**MLA 9 Formatting and Resource Guide**

**Prepared by Mount Baker Secondary Staff Members**

**MLA 9 is the most current resource for citations in English Language Arts. Over the years, many changes have taken place, and this guide attempts to address those changes and serve as a guide for student research.**

**General Guidelines**

* Double-space the text of your paper, and use a legible font (e.g. Times New Roman). MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 point.
* Indent the first line of paragraphs one half-inch (using the Tab key) from the left margin.

**Formatting the First Page of Your Paper**

* Do not make a title page for your paper unless specifically requested.
* Double-space throughout the paper (header, title, and the text of your paper).
* In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date.
* Double space again and center the title. Write the title in Title Case (standard capitalization), not in all capital letters.
* Double space between the title and the first line of the text.
* To insert page numbers, click on the header, then “Insert” and “Page Number.” Choose “Top of Page” and then select the style with the number on the right. To add your name in a running header, click before the page number on your document, then add your name and a space.

**Formatting Your Works Cited Page**

* Works Cited heading is centered and in the same font as the rest of the page (no bold, underlining, larger font, etc.).
* List is alphabetized by author’s last name or by title if no author is listed.
* The abbreviation n.d. (lowercase) indicates no date listed.
* Seasons begin with lowercase letters in citations (e.g. spring 2021).
* First line of each entry is at the left margin with other lines having a ½” indent (hanging indent).
* Double spacing is used throughout.
* A list with three or more authors is listed by the first author’s name and the abbreviation “et al.” is used for others.
* Titles are capitalized according to English conventions, not necessarily how it is shown (e.g. “New elephants settling into home at Sedgwick County Zoo” would be written “New Elephants Settling into Home at Sedgwick County Zoo”).
* Always check with your instructor to make sure that the formatting is to his or her specific specifications.

Catlin 1

Beth Catlin

Professor Elaine Bassett

English 106

3 August 2017

Cell Phones Should Be Banned from All Schools

In the 1990s when cell phones were first becoming household products, the phones were large, bulky, and quite frankly, ridiculous. The stereotype was that only pretentious business people carried the gigantic “brick phone” (Rosen 47). Oh my, how the times, and the phones, have changed. Today’s cell phones are sleek, slim, bendable, and contain as much data as a 1990s personal computer (25). Cell phones are ubiquitous in our society, and some question why there is a debate regarding whether or not they should be allowed in high schools. The answer is simple – cell phones have no place in a high school, or any school, due to the addictive nature of the medium, the easy ability to use the medium for cheating, and the fact that the medium allows for, and encourages, cyber-bullying.

There are many addictions and disorders that we are aware of in our world. The newest, and most insidious, is Narcissistic personality Disorder, also known as NPD (“Narcissists and the Cell Phone Game”). NPD is fostered by the use of medium that help to engender a sense of belonging and popularity, especially among tweens and teens (Rosen 52). This group appears to be the most at-risk and vulnerable due to their age and immaturity. The other “I-disorder” is FOMO, also known as “Fear of Missing Out” (36). Because students are suffering, oftentimes unknowingly, from these disorders, they are very open to the distractions that their cell phones

Works Cited

Charles, Anita S. “Cell Phones: Rule-Setting, Rule-Breaking, and Relationships in Classrooms.” *American Secondary Education*, vol. 40, no. 3, 2012, pp. 4-16. *MasterFile Premier*, search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=78367017&site=ehost-live. Accessed 16 Mar. 2016.

Nakaya, Andrea C. *How Do Cell Phones Affect Society*? Reference Point Press, 2015.

“Narcissists & The Cell Phone Game.” *The Narcissistic Personality*, n.d., www.thenarcissisticpersonality.com/narcissist-cell-phone-game/015. Accessed 2 Mar. 2016.

Rosen, Lary, Ph.D. *IDisorder*. Palgrave Macmillan, 2012.

Winsa, Patty. “Turn Off Cellphones in Schools, Says Canada’s Largest Teacher’s Union.” *Toronto Star*, 16 Aug. 2013, www.thestar.com/news/gta.2013/08/16/turn\_off\_cellphones\_in\_schools\_says\_canadas\_largest\_teachers\_union.html. Accessed 3 Mar. 2016.

