

Brother Martin High School Stylesheet

Based on the *MLA Handbook* (9th edition)

General MLA Guidelines for Formatting All Student Assignments in a Google Document

1. The margins are already set at 1 inch. Use the Google default of Arial 11 or change the font size to Times New Roman 12. Change line spacing (double-headed arrow on the toolbar) to Double. From the toolbar, click Insert, select Page number, and select the top-left choice with 1 & 2 in the top-right corner. Place your cursor in front of the page number and hit enter. Then, type your last name (space) in front of the page number. Be sure the header is the same font and size as the rest of your paper
2. There is a uniform heading on all work (left-justified):
Student First Name Last Name
Teacher Title and Name
Subject Name
Day Month Year (no slashes/dashes/abbreviations/punctuation)
3. Center align the title of the document. Do not underline titles. (Only italicize the title of an independently published work, such as books, periodicals, or films).

MLA Guidelines for Formatting All Works Cited/Works Consulted pages in a Google Document

1. Use the same page setup, margins, spacing, and font as above.
2. Paginate the Works Cited as a continuation of your text and include the header at the top of each page. If your paper ends on page 6, the Works Cited header will be Last Name 7. Works Cited always starts on a new page.
3. Title the page Works Cited. Center align the title.
4. Begin the first line of each entry at the left margin. Each successive line will indent ½ inch.
5. To create hanging indentation: at the end of the first line of each citation, click Enter, and then Tab. Then, the second line of the citation will be indented the required ½ inch.
6. List entries alphabetically by the first word in each entry. If the author's name is unknown, alphabetize by the title, ignoring any initial A, An, or The.
7. No underlining of titles. Use italics instead. (For handwritten work at Brother Martin, continue to underline.)
8. Brother Martin requires the inclusion of a location URL for all online sources. Be sure to remove the hyperlink by left-clicking on it. Do not break a long URL. Always start the URL on a new line. Add the access date.
9. To document multiple works by the same author, place the citations in alphabetical order according to the title. In the first citation, give the author's name. For subsequent citations, replace the name with three hyphens and a period.
10. Consult Appendix 1, Abbreviations, pp. 293-301, for appropriate shortened forms of months, publishers' names, names of certain works of literature, and other scholarly abbreviations.

MLA Citation Core Elements

- All citations use the same core elements.
- Elements 3-9 may be repeated if the source has been republished from another source.
- Omit any irrelevant elements.
- The last element of the citation should always be followed by a period.
 - 1) Author Last Name, Author First Name Middle Initial.
 - 2) "Title of source."
 - 3) *Title of container*, (When the source is part of a larger whole, the larger whole is the container i.e. a collection of shorter works, a website, a database, etc.)
 - 4) Other contributors, (Used when necessary, i.e. editors, translators, etc.)
 - 5) Version, (a.k.a. edition)
 - 6) Number, (volume and/or issue number)
 - 7) Publisher,
 - 8) Publication date,
 - 9) Location. (Page nos. [Ex: Single page p. 9, Multiple pages pp. 145-55, Nonconsecutive pages pp. 210+.]
OR complete URL [Ex: <https://www.discovernavajo.com>] OR DOI [Ex: <https://doi:10.1511/2005.2.140>]
Accessed day month year. Add the access date for online sources [Ex. Accessed 6 Jan. 2022.]

SAMPLE CITATIONS (Note: All citations should be double-spaced. Those listed below are single-spaced to save space.)

A CHAPTER WITHIN A BOOK WITH A SINGLE AUTHOR

Hoffer, Peter Charles. "A Torrent of Flame." *Seven Fires: The Urban Infernos That Reshaped America*, first edition, Harper, 2001, pp. 25-42.

A BOOK WITH A CORPORATE AUTHOR

Society of Petroleum Engineers. *Oil and Natural Gas*. DK, 2008.

A BOOK WITH TWO AUTHORS

Johnson, Michael J., and Brian I. Bailey. *Complete Conditioning for Football*. Human Kinetics, 2010.

A BOOK WITH MORE THAN TWO AUTHORS

Haynes, Charles C., et al. *The First Amendment in Schools*. ASCD, 2003.

AN ARTICLE WITHIN AN EDITED PRINT WORK

Reagan, Ronald. "Tear Down This Wall." *American Political Speeches*, edited by Terry Golway, Penguin, 2012, pp. 151-54.

AN ARTICLE FROM A PRINT MAGAZINE

Blanchard, Tobie. "The World is the Classroom." *Louisiana Agriculture*, vol. 60, no. 2, Spring 2017, pp. 22+.

AN ARTICLE FROM A PRINT ENCYCLOPEDIA or REFERENCE BOOK

(For an unsigned article, the reference begins with the article title.)

Smith, Guy H., Jr. "Thomas Aquinas, St." *New Catholic Encyclopedia*, second edition, vol. 14, Gale, 2003, pp. 13-29.

AN ENTIRE ESSAY, CRITICISM, OR CHAPTER IN A COLLECTION COMPILED BY AN EDITOR

Grimm, Chris. "Chretien de Troyes's Attitude Towards Women." *Romantic Review*, vol. 26, no. 2, 1925, pp. 236-43. *Classical and Medieval Literature Criticism*, edited by Jelena Krstovic, vol. 10, Gale, 1999, pp. 141-43.

A DICTIONARY ENTRY

"Crusade." *The Merriam-Webster Dictionary*, sixth paperback edition, Merriam-Webster, 2004, p. 173.

A PAINTING, SCULPTURE, OR PHOTOGRAPH

Cassatt, Mary. *Mother and Child*. 1890, Wichita Art Museum. *American Painting: 1560-1913*, by John Pearce, McGraw Hill, 1994, Plate 22.

Monet, Claude. *Woman with a Parasol - Madame Monet and Her Son*. 1875, Collection of Mr. and Mrs. Paul Mellon, National Gallery of Art, Washington, D.C. *Google Arts & Culture*, 2015, <https://artsandculture.google.com/asset/woman-with-a-parasol-madame-monet-and-her-son/EwHxeymQQnprMg>.

A NON-PERIODICAL WORK OR EBOOK ON THE WEB

Arsenault, Raymond. "Suddenly Less Summer." *64 Parishes*, Louisiana Endowment for the Humanities, 2018, <https://64parishes.org/suddenly-less-summer-how-air-conditioning-transformed-the-south>. Accessed 10 Dec. 2021.

Keats, John. *The Poetical Works of John Keats*. Walter Scott, 1886. *Google Books*, 27 February 2006, <https://books.google.com/books?id=ZWpbYFdrfIEC&dq=poetical%20works%20john%20keats&pg=PR1#v=onepage&q=poetical%20works%20john%20keats&f=false>. Accessed 10 Dec. 2021.

A WORK FROM A DATABASE (Citations are provided but will require some formatting.)

Fan, Yanhong. "Analysis of Archetypal Characters in The Grapes of Wrath." *Theory and Practice in Language Studies*, vol. 4, no. 12, Dec. 2014, pp. 2576+. *Gale Literature Resource Center*, link.gale.com/apps/doc/A394184532/LitRC?u=orle70122&sid=bookmark-LitRC&xid=983f7d28. Accessed 10 Dec. 2021.