

### MLA FREQUENTLY ASKED QUESTIONS (FAQ)

**Q: Do I number the entries?**

A: No, alphabetize entries by author.

**Q: What if there is no author?**

A: Begin with the title, If the title begins with a, an, or the, alphabetize by the next word in the title.

**Q: What if the title begins with a number?**

A: Spell out the number. For example, *10,000 Ideas for Term Papers* should be alphabetized as if it begins with *Ten Thousand Ideas for Term Papers*.

**Q: Should the entries be double-spaced or single-spaced?**

A: Double space within and between all entries.

**Q: Should I use underlining or italics?**

A: Book titles, periodical titles, and website titles should be *italicized*. Both used to be acceptable, but now MLA asks for titles to be italicized.

**Q: How many spaces should I leave after a period or other punctuation?**

A: One space

**Q: How do I create the hanging indentation?**

A: Highlight the paragraph in which you want to create a hanging indent.  
From the menu, choose <Format>  
Select <Paragraph>  
Choose 'hanging indentation' from the <Special> drop-down menu.

**Or**

Select the paragraph  
On the horizontal ruler, drag the <Hanging Indent> marker to the position you want the indent to start. If you don't see the horizontal ruler, click <Ruler> on the <View> menu.

### IN-TEXT PARENTHETICAL CITATION FAQ

**Q: What is an in-text parenthetical citation?**

A: An in-text citation is also called a parenthetical citation. MLA guidelines require that you cite quotations and/or paraphrases within parentheses. Parenthetical citations direct readers to the complete bibliographic citations listed on the "works cited" page at the end of the document.

**Q: What information do I include in parenthetical citations?**

A: Author's last name, followed by specific page number. (Martinez 57)

**Q: What if no author is available?**

A: Abbreviate the title: *The Amber Room* can be cited as (*Amber Room* 33).

**Q: Where do I place the parenthetical citation?**

A: At the end of the sentence in which you have the quotation or paraphrase. Place it as close to the quoted or paraphrased sentences as possible.

**Q: What if I use the same source repeatedly?**

A: To avoid repetition, you can introduce quotations in different ways. One possibility is to combine the name and several page numbers in a single parenthesis.

The author stated “no one is alarmed by this unusual issue” associated with the event. The results of investigation illustrate “a great deal of loss of lives” (Rowhani 17, 22).

**Or** you may include the name and page number in the first parenthesis and omit the name from the subsequent parentheses.

The author stated, “no one is alarmed by this unusual issue,” associated with this event (Rowhani 17). The results of investigation illustrate “great number of losses due to the spread of the disease” (22).

**Or**, if the author’s name appears in the narrative leading up to the quotation, include the page number only.

Ms. Rowhani argues that “no one is alarmed by this unusual issue associated with this event.” (17).

**Q: What should I do with multiple authors?**

A: If the source has 2 or 3 authors, include all names (Nguyen and Hamuro 727)  
If the source has more than 3 authors, include the first author, followed by et al. (Petrova, et al. 67).

**Q: How do I cite a corporate author?**

A: Use the same format, but include the corporate body.  
(Modern Language Association 77)

**Q: What if I use more than one work by the same author?**

A: Abbreviate the title. For example if you use two sources by Shakespeare, *Comedy of Errors* and *Ages of Man*, then you will include the following: (Shakespeare *Comedy* 54); (Shakespeare *Ages* 25).

**Q: What should I do with the Web sites that often do not have page numbers?**

A: Don’t include the page numbers, unless the site is a PDF file with pagination.

**Q: How should I cite works in an anthology?**

A: Use the name of the author of the work, not the editor of the anthology. Add the specific page number.

**References:**

[http://www.lib.duke.edu/libguide/cite/works\\_cited.htm](http://www.lib.duke.edu/libguide/cite/works_cited.htm) Duke University Library

<http://mla.org/> Modern Language Association website

<http://bellevuecollege.edu/lmc/handouts/MLA.pdf> BC Library MLA handout for print sources

<http://bellevuecollege.edu/lmc/MLA/> BC Library MLA tutorial.