

Style Sheet
based on the eighth edition of the *MLA Handbook* (2016)
published by the Modern Language Association

Please note: This style sheet has been compiled and is provided by the Academic Center based on the MLA documentation style. You should always consult your lecturer before handing in a written work in case they require a different citation style.

1. Formatting Your Paper	2
2. Quotations, In-Text Citations and Works Cited: General Information	3
3. Formatting Quotations	3
4. Formatting In-Text Citations	4
5. Formatting the Works-Cited List	5
1. Author	5
2. Title of source	6
3. Title of container	7
4. Other contributors	8
5. Version	8
6. Number	8
7. Publisher	9
8. Publication date	9
9. Location	9
6. Optional Elements	10
7. Further Specifications	11
Citing a poem	11
Citing a play	11
Citing an e-book	11
Using tables or illustrations	11
8. Additional Information	11

1. Formatting Your Paper

- easily readable font (e.g. Times New Roman, Arial)
- 12 pt
- 1.5 line spacing
- margin: 2.5cm on each side
- justification (*Blocksatz*)
- indent the first line of each paragraph – except the first one after a chapter heading or continuing after a block quotation
- create a title page and a table of contents for works of five or more pages
 - start page numbering with your running text (i.e. do not put page numbers on the title page or the table of contents)

- the **title page** should include:

- course title, module, semester
- lecturer's name
- title of your work
- your name, address, course of study, matriculation number, and email address

for example:

TU Dortmund Anglistik und Amerikanistik Course Title Lecturer Semester
<p style="text-align: center;">Title (follow the rules for capitalization and italics) – Module XX –</p>
Name Address Course of study Matriculation number Email address

- the **table of contents** should include all numbered headings and subheadings¹ with their respective page numbers, for example:

1. Introduction.....	1
2. XXXXXXXXX.....	2
2.1 XXXXXXXXX.....	4
2.2 XXXXXXXXX.....	6
3. Conclusion.....	8
Works Cited.....	9

¹ As a general rule, you should only use subheadings when you have at least two subchapters within a chapter.

2. Quotations, In-Text Citations and Works Cited: General Information

Do not pass off someone else's work as your own, i.e. do not plagiarize. Whenever you use a source, you have to give credit to it by creating an in-text citation and a corresponding entry in the works cited list at the end of your paper. **This is not only true for direct quotes, but also for indirect quotes** (for instance when you have paraphrased or summarised another author's idea).

Self-plagiarism: Should you reuse something you have written in a previous work, you need to provide a citation. However, you should consult your instructor beforehand to find out whether or not it is okay to cite yourself.

Exception: Information that is common knowledge does not have to be documented. For example, if you want to give background information, the sentence “World War II lasted from 1939 to 1945.” would not need a reference. However, if you are quoting this sentence as part of a longer citation or if you are using it for an analysis, do provide its source.

3. Formatting Quotations

Incorporate **quotations of no more than four lines** into your text by putting them in quotation marks:

For Charles Dickens, the eighteenth century was both “the best of times” and “the worst of times” (35).

Use single quotation marks for **quotations within quotations** that are incorporated into the text.

Indent **quotations of more than four lines** and do not add quotation marks:

The forms of writing that accompany reading

can fill various roles. The simplest is to make parts of a text prominent (by underlining, highlighting, or adding asterisks, lines, or squiggles). More-reflective responses are notes written in the margins or in an external location – a notebook or a computer file. (Baron 194)

All these forms of writing bear in common the reader's desire to add to, complete, or even alter the text.

Indicate **changes you have made to the original text** by using square brackets:

At the conclusion of *Lord of the Flies*, “great, shuddering spasms of grief [...] seemed to wrench [Ralph's] whole body” (186).

Use “(my trans.; page number)” for your **own translations**. Do not forget to name the author in the text, though, so readers can find the work in the works-cited list.

Use “(emphasis added)” or “(my emphasis)” if you have changed a quote by **adding italics**:

“The *other* half is writing” (Baron 194; **emphasis added**).

4. Formatting In-Text Citations

Provide the element that comes first in the source's works cited entry (this is usually the author's name) and the relevant page number(s).

You can

- include the first element in the text itself and the page number(s) in parentheses which follow the quotation (1)
or
- you can include a (shortened) version of the first element in the parentheses before the page number (2). If you provide the author's name in parentheses, only give the author's last name.

(1) According to Naomi Baron, reading is “just half of literacy. The other half is writing” (194).

(2) Reading is “just half of literacy. The other half is writing” (Baron 194).

