MLA Format & Citation

UVU WRITING CENTER
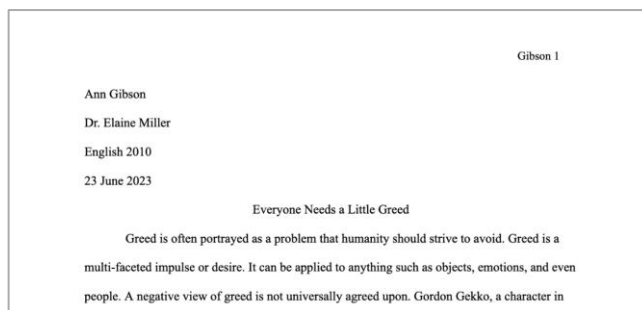
The Modern Language Association (MLA) is a citation and style guide typically used in the humanities. This handout explains how to format and cite work according to the MLA 9th edition handbook (section numbers listed in headings). This resource provides general information about MLA format and style, but writers should always tailor their work to their audience and assignment guidelines.

General Format (1.1–1.6)

- Your **last name** and the **page number** are right-aligned in the **header** of every page
- The **heading** is left-aligned on the first page
- The **title** is capitalized in title case, centered, and placed on its own line after the header
- **Margins** are set to 1 inch
- The **font** is readable and consistent at 11–13 pt and in a style such as Times New Roman or Calibri
- The entire document is **double-spaced** with no extra space between paragraphs
- The first line of each paragraph is **indented** 0.5 inches from the left margin

Gibson 1

Ann Gibson

Dr. Elaine Miller

English 2010

23 June 2023

Everyone Needs a Little Greed

Greed is often portrayed as a problem that humanity should strive to avoid. Greed is a multi-faceted impulse or desire. It can be applied to anything such as objects, emotions, and even people. A negative view of greed is not universally agreed upon. Gordon Gekko, a character in

Heading and Title (1.3–1.5)

The **heading** includes the following, each on its own line: Your name(s), instructor's name, course, and date. The heading starts on the **first page's first line**, not in the header above the first line. For **group papers**, each author is given their own line in the heading. The **title** should be centered and in title case with no special formatting (no boldface, italics, quotation marks, or underline) unless it contains a book or other large work.

Tables and Illustrations (1.7)

Place visual elements as close to the related text as possible. Double-space tables, labels, and captions.

Tables (1.7)

Label with "Table #" and a title; both should be left-aligned on separate lines above the table. If adapting data from a source's table into a new table, place its source and notes in a caption below the table. **To cite information from a table in-text**, include the table number in square brackets after the page number.

Example: Table 1

Distribution of Literature Degrees in the U.S., 2014–2016

Year	Bachelor's Degrees	Master's Degrees	Doctoral Degrees
2004–05	16,008	2,517	762
2005–06	16,762	2,637	778

Adapted from: U.S. Department of Education, Institute of Education Sciences,

National Center for Education Statistics. *Digest of Education Statistics*, 2017 ed.,

June 2017, table 297, nces.ed.gov/programs/digest/d07/tables/dt07_297.asp.

Example (In-text Citation): (U.S Department of Education 14 [table 1])

Illustrations (1.7)

Other types of visual material, such as photographs, maps, graphs, or charts, should be labeled "Figure #" (usually abbreviated *Fig.*) and include an identifying caption below. If a writer chooses to give a full citation in the **caption** and does not cite it elsewhere, no entry is needed in the works cited.

Example (Full Citation):

Fig. 2 James Modarelli, NASA Insignia. 1959, National Aeronautics and Space Administration. www.nasa.gov/symbols-of-nasa.html.

Example (Partial Citation):

Fig. 2 James Modarelli, NASA Insignia

Block Quotes (6.35)

Quotes longer than four lines are set apart in a block, double-spaced, and indented .5 inch from the margin. No quotation marks are necessary. The period is placed after the quotation, unlike in-text citation which places it after the citation. Your work should primarily reflect your own words and ideas, so avoid overusing block quotes, as they can distract the reader and detract from your own voice.
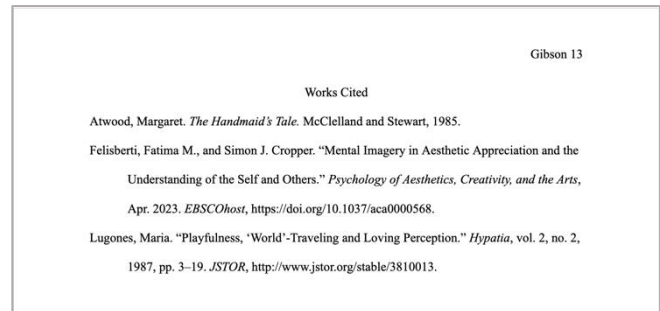
In-text Citations (6.1–6.30)

In-text citations refer readers to sources and must be used for direct quotes, summaries, and paraphrases. There are two kinds of in-text citation: **parenthetical and in prose**. Parenthetical puts the author's last name and the page number at the end of the sentence. A citation in prose names the author in the sentence itself. When available, page number(s) are included for both styles.

