

MLA CITATION QUICK GUIDE

☐ HEADING FORMAT

- Starting at the top left of the page
- heading should include Your Name, Instructor's Name, Course, and Date
- Double spaced, 12 point font
- Example to the right:

☐ TITLE

- Begin your title in the line directly following the heading
- Center it on the page

John Smith

Professor Wilson

FYS 100

23 May 2026

Paper Title

☐ PAGE NUMBERS

- In the header top right corner, you can include your page number. Generally, the format is Last Name Page Number. (ex: Smith 3)
- In Word, go to the "Insert" tab and then select the "Page Number" drop down menu. Select the placement of your page number.
- Type your last name in front of the page number. It will add it to each page.

☐ GENERAL FORMATTING

- Everything is double spaced except for the bibliography or reference list.
- Use a consistent 12 point font

☐ WHEN AND HOW TO CITE

- At the end of a sentence where you have paraphrased, summarized, or directly quoted a source or idea that is not your own, add an in-text citation to cite your sources.
- To add an in-text citation, insert your parentheses at the end of a sentence before the period (example). Include the author's last name and page number from where you are referencing → (Smith 28).



CITATION EXAMPLES

The examples below will show citation examples formatted for your Works Cited page and in-text citations that will appear within the body of your paper.

In-text citation format: (Last Name Page Number).

Citation formats:

Book:

Last Name, First Name. *Title of Book*. Publisher, Publication Date.

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

(Gillespie and Lerner 112).

If a book has 3 or more authors, list the first author only followed by et al.

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

(Wysocki et al. 94).

eBook Citation:

Last Name, First Name. *Title of Book*. E-book, Publisher, Publication Date.

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. E-book, American Psychological Association, 2007.

Journal Article:

Author Last Name, First Name. "Article Title." *Journal Title*, volume number, issue number, Publication date, URL OR Database.

Best, David, and Sharon Marcus. "Surface Reading: An Introduction." *Representations*, vol. 108, no. 1, Fall 2009, pp. 1-21. JSTOR, doi:10.1525/rep.2009.108.1.1.

Website Page:

Author or Organization Last Name, First Name. "Title of Page." *Title of Website*, Publication date if available, DOI or URL.

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/.

☐ FORMATTING A WORKS CITED PAGE

- Start on a new blank page at the end of your paper. Center the title Works Cited at the top of the page.
- Each source you referenced in your paper should appear once in the Works Cited list in alphabetical order by author's last name.
- Citations should be left aligned, single spaced, with a hanging indentation.
- To apply a hanging indentation in Word, highlight the entire citation, navigate to the "Home" tab, and click on the small arrow in the paragraph section to pop out the formatting options.
- Under the "Indents and Spacing" tab, look in the "Indentations" section. There will be a section that says, "Special" with a drop-down menu. Select "hanging" from the menu and click "OK."

Works Cited

- Best, David, and Sharon Marcus. "Surface Reading: An Introduction." *Representations*, vol. 108, no. 1, Fall 2009, pp. 1-21. JSTOR, doi:10.1525/rep.2009.108.1.1.
- 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/.
- Mantel, Hilary. *Wolf Hall*. Picador, 2010.
- Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. E-book, American Psychological Association, 2007.
- Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

☐ NEED HELP? YOU HAVE OPTIONS!

- **Library** - can help with brainstorming topics, finding sources, formatting citations, and formatting your paper
- **Academic Success Center** - can help with thesis statements, paper organization, transitions between paragraphs, synthesizing your research, and grammar