**Print sources**

|  |  |
| --- | --- |
| one author | Author. (using full first and last name) *Title.* Publisher, year.  Pollan, Michael. *The Omnivore’s Dilemma*. Penguin,  2006. |
| In-text Citation: (Pollan 5). |
| two authors | Authors (using “and” between names)  Downing, Lyn, and James C. Carter. *Students in Our Midst*. Doubleday, 2007. |
| In-text Citation: (Downing and Carter 22). |
| three or more authors | Author. *Title*. Publisher, Date.  Burdick, Anne, et al. *Digital\_Humanities*. MIT P, 2012. |
| In-text Citation: (Burdick et al. 42). |
| editor | Editor. *Title*. Publisher, Date.  Fraser, Sylvia, editor. A *Woman’s Place: Seventy Years in the Lives of Canadian Women.* Key Porter, 2009. |
| In-text Citation: (Fraser 51). |
| play | Author. *Title*. Publisher, Date.  Shakespeare, William. *Macbeth*. Oxford UP, 2009. |
| In-text Citation: (Shakespeare 3.4.136-138). |
| print encyclopedia with author | Author. “Article Title.” *Name of Encyclopedia*, Main Editor, Year.  Cho, S. H. “Karate.” *The World Book Encyclopedia*, edited by Reginald P. Farnsworth, 1998. |
| In-text Citation: (Cho 547). |
| print encyclopedia no author | “Topic.” *Name of Encyclopedia*, Main Editor, Year.  “Solomon Islands.” *The World Book Encyclopedia of People and Places*, edited by Naomi Jacobs,1998. |
| In-text Citation: (“Solomon Islands” 895). |
| periodical (magazine) | Author Surname, First Name. “Title of Article.” *Name of Magazine*, Volume, number or issue, Date of Publication, Page Range.  Savage, Charles. “Winter’s Warmest Beasts.” *Canadian Geographic,* vol*.* 22*,* no.3, Jan./Feb. 1999, pp. 30-32. |
| In-text Citation: (Savage 30). |
| print newspaper | Author Surname, First Name. “Title of Article.” *Name of Newspaper*, Publication Date, Page.  Henderson, M. “Largest Eurosaur Found in Spain.” *Calgary Herald*,22 Dec. 2006, p. A12. |
| In-text Citation: (Henderson A12). |
| essay or article in an edited book (actual author named first, editor later) | Author Surname, First Name. “Title of Article.” *Title of Book*, Editor, Publisher, Year, Page Range.  Thomas, Dylan. “The Fight.” *Understanding Fiction*, edited by Cleanth Brooks and Robert Penn Warren, Appleton-Century Crofts, 1971, pp. 412-22. |
| In-text Citation: (Thomas 420). |