Omit titles such as Dr. or Sir.

You should not include the page number in the text itself. When a source has **no page numbers**, do not provide a number by for example counting paragraphs.

If you use the **same source several times in a row**, it may suffice to provide only the page number.

Works by more than one author with the same last name

- provide the author's first initial (N. Baron) or, if necessary, the full first name

More than one work by the same author

- include a shortened version of the title in the parentheses: (Baron, “Redefining” 194)

Works by more than one author

- two authors: (Dorris and Erdrich 23)
- three or more authors: (Burdick et al. 42) (name the author who also comes first in the works-cited list)

When there is no author

- When an entry in the works-cited list begins with the title, use a (shortened) version of the title for your in-text citation. For example, the title “Redefining Reading: The Impact of Digital Communication Media” may be shortened to “Reading”. For capitalization of titles, see p. 6.

In-text citations for more than one source

- separate the different sources using semicolons: (Baron 194; Jacobs 55)

In-text citations for indirect sources

- if you only have an indirect source available (i.e. the work you are using quotes someone else's work), use “qtd. in” (quoted in):
John Murray calls Tim Smith “interesting but egotistical” (qtd. in Jesrani 34).

Time-based media

- you do not need to provide a time range for audio or video recordings

5. Formatting the Works-Cited List

- in alphabetical order
- if an entry extends over more than one line, indent the second and every subsequent line:

Borroff, Marie. "Sound Symbolism as Drama in the Poetry of Robert Frost." *PMLA*, vol. 107, no. 1, Jan. 1992, pp. 131-44. *JSTOR*, www.jstor.org/stable/462806.

The eighth edition of the *MLA Handbook* does not provide guidelines based on the medium of a work. Instead, it identifies core elements that – if they exist – need to be given in a specific order to make up an entry in the list of works cited.

1. Author,
2. Title of source,
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

Use the punctuation marks shown – and highlighted – here after each of these core elements. The final element, regardless of which one it is, should always be followed by a period. An element not relevant for citing the work should be omitted. Furthermore, there are optional elements that can be included if necessary.

1. Author.

Works by One Author

author's last name → *comma* → *rest of the name* → *period*

Smith, John.

If a period is part of the author's name, do not put a second one after it:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

--- "Title." *Publisher*, Publication date, Location.

→ instead of writing the same name again, use three hyphens to document **more than one work by the same author**

Works by Two Authors

list the name of the first and then the second author as in the example below

(first and second author = based on the order in which the names are presented in the work)

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. HarperCollins Publishers, 1999.

Works by Three or More Authors

last name of first author → *comma* → *first name of first author* → *comma* → *et al.*

Burdick, Anne, et al. *Digital Humanities*. MIT P, 2012.

Author – Continued

The core element “author” refers to those primarily responsible for producing a text. If that person or group did not create the text's main content, you need to name their role.

For example, if your source is an edited volume of texts which you need to reference as a whole, the “author” here is the **editor**:

Nunberg, Geoffrey, editor. *The Future of the Book*. U of California P, 1996.

Holland, Merlin, and Rupert Hart-Davis, editors. *The Complete Letters of Oscar Wilde*. Henry Holt, 2000.

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts P / Center for the Book, Library of Congress, 2007.

Omit titles such as Dr. or Sir.

When a source is created by an **organization** (for example an institution or a government agency), treat it as the “author”. If the organization also published the work, begin the works cited entry with the work's title and name the organization only as the publisher:

Reading at Risk: A Survey of Literary Reading in America. **National Endowment for the Arts**, June 2004.

When there is **no author** you can name, begin the entry with the work's title:

Beowulf. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson, 2004.

2. Title of source.

- **capitalize** the first and last word, nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions, as well as words that follow hyphens
- **do not capitalize** articles, prepositions, coordinating conjunctions, and the *to* in infinitives (unless they are the first or last word in a title)
- **italicise** titles of self-contained sources, for example:
 - novels, collections of essays or poems, periodicals (journals, magazines, newspapers), album titles, films, television series, web sites
 - **titles within italicized titles:** *Approaches to Teaching Murasaki Shikibu's **The Tale of Genji**; **“The Lottery”** and Other Stories*
→ *The Tale of Genji* = novel; “The Lottery” = story in a collection
- use **quotation marks** for titles of sources that are part of a larger work, for example:
 - an essay or poem in a collection, an article in a periodical, a song, an episode of a television series, an article on a web site
 - **titles within titles in quotation marks:** “*Romeo and Juliet* and Renaissance Politics.”; “Lines after Reading **“Sailing to Byzantium.”**” Please note that the inverted commas follow the period.

