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**Faculty of Letters and Languages**  
**Department of English**  
**Level: Second Year (LMD)**  
**Module: Study Skills 3 (TTU 3)**  
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**Coefficient: 2**  
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### **Lecture 03: Document Format and the Works Cited List in MLA Style**

#### **Lesson Description**

The third lecture introduces second-year students to the document format and the convention of Works Cited Entry (References, in other words). The lecture reinforces the process of works citation by providing different examples and activities about Works Cited Entry.

#### **Learning Objectives**

- 1-Second-year students will be able to use document format correctly according to MLA when writing essays or presentation reviews.
- 2- Second-year students will be able to format references correctly according to the rubric of Works cited entries.

#### **1. Document Format**

The convention of the printed A4 page is now challenged with the rise of digital texts and the emergence of many platforms and e-containers. Still, its representation is strongly present in Portable Document Format and other different electronic formats. In that respect, document format is related to font, pagination and the other visual settings that organize or arrange the written form on the printed A4 page. In other words, manuscript formatting should follow the conventions that are coded in MLA Style. The main aspects that should be given attention when dealing with document format are the following:

##### **1.1 Margins**

According to MLA conventions, students should leave the margins of **one inch (2.54 cm)** at the top and bottom and on both sides of the text.

## 1.2 Text Formatting

- Students should always use a readily visible font (e.g., Times New Roman) with a clear contrast between the regular and italic typestyles and set it to a standard size (e.g., 12 points).
- Students should not justify text lines in the right margin, and any automatic hyphenation should be disabled.
- The whole research paper should be double-spaced, including quotations, notes, and the list of works referenced.
- The first line of a paragraph should be indented **half an inch (1.27cm)** from the left margin.

## 1.3 Title and Heading

In all titles and subtitles, all principal words should be capitalized. For example, *The Old Man and the Sea*, *Things Fall Apart*, *Soul Tourists*. So, nouns, verbs, pronouns, adverbs, adjectives and subordinating conjunctions (as: Like, Before, etc.) should be capitalized. On the other hand, articles, prepositions and coordinating conjunctions (and, but, for, nor, or, so, yet). In contrast, functional words such as articles, prepositions, or coordinating conjunctions should not be capitalized except if they come at the beginning of the title. For instance, *Out of Africa*, *Heart of Darkness* and *Born to Live*, ***The End***, ***The Bad and the Ugly***. If a title has a subtitle enclosed within it, it should be separated using a colon, as mentioned in this example: *The Art of Reading: Strategies and Obstacles*.

Headings and subheadings are ordered in terms of prominence and use boldface and larger font as markers. For instance, smaller font, italics, and lack of bold form are signs of subordination to the main heading. We identify this prominence as heading level by moving from level 1 to level 5.

**Heading Level 1 ==) i.e., An Introduction to MLA Style**

Heading Level 2 ==) i.e., Historical Overview of MLA Style

Heading Level 3 ==) i.e., *Before the First World War Phase*

## 1.4 Page Numbers

In an academic paper, all pages should be numbered in the upper right-hand corner, half an inch from the top, and flush with the right margin and no abbreviation p. or period, a hyphen, or any other mark or mark symbol are needed.

## 1.5 Tables and Illustrations

Tables and illustrations should be located within the text. A table is usually labelled Table, given an Arabic numeral, and titled. The title should be flushed left on separate lines above the table, whereas the source should be located under the table in a caption. In addition, illustrations such as photographs, maps, or graphs should be labelled Figure and usually abbreviated Fig and have an Arabic numeral such as Fig. 1. A label and caption ordinarily appear directly **below** the illustration and should have the same one-inch margins as the text of the paper. If the caption of a table or illustration provides complete information about the source and the source is not cited in the text, no entry for the source in the works-cited list is necessary (Watch examples about the use of tables and visual illustrations on [the Moodle platform](#)).

## 2. The Works Cited List

Works cited lists are located at the end of a research paper. **Works cited** means the same as **references**, but it differs from **a bibliography**. The basic logic and function of MLA 8th Edition's Works Cited list is essentially the same as before; it is an alphabetically-ordered list of all works cited in the text of the paper itself. On the other hand, the template-based approach that was used as a manual instruction to make the works cited entries has changed because of what was previously mentioned about MLA 8<sup>th</sup> edition.

As explained before, MLA has made a paradigm shift from equational formulas for citations to adopting a process-based system that depends on **a container structure**. The containers are located in **a chart of identification** and they contain the most visible **core features of citation**. Based on the assistance of the chart of identification, students can extract information by following these steps:

- First comes the lead information (the author and the title of the source, when present).
- Then comes "Container 1" (Academic Container). This is the textual thing that "contains" the immediate source. In some cases, we may even have another container level, such as an article published in a journal hosted on a database. The article title and author are the lead information in such a case. The journal issue information is Container 1, and the database information is Container 2.
- Container 2 is the digital location of the source.
- As far as punctuation is concerned, **periods** separate between the author and the title; however, separate the rest with **commas**. Add a **final period** at the end.

