

MLA DOCUMENTATION STYLE: HIGHLIGHTS

(All information and specific MLA rules are taken from Diana Hacker's A Pocket Style Manual, 5th edition).

- 1) Include a title on the first page of your essay. See 33a pgs. 148-150 in Hacker.
- 2) In the upper right-hand corner of your paper, put your last name followed by the page number. Begin numbering on the first page of your essay. Number all pages of your essay, including the Works Cited page.
- 3) Include a Works Cited page to your essay. See 32b pgs. 127-147, 149, 152, 154 in Hacker.
- 4) For direct quotes longer than 4 lines, use block quotes:

Set off the block quote with a signal phrase followed by a full colon
Indent each line of the block quote 10 spaces
Do not use quotation marks to frame the quote
Add a citation after the period at the end of the quote

- 5) For direct quotes of 4 lines or less, do not set them off from the rest of the text as you would a block quote. Include a signal phrase before the quote, followed by a comma or a full colon, and then the quote itself enclosed in quotation marks. Put the citation after the quote AND BEFORE THE PERIOD, and use parentheses e.g. (Butler 6). Usually, the citation will include the author's last name and page number, but this varies depending on the source and what information you give the reader in the signal phrase. Note use of present tense in the signal phrase of the following example:

Writer Diana Hacker tells us, "MLA in-text citations are made with a combination of signal phrases and parenthetical references" (*A Pocket Style Manual* 128).

In this example, the reader can find the publication information for Diana Hacker's book on the paper's Works Cited page.

- 6) For summary, paraphrase, or original facts/stats/ideas, a signal phrase is not required. Otherwise, follow format as indicated in #5 above.

NOTE: For more writing resources, see the forum "Writing: Tools & Strategies" at <http://www.iDiscourse.com>.