MLA: Format and In-text Citations

MLA format includes the following:

- **Double Spacing**:
  - **Microsoft Word Software**: Within the Home tab, in the Paragraph section, click the icon with arrows pointing up and down to the left of horizontal lines. Select 2.0 to double space the whole paper.
  - **Word Online (TTU Student Version)**: Click the three dots (...) that shows More Options when your cursor hovers over it. Choose Line Spacing, then 2.
  - **Google Docs**: Click the icon with arrows pointing up and down to the left of horizontal lines that shows Line & paragraph spacing when your cursor hovers over it. Choose Double.

- **Block Quotes**: If using a quotation more than four lines of prose or three of poetry, do not use quote marks. Instead, indent the whole text half an inch. This is best done by adjusting the ruler in the top format menu.

  **Example**:
  ...different types of immunity:
  Duffy negativity is an example of inherited immunity, available only to people with particular genetic makeups. Another, more famous example is sickle-cell anemia, in which a small genetic change ends up deforming the red blood cell, making it unusable to the parasite. (Mann 131)

- **1” margins**

- **Indent paragraphs** (Tip: Use the Tab key not the space bar!)

- **The citation comes after the final punctuation in block quotes.**

- **In top menu bar, click Insert → Header → Blank. From the Header menu bar, click Page Number → Plain Number 3 (i.e., top right corner). Move your cursor before the (#) symbol or number and type in your last name.**

- **Day Month Year format**
  - no punctuation

- **Promotions: Why Engineers Need to Write Well**
  - In a field that seems to be ruled by numbers, a well-written word will improve an engineer’s opportunities for promotions. When an engineer is properly able to write down what she has accomplished, in terms of research, completed
### MLA In-Text Citations:

<table>
<thead>
<tr>
<th>Type of In-Text Citation</th>
<th>Author’s name in sentence with page number, first reference</th>
<th>Author’s name in sentence with page number, subsequent references</th>
<th>Parenthetical citation with page number, same for first and subsequent</th>
<th>Parenthetical citation, no page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by one author</td>
<td>Anne Rottenberg says the ... reaction (253).</td>
<td>However, when Rottenberg addressed ... material (355).</td>
<td>“... for the topic and the audience” (Rottenberg 355).</td>
<td>... use of sustainable materials (Mull).</td>
</tr>
<tr>
<td>One work by two authors</td>
<td>Paula Gillespie and Neal Lerner note ... time (38).</td>
<td>Gillespie and Lerner additionally ... feeling confident (93).</td>
<td>... feeling uncertain with results (Gillespie and Lerner 94).</td>
<td>... ready for anything (Conner and Jones).</td>
</tr>
<tr>
<td>One work by three or more authors</td>
<td>Mary Axelrod et al. show ... continuously (12).</td>
<td>Axelrod et al. argue for ... respectively (132).</td>
<td>For a deeper look ... within disciplines (Axelrod et al. 9).</td>
<td>When these are taken at ... the right time (Phillips et al.).</td>
</tr>
<tr>
<td>Corporate author</td>
<td>The World Health Organization ... development (14).</td>
<td>The World Health Organization ... development (14).</td>
<td>... implementation of laws (World Health Organization 35).</td>
<td>... all things considered (United Nations).</td>
</tr>
<tr>
<td>Two sources same sentence</td>
<td>Rewrite sentence to avoid.</td>
<td>Rewrite sentence to avoid.</td>
<td>... same conclusions (Smith 23; King 142).</td>
<td>... same conclusions (Smith; King).</td>
</tr>
<tr>
<td>Indirect source</td>
<td>Not applicable.</td>
<td>Not applicable.</td>
<td>Lawson said ... abductees (qtd. in Rottenberg 189).</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Video, movie, podcast with timestamp, use hrs:mins:secs format to cite relevant start-end times</th>
<th>Video creator’s Last name and time stamps: (Gupta 01:25:30–27:01)</th>
</tr>
</thead>
</table>

If unknow creator, use video name: (“Happy Times” 02:00–02:48)

### Other Rules

<table>
<thead>
<tr>
<th>In the case of authors with the same last name, use the first initial or the entire first name as needed.</th>
<th>(J. Polk 15) (R. Polk 371) (Felix Smith 671) (Felicity Smith 49)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there is no known author or corporate author, use a short version of the title for the in-text reference.</td>
<td>Title: Sir Gawain and the Green Knight In-text citation: (Sir Gawain line 100)</td>
</tr>
<tr>
<td>When quoting more than one work by the same author, use part of the title for clarification.</td>
<td>(Laminar, Research 65) (Laminar, Looking 11)</td>
</tr>
</tbody>
</table>

### General Tips for MLA

- Avoid using the full title of a reference in the body of your paper. This is what the Works Cited page is for.  
  - Charles C. Mann suggests in his book 1493: Uncovering the New World Columbus Created, coins were uncommon in ... (117).
  - Charles Mann suggests coins were uncommon in ... (117).
- Many online articles not from peer-reviewed journals do not have page numbers. In this case just omit the page number. Always use the author’s name so your reader can find your source in the Works Cited.
- The end punctuation mark comes AFTER the closing parenthesis (except block quotes). See above chart for examples.
MLA: Works Cited

What to include in a citation:

- In general, the more information you can include the better. You want your readers to be able to access your sources if they want to read them for themselves.
- City of publication is not required unless your source was published before 1900 or if your source was published in more than one country. For example, the British vs. American spelling of words creates differences in the text and requires the inclusion of the city of publication (MLA 172-73).
- Not all publications will have all the containers/fields recommended by MLA. If your source does not have an editor or URL, for example, just skip that option.

General order of information, including punctuation:

Author. “Title of source.” Title of container (e.g., journal, magazine), Other contributors (e.g., editors, translators), Volume, Number, Publisher, Publication date, Location (e.g., page numbers, URL, building name or address where lecture was held).

Titles of books, journals, magazine, websites, etc., are italicized. Chapter titles, lecture titles, episode titles, etc., are surrounded by quotation marks. Note that the end quote mark comes AFTER the period.

Tips for making a hanging indent:

Microsoft Word Software: Select the sources you are ready to format. On your Home tab, click the arrow to the right of the word Paragraph (it is pointing down and to the right). This will open a new menu. Look for the Indentation section and the option Special. Click the Special dropdown and select Hanging.

Word Online (TTU Student Version): Click on downward-pointing triangle to the right of the icon that had horizontal lines and a backwards ‘P’ (Paragraph icon). Click on Special Indent. Click on Hanging Indent.

Google Docs: On the top ruler there is a rectangle that shows the words First Line Indent and the downward-pointing triangle that shows the words Left Indent. Leave the First Line Indent rectangle at the 0.00 mark on the ruler. Slide the triangle half and inch to the right.

For more information, please visit style.mla.org.
Works Cited


City of Lubbock [@cityoflubbock]. “We’re under a Thunderstorm Warning.” Twitter, 17 June 2019, 7:14 p.m., twitter.com/cityoflubbock/status/11408048279220.


Mackintosh, Charles Rennie. Chair of stained oak. 1897-1900, Victoria and Albert Museum, London.


O’Keeffe, Georgia. Pelvis IV. 1944, Georgia O’Keeffe Museum, Santa Fe, N.M.

