It is my philosophy that teaching writing should be undertaken with the utmost respect and care. I strive to create an environment in which students feel that their background in writing in their native language is valued. It is my goal to incorporate Contrastive Rhetoric.

Margins:
- 1" margins all around body of text
- Page numbers: ½" from the top of the page

Text:
- Choose a standard font (e.g., Times New Roman, Arial, etc.)
- Size: 12 point

Spacing:
- Double-spaced
- No additional space between paragraphs

Indentation and Alignment:
- ½" indentation from the left margin
- All text should have left alignment

Header:
- Upper right of paper
- Includes your last name and page number

Title:
- Plain text – no italics, bold, or quotation marks
- First line after the heading, no extra space
- Centered

Heading:
- Begins on the first line
- flush with left margin
- First line: your name
- Second line: instructor’s name
- Third line: course name and number
- Fourth line: DD Month YYYY

The above illustration is a model of the illustration found in the MLA Handbook on page 117.

The guidelines in this handout reflect the recommendations of the Modern Language Association, based on the 7th edition of the MLA Handbook. If your instructor has specific requirements for the format of your essay, please check with your professor and follow their guidelines.

The information for this handout was compiled from the following source:

Write Your Own Future!
MLA: In-Text Citations

It is important to cite your sources within the text of your document. In-text citations are required when you use information from a source, whether that information is quoted or paraphrased. In-text citations, or parenthetical citations, are meant to tell your reader when you use source information, and it is a link to your works cited page. This link makes it easier to find your sources, and it is helpful to those who want to duplicate your research.

Basic Guidelines:
- Name the author within the parentheses.
- Include a page number within the parentheses.
- Place the period AFTER the parentheses.
- Place the citation as close as possible to the material being cited.
- In-text citation must have a corresponding entry on the works cited page.

Readability:
- Keep parenthetical citations brief.
- Use as few as possible.
- Give only the information needed to identify the source.
- Do not add citations unnecessarily.

Author Named in Sentence:
When an author is named in the sentence, you do not need to repeat the author’s name in the parentheses.
Example:
…As Reyes explains, after encouraging her students to explore issues of religion in their writing, she now finds it beneficial to use a “more complex and nuanced view of religion, literacy, and identity” in English classes (263).

Author Named in Parentheses:
When the author is not named in the sentence, you must include the author’s name in the parentheses.
Example:
…By implementing “more complex and nuanced view[s] of religion, literacy, and identity” in English classes, we are better able to encourage students to explore these controversial issues in-depth (Reyes 263).

Unknown Author:
When the author is unknown or not given, cite this work by the title. You can use the full title in a signal phrase or an abbreviated version of the title in parentheses.
Example 1:
…“Squaresville, USA VS. Beatsville” makes the Midwestern small-town home seem boring compared with the West Coast’s artist’s “pad” (31).
Example 2:
…The Midwestern small-town home seems boring compared with the West Coast artist’s “pad” (“Squaresville” 31).

Multiple Authors in One Citation
If you need to cite more than one work in a single parenthetical reference, cite each work as you normally would in a reference, and use semicolons to separate the citations
Example:
(Fukuyama 42; McRae 101-33).

Indirect Sources
Citing indirect sources involves taking material cited in another source and using it within your own work. Whenever possible, you should take material from the original source; however, sometimes only an indirect source is available. For example, someone’s published account of another’s spoken remarks.
Example:
…Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 450).

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