



# Denis Morris Catholic HS

## Writing Style Guide

### (According to MLA – 8<sup>th</sup> ed.)



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This style guide is designed to provide you with the framework to properly cite your work in an essay. It is based on the MLA Handbook, 8<sup>th</sup> edition. We have tried to provide information on the MOST COMMONLY USED citations; for more detailed options, please see the links provided on page 14.

**General Guidelines - When writing an essay in MLA format, be sure to adhere to the following guidelines (and please see the SAMPLE essay on pages 11-13).**

- Use Times New Roman 12 point font.
- Maintain 1 inch margins.
- Use a double-spaced format.
- Use tabs for indenting.
- Number pages in the upper right-hand corner (including Works Cited Page) beginning on Page 1.
- Italicize titles of published works.
- NO TITLE PAGE is NEEDED: rather, in upper-left hand corner include your name, instructor's name, course code, date.
- While many sources on the Internet should not be used for scholarly work (reference the OWL's Evaluating Sources of Information resource), some Web sources are perfectly acceptable for research.

## In-Text Citations

### How to use Quotations properly in your essay

#### General Guidelines

In MLA style, referring to the works of others in your text is done by using what is known as parenthetical citation. MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name should appear in parentheses following the quotation or paraphrase, and the page number(s) should always appear in the parentheses, not in the text of your sentence. **IN SHORT, YOU HAVE THE FOLLOWING OPTIONS WHEN LISTING AUTHORS AND PAGE REFERENCES:**

- Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).
- Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).
- Wordsworth extensively explored the role of emotion in the creative process (263).

**There are several different rules to follow when citing your sources. Please look at the categorized list below for the most commonly used types of references.**

#### Short Quotation Prose (Novel/Short Stories)

- Remember that short prose quotations are **four lines of prose typed or LESS**.
- Enclose the quotation within **double quotation marks**.
- Provide the **author and specific page** citation in the text, and include a complete reference on the Works Cited page.
- Punctuation marks:
  - **Periods, commas, and semicolons** should appear **after** the parenthetical citation.
  - **Question marks and exclamation points** should appear **within** the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.
- Remember: a period typically ends YOUR sentence, so even if the sentence is found within the quotation, use a period to end your thought.

#### Example:

Holden Caulfield is not the most reliable narrator. He says himself that he is "THE MOST terrific liar you ever saw in your life" (Salinger 16).

Pi Patel is desperate to see a survivor after the ship's sinking as evidenced, "Richard Parker? Richard Parker? Yes it is you!" (Martel 107).

## In-Text Citations (con't)

### Long Quotation Prose (Novel/Short Stories)

- Remember that long prose quotations are **more than four lines of prose typed**.
- Place quotations in a **free-standing block** of text and **omit quotation marks**.
- Start the quotation on a **new line**, with the entire quote indented  $\frac{1}{2}$  **inch** from the left margin (**ONE TAB**); maintain double-spacing.
- Your parenthetical citation should come **after** the closing punctuation mark.
- You should maintain **double-spacing** throughout your essay.

#### **Example:**

At the conclusion of *To Kill a Mockingbird*, Scout experiences an epiphany of sorts while standing on the Radley front porch:

Boo and I walked up the steps to the porch. His fingers found the front doorknob. He gently released my hand, opened the door, went inside, and shut the door behind him. I never saw him again. Neighbors bring food with death and flowers with sickness and little things in between. Boo was our neighbor. He gave us two soap dolls, a broken watch and chain, a pair of good-luck pennies, and our lives. But neighbors give in return. We never put back into the tree what we took out of it: we had given him nothing, and it made me sad. (Lee 278)

### Short Quote Verse/Poetry (Shakespeare plays or poems)

- Remember that short verse/poetry quotations are **fewer than three lines** of verse or poetry.
- Mark breaks in short quotations of verse with a **slash**, ( / ).
- At the end of each line of verse a **space** should precede and follow the slash.
- If a stanza break occurs during the quotation, use a **double slash** ( // ).
- In the case of verse, provide **line numbers** and with Shakespeare, provide the **Act and Scene**.
- Punctuation marks:
  - **Periods, commas, and semicolons** should appear **after** the parenthetical citation.
  - **Question marks and exclamation points** should appear **within** the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.
- Remember: a period typically ends YOUR sentence, so even if the sentence is found within the quotation, use a period to end your thought.