In-Text Citation Examples

	Citation In Prose	Parenthetical Citation	Notes
Two Authors (6.5)	Dorris and Erdrich argue that . . . (23).	(Dorris and Erdrich 23).	Use the same order of names as the source.
Three or More Authors (6.5)	Burdick and others analyze	(Burdick et al. 42).	*et al.* is Latin for "and others"
Organization as Author (6.6)	The National Academy found . . . (114).	(National Academy 114).	Capitalize the organization name. No additional formatting is required.
Same Author, Multiple Works (6.8)	In her book *Jazz,* Morrison says, ". . ." (76).	(Morrison, *Jazz* 76).	Add a comma after the author's name(s), then add the title.
Authors with Same Last Name (6.7)	J. Rogers opens with, ". . ." (654).	(J. Rogers 654). (Jack Rogers 654).	Include the author's first initial. If the initial is the same, include the entire first name.
Multiple Sources in One Sentence (6.46)	Avoid in prose in this case, it could look like multiple authors for one text.	(Burdick et al. 42; Rogers 7).	Separate each source with a semicolon.
Indirect Quotation* (6.50) *A quote within a quote	Lang uses Grant's theory to support her claim, ". . ." (129).	". . . '. . .' . . ." (qtd. in Lang 129). Use single quotation marks when quotation marks appear in the source.	Whenever possible, use material from the original source and not a secondary source.
Quoting Poetry (6.22, 6.37)	The last lines of Williams' poem are "so sweet / and so cold"	The lines "so sweet / and so cold" (Williams' lines 11–12).	A slash indicates a line break. Stanza breaks, use two slashes (//).

Works Cited Page (Chapter 5)

The works cited page is **a separate page** included at the end of the paper. The words "Works Cited" should be **centered at the top of the page**. Entries should be in **alphabetical order**, set in a **hanging indent**, and **double-spaced**. Use a full citation for every source so readers may investigate them for further reading. Each citation is made up of core elements.

Core Elements (Chapter 5)

Core elements are used to create each citation. The core elements of a citation are as follows:

- Author or Creator
- Title of Source
- Title of Container (e.g. anthologies, journals, databases)
- Contributors (e.g. editors, translators, directors, conductors)
- Version
- Number (e.g. volume, number, season, episode)
- Publisher (e.g. book publishers, film studios, companies, distributors, government agencies)
- Publication Date
- Location (e.g. page number(s), DOIs, permalinks, URLs, physical location)
- Supplemental Elements (e.g. access date, medium of publication/access, publication history)

When punctuating a citation, use a period after author, title of source, supplemental elements, and at the end of a citation. Separate all other elements with a comma. Core elements should appear in a citation in the order previously listed.

If a core element does not apply to the source being cited, omit it—unless the source does not have a title, in which case, you will provide a brief description of the source. For sources with no author or organization name, begin the citation with the title.

Works Cited Examples (Chapter 5)

Article from a Journal in an Online Database

Author Last Name, First Name, and Author First Name Last Name. "Title of Article." *Title of Journal*, vol. #, no. #, Month Year, pp. #–#. *Name of Database*, DOI (preferred), URL (omit https://) or Permalink.

Eve, Martin Paul, and Joe Street. "The Silicon Valley Novel." *Literature and History*, vol. 27, no. 1, May 2018, pp. 81–97. *EBSCOhost*, doi.org/10.1177/0306197318755680.

Artwork Viewed Online

Last Name, First Name. *Title of Work*. Date, Location.

Van Gogh, Vincent. *Sunflowers*. 1888, National Gallery, www.nationalgallery.org/van-gogh-sunflowers.

Book

Last Name, First Name. *Title of Book*. Publisher, Year Published.

Alcott, Louisa May. *Little Women.* Little, Brown and Company, 2018.

Chapter or Article in an Anthology

Last Name, First Name. "Title of Work." *Title of Anthology*, edited by Name, Publisher, Year, pp.#–#.

Gibson, Stephen. "What She Asks of Me." *Tumbled Tales: An Anthology of Unconventional Stories*, edited by Hannah Terao and Brandy Hussa, A Wandering Wave Press, 2023, pp. 135–145.

Film

Movie Title. Director's Name and Other Relevant Contributors. Producer or Distributor, Year Released.

Babe. Directed by Chris Noonan. Kennedy Miller Mitchell, 1995.

Generative AI

Description of Generated Product. *Title of AI Tool,* version, Company that Made the Tool, Date of Content Generation, URL.

History of Textile Production. *ChatGPT,* version 3.5, OpenAI, 24 June 2025, https://chatgpt.com/.

Online Newspaper Article

Author's Last Name, First Name. "Title of Article." *Name of Publication*, Publication Date, URL.

Long, Ange. "Curtain Call." *Salt City Weekly*, 2 Nov. 2022, cityweekly.net/utah/curtain-call/.

Personal Communication

Interviewee Last Name, First Name. Type of Interview. Date Interviewed.

Tan, Amy. Personal communication with author. 11 July 2023.

Video Uploaded to a Sharing Site

Creator's Last Name, First Name. "Title of Video." *Sharing Site*, uploaded by Name, Release Date, URL.

Nishimura, Mariko. "What Is Graphic Design?" *YouTube*, uploaded by Kinetic Typography 101, 11 Aug. 2011, youtube.com/watch?v=rUeiZ6c6EBw.

Website

Website Name. Organization, Date (or date last edited), URL.

Folgerpedia. Folger Shakespeare Library, 17 July 2018, folgerpedia.folger.edu/Main_Page.