

Citing a Book

The basic format for a book citation is:

Author's Last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication.
Print.

Sources With More Than One Author

The first author's format is Last name, First name. Subsequent author names are First Name Last Name.

Examples:

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Gillespie, Paula, and Neal Lerner. *Peer Tutoring*. Boston: Allyn, 2000. Print.

Citing an Electronic Book

Use guidelines above followed by the *Database or Web site name*. Print. Access Date.

Example:

Frost, Gary, Anne Dornhorst, and Robert Moses. *Nutritional Management of Diabetes Mellitus*.
Hoboken, NJ: Wiley & Sons, 2003. *NetLibrary*. Web. 8 June 2012.

Citing an Article

The basic format for an article citation is:

Last name, First name. "Title of Article." *Title of Journal* Volume.Issue (Date): Page numbers.
Database. Web. Date accessed.

Example:

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

Citing a Website

The basic form for a website citation is:

“Title of Article.” *Name of Website*. Name of Sponsor, Last updated date. Web. Date accessed.

Example:

“Climate Change.” *EPA*. U.S. Environmental Protection Agency, 27 Feb. 2012. Web. 14 March 2012.

In-Text Citations

When paraphrasing or quoting a source, write the last name of the author(s) and the page number.

Examples:

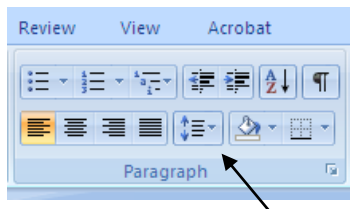
There is a divide in this country on the death penalty (Taylor 25).

“Capital punishment is not a deterrent to crime” (Anderson, Misha, and Scran 10).

Setting up Your Paper in MLA Format – Microsoft Word 2010

1) Open Microsoft Word 2010.

2) **Change line spacing to DOUBLE SPACING:** Under the Home tab, in the Paragraph group, click the Line Spacing button (see below) and choose **2.0**.



3) **Identification and Title:** In the upper left-hand corner, list your name, your instructor's name, the course, and the date (with the day listed first). For example,

John Smith

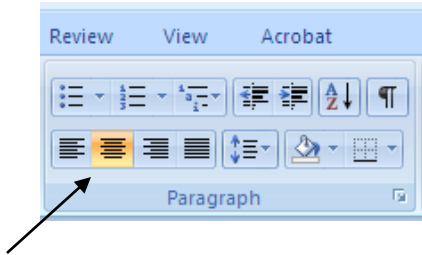
Professor Jane Capri

ENGL 100

20 May 2012

MLA Citation & Formatting Guide

4) Hit Enter. Then, under the Home tab, in the Paragraph group, click **Center** (see below). Type your **Title** in standard capitalization.



5) Hit Enter and backspace to align your cursor to the left. Then hit TAB to indent your first line and begin writing your paper.

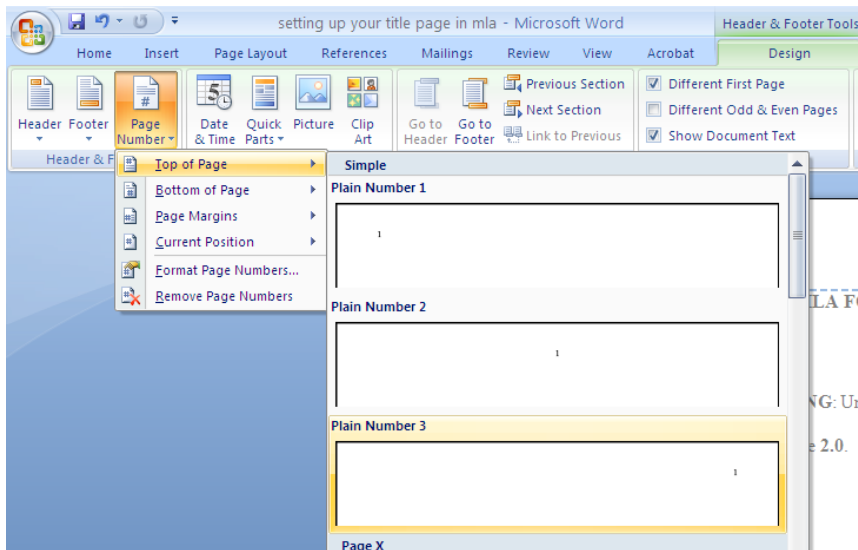
6) **Set up your HEADER:** (if your professor would like a header on the first page, skip steps 5a & b).

a) **Double click** at the top of the page to open up the Header.

b) Under the Design tab, in the Options group, check **Different first page**.

c) Under the Design tab, in the Navigation group, click **Next Section**. This should take you to the second page header.

d) Under the Design tab, in the Header and Footer group, click **Page Number**. Click **Top of Page** and then select **Plain Number 3** (see below).



e) Type your last name before the number, then hit the space bar.

f) To exit out of the header, click **Close Header and Footer** under the Design tab.