3. Title of container,

When the documented source is part of a larger whole (meaning you use quotation marks for the source's title), the larger whole is referred to as the "container" (and its title is italicized).

Therefore, a container may for example be:

- a collection of essays:

Bazin, Patrick. "Toward Metareading." *The Future of the Book*, edited by Geoffrey Nunberg, U of California P, 1996, pp. 153-68.

- a periodical:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

- a television series:

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

Please note: A container can itself be part of a larger container. For example, an episode ("Hush") of a television series (first container: *Buffy the Vampire Slayer*) may be watched on a network like *Hulu* (second container).

You need to name all containers.

The end of the information for each container is followed by a period.

An article by Anne Goldman appeared in a journal, *The Georgia Review*, in 2010. Back issues of *The Georgia Review* are contained in *JSTOR*, an online database of journals and books.

1	Author.	Goldman, Anne.
2	Title of source.	"Questions of Transport: Reading Primo Levi Reading Dante."
CONTAINER 1		
3	Title of container,	<i>The Georgia Review</i> ,
4	Other contributors,	
5	Version,	
6	Number,	vol. 64, no. 1,
7	Publisher,	
8	Publication date,	2010,
9	Location.	pp. 69-88.
CONTAINER 2		
3	Title of container,	<i>JSTOR</i> ,
4	Other contributors,	
5	Version,	
6	Number,	
7	Publisher,	
8	Publication date,	
9	Location.	www.jstor.org/stable/41403188.

Irrelevant elements are omitted.

Elements 6, 8, and 9 refer to the smaller container of the article, *The Georgia Review*.

JSTOR contains the journal *The Georgia Review* and is the larger container.

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88. *JSTOR*, www.jstor.org/stable/41403188.

You can find a practice template here:

<https://style.mla.org/files/2016/04/practice-template.pdf>

4. Other contributors,

If other people's participation is important for your text or the identification of the work, precede their names with a description of their role.

Examples:

- adapted by
- directed by
- edited by
- illustrated by
- introduction by
- narrated by
- performance by
- translated by

Concerning the entries' order: If for example a contributor only worked on one episode and not the whole television series, name the contributor after the episode instead of after the series.

5. Version,

For a work published in more than one form, name its version in your entry (for example a third, unabridged or revised edition of a book → write 3rd, unabridged or rev. ed., respectively).

The Bible. **Authorized King James Version**, Oxford UP, 1998.

Scott, Ridley, director. *Blade Runner*. 1982. Performance by Harrison Ford, **director's cut**, Warner Bros., 1992.

An **e-book** is considered a version. If you know the type of e-book you used (e.g. Kindle), use this instead of writing “e-book,”:

MLA Handbook. 8th ed., **Kindle ed.**, Modern Language Association of America, 2016.

6. Number,

When your source is one volume of a multi-volume set, list the volume number:

Rampersad, Arnold. *The Life of Langston Hughes*. 2nd ed., **vol. 2**, Oxford UP, 2002.

Journals may use both volume and issue numbers:

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, **vol. 128, no. 1**, Jan. 2013, pp. 193-200.

For journals or comic books who do not use volume, but only issue numbers, only use “no. XY,”.

For **(episodes of) television series**, list the (episode and) season:

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, **season 4, episode 10**, Mutant Enemy, 1999.

7. Publisher,

Lessig, Lawrence. *Remix: Making Art and Commerce Thrive in the Hybrid Economy*. Penguin Press, 2008.

Kuzui, Fran Rubel, director. *Buffy the Vampire Slayer*. Twentieth Century Fox, 1992.

The publisher may be omitted when there is none, when the editor or author is also the publisher, when a website's title is also its publisher's name, and when a website, for example *YouTube* or *JSTOR*, is not involved in producing the content it makes available.

Omit words like Company (Co.), Corporation (Corp.), Incorporated (Inc.), and Limited (Ltd.). Instead of University and/or Press, use U and/or P: Oxford UP, U of Chicago P, MIT P.

8. Publication date,

Give the date as it is provided by the source. For example, periodicals may not always provide the month of publication.

When using online sources that also publish their content in print, only give the date of online publication:

Deresiewicz, William. "The Death of the Artist – and the Birth of the Creative Entrepreneur." *The Atlantic*, 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/.

Sometimes you may have to decide whether or not to include the date and/or month in your entry.

For example, for an episode of a television series, the year it was first released may suffice:

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, Mutant Enemy, 1999.

