

## **Basic Rules for Using the MLA Core Element Template**

Download the template here: [style.mla.org/files/2016/04/practice-template.pdf](http://style.mla.org/files/2016/04/practice-template.pdf)

All numbers in parentheses refer to pages of the *MLA Handbook*, eighth edition.

### 1. Author.

One author -- Smith, John (21).

Two authors -- Sanchez, Maria, and John Smith (21).

**Three authors or more-- Matsui, Earl, et al. (22).**

Author(s) in a role -- Johnson, Kirsten, editor (22-24).

Skip author element if no author named (24).

Pseudonyms and user names like regular names where possible (24).

Dangerous Dan.

Dangerous, Ibee.

**Omit author name where corporate author name is same as publisher name (25).**

### 2. Title of Source.

**Follow MLA rules NOT source's format (25) and get info from authoritative location (67).**

Always capitalize first and last word of all source titles (67).

Otherwise, do **not** capitalize articles, prepositions, and coordinating conjunctions (67).

Describe and cap first word and proper nouns of untitled works (28-29)

Quote tweets (29).

“Quotation Marks” identify included works:

“A TV Series Episode” or “A Newspaper or a Magazine Article” (27-28)

Italics indicate an independent source such as a book, a periodical, a Web site, a database,

*A Book with a Subtitle: Use a Colon after the Main Title* (27)

If a work normally in italics appears in a container, it retains its title italics and will appear in the 2 slot, followed by the italicized title of its container. *Hamlet*, for example, could be included in a LIT115 textbook whose title would appear as the container (27).

### 3. Title of Container,

Italics indicate an independent source such as a book, a periodical, a Web site, a database,

a TV series, and a film (27-28).

*Hamlet* (print book or film version)

*Buffy the Vampire Slayer* (TV series)

Articles are back in periodical titles (28, 30)

***The Atlantic*** (Print periodical and Web site)

*Reason* (Print periodical)

*Reason.com* (Web site)

Containers such as service sites and databases also take italics (42)

*Academic Search Premier* (database)

*YouTube* (service site)

4. Other Contributors,

Add a descriptive to the name of those who aided in the production of a source (37-38).  
edited by Kirsten Johnson,  
performance by Aiden Turner,  
translated by Suzanne Jourdin,

5. Versions, (38-39)

8<sup>th</sup> ed.,  
King James Version,

6. Number, (39-40)

vol. 12, no. 6, (journal)  
no. 10, (comic book)  
season 2, episode 9, (TV series)

7. Publisher, (40-42, 97)

**Write out book publishers in full except for business words:**

Print: McGraw-Hill, Penguin Press, Harvard UP,  
TV or film: Walt Disney Pictures, New Line Cinema, Fox 21 Television Studios  
Networked blogs: Scientific American Blogs, The New York Times

The MLA considers open access blog sites such as *WordPress.com* to be containers, not publishers. To be considered a publisher, a Web blog site needs a host that exercises active oversight, often an editor. Many periodicals, such as *The New York Times*, have such blogs.

When the name of a Web site and its publisher are substantially the same, the publisher name may be left off the work cited entry.

8. Publication date, (42-46)

**--consistently write out OR shorten months other than May, June, and July**

23 September 2009, **OR** 23 Sept. 2009,

Use the latest full date as available for the specific source you used. This may be just a year.

9. Location. (46-50)

Regular Web sites: Add the full URL minus the http:// or https://

Web databases: Use DOIs where available. Take reader to the login screen otherwise:  
[www.frontrange.edu/campuses/libraries](http://www.frontrange.edu/campuses/libraries).  
[search.ebscohost.com/](http://search.ebscohost.com/).

Places: Museum of Modern Art, New York.  
Denver Art Museum.

Pages: p. A6.  
pp. 34-57.

OPTIONAL ELEMENTS (50-53).