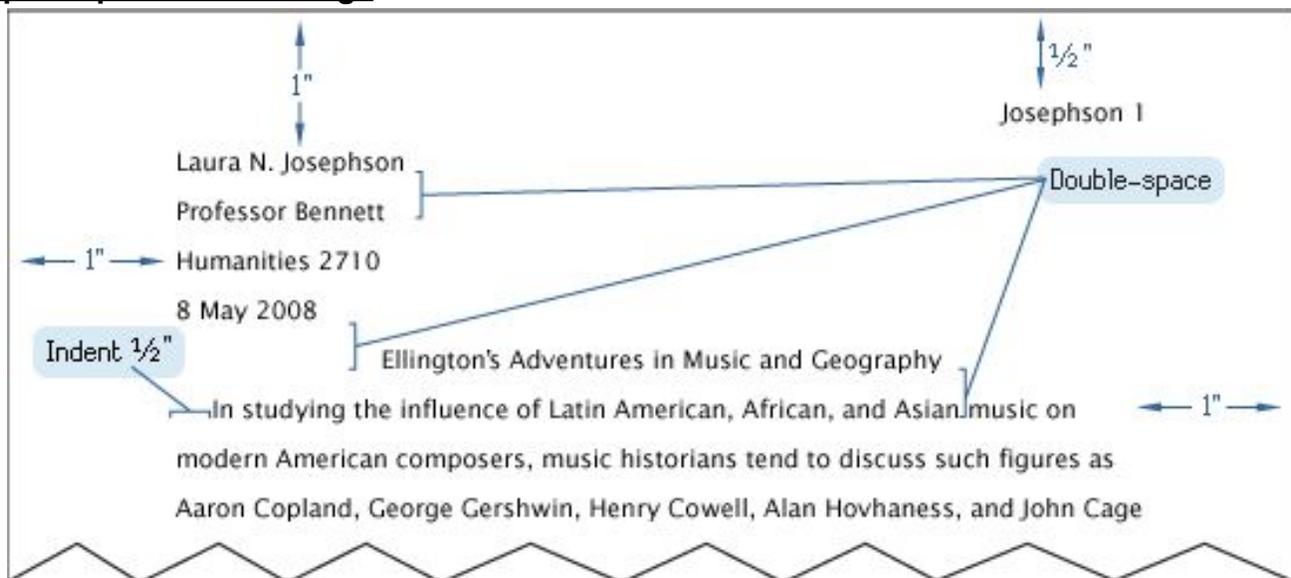
## General Appearance

- The entire essay should be **double-spaced** (including longer quotations and the “Works Cited” entries) and written in a **twelve point** standard font (e.g. **Times New Roman**).
- **One inch margins** should surround the essay on all sides.
- In the upper right-hand corner of every page (including the first page), your last name should appear, followed by the page number.
- Your personal information should appear in the upper left-hand corner of the first page (see section below, titled “Essay Title and Personal Information”).
- Centre the title below the personal information. It should not be **bolded**, *italicized* or underlined.
- Indent set-off quotations half an inch (0.5”) from the left margin.
- A single space should follow after each concluding punctuation mark (a period, a question mark or an exclamation point).

## Essay Title and Personal Information

- An essay presented in MLA format is not preceded by a title page.
- Instead, your personal information should be placed in the top left-hand corner of the essay’s first page (see the sample below for the order of the information required).
- This section is to be double-spaced along with the rest of the essay.

## Sample Top of the First Page



## Treatment of Titles

- Longer works (such as books, films and plays) should be italicized (e.g., *Macbeth*).
- Shorter works (such as short stories, essays, poems and article titles) should be in quotation marks (e.g. "Lamb to the Slaughter," "The Road Not Taken")
- When capitalizing a title or a subtitle, capitalize the first word, the last word and all principal words. **DO NOT** capitalize the following parts of speech when they fall in the middle of a title:
  - o Articles → "a," "an," "the" (e.g. *Under the Bamboo Tree*)
  - o Coordinating conjunctions → "and," "but," "for," "nor," "or," "so," "yet" (e.g. *Romeo and Juliet*)
  - o Prepositions → "against," "as," "between," "in," "of," "to" (e.g. *The Merchant of Venice* and "A Dialogue between the Soul and Body")
  - o The "to" in infinitives (e.g. *How to Play Chess*)

## Use of Quotations

- Before you decide to use a quotation, make sure that it is **interesting** and **relevant**. In addition, try to keep all quotations as brief as possible. A longer quotation requires a lengthy analysis.
- Your quotations **must** reproduce the original sources exactly. Unless indicated in brackets or parentheses, changes must not be made in the spelling, capitalization or interior punctuation of the source.
- You must construct a clear, grammatically correct sentence that allows you to introduce or incorporate a quotation with complete accuracy.
- Alternatively, you may paraphrase the original and quote only fragments, which may be easier to integrate into the text.