\*\*\*EXAMPLE IS ON THE NEXT PAGE\*\*\*

## In-Text Citations (con't)

### Example:

Cullen concludes, "Of all the things that happened there / That's all I remember" (11-12).

Romeo makes his adoration for Juliet clear when he claims, "It is the East and Juliet is the sun!" (2.2. 3).

### Long Quote Verse/Poetry (Shakespeare plays or poems)

- Remember that long verse/poetry quotations are **three lines or longer**.
- Place quotations in a **free-standing block** of text and **omit quotation marks**.
- Start the quotation on a **new line**, with the entire quote indented **½ inch (one tab)** from the left margin.
- Maintain **double-spacing**.
- Your parenthetical citation should come **after** the closing punctuation mark.
- When quoting verse, maintain **original line breaks**.

### Example:

Hamlet vacillates between living and dying when he contemplates the existence of humanity while alone in the lobby:

To be, or not to be: that is the question:

Whether 'tis nobler in the mind to suffer

The slings and arrows of outrageous fortune,

Or to take arms against a sea of troubles,

And by opposing end them. (3.1.57-61)

### Adding or Omitting Words in a Quotation

- If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.
- If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods ( . . . ) preceded and followed by a space.

\*\*\*EXAMPLES ARE ON THE NEXT PAGE \*\*\*

## In-Text Citations (con't)

### Adding or Omitting Words Examples:

1. Jan Harold Brunvand, in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).
2. In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

### Multiple Speakers in a Drama, Transcript or Screenplay

- Remember that each line of dialogue should begin with the speaker's name written in all capitals and indented ½ inch (tab once).
- A period follows the name (e.g., JAMES.).
- After the period, write the dialogue.
- Each successive line after the first should receive an additional indentation. When another person begins speaking, start a new line with that person's name indented. Repeat this pattern each time the speaker changes.
- You can include stage directions in the quote if they appear in the original source.
- Conclude with a parenthetical citation that explains where to find the excerpt in the source. Usually, the author and title of the source can be given in a signal phrase before quoting the excerpt, so the concluding parenthetical will often just contain location information like page numbers or act/scene indicators.

### Example:

Alcohol makes an early appearance in O'Neill's play. In the very first scene, O'Neill's characters treat alcohol as a panacea for their ills:

WILLIE. (Pleadingly) Give me a drink, Rocky. Harry said it was all right. God, I need a drink.

ROCKY. Den grab it. It's right under your nose.

WILLIE. (Avidly) Thanks. (He takes the bottle with both twitching hands and tilts it to his lips and gulps down the whiskey in big swallows.) (1.1).

## In-Text Citations (con't)

### Citing Non-print or Sources from the Internet

- For electronic and Internet sources, use the following guidelines:
  - Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).
  - Unless you list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text.
  - Only provide partial URLs such as when the name of the site includes, for example, a domain name, like CNN.com or Forbes.com as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

#### Example:

Michelle Obama's new book has become the best selling book of the year. (CNN.com)

## Works Cited

### General Guidelines

- Begin your Works Cited page on a **separate page** at the end of your research paper.
- It should have the same **one-inch margins and last name, page number header**.
- Label the page **Works Cited** (no italics, underline or quotation marks) and center that title (the citation entries themselves should be aligned with the left margin).
- **Double space** all citations, but do not skip spaces between entries.
- **Indent** the second and subsequent lines of citations by 0.5 inches (ONE TAB).
- **Delete** "http://" from URLs. The DOI or URL is usually the last element in a citation and should be followed by a period.
- All works cited entries end with a **period**.
- **Capitalize** each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- Use **italics** (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

## Works Cited (con't)

### Book Single Author

Last Name, First Name. *Title of Book*. Publisher, Publication Date.

