MLA 9th Edition

Access to this book is available through OCCC Library:
https://mlahandbookplus.org/books/book/5/MLA-Handbook

This handout is an updated, short version of the <u>MLA 8</u> style guide found on the Writing Center website under "Instructional Handouts." A main difference in MLA 9 is its attention to grammar/mechanics and inclusive language. Otherwise, they are the same book. Where MLA 8 provides the core elements, MLA 9 seeks to clarify and explain concepts previously noted in the 8th edition. This handout focuses on formatting and citing sources.

Formatting the First Page

- ♦ **Margins** - **All** margins should be one inch. Go to the toolbar at the top of the screen. Click the *Layout* tab. Click the *Margins* icon. Click *Normal* with *top, bottom, left,* and *right* at **1 inch.**

- ♦ **Line Spacing** - **All** text should be double-spaced. Do not put extra spaces below the title or between paragraphs. Go to the toolbar at the top of the screen. Click the *Home* tab. In the *Paragraph* section, click the icon with the *Up and Down Arrows*. Select **2.0 to double space.** Make sure to *remove spacing before and after paragraph* from this menu.

- ♦ **Justification** - Justification refers to the alignment of the text. All text should be aligned to the **left**. The "title" should be centered. The alignment buttons are located in the *Paragraph* section of the *Home* tab.

- ♦ **Pagination** - A page number with last name goes on *every* page. At the top of the screen, click the *Insert tab*. Then, click the *Page Number* icon. Select *Top of Page, Plain Number 3*. The number 1 should be displayed in the header. Type your last name, capitalizing the first letter, and press the *spacebar once*. Format the font style and size to fit your paper. Click the *Close Header and Footer* icon on the right side of the *Design* tab in the toolbar.

- ♦ **Heading** – Unless required by professor, you do not need a cover page. On the first line of the page, type your first and last name. Press enter to type the professor's name. On the third line, type the *course name and number*, and on the fourth line, type the *date*. Press enter to type the title of your paper. Makes sure to center it. Below the title, begin your paragraph. Remember to *indent* the first line of *every* paragraph one-half inch by pressing the *Tab* button (above the *Caps Lock* button) one time.

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Sam Estudiante

Prof. Super

ENGL 1113

19 Sept. 2021

<div align="center">Center the Title: Follow the Example Here</div>

Paragraph will begin here. Make sure to indent each new paragraph by pressing *TAB*.

IN-TEXT CITATION

Each time a writer uses information from an outside source in their paper, an intext citation is created within the sentence to give the author credit for their work. This citation directs the reader to a source listed on the Works Cited page. In-text citations should consist of the **author name** and **page number.** Use a **timestamp** for videos as the location**.** Follow the examples below to cite sources in the text. For a more in-depth look, visit the website for a full guide.

Author Tag: Agatha Christie claims that "Eclairs are very difficult things to make" (52).

Author/Page Number: A key ingredient is that "you have to get a particular kind of flour" (Christie 52).

No Page Number: A famous quote states, "Be yourself; everyone else is already taken" (Wilde).

No author/No page number: In fact, "The overall shape is symbolic of an arrowhead" ("Artemis").

WORKS CITED PAGE

Below are five common examples of sources. For MLA, the sequence for citing a source is as follows:
Author. "Work Title." *Container***, contributors, version, number, publisher, date, location**.
ALWAYS DOUBLE SPACE. Use CTRL, TAB to indent second, third and more lines.

1. Book (Two Authors)
John, Bonnie, and Darcy Deane. *How Great Women Lead.* Hatchett Book Group, 2012.

2. Chaptered Book with author and editor
Mukherjee, Bharati. "A Father." *Literature and the Writing Process*, edited by McMahan, et al., 8th ed., Instructor Review Copy, Pearson Education, 2007, pp. 403-410.

3. Website (Electronic Source)
"Indian Territory: Historical Territory, United States." *Encyclopedia Britannica*, edited by Adam Augustyn, et al., 2020, www.britannica.com/place/Indian-Territory. Accessed 23 July 2020.

4. Online Article
Parker-Pope, Tara. "From Sleep Study, Clues to Happiness." *New York Times*, 21 Mar. 2013, archive.nytimes.com/well.blogs.nytimes.com/2013/03/21/from-a-sleep-study-clues-to-happiness/.

5. Source by a Corporation, Group, or Organization:
Oklahoma Medical Marijuana Authority. "Adult Patient Application Information." State of Oklahoma, 2018, omma.ok.gov/adult-patient-application-information2. Accessed 03 Oct. 2021.

6. Database (Digital Libraries and Databases)
Gillespie, Nick. "David Bowie Was a Time Traveler from Our Hyper-Personalized Future." *Reason*, vol. 47, no. 11, Apr. 2016, p. 48. *EBSCOhost*, search.ebscohost.com/login.aspx? direct=true&db=f5h&AN=113225980&site=ehost-live.

7. Online Video (Use subscriber for Author)
Johncrist. "If Noah's Ark Happened in 2022." *YouTube*, 15 July 2022, www.youtube.com/ watch?v=zvFuZk5BH2U.

Template

All sources in MLA are cited the same. Use this template as a guide for creating citations.

1. Author(s)**.** last name, first name.	
2. "Title of Work." **If no title appears, give a general description.**	
3. *Container Name***. name of: book, website, magazine, newspaper, journal**	
4. Other Contributors**, edited by, directed by, translated by**	
5. Version**, edition, special version**	
6. Number**, series or volume number**	
7. Publisher**, if name is same as container, skip this section.**	
8. Publication Date**, or copyright date**	
9. Location**. page, weblink, timestamp**	

Container 2: for sources that are nested such as a Database.

3. *Title of Container***,**	
4. Other Contributors**,**	
5. Version**,**	
6. Number**,**	
7. Publisher**,**	
8. Publication Date**,**	
9. Location**.**	