

MLA 9 Format
Detailed Summary of Requirements
Compiled for LNU-MSU College of International Business
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This document contains the instructions that John gives his students in ENG 210 on the use of MLA formatting. The requirements here accurately reflect the current requirements of MLA, 9th edition.

If you notice any issue or question about MLA that this summary does not address, let me know, and John will address it and include it here.

NOTE: We prefer the use of MLA 8th or 9th edition. The examples in the current ENG210 textbook are based on the 7th edition. You may use this, but please prefer MLA 8 or 9. Most bibliographical generators are based on this edition.

1. Document Format

All MLA editions require the following:

- a. **Page margins** set to 1 inch / 2.54 cm on all sides. This is the default page margin setting in word processors such as MS Word and LibreOffice.
- b. Times New Roman or similar Roman **font**, 12 points.
- c. **Identification header** in the top left corner of the first page only, containing the following:

Your Name

Instructor's name

Course number--ex. ENG 210

D/DD Month YYYY

- d. A **title** centered between the identification header and introduction paragraph. All principle words must be Capitalized: all nouns, verbs, adjectives, and adverbs. Structure words (articles, prepositions, and conjunctions) are not capitalized. DO NOT use bold font on the title.

EX:

How to Format an MLA Paper: A Comprehensive Summary

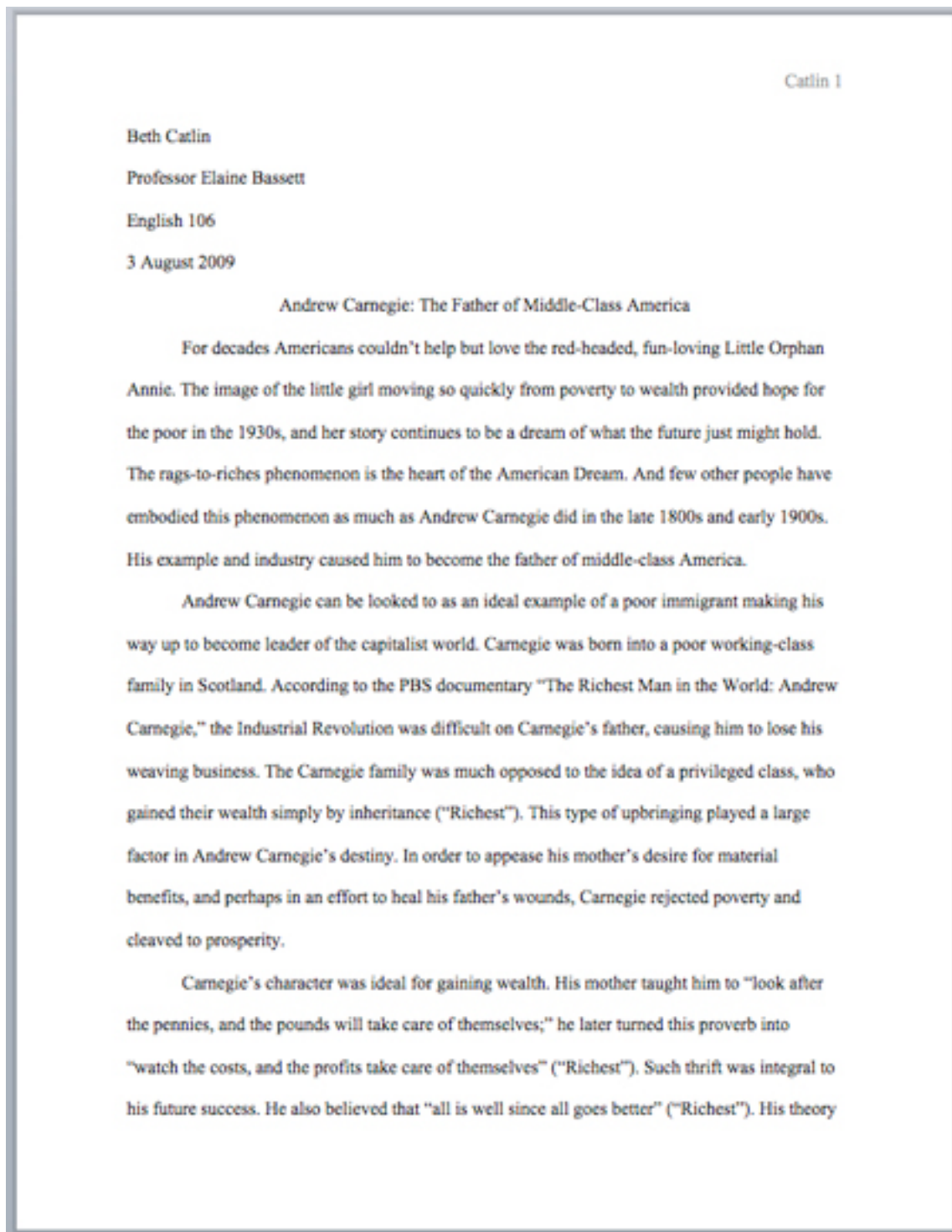
- e. **Page number** in a header at the top right corner of every page, including your family name and page number. Do NOT include "p." or "#" with the page number. The family name + page number should also be in Times New Roman, 12-point font, or similar Roman font, the same as the rest of the document.

