12 April 2018

The Modern Language Association (MLA) provides guidelines for documentation style. This template is based on commonly used guidelines from the MLA Handbook (8th edition). For the most up to date information about MLA style and publications, go to the MLA website at: [www.mla.org](file:///C:/Users/vpotter/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IJYF92XE/www.mla.org). In MLA format, titles are centered and written in 12-point, easy-to-read fonts like Times New Roman. The title is not bolded, underlined, or italicized. In addition, MLA format requires double-spacing throughout a document.

In MLA format, quotations with fewer than four lines of prose or three lines of verse are quoted directly in the sentence. These lines must be enclosed in quotation marks, followed by the author’s last name and the page or pages of the source from which you are quoting in parenthesis, for example: “inline quotation here” (AuthorLastName 31). Note: The end punctuation follows the parenthesis.

On the other hand, quotations that are longer than four lines of prose or three lines of verse follow different guidelines. These quotations are introduced with a colon:

Start long quotations on a new line. Indent the quote one inch from the left margin. Double-space the lines and omit quotation marks. Reference the source as you would for a shorter quotation. To quickly format a quotation of over four lines or three lines of verse, use the Long quotation style provided in this Microsoft Word template. (AuthorLastName 32) Note: the end punctuation goes before the parenthesis.

Per MLA guidelines, all sources must be listed on a Works Cited page at the end of the paper. The Works Cited title must be centered, and sources must in alphabetical order by author’s last name/or work title in no author given. Some examples are provided on the next page. To format sources, start with the works cited style provided in this template, but refer to the MLA publications noted above for the complete and most current formatting guidelines.

Works Cited

Author’s Last name, First name. *Title of Book*. Edition, Publisher, Year. *Database Name* (if electronic).

Author’s Last name, First name. "Title of Part." *Title of Book*, edited by Editor, edition, vol. #, Publisher, Year, page number(s). *Database Name* (if electronic).

Author’s Last name, First name. "Title of Article." *Title of Journal*, vol. #, no. #, Date of Publication, page number(s). *Database Name* (if electronic).

Author’s Last name, First name. "Title of Article." *Title of Magazine/Newspaper*, Date of Publication, page number(s). *Database Name* (if electronic).

Author’s Last name, First name. “Title of Article.” *Title of Website*, Website Publisher (if different than title), Date of publication, URL.

Author’s Last name, First name. *Title of Website*. Website Publisher (if different than title), Date of Website, URL.

Author’s Last name, First name. “Title of Video.” *Website Title*, Website Publisher (if different than title), uploaded by Name of User, Date of Upload, URL.

*\*The samples above are for different types of sources. For additional sources or mediums, refer to the* [*MLA website*](http://www.mla.org) *or your citation handbook. TASC is not responsible for sudden, unannounced changes to the official style manual. Regularly consult the official* [*MLA website*](http://www.mla.org) *for updates.*

*\*Notes: All entries should be alphabetical by first word in the entry. If any information is not given, skip it. If no publication date is included, it is recommended to include the date you last accessed the site. Place the access date at the end of the entry. For example: Accessed 7 June 2018.*(See the *MLA Handbook*, 8th edition, 50–53, for more on optional elements.)