

# MLA 9<sup>th</sup> Edition

## Formatting and Style Guide

### General Formatting

- Use 1-inch margins on all sides.
- Use a readable 12-pt font.
- Double-spaced the entire paper.
- In the upper, left-hand corner of first page, list on separate lines your name, instructor's name, course, and date.
- Include a header with your last name and page numbers in upper righthand corner, 0.5 inch from the top.
- Center the title immediately below the date. Do not bold, underline, or italicize the title. Indent the first line of each paragraph one half inch from the left margin.

### Works Cited Formatting

The *Works Cited* page is the list of sources you referenced in your paper. Begin the list on its own page with "Works Cited" centered at the top as the title. The *Works Cited* page should be formatted according to following guidelines:

- Double-space all references.
- List entries references alphabetically.
- Use a hanging indent for each entry.

### Works Cited

MLA 9 breaks down the parts of reference into 9 core elements. Look at the list of items on your left and use the following sample reference entries to construct each source reference for your works cited list. Keep an eye on the specific punctuation following each element.

Examples:

Wu, Yue, et al. "Bad Greenwashing, Good Greenwashing: Corporate Social Responsibility and Information Transparency." *Management Science*, vol. 66, no. 7, 2020, pp. 3095–3112, <https://doi.org/10.1287/mnsc.2019.3340>.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.

Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, [www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html). Accessed 6 July 2015.

### In-Text Citations

Use author-page style for parenthetical citations in your text. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses. Substitute author name with a shortened version of the source title when no author is listed.

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263). Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

1 Author.

2 Title of source.

+ Supplemental Element.

Container

3 Title of container,

4 Contributors,

5 Version,

6 Number,

7 Publisher,

8 Publication date,

9 Location.

+ Supplemental Element