However, if your analysis deals with the historical context the episode originally aired in, providing the day and month as well is necessary. In this case, name the network on which the episode first aired instead of the production company:

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle Gellar, season 4, episode 10, WB Television Network, 14 Dec. 1999.

9. Location.

"Location" does not refer to the place of publication (which no longer needs to be named).

Instead, for **print sources** such as an article in a journal, location refers to the article's page number(s). Use "p." for a single page and "pp." for more than one page:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Location – Continued

For **online sources**, provide the URL as the location. Following the URL, add a period and provide the **date on which you accessed the website**. Omit *http://* or *https://*.

Deresiewicz, William. "The Death of the Artist – and the Birth of the Creative Entrepreneur." *The Atlantic*, 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/. Accessed 01 July 2015.

If your source provides stable URLs (also called *permalinks*), meaning they will not change over time, use them in your entry instead. The same goes for *DOIs* (digital object identifiers). A DOI will still take you to your source even if the source's URL has changed:

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture*, vol. 10, no. 3, May 2000. Project Muse, [doi: 10.1353/pmc.20000.0021](https://doi.org/10.1353/pmc.20000.0021). Accessed 01 July 2017.

For a **television episode in a DVD set**, the location is the disc number:

"Hush." *Buffy the Vampire Slayer: The Complete Fourth Season*, created by Joss Whedon, performance by Sarah Michelle Gellar, episode 10, WB Television Network, 2003, **disc 3**.

6. Optional Elements

Depending on their relevance to your use of a source, you can decide whether or not to include the following optional elements:

- **date of original publication**
 - provide the date of original publication directly after the source's title, followed by a period:

Newcomb, Horace, editor. *Television: The Critical View*. 1976. 7th ed., Oxford UP, 2007.
- **city of publication**
 - for books published before 1900, you may provide the city of publication instead of the publisher's name, because pre-1900 works are usually associated with their place of publication:

Goethe, Johann Wolfgang von. *Conversations of Goethe with Eckermann and Soret*. Translated by John Oxenford, new ed., **London**, 1875.
- **type of work**
 - for example, if you heard a lecture or address in person or read a transcript of a radio broadcast, you may identify your sources as such:

Atwood, Margaret. "Silencing the Scream." *Boundaries of the Imagination Forum*. MLA Annual Convention, 29 Dec. 1993, Royal York Hotel, Toronto. **Address**.
→ If the optional element is the last one in your entry, it is preceded by a period.

7. Further Specifications

Citing a poem

- use a forward slash to indicate line breaks for quotes that do not have to be indented (use two forward slashes (//) for stanza breaks):

Cullen concludes, “Of all the things that happened there / That's all that I remember.”

- indent verse quotations exceeding three lines, do not add quotation marks unless they are part of the original verse
- if the poem provides line numbers, use those for the citation instead of page numbers:

“had learn'd, in cells of secret gloom, / How sunshine is forgotten!” (lines 131-32).

Citing a play

- For plays that provide line numbers, create the in-text citation using the division (act, scene, canto, book, part) and line(s), separated by periods. Omit the page numbers.

For example:

Iliad 9.19 → book 9, line 19, of Homer's *Iliad*

Mac. 1.5.17 → act 1, scene 5, line 17, of Shakespeare's *Macbeth*

- When you quote dialogue from a (screen)play, write the characters' names in all capital letters, followed by a period, and indent them, then start the quotation:

REGAN. What need one?

LEAR. O, reason not the need! (2.4.257-58)

Citing an e-book

- An e-book may use a numbering system that differs based on the device you are using. In this case, provide other information that is consistent, for example chapters:

According to Hazel Rowley, Franklin and Eleanor Roosevelt began their honeymoon with a week's stay at Hyde Park (ch. 2).

- See page 8 for further information on e-books.

Using tables or illustrations

- Consult <https://style.mla.org/formatting-papers/#tablesandillustrations> on how to include and cite a table or an illustration

8. Additional Information

- at the end of your paper, add a **declaration of academic integrity** on a separate page and sign it, for example:

I hereby declare that the work submitted is my own and that all passages and ideas that are not mine have been fully and properly acknowledged. I am aware that I will fail the entire course should I include passages and ideas from other sources and present them as if they were my own.

- Please note that **Modulabschlussarbeiten** have to be registered. You can find more information and the registration deadlines on the iaawiki.
- For **definitions**, it is recommended you use the *Oxford English Dictionary*: <https://www.ub.tu-dortmund.de/> → Fachinformationen / Datenbanken → Anglistik, Amerikanistik → Oxford English Dictionary