

MODERN LANGUAGE ASSOCIATION (MLA)

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Q: Do I number the entries?

A: No, alphabetize entries by author.

Q: What if there is no author?

A: Begin with the title, ignoring the articles *a*, *an*, or *the*.

Q: What if a title begins with a number?

A: Spell out the number. For example, 10,000 ideas for term papers should be alphabetized as if it begins with Ten thousand ideas for term papers.

Q: Should the entries be double-spaced or single-spaced?

A: Double-space within and between all entries.

Q: Should I use underlining or italics for book and periodical titles?

A: Both are correct. Check your instructor's preference.

Q: How many spaces should I leave after a period or other punctuation?

A: One space

Q: How do I create the hanging indentation?

A: Highlight the paragraph in which you want to create a hanging indentation. From the WORD toolbar, click on <Format>. Select <Paragraph>. Choose 'hanging indentation' from the <Special> drop-down menu.

Or

Select/highlight the paragraph.
On the horizontal ruler, drag the "Hanging Indent"> marker to the position you want the indentation to start.
(If you don't see the horizontal ruler, click <Ruler> on the WORD <View> menu.)

IN-TEXT PARENTHETICAL CITATION FAQ'S

Q: What is an in-text parenthetical citation?

A: An in-text citation is also called a parenthetical citation. MLA guidelines require that you cite quotations and/or any external sources within parentheses. Parenthetical citations direct readers to the complete bibliographic citations listed in the Works Cited at the end of the document.

Q: What information do I include in parenthetical citations?

A: Author's last name, followed by specific page number. e.g.: (Jones 57)

Q: What if no author is available?

A: Abbreviate the title: Other pole of human mind can be cited as (Other pole 33).

Q: Where do I place the parenthetical citation?

A: At the end of the sentence in which you have the quotation or summary. Place it as close to the quoted or paraphrased sentences as possible.

Q: What if I use the same source repeatedly?

A: There are different ways to do this: you may be able to combine the name and several page numbers in a single parenthesis.

e.g.: The author stated "no one is alarmed by this unusual issue" associated with this event. The results of investigations illustrate "a great number of losses" (Jones 17, 22).

Or you may include the name and page number in the first parenthesis and omit the name from the subsequent parentheses.

e.g.: The author stated, "no one is alarmed by this unusual issue" associated with this event (Jones 17). The results of investigations illustrate "great number of losses due to the spread of the disease" (22).

Or, if the author's name appears in the quotation, then include the page number only.

e.g.: "Howard Jones argues that no one is alarmed by this unusual issue associated with this event." (17).

Q: What should I do with multiple authors?

A: If the source has 2 or 3 authors, include all names. e.g.: (Orechia and Rowhani 727)
If the source has more than 3 authors, include the first author, followed by *et al.*
e.g.: (Rowhani, et al. 67).

Q: How do I cite a corporate author?

A: Use the same format, but include the corporate body.
(Modern Language Association 77)

Q: What if I use more than one work by the same author?

A: Abbreviate the title. For example if you use two sources by Shakespeare, Comedy of errors and Ages of man, then you will include the following: (Shakespeare Comedy 54); (Shakespeare Ages 25).

Q: What should I do with the Web sites that often do not have page numbers?

A: Don't include pagination, unless it is a PDF file which would give the correct number.

Q: How should I cite works in an anthology?

A: Use the name of the author of the work you are using, not the editor of the anthology. Add the specific page number.

References:

http://www.lib.duke.edu/libguide/cite/works_cited.htm Duke University Library

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

<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm> Color coded guide

<http://www.bcc.ctc.edu/lmc/handouts/mla2003.pdf> BCC Library MLA handout for print sources

http://www.bcc.ctc.edu/lmc/handouts/mla2003_electronic.pdf BCC Library MLA handout for electronic sources