## 2.1 Placement of the List of Works Cited:

As demonstrated in Figure.1., Works Cited should be started on a new page centered, an inch from the top of the page and page numbering on the upper right. All the lines should be double spaced, including the title and the first works cited entry. The second and the third lines, or even more, of lines of each work cited entry should be indented half an inch from the left margin. The latter is called the hanging indention or the hanging indentation. All works cited entries should be ordered alphabetically.

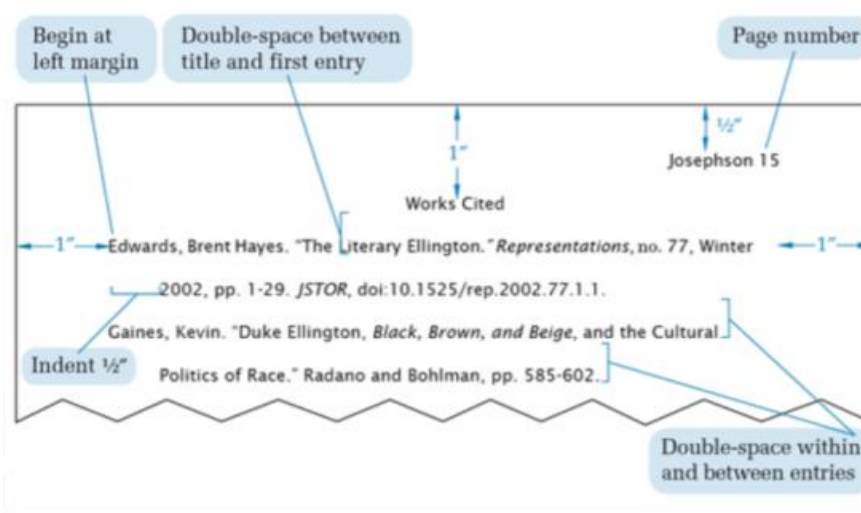


Fig. 1. The top of the first page of a works-cited list.

Source: MLA, 8th Edition: An Introduction & Overview, 2016, p. 10.

## 2.2 How Creating A Work Cited Entry?

- **Step one:** identify the visible core elements of a citation (author, title, etc.) in a given source. For example, **author:** Copeland Edward, **title of source:** "Money" (book chapter), **title of container:** *The Cambridge Companion to Jane Austin* (book), **other contributors:** Copeland and Juliet McMaster (editors), **version:** /, **number:** /, **publisher:** Cambridge UP, **publication date:** 1997, **location:** pp. 131-48.
- **Step two:** classify the core features/elements of citation in the identification chart. Each element should be located in a suitable container. The punctuation format in the chart should be taken into account and kept as it is, as shown in Figure 2.

LEAD INFORMATION	
Author.	Copeland, Edward.
Title of Source.	"Money."
CONTAINER 1	
Title of container,	<i>The Cambridge Companion to Jane Austin,</i>
Other contributors,	edited by Copeland and Juliet McMaster,
Version,	
Number,	
Publisher,	Cambridge UP.
Publication date,	1997.
Location.	pp. 131-48.
CONTAINER 2	
Title of container,	
Other contributors,	
Version,	
Number,	
Publisher,	
Publication date,	
Location.	

Fig.2. Chart of Identification is filled by the core features of the source  
Source: MLA, 8th Edition: An Introduction & Overview, 2016, p. 15.

- **Step three:** transform the core features into a Work Cited Entry, follow the same order, and keep the same punctuation format in the identification chart, as demonstrated in Figure 3.

THE WORKS CITED CITATION	
C	Copeland, Edward. "Money." <i>The Cambridge Companion to Jane Austin</i> , edited by Copeland and Juliet McMaster, Cambridge UP, 1997, pp. 131-48.

Fig.3. From an Identification Chart to a Works Cited Entry

### 2.3 Key Notes to Remember

- **Italicize** the titles of books, magazines, films, websites, news publications, journals, Tv shows, albums, anthologies, plays, films and novels.
- **Quotation marks** go around titles of poems, articles, short stories, book chapters, Web pages, news articles, Tv episodes, magazine articles, songs, and YouTube videos.
- Authors are listed by their last name first (Family Name).

### 2.4 Work Cited Examples:

#### Book

Gleick, James. *Chaos: Making a New Science*. Penguin, 1987.

#### Book with more than two authors

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

#### Journal Article:

Guillen, Jorge. "Does Financial Openness Matter in the Relationship Between Financial Development and Income Distribution in Latin America?" *Emerging Markets Finance & Trade*, vol. 52, no. 5, 2016, pp. 1145-1155. *Business Source Premier*, doi:10.1080/1540496X.2015.1046337.

#### Poem:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, p. 26.

#### YouTube video:

"How to find your study skills lecture on Moodle?." *YouTube*, uploaded by Salah Eddine Aaid, 02 November 2021, <https://www.youtube.com/watch?v=NXrYp-LTLb8>.

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