



ACADEMY AT THE LAKES
ESSE QUAM VIDERI

English Department Style Guide Grades 7-12.

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Introduction to MLA Format

Academy at the Lakes students will use the Modern Language Association (MLA) Format to cite all sources parenthetically (in-text) as well as by sources listed in a Works Cited list within their English, History and Humanities classes and in any other applicable course. Traditionally, the Sciences require a different format, such as APA.

What is MLA? MLA format is a way to cite your sources for a research paper so that you are not accused of plagiarizing a quotation or idea but can give each source the proper ownership credit of an idea or quotation.

Example: “The MLA Handbook published by the Modern Language Association, [is] the authority on MLA documentation style. Widely adopted by universities, colleges, and secondary schools, the MLA Handbook gives step-by-step advice on every aspect of writing research papers, from selecting a topic to submitting the completed paper” (MLA 2010).

What are the two parts to MLA Format?

Part One: A Works Cited list is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. Formally called ‘bibliographies’ these lists are now called “Works Cited”. A “Works Cited” page includes the bibliographic information (i.e., the author, title, publisher, etc... in a uniform way (Purdue 2008).

Part Two: Parenthetical references are what you write in the text of your body paragraph when you quote a quotation or an idea. The in-text reference includes both the author and the year that the work was printed so that your reader can find the right source in your works cited list.

Example (direct quotation):

“To be, or not to be, that is the question” (Shakespeare 2003).

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Works Cited (a list at the end of your paper).

Shakespeare, William. *The Riverside Shakespeare: Hamlet*. New York: Harper Collins, 2003.

You can also paraphrase an idea or quotation:

Example (paraphrase of an idea or quotation):

Hamlet once said in the play *Hamlet*, that he wasn’t sure who he wanted to be or what he wanted to be (Shakespeare 2003).

You still need to have a citation, but it comes at the end of the idea of whatever you include from this source.

One line quotations vs. multiple line quotations:

- a. A one-line long quotation: If you are writing a double-spaced research paragraph you MUST cite your source both before and after a direct quotation:

Ex. Shakespeare said, "Action is eloquence" (Shakespeare 2003).

- b. A multiple line quotation: If your quotation is longer than one line, you "block [the] quote" like this (and you do not need "quotation marks"):

Shakespeare once said:

And since you know you cannot see yourself,
So well as by reflection, I, your glass,
Will modestly discover to yourself,
That of yourself which you yet know not of (Shakespeare 2003).

And then cite the play in your Works Cited so that your reader can refer to it.

How to cite common sources in your Works Cited in MLA format:

(The second line of a source is always indented in one 'tab' or 8 spaces.)

1. A Book:

Last name, First name. Title of Book is italicized on a computer or underlined if handwritten. City published: Publisher's Name, year published.

Ex. Shakespeare, William. *The Riverside Shakespeare: Hamlet*. New York: Harper Collins, 2003.

2. A Film:

Title of film italicized or underlined. Dir. (Director) Last name, first name of director.
Perf. (performers) full names in order. Distributer or publisher, year of release.

Ex. Curse of Frankenstein. Dir. Terence Fisher. Perf. Christopher Lee, Peter Cushing, Hazel Court, and Robert Urquhart. Clarion/Warner Bros., 1989.

3. An internet article:

Last name, First name of author of article. "Title of Article". DATE VIEWED IN CAPS:
DAY MONTHYEAR. <insert web URL here.>

Ex. Purdue University. "Annotated Bibliographies." 20 OCT 2008.
<<http://owl.english.purdue.edu/owl/resource/614/01/>>

4. A interview:

Interviewee Last name, First name. "Title of Interview". By Interviewer first name last name. All of the publication information from above (either film, book or internet article). Page numbers if necessary.

Ex. Elizabeth Nadow. "An Interview about our family." By Aimee Nadow.

OR

Peccerelli, Freddy. "The Bones Tell a Story: Revealing History's Darker Days." New York Times. 20 MAR 2008, late ed: p. 2.

5. A debate or speech:

Last name, first name of speaker you are quoting. Name of debate. Channel viewed on. City viewed in: date viewed.

Ex. Obama, Barack. 2008 Presidential Debates. NBC. WABC(your local nbc channel), City. 26 Sept. 2008.

Note: If you are quoting from a transcript of a debate you could also use the internet article citation and quote directly from a transcript of a debate.

For the proper way to cite other media sources, please visit: Penn State's "MLA 7th Edition Quick Reference" .pdf at:

<http://www2.yk.psu.edu/learncenter/mla-july-09.pdf>

Paper Formatting with MLA format:

1. Paper Heading:

First Name Last Name (Your name)

Your Last Name 1

Ms. Nadow (Teacher's name)

Language Arts (Course name)

18 FEB 2010 (Date: DAY MONTH YEAR)

Title.

Your paragraph starts here. You need to double space your paper and write in size 12/12.5

or 13 Times New Roman font please. No extra space between paragraphs.

2. Indenting: The body of the document should be double-spaced. There should be no extra space between paragraphs. (To get rid of extra space between paragraphs. In Microsoft Word: Select the entire document, Go to the "Paragraph" box, click the corner arrow, and "check" the box that reads:
 Don't add extra space between paragraphs. Hit apply. Exit from paragraph box.)
3. Margins: Margins should be set to 1" on all sides of the paper.
4. Font face (or type): Times New Roman only.
5. Font size: Size 12. (Some teachers may accept larger sizes for legibility purposes.)
6. Works Cited Page: The Works Cited page is its own page at the end of your paper.

Works Cited (same size heading)

Last Name p. #

Alphabetical by last name. The second and subsequent lines need to be indented in by one tab.

7. Page Numbers: Your last name and the page number need to be in the upper right hand corner of every page of your document. This way, a single page can easily be placed in the right project and in the right order if lost.

Works Cited

"MLA Format: The Definitive Guide to Writing Research Papers." 18 AUG 2010.
<http://www.mlahandbook.org/fragment/public_index;jsessionid=FE769CC564D23B48A0825BEBB7DCC5>

Purdue University. "Annotated Bibliographies." 20 OCT 2008.
<<http://owl.english.purdue.edu/owl/resource/614/01/>>