

## MLA Quick Guide

All information in this document is adapted from: *MLA Handbook*. 9th ed. New York: MLA, 2021. Consult the manual for more details.

### Numbers

- Spell out all numbers that can be written in one or two words (e.g., eight, fifteen hundred, thirty-six). Use numerals for all others.
- Spell out a percentage or an amount of money, if it can be done in three words or fewer (e.g., nine percent, twenty-five dollars). If more than three words would be required, use numerals with symbols (e.g., \$1.75, 45.5%).

### Capitalization

Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions. Do not capitalize articles, prepositions, and coordinating conjunctions, no matter the length.

### Italics vs. Quotation Marks

*Use italics for:*

books and plays  
pamphlets and periodicals  
websites  
online databases  
music albums  
works of visual art  
movies  
television series  
theses and dissertations  
apps

*Use quotation marks for:*

articles, essays, stories, and poems  
book chapters  
pages in websites  
individual episodes of TV programs  
songs  
lectures and papers presented at meetings

### Quotations

All quotations should be double-spaced, even block quotations and poetry. Commas and periods go inside quotation marks. All other punctuation (unless part of the quoted material itself) goes outside of the quotation marks.

*Prose—See 6.32-6.35*

Use block quotes (indented 1/2 inch from the left margin) for quotations of more than four lines.

*Poetry—See 6.36-6.39*

- Quotations of fewer than three lines can be run into the text, with line breaks indicated by a slash with a space on each side (/).
- Quotations of more than three lines should be indented ½ inch from left margin. If a line will not fit in the margins, indent the continued line an additional quarter inch.
- If the arrangement of a poem on the page is unusual in the original, reproduce the spacing and indentation as closely as possible.

*Dialogue—See 6.39-6.42 for information on Drama, Prose, and Poetry Dialogue*

Note that there are different stylistic requirements for recreating dialogue, depending upon the classification of the source.

## Footnotes

If needed, footnotes should be formatted as 10-pt Times New Roman, single-spaced, with one line space between each note. Indent each note ½ inch. (See MLA Handbook Chapter 7 for more information on notes.)

Example:

<sup>1</sup> This is the text of the note.

## In-Text Citations

- Typically, include the author's last name and the page number. Ex: (Anderson 7)
- If there is no author, use the title (or a shortened title) in quotation marks or italics, as appropriate.
- If there are more than three authors, use "et al."
- If the author's name and/or title is mentioned in the text, only the page number is necessary in parentheses.
- To cite more than one work in a single set of parentheses, separate with a semicolon. The order of the sources is up to you. (see 6.46)

## Works Cited

- In page ranges, do not repeat numbers (ex: 472-82, *not* 472-482).
- Use abbreviations for publishers (see 5.59-5.65).
- Several works by the same author should be ordered chronologically.
- One-author entries precede multiple-author entries beginning with the same name.
- Entries with the same first author and different second or third authors are arranged alphabetically by the surname of the second author.
- References by the same author with the same publication date are ordered alphabetically by title.
- For references that have the exact same author or group of authors, use 3 hyphens (---) in place of the author name for second and subsequent references.

## COMMON CITATIONS BY FORMAT

Taken from <https://style.mla.org/works-cited/citations-by-format/>

*\*\*Note that all entries would be double spaced in a Works Cited list but are single spaced here to save space.*

### BOOKS

#### Book by One Author

Mantel, Hilary. *Wolf Hall*. Picador, 2010.

#### Book by an Unknown Author

*Beowulf*. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson, 2004.

#### An Edited Book

Sánchez Prado, Ignacio M., editor. *Mexican Literature in Theory*. Bloomsbury, 2018.

### ONLINE WORKS

#### Article on a website

Deresiewicz, William. “The Death of the Artist—and the Birth of the Creative Entrepreneur.” *The Atlantic*, 28 Dec. 2014, [theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/](http://theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/).

#### Book on a website

Poe, Edgar Allan. “The Masque of the Red Death.” *The Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y. Crowell, 1902, pp. 250-58. *HathiTrust Digital Library*, [hdl.handle.net/2027/coo.31924079574368](http://hdl.handle.net/2027/coo.31924079574368).

#### Journal Article in a Database

Goldman, Anne. “Questions of Transport: Reading Primo Levi Reading Dante.” *The Georgia Review*, vol. 64, no. 1, spring 2010, pp. 69-88. *JSTOR*, [www.jstor.org/stable/41403188](http://www.jstor.org/stable/41403188).

### SONGS, RECORDINGS, AND PERFORMANCES

#### Song from an Album

Snail Mail. “Thinning.” *Habit*, Sister Polygon Records, 2016. Vinyl EP.

#### Song on a website

Snail Mail. “Thinning.” *Bandcamp*, [snailmailbaltimore.bandcamp.com](http://snailmailbaltimore.bandcamp.com).

#### Concert Attended in Person

Beyoncé. The “Formation” World Tour. 14 May 2016, Rose Bowl, Los Angeles.

### MOVIES, VIDEOS, AND TV SHOWS

#### A Movie Viewed in Person

*Opening Night*. Directed by John Cassavetes, Faces Distribution, 1977.

#### A Movie Viewed Online

Richardson, Tony, director. *Sanctuary*. Screenplay by James Poe, Twentieth Century Fox, 1961. *YouTube*, uploaded by LostCinemaChannel, 17 July 2014, [www.youtube.com/watch?v=IMnzFM\\_Sq8s](http://www.youtube.com/watch?v=IMnzFM_Sq8s).

#### A Television Show Viewed on Physical Media

“Hush.” 1999. *Buffy the Vampire Slayer: The Complete Fourth Season*, created by Joss Whedon, episode 10, Mutant Enemy / Twentieth Century Fox, 2003, disc 3. DVD.

### IMAGES

#### A Photograph Viewed in Person

Cameron, Julia Margaret. *Alfred, Lord Tennyson*. 1866, Metropolitan Museum of Art, New York City.

#### A Painting Viewed Online

Bearden, Romare. *The Train*. 1975. *MOMA*, [www.moma.org/collection/works/65232?locale=en](http://www.moma.org/collection/works/65232?locale=en).

#### An Untitled Image from a Print Magazine

Karasik, Paul. Cartoon. *The New Yorker*, 14 Apr. 2008, p. 49.