

MLA Formatting and Style

Quick Reference Guide

MLA implemented changes to its style guide in April 2009. Some of these changes include:

- **Italics replace underlining:** No more underlining of titles of independently published works. Italicizing is now recommended.
- **URLs:** No more URLs in Works Cited. While the URL's are not required, writers are encouraged to provide them if the citation does not lead readers easily to the source.
- **Medium designation:** The writer must now include the medium of the source consulted. Example: print, Web.

Citations: Referring to the works of others within the text of your paper is referred to as a parenthetical citation. This involves placing relevant source information in parentheses after a quote or a paraphrase. Source information included in the text must correspond with the source information included in the Works Cited page. The citation usually includes the source author's or editor's last name followed by a space and then the relevant page number(s).

Sometimes sources do not list an author or an editor, in which case a parenthetical citation is formed by using a shortened title (the first few words of the source title) plus the relevant page number(s). The shortened title should be placed in quotation marks if it's a short work such as an article. If it is a longer work such as a book or website, the shortened title should be italicized. A page number is also included when available.

Depending on the types of sources, there are many variations for parenthetical citations (sometimes also called in-text citations) and the bibliography entries for the works cited page. Also, individual instructor guidelines may differ. If you have questions, check with your instructor.

Works Cited: A Works Cited page is a list of sources from which information is used in creating a document. The works cited page usually appears at the end of a document. Only sources actually used and cited in a document should be listed on the works cited page.

Many of the library's databases provide information for the citation and works cited. Click the citation tab within the database to retrieve this information; however, this information may need to be altered to coincide with the fact a database was accessed through the CASC Website. Also, the works cited format provided may not precisely match MLA style. **Again, follow instructor guidelines and consult the MLA section of the course textbook or the MLA Handbook.**

Microsoft Office Word 2007 is available on library computers and includes features that generate citations and works cited based upon information you provide; however, it is important to note that you should double check the format of the citations generated to make sure they comply with instructor and MLA guidelines.

REMINDER: Documents created in Word 2003 can be converted to Word 2007; however, documents created in Word 2007 cannot be converted back to Word 2003.

Additional help may be found from the following resources:

Online Writing Lab (OWL) at Purdue University
<http://owl.english.purdue.edu/owl/resource/747/01/>

Modern Language Association
<http://www.mla.org/>

