**MLA GUIDELINES**

**Plagiarism**

Plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship; the wrongful act of taking the product of another person's mind, and presenting it as one's own." (Alexander Lindley, Plagiarism and Originality. New York: Harper, 1952, 2)

Using the words, images or ideas of another person without acknowledging the source is plagiarism. It is cheating even to paraphrase or to use another person's line of thinking. Changing some words does NOT make the work yours! This applies whether the source is a book or an on-line source. Material on the web is not public property! In writing an essay or report, you should document everything that you borrow, including any information that is not common knowledge.

It is also considered plagiarism to resubmit an assignment that you used in a previous course without the consent of the teacher.

You may use other peoples' words, images or ideas in your work if you properly document them according to MLA or APA form. Failure to do so will result in a mark of zero on the assignment.

**Paper and Font**

Assignments should be typed on plain white 8 1⁄2 x 11 paper. Use a plain 12 font, such as Arial or Times New Roman. Use the same font throughout, for titles and other headers as well as the main text. Use one inch margins on all sides, except for page numbers. The entire paper, including headings, all quotations, and the works cited, should be double spaced. Indent the first line of new paragraphs; do not put extra line spaces between them.

First Page Setup

Assignments in MLA do not use title pages. Instead, in the top left hand corner of the page, type your name, your instructor's name, the course code, and the date, double spacing between lines. Please use a creative title. For Example, **The Role of Minor Characters in The Catcher in the Rye**

**Page Numbers**

Pages are numbered in the top, right-hand corner, 1⁄2 " from the top, and right justified. Put your last name followed by one space and the number. Do not use commas, periods or abbreviations such as "p." or "pg.". On a word processor, it is easiest to insert page numbers using a "header". Note that the "Works Cited" page is also numbered.

**Following Pages Setup**

The remaining pages in the body of the assignment are set up with the same margins and page numbers; however, the four heading lines and the title are not repeated on each page.

Each new paragraph should be indented one tab or 5 spaces. Do not put extra spaces between paragraphs.

**Quotations**

Quotations must reproduce the original source exactly. You must construct a clear, grammatically correct sentence that allows you to introduce or incorporate a quotation smoothly and accurately.

Short quotations of 1 to 4 lines in your essay are put into quotation marks and included, double spaced, in the body of the assignment. They are introduced by a comma (,) unless they are a continuation of a body paragraph sentence; the appropriate punctuation, or none at all, is then used. Quotations are followed by the page reference in parentheses (see below) and then a period.

Long quotations of more than 4 lines in your essay are set off from the body of the assignment by indenting 10 spaces. Type the quotation double spaced, without using quotation marks. A long quotation is introduced by a colon (:)Do not indent. Always follow a quotation by interpreting or applying it before you move on. Long quotations are followed directly by a period, and then the page reference in parentheses (see below).

When quoting two or more characters dialogue within a play, use the following format: HELMER (From the study): Is that my little lark twittering there? NORA (Busy opening packages): Yes, it is. (601)

When quoting poetry or Shakespeare, quotations of one to three lines in the text are handled as short quotations, but a slash (/) is used to show the start of a new line. Quotations of more than three lines are handled as long quotations, which means that no more than two slashes are allowed in a short quotation. Be sure to reproduce the quotation exactly, including line length, capital letters, and punctuation.

If you leave anything out of a quotation, put in three spaced dots, an ellipsis, to show the omission. Do not put ellipses at the beginning or end of the quotation. If you make any change in a quotation for clarity, put it in square brackets: e.g. Johnston states, "[They] cannot rely on the current government."

***Parenthetical Documentation***

The page number of the quotation is placed in parentheses ( ) at the end of the quotation. Do not use short forms such as "p.".

Following the initial citation of the author put only the page numbers (167-68). Quotations ending with question or exclamation marks retain the original punctuation followed by the reference and a period.

If there are two books by the same author, put the author’s last name and a key word from the title - (title in italics) - and the reference (Atwood, *Alias* 134) or (Atwood, *Blind* 88).

