MLA 6th Edition - “Quick Tips”  
Ezra Lehman Library, Shippensburg University

General Tips

- Paper 8 ½ by 11 in.
- Typeface 12 pt. Times New Roman or 12 pt. Courier
- Double-space
- Leave uniform margins of at least 1 inch on all sides

Example of citations within the text

- Human beings have been described as "symbol-using animals" (Burke 3).
- (Last name Page number)

Examples of citations in the Works Cited List

Books - Basic Format

Author. Title of Book. Place: Publisher, Year of Publication.

1. Book [one author]


- Capitalize the major words in the title.
- Underline the title.

2. Chapter in an edited book


Articles - Basic Format


4. Journal article [one author]

5. Journal article [two authors]


6. Journal article [three to six authors]


• If there are more than three authors, you may list only the first author followed by the phrase et al. [not italicized and with a period after "al"] in the first and subsequent text citations.

7. Articles based on a print source retrieved from a Library database


WEB SITE - Basic Format

“Name of Page.” Date of Posting or Revision. Name of institution/organization affiliated with the site. Date you accessed the site <electronic address>.

8. Documents on the Internet [One page on a large web site.]


• When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home page for the document
• Use n.d. (no date) when a publication date is not available..

Note: Shippensburg University also subscribes to RefWorks – a citation management database which can keep track of your citations and print them out in various formats. See the Library’s web site – library.ship.edu.

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