



Seminar Paper

MLA Style



MLA STYLE- THE BASICS

- book **font** such as Times New Roman
- 12-point **type size**
- 1-inch **margins all around**
- **double spacing throughout**, 1/2-inch new-paragraph tabs (use the tab key), no extra space between paragraphs
- **automatic header and pagination** with last name and page number set flush right
- **student identification** at left margin: student name, professor name, course information, name of the university, submission date, other information designated by professor
- last name and page number as automatic header set in word processor
- **title** centered and properly capitalized
- Orthography, grammar, and style are taken into account!

Section Headings



- You may employ whatever system of formatting that works best for you so long as it remains consistent throughout the document.
- **Numbered:**
 1. Linguistic Characteristics of English Dialects
 - 1.1 Phonological Characteristics of English Dialects
 - 1.2 Grammatical Characteristics of English Dialects
 2. Geographical Distribution of English Dialects
 3. Comparative Analysis of Linguistic Characteristics and Geographical Distribution of English Dialects
- **Formatted, unnumbered:**

Level 1 Heading: bold, flush left

Level 2 Heading: italics, flush left

Level 3 Heading: centered, bold

Level 4 Heading: centered, italics

Level 5 Heading: underlined, flush left

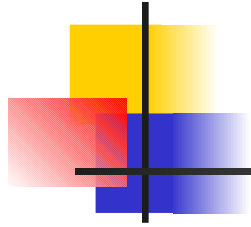


ACCURATE ACADEMIC DOCUMENTATION

- Always signal clearly both the **beginning and end** of every use of a source reference/citation, including paraphrases and summaries as well as direct quotations. Readers will, as a result, be able to distinguish these source references from your own commentary, synthesis, analysis, and ideas.
- Include in each reference the name of the **source** from which the information was taken.

For people, give the full name for the first text reference and the last name alone for subsequent text references; use the last name alone within parentheses. Usually, the name of the source, especially a person, appears in the text to signal the beginning of the citation rather than in the parenthetical reference.

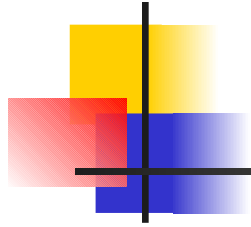
If more than one author or editor should be credited, include all names up to three. When citing more than three names, use the abbreviation et al. for all but the first.



- Include in your in-text reference sufficient **information for readers to locate the item on your bibliography page.**

If this information is in parentheses in your text, use last names only or a short form of the title, properly punctuated. Information already in the text should be excluded from the parenthetical reference.

The in-text citation must clearly repeat the first word of the listing on the Works Cited page, except for articles (a, an, the).



- Include in the parenthetical reference the exact page number or page numbers on which the reference material can be found in the book or article. This parenthetical reference usually appears at the end of the entire citation but sometimes elsewhere for clarity.

For most sources without pages, select an appropriate substitute for the page, for example, the date of the interview or email, the date of copyright or production. For Web pages, a date or, for short pages, paragraph numbers (pars. 3-7) can be used.

Be sure that the **end** of the citation is clear by the way you word the next sentence, in particular, if the citation ended without a parenthetical reference.

- Include a complete **Works Cited in MLA format** as your bibliography.

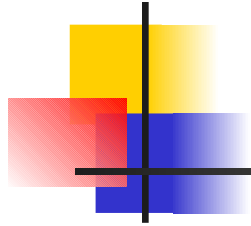


Parenthetical In-Text Documentation

- For many years the conventions of scholarship required documentation notes—footnotes or endnotes—as well as a bibliography to provide full attribution of outside sources. Now, however, some academic disciplines either permit or require parenthetical in-text documentation as an alternative to documentation notes (MLA as well).
- **incorporating paraphrases and short quotations**

example of a **quotation**

Peter Trudgill defines the term *dialect* as “differences between kinds of language which are differences of vocabulary and grammar as well as pronunciation” (17).



example of a **paraphrase**

Peter Trudgill defines the term *dialect* in terms of differences between linguistic systems at all linguistic levels (17).

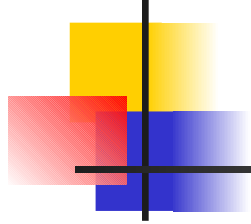
example of a **combination** of a quotation and paraphrase

Peter Trudgill defines the term *dialect* as differences between linguistic systems “which are differences of vocabulary and grammar as well as pronunciation” (17)

■ **incorporating long quotations (more than 4 typed lines)**

Use a formal introduction followed by a colon.

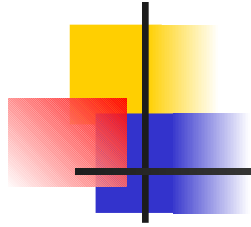
Indent the quotation ten spaces (one inch) from the left margin using the indent function of your word processor, not the space bar or tab key.



Omit the quotation marks, and place the parenthetical page citation after the period. Like everything else in an MLA-style paper, the long quotation is double-spaced.

