SCHS MLA Quick Guide

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When do I use MLA?	*Every time you use anything other than your own knowledge, your notes from class or your textbook for that class, you need to cite where the information came from.* MLA is the style guide you should usually use at SCHS. Your teacher may modify MLA format requirements depending upon their assignment, so ALWAYS read their specific directions!
Font	**12 point Times New Roman or Arial**
Line Spaces	**EVERYTHING is Double-Spaced**
Margins	**1" Margins**
Header Location	Look for how to insert a header into your document. On Word it is under "Insert" and "Header." The header will usually default to ½" from the top of the page, which is what you need. There is also an insert page number tool.
What is in the Header?	Your **last name and page number** (use the insert page number tool) aligned to the right starting with first page.
Name and Title	*Unless instructed otherwise by your teacher*, **in the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date.**
When to cite in the text	Each time you use information from a source (whether a direct quote or something you have put into your own words); you must cite it in the body of the paper at the end of the sentence before the period. If you have several sentences with information from the same source in a row, you can cite when shift sources and/or start a new paragraph. If you use a quote, you must cite the source at the end of the quote.
How to cite in the text	**(Last name page number).** Use the author's last name and page number in parenthesis without a comma at the end of the sentence (Smith 12). No page number- like a website? Leave it out (Smith). No author? Shortened title in quotes or italics depending upon how it appears in your reference page ("Title" 12) or (*Title* 12).
Reference List	All sources used for the paper MUST be listed the END of the paper on their own page titled Works Cited centered at the top. List them alphabetically using the first word in each citation (usually the author's last name). Use a hanging indent (first line not indented, subsequent lines are indented) for each source.
Resources for Creating Reference List	If you are using an electronic database, there is usually a button that will give you the citation formatted for the correct style guide, but it may not be perfect. If it is any other source, you can EasyBib or any of the other tools available on the media center website www.SpruceCreekMedia.weebly.com. These resources do not help you if you don't know what they are looking for! Garbage in, garbage out. Look at the formulas on the next page.
Tips and Tricks	• Yes, every period and punctuation mark counts! • If you have the essence of how to cite down, you won't be guilty of plagiarism, but you need precision for a high grade. • Need to cite something not listed or need examples? Visit the Purdue Online Writing Lab (OWL) at https://owl.english.purdue.edu/ or Google "How to cite _____ in MLA 7th edition"? (ex. "How to cite an interview in MLA 7th edition")

End-of-Text Citation Formulas

	Formula	Example
BOOK	Author's Last Name, First Name Middle Initial (or Corporation Name if Appropriate). *Complete Title of Book.* Edition (if there is one). Place of Publication: Publishing Company, Year Published. Print.	Smith, John. *The Book I Wrote.* New York: Penguin Publishing, 2014. Print.
eBOOK	Author's Last Name, First Name Middle Initial (or Corporation Name if Appropriate). *Complete Title of Book.* Edition (if there is one). Place of Publication: Publishing Company, Year Published. *Name of Database or eBook Provider.* Web. Day Month, Year of Access.	Smith, John. *The Book I Wrote.* New York: Penguin Publishing, 2014. *FollettShelf.* Web. 17 January, 2014.
ANTHOLOGY	Last name of the author of the work you are citing, first name. "Title of the Article." *Title of Book.* Ed. Editor's first and last name. Volume Number (if there is one). Place of Publication: Publisher, Year. Pages of work. Print.	Smith, John. "The Title of the Article, Essay or Story I Wrote." *The Book I Wrote.* Ed. Jane Doe. Vol. 1. New York: Penguin Publishing, 2014. 110-120. Print.
eBOOK ANTHOLOGY	Last name of the author of the work you are citing, first name. "Title of the Article." *Title of Book.* Ed. Editor's first and last name. Volume Number (if there is one). Place of Publication: Publisher, Year. Pages of work. *Name of Database or eBook Provider.* Web. Day, Month, Year of access.	Smith, John. "The Title of the Article, Essay or Story I Wrote." *The Book I Wrote.* Ed. Jane Doe. Vol. 1. New York: Penguin Publishing, 2014. 110-120. *FollettShelf.* Web. 17 January 2014.
MAGAZINE, NEWSPAPER or JOURNAL ARTICLE	Author's last name, first name. "Title of Article." *Name of Magazine/Newspaper.* Volume Number (if there is one). Day Month Year of publication: page(s).	Smith, John. "Article I Wrote." Magazine It Was Published In. Vol. 44. 17 January 2014: 15-17.
ON-LINE DATABASE Accessed MAGAZINE, JOURNAL or NEWSPAPER ARTICLE	Author's last name, first name. "Title of Article." *Name of Magazine/ Newspaper.* Volume Number (Year of Publication): page(s). *Name of Database.* Name of Service. Web. Day Month Year of Access.	LOOK FOR A BUTTON THAT SAYS, "CITE THIS" OR "CITATION" OR SOMETHING SIMILAR AND IT WILL GIVE YOU THE CITATION!
WEBSITE	Author's last name, first name (or editor/compiler if given- many times a website will not have an author, so you skip this). "Title of Page." *Name of Site.* Organization Responsible for Site, Day Month Year of Publication. Web. Day Month Year of access. <url>. **Note: The url (website address) is not usually required in MLA, but some teachers ask you to put it.**	Smith, John. "The Page I Used on the Website." *The Whole Website Title.* Company X, 12 October 2012. Web. 17 January 2014. <www.website.com>.