*\*Note: the City of Publication should only be used if the book was published before 1900, if the publisher has offices in more than one country, or if the publisher is unknown in North America.*

### Example:

Wagamese, Richard. *Indian Horse*. Douglas and McIntyre, 2012.

### Book - Two Authors

Last Name, First Name. *Title of book*. Publisher, Date.

### Book - Two Authors Example:

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.

*If there are three or more authors, list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names. (Note that there is a period after "al" in "et al." Also note that there is never a period after the "et" in "et al.").*

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

### Article in a Scholarly Journal

- Remember that a scholarly journal can be thought of as a container, as are collections of short stories or poems, a television series, or even a website that are parts of a larger work.
- In this case, cite the author and title of article as you normally would. Then, put the title of the journal in italics.
- Include the volume number ("vol.") and issue number ("no.") when possible, separated by commas. Finally, add the year and page numbers.

Author(s). "Title of Article." *Title of Journal*, Volume, Issue, Year, pages.

**\*\*\*Example is on the next page\*\*\***

## Works Cited (con't)

### Example:

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

### Newspaper Article

Cite a newspaper article as you would a magazine article, but note the different pagination in most newspapers.

*If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition after the newspaper title.*

Last Name, First Name. "Title." *Title of Collection*, edition, date of publication, page numbers.

### Example:

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post*, 24 May 2007, p. LZ01.

### Article in an online Journal that also appears in print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the URL and the date of access.

Last name, First name, "Title." *Publication*, volume number, date of publication, page range, url, date of access.

### Example:

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases*, vol. 6, no. 6, 2000, pp. 595-600, [wwwnc.cdc.gov/eid/article/6/6/00-0607\\_article](http://wwwnc.cdc.gov/eid/article/6/6/00-0607_article). Accessed 8 Feb. 2009.

### Work/Poem in an Anthology, collection

- A scholarly journal can be thought of as a container which contains several works such as short stories or poems, a television series, or even a website.

## Works Cited (con't)

Last name, First name. "Title of Essay." *Title of Collection*, edited by Editor's Name(s), Publisher, Year,  
Page range of entry.

### Example:

Thurber, James. "The Secret Life of Walter Mitty." *Imprints 11*, edited by Dom Salianni, et al., Gage,  
2001, pp 33-37.

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, pp. 26.

### Website

- It is a good idea to list your date of access because web postings are often updated, and information available on one date may no longer be available later.
- When using the URL, be sure to include the complete address for the site except for the https://.

Editor, author, or compiler name (if available). *Name of Site*. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable).

### Example:

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003,  
[www.cla.purdue.edu/english/theory/](http://www.cla.purdue.edu/english/theory/). Accessed 10 May 2006.

### Online Video (speeches, videos, commercials, media publications)

- Video and audio sources need to be documented using the same basic guidelines for citing print sources in MLA style.
- Include as much descriptive information as necessary to help readers understand the type and nature of the source you are citing.
- If the author's name is the same as the uploader, only cite the author once. If the author is different from the uploader, cite the author's name before the title.

## Works Cited (con't)

### Example:

Obama, Barack. "President Barack Obama's Full Inauguration Speech 2009." Youtube, uploaded by

*The New York Times*, 18, January, 2013, <https://www.youtube.com/watch?v=-1ljmtaibC4>.

### Film

Director's name, film studio, performances, release year.

### Example:

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977.

*To emphasize specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title for that person.*

*Speed Racer*. Directed by Lana Wachowski and Lilly Wachowski, performances by Emile Hirsch,

Nicholas Elia, Susan Sarandon, Ariel Winter, and John Goodman, Warner Brothers, 2008.

## Sample Essay Page

Doe 1

J. Brown

Ms. Smith

ENG 3U

Jan. 24, 2024

This header needs to be in the top left hand corner of the page. Include your name, the instructor's name, the course code and the date.

Be sure to use 12 point Times New Roman Font and 1 inch margins.