## Parenthetical References

- When quoting or referencing another's words, facts or ideas, include a parenthetical reference. → (Smith 7)
- Usually, the author's last name and a page reference are enough to identify the source you used. List all sources on your Works Cited page.
  - o When quoting poetry, use line numbers rather than page numbers. → (13-46)
  - o When quoting drama, use act, scene and line numbers in order. → (3.1.154-199)
- Generally, parenthetical references should appear at the end of a sentence.
- If the author's last name does not appear in the sentence in which you quote or reference his/her material, include it in your parenthetical reference. If the author's last name does appear in the sentence, you don't need to include it:
  - o Shakespeare's *King Lear* has been called a "comedy of the grotesque" (Frye 237)
  - o Frye refers to Shakespeare's *King Lear* as a "comedy of the grotesque" (237)
- In a parenthetical reference to one of two or more works by the same author, put a comma after the author's last name and add the title of the work (if brief) or a shortened version and the relevant page reference → (Frye, *Double Vision* 85)
- If you state the author's name in the text, give only the title and page reference in parentheses → (*Double Vision* 85)
- If you include both the author's name and the title in the text, indicate only the pertinent page number or numbers in parentheses → (85)
- If citing a quotation taken from an e-book, use stable numbering sections, such as chapters or paragraphs, to identify its location, as page numbers may vary, depending upon the medium and device → (Rowley, ch. 2) or (Chan, par. 41)
- If no means of identifying sections are provided, such as page numbers, chapters or paragraphs, you are not required to identify such information in your parenthetical reference → (Thurber)

## Punctuation with Quotations

- Whether integrated into the text or set off from it, quoted material is usually preceded by a colon if the quotation is formally introduced and by a comma or no punctuation if the quotation is an integral part of the sentence structure:
  - Shelley held a bold view: “Poets are the unacknowledged legislators of the World” (794).
  - Shelley thought poets “the unacknowledged legislators of the World” (794).
  - “Poets,” according to Shelley, “are the unacknowledged legislators of the World” (794).
- Do not use opening and closing quotation marks to enclose quotations set off from the text, but reproduce any quotation marks that are in the passage quoted:
  - In “Memories of West Street and Lepke,” Robert Lowell, a conscientious objector (or “C.O.”), recounts meeting a Jehovah’s Witness in prison:

I was so out of things, I’d never heard  
of the Jehovah’s Witnesses.  
“Are you a C.O.?” I asked a fellow jailbird.  
“No,” he answered, “I’m a J.W.” (36-39)
- Use double quotation marks around quotations incorporated into the text, single quotation marks around quotations within those quotations:
  - In “Memories of West Street and Lepke,” Robert Lowell, a conscientious objector (or “C.O.”), recounts meeting a Jehovah’s Witness in prison: “‘Are you a C.O.?’ I asked a fellow jailbird. / ‘No,’ he answered, ‘I’m a J.W.’” (38-39).

## Prose Quotations

- If a prose quotation runs no more than four lines and requires no special emphasis, put it in quotation marks and incorporate it into the text:
  - For Charles Dickens the eighteenth century was both “the best of times” and “the worst of times” (35).
- If the quotation runs more than four typed lines, set it off from your text by beginning a new line, indenting half an inch from the left margin, and typing it double-spaced, without adding quotation marks. If you are quoting more than one paragraph, indent an additional half inch each time a new paragraph is introduced.
- A parenthetical reference for a prose quotation set off from the text follows the last line of the quotation:
  - At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

## Verse Quotations

- If you quote part or all of a single line of verse that does not require special emphasis, put it in quotation marks within your text. You may also incorporate two or three lines in this way, using a slash with a space on each side ( / ) to separate them. Use a double slash with a space on each side in order to indicate a new stanza ( // ).
  - Bradstreet frames the poem with a sense of mortality: “All things within this fading world hath end” (1).
  - Reflecting on the “incident” in Baltimore, Cullen concludes, “Of all the things that happened there / That’s all that I remember” (11-12).

- Verse quotations of more than three lines should begin on a new line. Unless the quotation involves unusual spacing, indent each line half an inch from the left margin and double-space between lines, adding no quotation marks that do not appear in the original:
  - o Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail:
 

It was winter. It got dark  
early. The waiting room  
was full of grown-up people,  
arctics and overcoats,  
lamps and magazines. (6-10)
- The omission of a line or more in the middle of a poetry quotation that is set off from the text is indicated by a line of spaced periods approximately the length of a complete line of the quoted poem.