***Web Sites and Parenthetical Documentation***

Believe it or not, web pages have authors as well. The author may be a government body or an organization, such as the Ministry of Health or Amnesty International. If there is no author, the site may not be reliable and should not be used.

Web sites do not have page numbers, so they have to be documented differently. Put the author's name only in the parentheses if pages or paragraphs are not numbered. If the paragraphs are numbered on the site, put "par." and the number. In every case,make sure that the web site is included in your list of Work(s) Cited so that the reader has the full information and can access the actual web site if necessary.

Locke 8

are called "cognitive theories of metaphor" (Johnson).  
The use of this literary device is particularly effective: "The metaphor

enhances the impact of the surprise ending, leaving the reader to draw his or her own implications from Laurence's actions" (Friefeld par.14). It is only . . .

Shakespeare and Parenthetical Documentation

When quoting Shakespeare, do not put the page number in parentheses. Give the act, scene and line(s), using ordinary numbers with periods in between but no spaces.  
Note that a quotation of more than one line which has a line reference of three digits or more, only includes the last two digits in the second line number if the initial digits are the same: e.g. (3.4.123-27).

(Act 1, Scene 7, Lines 11-16) (I, vii, 11216) (1,7,12-16) (1.7.12-16) √ 5

Note that the quotation starts and ends in the middle of the line. Imitate text precisely.

Schmidt 3 that Macbeth is reluctant to murder Duncan. He reminds

himself:

He's here in double trust: First, as I am his kinsman and his subject,

Strong both against the deed: then, as his host, Who should against his murderer shut the door, Not bear the knife myself. (1.7.12-16)

Macbeth is very reluctant; it is only his "vaulting ambition" (1.7.27) which causes him to go ahead with the deed.

Works Cited

There should be no extra spaces before and after the quotation. Double space throughout.

All sources should be listed on the "Work(s) Cited" page at the end of the assignment. 1⁄2"

1"

1" Works Cited

Schmidt 6

Curmudgeon, Peter. The Last Dance With You. Montreal: Prentice Hall, 2006. Print.

Salinger, J. D. The Catcher in the Rye. New York: Bantam, 1951. Print.

Form for a basic book.

The words "Work(s) Cited" are centred. Do not underline, bold, or use a different font. Sources are listed in alphabetical order by author's last name. No numbering is used. Each entry is a double spaced hanging paragraph (the second and following lines are indented five spaces or one tab). The title of each source is in italics. Follow the punctuation closely. If only ONE work is used, call it a Work Cited page.

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Please note that URLs are no longer normally used for web sources. If required, put last in angle brackets <>.

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Works Cited

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Dobson-Efpatridis, R. "How to Write an Essay." A Handbook for Secondary Students. Ed. J. Ruscica. London: Dodd and Sons, 2003. 123-78.

"Ergonomics." The New Encyclopedia Britannica: Macropaedia. 15th ed. 1987.

Edwards, Lucille B., and Oliver Ocampo. Why Study History? Ottawa: Addison Wesley, 2000.

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and Mail [Toronto] 23 March, 2005: B1.  
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on Teenage Students." Harvard Online Journal of Medicine 7.2 (2007): 43-77.

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23.2 (2006) 34-63. Literary Reference Center. Web. 21 Oct. 2009. Lightfoot, Gordon. "The Last Time I Saw Her Face." Rec. 15 June 1987. Lightfoot's

Greatest Hits. Columbia, 1995. CD.

Basic book entry.

Another book by the same author.

A collection by a variety of authors with an editor.

An edition with an editor.

Aworkinan anthology or collection.  
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Article in a reference book or encyclopedia.

A book with two or more authors.

Second or later edition.

Article in a magazine.

Newspaper article. Include city if not already in title. Put B1+ if the article continues on other pages.

An online scholarly journal (not from a database). The 7.2 is the volume and issue number.

EBSCO or other on line database. Put title of actual database, not EBSCO. Note that 23.2 is the volume and issue number.

A sound recording.