Paginate each page with your last name and page number

Title of your essay - centered, with no italics, underline or quotation marks

The Essay Title

Begin your essay by indenting for your introductory paragraph. You should be writing in Times New Roman, 12 point font only. Your essay should also be double-spaced. Remember to paginate each of your pages with your last name and the page number.

Indent all subsequent paragraphs. You can then continue on with your essay and be sure you are following the proper format for the in-text citations. If you are writing about a text and want to use a short verse/poetry quotation, it would look like the following *Hamlet* quotation; note the use of slashes to indicate a line movement. Hamlet is a man who is profoundly disappointed with his mother and makes this clear from the beginning of the play. In his first soliloquy, when musing about life and all of its burdens he laments, "How weary, stale, flat, and unprofitable/Seem to me all the uses of this world!" (1.2.31). The recent death of his father and quick remarriage of his mother surely inform this melancholic mood. This use of imagery creates a visual of a man who is emotionally distraught and broken.

When using a short prose quotation, no slashes are necessary. Take a look at this example. The

Doe 2

tragedy of residential schools in Canada is evidenced in the narrator’s simple observation that “We needed to go where the government men could not find us, my grandmother said” (Wagamese 17). This simple statement evidences the profound effect the marginalization of residential schools has on Saul and his family. Surely this need to flee highlights the raw fear of those evading the horrors of residential schools.

Sometimes you may be asked to use a long quotation of verse or poetry. There are different rules to follow in this instance. Take a look at an example from *Hamlet*. Notice the ONE indent, lack of quotation marks and slashes. Hamlet vacillates between living and dying when he contemplates the existence of humanity while alone in the lobby:

To be, or not to be: that is the question:  
 Whether ‘tis nobler in the mind to suffer  
 The slings and arrows of outrageous fortune,  
 Or to take arms against a sea of troubles,  
 And by opposing end them. (3.1.57-61)

Now you need to remember to go right to the margin to argue this quotation. Be sure you do not begin a new paragraph here, as you will not be able to use the quotation to further your argument. Notice once again that there are no slashes to indicate the end of a line, a colon to set up the quotation and no quotation marks.

Finally, you might also be asked to use a long quote from a prose passage. Take a look at an example from *To Kill a Mockingbird*. Near the end of the trial, Atticus makes clear his heroism as a progressive thinker who seeks justice between blacks and whites in a time period that did not allow for this. He passionately implores the jurors:

I’m no idealist to believe firmly in the integrity of our courts and in the jury system— that is no ideal

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to me, it is a living, working reality. Gentlemen, a court is no better than each man of you sitting before me on this jury. A court is only as sound as its jury, and a jury is only as sound as the men who make it up. I am confident that you gentlemen will review without passion the evidence you have heard, come to a decision, and restore this defendant to his family. In the name of God, do your duty. (Lee 205)

Atticus vehemently wants to seek justice and a fair treatment of Tom Robinson; this is evidenced in his insistence on these jurors doing their “duty.” In a world that accepts injustice, Finch can be heralded a hero because of his brave willingness to seek justice. Notice here that there are no quotation marks, a colon to set up the quotation and only ONE tab indent when including the quotation.

## Sample Works Cited Page

Doe 4

### Works Cited

Shakespeare, William. *Hamlet*. Thomson Nelson, 2003.

Thurber, James. “The Secret Life of Walter Mitty.” *Imprints 11*, edited by Dom Salianni, et al., Gage, 2001, pp 33-37.

Wagamese, Richard. *Indian Horse*. Douglas and McIntyre, 2012.

Centre this title. No underline or italics for this title.

Include your citations alphabetically.

## MLA Guide Links: Purdue Website

<b>General Format</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html</a>
<b>Formatting Quotations</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_quotations.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_quotations.html</a>
<b>Works Cited Page</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html</a>
<b>Works Cited Page - Books</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_books.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_books.html</a>
<b>Works Cited Page - Electronic Sources</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html</a>
<b>Sample Works Cited Page</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_works_cited_page.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_works_cited_page.html</a>
<b>Sample Paper</b>	<a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html</a>

### Works Cited

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2019, owl.english.purdue.edu/owl. Accessed 28 March. 2019.