

# STYLE SHEET

## MLA Style Manual

### IDENTIFICATION OF THE ARTICLE AND AUTHOR

1. **Title:** Times New Roman; uppercase and lowercase characters; size 12; 1,5 spaces; centred; bold.
2. **Author:** 3 spaces (2 x 1,5) below the title; centred.
3. **Affiliation:** after the author's name.

### TEXT AND QUOTATIONS

1. **Text:** Times New Roman, size 12; 1,5 spaces; justified
  - 1.1. 1.1. **Sub-paragraph:** avoid using automatic numbering
  - 1.2. 1.2. **Parts of the work:** avoid using only uppercase characters.
  - 1.3. 1.3. **Notes:** write the note number after the text. Do not separate it from the text with one space.
2. **Tabs:** Do not indent paragraphs. Use first line indentation.
3. **Quotations with 4 or more lines:** do not use quotation marks; indent to the left, 1,75 cm; set off from the text; size 12; 1 space.
4. **Quotations in the text:** use quotation marks and, if you use punctuation marks after the quotation, place them after closing the quotation marks.
5. **Parenthetical reference in the text:** in brackets/parentheses, author's last name and page number. Separate author's last name and page number with one space: ex.: (Postman 3-4)
  - a. **One work by the author of two or more works:** place a comma after the author's last name, add a shortened version of the title of the work, and supply the page number(s): ex.: (Toffler, *Future* 211)
  - b. **When using the author's name in your sentence:** place only the page number(s) of the source in parentheses: ex.: (25)
2. **Footnotes:** use to supply brief commentary or additional information.

### LIST OF WORKS CITED

1. **Works cited:** at the end of the document. Paginate this section as a continuation of the text; centred title; Times New Roman; size 12; bold.
2. **Order:** list entries in alphabetical order according to the last name of the author.

If you are listing more than one work by the same author, alphabetize the Works according to the title. Instead of repeating the author's name, type three hyphens.

### BOOKS

When citing a book, provide the following information:

Author's last name, first name. *Book Title*. Additional information.

City of publication: Publisher, publication date.

**Sample Entries:**

**a. A book by one author:**

Light, Richard J. *Making the Most of College: Students Speak Their Minds*. Cambridge: Harvard UP, 2001.

**b. An Anthology or Compilation:**

Valdez, Luis, and Stan Steiner, ed(s). *Aztlan: An Anthology of Mexican American Literature*. New York: Vintage-Knopf, 1972.

**c. A Work in an Anthology:**

Silko, Leslie Marmon. "The Man to Send Rain Clouds." *Imagining America: Stories from the Promised Land*. Ed. Wesley Brown and Amy Ling. New York: Persea, 1991. 191-95.

**d. A Translation:**

Giroud, Françoise. *Marie Curie: A Life*. Trans. Lydia Davis. New York: Holmes, 1986.

**e. A Book with a Title in its Title:**

Habich, Robert D. *Transcendentalism and the Western Messenger: A History of the Magazine and Its Contributors, 1835-1841*. Rutherford: Fairleigh Dickinson UP, 1985.

ARTICLES IN PERIODICALS

When citing an article in a periodical, provide the following information:

Author's last name, first name. "Article title." *Periodical title* Date: inclusive pages.

INTERNET OR WEB SOURCES:

When citing information from Internet or World Wide Web sources, provide the following information:

Author's last name, first name. "Article title" or *Book title*.

Publication information for any printed version. Or subject line of forum or discussion group. Indication of online posting or home page. *Title of electronic journal*. Date of electronic publication.

Page numbers or the numbers of paragraphs or sections. Name of institution or organization sponsoring Web site. Date of access to the source <URL>.

Note: For other entries not mentioned above, please consult *MLA Style Manual*.