A **Citation Style** is a system of formatting the information of a citation. Make sure you understand the style and use it consistently. Effective formatting can improve your ethos.

Each time you use a **Quotation** from someone else's work, or talk about someone else's ideas, you need to put a citation in the text that will point to the source.

Each **"In-text" Citation** refers the reader to the works cited, an entry that appears in a list at the end of your paper and provides your reader with additional source information.

Basic Formatting: Set up your paper so that it adheres to basic MLA formatting standards. This shows that you have educated yourself about the standards of the community you are writing to.

FORMATTING

MLA – *for additional MLA formats & examples go to:* http://owl.english.purdue.edu/owl/resource/747/01/

Book	Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.
	Harris, Andrew B. *Broadway Theatre*. London: Routledge, 1994. Print.
Scholarly Journal Article *Also showing:* multiple authors; date electronic source was accessed.	Lastname, Firstname, and Firstname Lastname. "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. Day Month Year accessed.
	Reddy, Srinivas K., Vanitha Swaminathan, and Carol M. Motley. "Exploring the Determinants of Broadway Show Success." *Journal of Marketing Research* 35.3 (1998): 370-383. Web. 11 Dec 2012.
Magazine/Newspaper Article *Also showing:* no page numbers.	Lastname, Firstname. "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication. Day Month Year accessed.
	Pogrebin, Robin. "Theatre Strike Ends After All-Night Talks." *New York Times* 11 Mar 2003: n. pag. Web. 10 Dec 2012.
Single Chapter/Essay from an Edited Book *Also showing:* corporate name.	Lastname, Firstname. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.
	Le Gallienne, Eva. "On Repertory and Audiences." *American Theatre Reader: Essays and Conversations from American Theatre Magazine*. Ed. American Theatre Magazine Staff. New York: Theatre Communications Group, 2009. 29-31. Print.
Page of a Website	Lastname, Firstname. "Title of Webpage/Article." *Title of Website*. Name of institution/organization affiliated with the site (sponsor or publisher), Day Month Year created. Medium of publication. Day Month Year accessed.
	Simonson, Robert. "When Did Broadway Shows Start Offering Sunday Performances?" *Playbill.com*. Playbill, Inc. 4 Apr 2011. Web. 11 Dec 2012.

General MLA Guidelines:

- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key.

MLA Format is used most commonly within the humanities when authors are less concerned with dates.

- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

Formatting the First Page:

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text.
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines.)

In Text Citations:

- Cite in-text every time you use an author's words. (quotes)

- Cite in text every time you use an author's ideas and place them in your own words. (paraphrasing)

- Cite in text to refer the reader to the source you are pulling ideas from, even if they are vague and/or well connected to your own ideas. (summary)

- In-text citations: use the name of author(s), followed by a comma, and then the page number. (Smith 203)

- Direct quotes should always use a citation. Do not use any abbreviation for page. (Smith 23). Follow parenthesis by terminal punctuation.

- If the author's name is used in the text, the citation should include the page number (23).

- Every resource cited must also be on the works cited page.

Basic Setup: Times New Roman, 12 point font, 1" margins, Double space, Normal paragraph indentations, Align left margins.

Additional Resources:

Diana Hacker's online Research and Documentation site.

Owl Purdue Online Writing Lab

Citation Machine (This is not perfect. Double check)

Easy Bib.com

Works Cited Format:

- Separate page, Works Cited-centered at the top, middle justified.

- Double space all citations.

- Indent the second line of citations to create a hanging indent.

- List page numbers in sources.