**Non-Print sources**

|  |  |
| --- | --- |
| online encyclopedia | “Topic.” *Online Encyclopedia Name*, Publisher, Date, URL. Date Accessed.  “Horse.” *Encyclopaedia Britannica Online*, Encyclopaedia Britannica, 11 June 2008. www.britannica.com/animal/horse. Accessed 15 May 2014. |
| In-text Citation: (“Horse”). |
| internet site (author and organization) | Author Surname, First Name*.* “Title.” *Name of Site*, Date of Site, URL. Date of Access.  Lamb, Ann, and Lois Johnson. “Bridge Building.” *eXplore.com*, Oct. 2009, 42explore.com/bridge.htm. Accessed 16 May 2014. |
| In-text Citation: (Lamb and Johnson). |
| internet site (no author) | “Name of Article.” *Name of Site*, Date, URL. Date of Access.  “Dalai Lama Bio*.*” *Buddhism Now*, 28 Nov. 2009, buddhismnow.com/2009/11/28/dalai-lama-bio. Accessed 16 May 2014. |
| In*-*text Citation: (“Dalai Lama Bio”). |
| periodical article from an online database | Author Surname, First Name. “Article Title: Subtitle.” *Journal Title*,volume, issue or number, Date, page range. *Database Title*, doi or permalink. Date of Access.  McNicholas, Laura F. “Poster Abstracts from the AAAP 20th Annual Meeting and Symposium.” *American Journal on Addictions*, vol. 19, no. 4, 2010, pp. 368-81. *Academic Search Premier*, doi:10.1111/j.1521-0391.2010.00059.x. Accessed 14 June 2016. |
| In-text Citation: (McNicholas 372). |
| lecture notes | Surname, First Name of Speaker. Lecture. Course. Location. Descriptor.  Johnson, C. Lecture. English 12, 28 Oct. 2015. Mount Baker Secondary School. |
| In-text Citation: (Johnson). |
| interview | Surname, First name of Person Interviewed. Interview. By Interviewer Name, Day Month Year of Interview.  Nickleby, Nicholas. Interview. By Justine Andreychuk. 27 Oct. 2018. |
| In-text Citation: (Nickleby). |
| music | Artist. “Title of Song.” *Album*, Record Label, Year.  Holiday, Billie. “Summertime.” *The Essence of Billie Holiday*, Columbia, 1991. |
| In-text Citation: (Holiday). |
| music streaming service | Artist. “Title of Song.” *Album*, Record Label, Year. Name of app.  Huey Lewis and the News. “Hip to Be Square.” *Fore!*, Chrysalis, 1986. *Spotify* app. |
| In-text Citation: (Huey Lewis and News). |
| electronic image (picture) | Artist Surname, First Name. “Title of Image.” Date. Institution and City that houses the art (only if from a museum, gallery, etc.). *Website Title*, URL*.* Date of Access.  da Vinci, Leonardo. “The Adoration of the Magi.” 1481. Uffizi Gallery, Florence, IT. *Wikimedia Commons*, commons.wikimedia.org/wiki/File:Leonardo\_da\_Vinci\_-\_Adorazione\_dei\_Magi\_-\_Google\_Art\_Project.jpg. Accessed 22 Feb. 2016.  28704869. “Cumbria Police Car.” 2012. *Flickr*, www.flickr.com/photos/78170556@N08/7096697273/in/photolist-bP7qRx-Fnbgg-WK5s7-a2M4h4-6BaZ6Q-GmZvYu. Accessed 15 May 2018.  jbpic. “720845.” 2014. *Pixabay*, pixabay.com/en/kilimanjaro-mountain-africa-720845. Accessed 15 May 2018. |
| In-text Citation: (da Vinci). |
| film | *Title of Film.* Directed by First Name Surname, performances by First Name Surname (if relevant), Distributor Name, Year.  \*\*Note: Your in-text citation will include the timestamp for the specific fact, event, or quotation.  The Usual Suspects. Directed by Bryan Singer, performances by Kevin Spacey and Gabriel Byrne, Polygram, 1995. |
| In-text Citation: (*The Usual Suspects* 59:36-01:02:47). |
| YouTube | Author Surname, First Name. “Title of Video.” *Website*, uploaded by Uploader Name, Date, URL. Date of Access.  McGonigal, Jane. “Gaming and Productivity.” YouTube, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E. Accessed 4 Sept. 2016. |
| In-text Citation: (McGonigal). |
| Instagram | Author Surname, First Name or username. Description of Image or “First few words of post.” *Website*. Date of Publication, URL. Date of Access. |
| hamillhimself. “As a kid, I dreamed of having a pet chimpanzee.” *Instagram*. 4 Sept. 2018. www.instagram.com/p/BnTrR5WhLdv. Accessed 5 Mar. 2019.  hamillhimself. Star Wars Images on Fruit and Vegetable Packaging. *Instagram*. 27 Nov. 2017. www.instagram.com/p/Bb\_X7UmlazO. Accessed 5 Mar. 2019. |
| In-text Citation: (hamillhimself). |
| TikTok | Author Surname, First Name or username. “Caption of Video.” *Website*, Year, URL. Date of Access.  Keys, Alicia. “My Remix of ‘Girlfriend.’” *TikTok*, 30 May 2020, www.tiktok.com/@aliciakeys/video/6795313615259293. Accessed 12 Sept. 2021. |
| In-text Citation: (Keys). |
| television or radio (original broadcast, DVD, Netflix) | “Title of the Episode.” *Television Series*, season, episode, Network or Studio, Broadcast Day Month Year.  \*\*Note: Your in-text citation will include the timestamp for the specific fact, event, or quotation.  “You’ve Been Great, Goodnight.” *Corner Gas*, season 6, episode 19, CTV, 13 Apr. 2009.  "The One Where Chandler Can't Cry." Friends: The Complete Sixth Season, season 6, episode 14, Warner Brothers, 2004.  “94 Meetings.” Parks and Recreation,season 2, episode 21, NBC, 2010.Netflix, www.netflix.com/watch/70152031?trackId=200256157&tctx=0%2C20%2C0974d361-27cd-44de-9c2a-2d9d868b9f64-12120962. |
| In-text Citation: (“You’ve Been Great, Goodnight” 03:46-04:12). |
| Twitter | @Twitter Handle. “Text of tweet.” *Website*, Date, Time, URL. Date of Access.  @tombrokaw. "SC demonstrated why all the debates are the engines of this campaign." Twitter, 22 Jan. 2012, 3:06 a.m., twitter.com/tombrokaw/status/160996868971704320. Accessed 12 June 2012. |
| In-text Citation: (@tombrokaw). |