### Dramatic Quotations

- If you quote dialogue between two or more characters in a play, set the quotation off from your text. Begin each part of the dialogue with the appropriate character’s name indented half an inch from the left margin and written in all capital letters (e.g. HAMLET). Follow the name with a period, and then start the quotation. Indent all subsequent lines in that character’s speech an additional amount. When the dialogue shifts to another character, start a new line indented half an inch from the left margin. Maintain this pattern throughout the entire quotation:
  - o A short time later, Lear loses the final symbol of his former power, the soldiers who make up his train:
 

GONERIL.                      Hear me, my lord.  
  What need you five-and-twenty, ten or five,  
  To follow in a house where twice so many  
  Have a command to tend you?  
REGAN.                              What need one?  
LEAR. O, reason not the need! (2.4.254-58)

### Altering Quotations

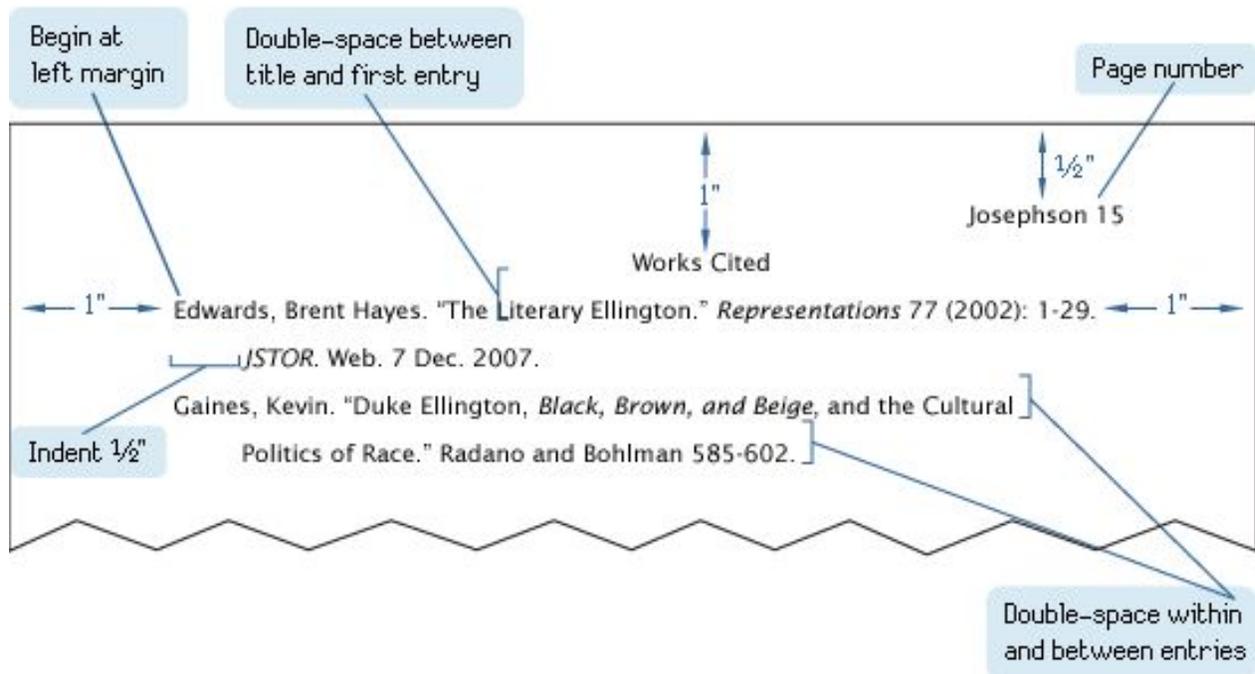
- If you quote only a word or a phrase, it will be obvious that you left out some of the original sentence.
  - o In his inaugural address, John F. Kennedy spoke of a “new frontier.”
- However, if omitting material from the original sentence or sentences leaves a quotation that appears to be a sentence or a series of sentences, you must use ellipsis points, or three spaced periods, to indicate that your quotation does not completely reproduce the original. Whenever you omit words from a quotation, the resulting passage—your prose and the quotation integrated into it—should be grammatically complete and correct.
- For an ellipsis within a sentence, use three periods with a space before each and a space after the last ( . . . ).
  - o **Original** → Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease, ignoring sanitation or visible carriers.
  - o **With an ellipsis** → In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes, “Medical thinking . . . stressed air as the communicator of disease, ignoring sanitation or visible carriers” (101-02).
- For an ellipsis at the end of your sentence, use a period after the last word of the quotation and then add an ellipsis → Barbara W. Tuchman writes, “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . .”
- Here’s an ellipsis at the end of the quotation followed by a parenthetical reference → Barbara W. Tuchman writes, “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease . . .” (101-02).