At the mere beginning of his *Sociolinguistics*, Peter Trudgill makes a clear distinction between the terms *dialect* and *accent* by pointing out that:

The term *dialect* refers to differences between kinds of language which are differences of vocabulary and grammar as well as pronunciation. The term *accent*, on the other hand, refers solely to differences of pronunciation, and it is often important to distinguish clearly between the two.

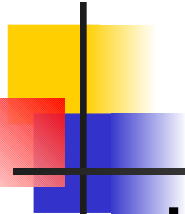


- **works without identifiable authors**

in the case of e.g. anonymous article from a newspaper use a shortened form of the first element from your Works Cited listing either in your text or in your parenthetical citation. For periodicals, you must include a shortened form of the article's title or headline.

An article in the *New York Times* advocates the use of physical force to maintain discipline in America's elementary schools ("School Discipline" B17).

Disputing the *New York Times* suggestion that force be used to control elementary school students, *Parents Magazine* endorses in-school suspension rather than corporal punishment ("Suspensions" 23-34).



■ **more than one work by the same author**

■ If your paper uses more than one work by the same author, you must provide sufficient information to make that distinction, usually a short form of the title as listed in your Works Cited.

Peter Trudgill makes a clear distinction between the terms *dialect* and *accent* (*Sociolinguistics* 17), but also describes all linguistic characteristics of major English dialects, especially the phonological features (*The Dialects of England* 20-82).

■ **multiple citations**

■ To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon:

. . . as has been discussed elsewhere (Burke 3; Dewey 21).

■ At the end of your paper, you must provide a **Works Cited** to list all the sources mentioned within your paper (serves as a reference for readers to find full information about your parenthetical in-text citations).

■ alphabetized, double-spaced list of sources in standard MLA form



WORKS CITED

■ **books**

one author, no editor, first edition and subsequent edition

Trudgill, Peter. *An Introduction to Language and Society*. London: Penguin Books, 1974. Print.

Trudgill, Peter. *An Introduction to Language and Society*. 4th ed. London: Penguin Books, 2000. Print.

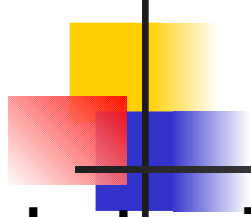
same author as in previous entry—alphabetized by title of work

---. *Sociolinguistic Variation and Change*. Washington DC: Georgetown UP, 2002. Print.

more than one author

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004. Print.



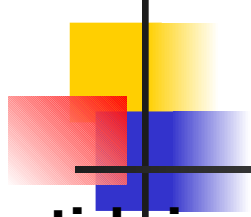
chapter within a collection or anthology— note the editor's name and inclusive page numbers for the chapter

Hymes, Dell. "The Scope of Sociolinguistics". *Sociolinguistics: A Reader and Coursebook*. Ed. Coupland Nikolas and Jaworski Adam. New York: Palgrave Macmillan, 1997. 12-22. Print.

- **articles in periodicals (journals, newspapers)**

unsigned newspaper article—never use "anonymous" or "untitled"; instead, alphabetize by the title of the source

"School Discipline." *New York Times* 12 Jan. 1981: B17. Print.



article in a journal—note the date in parentheses

Smith, Sammy. "Types of Errors in Student Essays." *The Journal of Student Writing* 44 (Spring 1972): 17-25. Print.

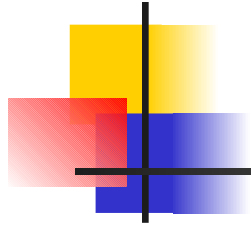
unsigned article in a popular periodical, a magazine—note that in the absence of an author, the source is alphabetized by title

"Suspensions at School." *Parents Magazine* (February 1981): 21-34. Print.

■ **online resources**

electronic reprinting or digitized version of a print newspaper, magazine, journal article, or other source - includes publication date, date you accessed site, and URL (Web address) in < angle brackets >

(web address optional because of updates; date you accessed the site obligatory)



Brozović, Dalibor. "O dijalektologiji kao jezikoslovnoj disciplini".
Suvremena

lingvistika 57 (2004): 1-12. Web. 15 October 2009. <<http://suvlin.ffzg.hr/index.php/suvlin/article/viewFile/216/153>>

■ **visual images and media**

painting, photo, other work of visual art or media - include name of painter/photographer/artist, name of artwork, date, museum or gallery and location, date viewed/accessed (if a Website, include full details).

"Night Café" painting by Vincent van Gogh from the Web Museum-Paris. Web. 1 January 2006.

<<http://www.ibiblio.org/wm/paint/auth/gogh/gogh.the-night-cafe.jpg>>



ACKNOWLEDGMENTS

- A separate page of Acknowledgments may be included at the end of any paper to recognize resources that assisted you but are not listed elsewhere, for example, a librarian or relative or classmates who helped you develop ideas or resources or who reviewed a draft for you. Acknowledgments traditionally appear in paragraph format rather than lists. If your paper has a Works Cited, include the Acknowledgments page afterwards.