MLA Cheat Sheet 7th edition, 2009

Paper Format
- One-inch margins on all sides
- Easily readable typeface (Times New Roman is best)
- No title page – heading & title appear on first page. Title appears in plain text.
- Page numbers in right-hand corner, ½” from the top, flush right.
- Last name of author appears one space before page number.
- No extra spaces between paragraphs
- One space after periods or other concluding punctuation

Works Cited Page
- List only sources that you actually used.
- List the complete title of the article, essay, or book.
- Alphabetize your list by authors’ last names or the first main word in a title.
- Online sources no longer require URLs, unless the title of the website does not easily lead the reader to find the source.
- Publication medium (print or electronic) is required.
- Format:
  - Author’s last name first
  - Double-spaced
  - Title italicized – no more underlining!
  - Left-aligned margin
    - Indent second and third lines five spaces
    - Most items separated by periods – leave one space after ending punctuation.
  - Place a period at the end of each entry.

Books
Single Author
Last name, first name. Title of Book. Publication City: Publisher, year. Print.
- For a book with a corporate author, substitute the name of the institution for the author name.

Two or More Works by the Same Author
(First entry)
---, Title of Book. Publication City: Publisher, year. Print.

Cross-references
Last name, first name. “Title.” Last names of anthology authors page numbers.
Anthology authors, eds. Title of Anthology. Publication City: Publisher, year. Print.

Book by Two or More Authors
Last name, First name, and First name Last Name. Title of Book. Publication City: Publisher, year. Print.
A Work in an Anthology
Last name, First name. “Section Title.” Book Title. Ed. Editor’s Name. Publication City: Publisher, year. Pages. Print.

An Article in a Reference Book
  o For more variations, see MLA Handbook p. 160-61.

Article in a Scholarly Journal: Basic
  o For an article from a journal that uses only issue numbers, omit the volume number.

Basic Newspaper
Last name, first name. “Article Title.” Newspaper Title dd/month/yyyy, edition: page#. Print.
    • For more examples and variations, see the MLA Handbook p. 142.

An Article in a Magazine
Last name, first name. “Article Title.” Magazine Title dd/month/yyyy: page numbers. Print.
See the MLA Handbook p. 143-148 for more variations.

Work Cited Only on the Web
**Only include the URL if the citation information would not lead a reader to easily find the source.**
Last name, first name. Title or “Title.” Title of overall web site (if different than title of document). Version/edition (if any). Publisher/sponsor/”n.p.”, Date of publication/n.d. Web. Date of access.

Work on the Web That Also Appears in Print
  o Usually, you will use this kind of entry for scanned-in books.
    ■ Author. Title of Publication. Publication Information. Title of Hosting Site. Web. Date of access.

Scholarly Journal From an Online Source
  o Exactly like a scholarly journal entry, but adding:
    ■ Medium of publication (Web)
    ■ Date of access
Schmidt-Nieto, Jorge R. “The Political Side of Bilingual Education: The Undesirable Becomes Useful.”