- An ellipsis in the middle of a quotation can show that any amount of text has been left out, including more than one sentence. If you quote the end of one sentence and then omit one or more sentences, put a period at the end of the sentence and then include an ellipsis before continuing the quotation:
  - William L. Rivers notes, “Presidential control reached its zenith under Andrew Jackson. . . . For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs, and there were fifty-seven journalists on the government payroll” (7).
- When dealing with an omission from the middle of one sentence to the middle of the other, simply use an ellipsis:
  - William L. Rivers notes that when “[p]residential control reached its zenith under Andrew Jackson, . . . there were fifty-seven journalists on the government payroll” (7).
- A comment or an explanation that goes inside the quotation must appear within square brackets, not parentheses. The same holds if you change a pronoun or alter capitalization.
  - In the first act he soliloquizes, “Why she would hang on him [Hamlet’s father] / As if increase of appetite had grown / By what it fed on” (Shakespeare 1.2.147-49)
  - Atticus Finch strongly believes that “[t]he one place where a man ought to get a square deal is in a courtroom” (Lee 220).
- A comment or an explanation that immediately follows the closing quotation mark appears in a parenthesis:
  - Shaw admitted, “Nothing can extinguish my interest in Shakespear” (sic). → indicates spelling error is in original text
  - Lincoln specifically advocated a government “*for* the people” (emphasis added).
- Quote a punctuation within a quotation exactly as it appears; however, you may need to change the closing punctuation depending on where the quoted material appears in your sentence. For example, you want to quote the following sentence: “You’ve got to be carefully taught.” In this context, you need to replace the period at the end of the quotation with a comma if you want to begin your sentence with this line: “You’ve got to be carefully taught,” wrote Oscar Hammerstein II about how racial prejudice is perpetuated.
- If a quotation ends with a question mark or an exclamation, keep the original punctuation:
  - “What a wonderful little almanac you are, Celia!” Dorothea Brooke responds to her sister (7).
- All other punctuation marks (e.g., semicolons, colons, question marks, exclamation marks) go outside a closing quotation mark, except when they are part of the quoted material:
  - **Original:** Have you felt so proud to get at the meaning of poems?
  - **Quotations:**
    - Whitman refers to “the meaning of poems.”
    - Where does Whitman refer to “the meaning of poems”? (You—as a writer—are using the quotation to pose a question)
    - Whitman asks, “Have you felt so proud to get at the meaning of poems?”
- If a quotation ending with a question mark or exclamation point concludes your sentence and requires a parenthetical reference, use the original punctuation within the quotation mark and follow with the reference and the sentence period outside the quotation mark:
  - In Mary Shelley’s *Frankenstein*, Victor Frankenstein wonders, “How can I describe my emotions at this catastrophe, or how delineate the wretch whom with such infinite pains and care I had endeavoured to form?” (42).

## Works Cited Page

- A Works Cited list is placed at the end of your research paper; it includes all of the sources you quoted, paraphrased or summarized within your paper. It provides all information necessary for a reader to locate any of the sources you've used.
- Begin the list on a new page and number each page, continuing the page numbers of the text. For example, if the text of your research paper ends on page 10, the works-cited list begins on page 11.
- The page number appears in the upper right-hand corner, half an inch from the top and flush with the right margin (see sample below).
- Center the title, Works Cited, an inch from the top of the page.
- Double-space between the title and the first entry.
- Begin each entry flush with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin. This format is sometimes called *hanging indention*, and you can set your word processor to create it automatically for a group of paragraphs. Hanging indention makes alphabetical lists easier to use.
- Double-space the entire list, both between and within entries.

## Sample Works Cited Page



## Entries

- Arrange entries alphabetically according to the author's last name. If no author is given, alphabetize by the title of the work.
- If the author's name is unknown, alphabetize by the title, ignoring any initial "A," "An" or "The."
- If the work is by two or more authors, only the first person's name is inverted; the names of the other authors are given in regular order.
- DO NOT number the entries. DO NOT use headings or group by types of source.
- You DO NOT need to provide the city of publication.
- You DO NOT need to include the type of media (e.g., print or web).
- To cite two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, type three hyphens, followed by a period and the title. The three hyphens stand for exactly the same name as in the preceding entry:  
Shakespeare, William. *King Lear*. 2nd ed., Harcourt, 2002.  
---. *Twelfth Night*. 2nd ed., Harcourt, 2001.
- Here's an example of a regular book:  
Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

- Italicize longer works, such as novels, plays, non-fiction books, movies or albums. Use quotation marks for shorter works, such as articles, songs, chapters or poems.
- Here's an example of how to cite an article or posting from the website *So Many Books*:  
Hollmichel, Stefanie. "The Reading Brain: Differences Between Digital and Print." *So Many Books*. 25 April 2013,  
[somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/](http://somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/).
- Here's an example of a movie:  
Fleming, Victor. *The Wizard of Oz*. Metro Goldwyn Mayer, 1939.