Ex:

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- f. **Double spacing** throughout the entire document
- g. **NO extra spacing between sections**, or between entries in the Works Cited page. No extra spacing (RETURN key) after identification header or title; use only double spacing throughout, with NO additional pressing of the RETURN, ENTER or ↵ key.
- h. **Left alignment** of the whole document, except for two elements: the title of the paper and the "Works Cited" heading, which are centered; this means the right margin (right side of the text) must be jagged, not straight. DO NOT apply "full justification," which will make the right margin straight. Note that with full justification, there will be problems with spacing within paragraphs and especially in Works Cited entries due to the length of words, phrases, and URLs. Left alignment prevents these spacing issues.
- i. **Paragraphs indented** with one tap of the TAB or → key, which is toward the top left corner of your keyboard. Do NOT use the space bar. The default TAB length in most English word processors is a half inch, or 1.27 cm, or about five character spaces. However, use of the space bar to enter five spaces will result in inconsistent length.

Sample first page of a paper with MLA document formatting:



Source:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

2. Works Cited page -- Also using full MLA, preferring MLA 8 or 9. Many changes occurred in the transition from MLA 7 to 8, though 8 and 9 are similar.

- a. Start the Works Cited on a new page; do not start it at the bottom of the last page of the body.
- b. Place "Works Cited" (without these quotation marks) at the center of the top of the page.
- c. The Works Cited page also has a page number at the top right corner, same as the rest of the document.
- d. MLA formatting (8th/9th edition preferred) for the Works Cited page:

(The examples here are based on samples at https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_works_cited_page.html)

Sample MLA entry for a journal article:

Gowdy, John. "Avoiding Self-Organized Extinction: Toward a Co-Evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology*, vol. 14, no. 1, 2007, pp. 27-36.

(1) Author name: Family, Given.

Ex: Gowdy, John.

(2) For more than one author, use Family, Given for the first name, then Given Family for the next.

Ex: Harris, Rob, and Andrew C. Revkin.

(3) For more than two authors, list the first author only, then use et al.

Ex: Milken, Michael, et al.

(4) Put article titles in "Quotation Marks." Capitalize all principle words. This is for all articles inside periodicals, including academic journals, magazines, newspapers, or websites. It also includes articles or essays published inside anthology books.

Ex: "Avoiding Self-Organized Extinction: Toward a Co-Evolutionary Economics of Sustainability."

- (5) Put the titles of periodicals and books in *Italics*, followed by a comma. Capitalize all principle words. This includes all academic journals as well as newspapers, magazines, and periodicals published as websites.

Ex: *International Journal of Sustainable Development and World Ecology*,

- (6) Give volume and issue number as follows:

vol. #, no. #,

Ex: vol. 14, no. 1,

- (7) Give date of publication as follows:

DD Month YYYY

You do not have to include date (DD) or Month if they are not known.

- (8) Give page numbers where the article may be found in the journal as pp. ##

Ex: pp. 27-36.

- (9) Each entry in the Works Cited must use hanging indent. "Hanging indent" means you start the first line of the entry at the left margin, then apply the TAB key (→) for all the following lines. This entry provides an example of hanging indent.

- (10) The entire Works Cited must be in alphabetical order by Family name.

- (11) **If no family name is known**, put the title of the article first. Place the entry in the list of sources by alphabetical order according to the first word of the title.

3. Format for in-text citations:

- a. Use (Parentheses) with Author's family name plus page number. Do NOT use "p." or "#" with the page number.

Ex: (Gowdy 31)

- b. For subsequent citations of the same work by the same author within the same paragraph, use only the page number:

Ex: (32)

- c. Always put the period AFTER the citation, NEVER before it. Same goes for a comma if the citation is within a sentence.

Ex: (Gowdy 33).

Ex: (Gowdy 34),

Ex: (35).

d. For a citation with two authors, include the family names of both, joined by "and."

Ex: (Harris and Revkin 36)

e. For a citation with more than two authors, include the family name of the first author only plus "et al."

Ex: (Milken et al. 63)

f. If using attribution (naming the author of a work within the sentence), just put the page number in parentheses at the end of the sentence.

Ex:

According to Grimmett, MLA formatting is "far simpler, more efficient, and more straightforward" than other formats such as APA (4).

g. If you do not know the name of an author for a work, use the first two or three words of the title in "Quotation Marks".

Ex: ("Exact Requirements" 4).

h. If your source does not use page numbers, as on a website, just put either the author's family name, if known, or the title of the article, if the author is also unknown.

i. Note that if a sentence ends with a quotation mark, but no citation, put the period INSIDE the "quotation mark." <<< Ex.

j. If you need to cite two or more authors in support of one idea, just use a semicolon between them inside one pair of parentheses:

Ex: (Harris 46; Milken 63).