# MLA Style and Documentation

Let's review some of the basics of MLA style and documentation. Here's an excerpt of a sample paper formatted in MLA style. Annotations provided for further instructions.

> **Student's last name and page number** should be right aligned in the document header. To insert page number in Word, go to the insert menu and click on page number.

Sara Smith

Ms. Saylor

Shakespeare's Histories

3 May 2022

> **MLA heading** should be left aligned at the top of the page. Heading consists of the student's name, the professor's name, the class, and the date.

> **Center title.** There should be no blank lines before or after the title. Do not italicize, underline, or use quotations unless you are referencing the title of another work.

<div align="center">Fit for a King?: The Ideal Ruler in Shakespeare's Histories</div>

Practice makes perfect. This common saying makes perfection seem easily attainable, rudimentary even, and it suggests that the paradigm is attainable as an end goal. The pull of perfection is in human nature, and William Shakespeare explores many facets of humanity in the history plays, especially through the analysis of how men become kings. His portrayal of the characters reveals his views on what types of behaviors and traits produce the model of excellence. In Shakespeare's second Henriad, the kings Richard II and Henry V have contrasting responses to the role of being a monarch, displaying their character through their relationships with divinity and identity as they navigate the life of royalty. Shakespeare presents a dichotomy between the two kings, demonstrating in Richard's case how he is a failed ruler and in Henry's case how he is an exemplar for a ruler; the distinction and characterization of these two kings creates Shakespeare's definition of an ideal ruler.

In the first place, Shakespeare implies that failure comes to kings who ignore the will of the divine, and alternatively, success comes to kings who are referential and cognizant of divine will. Thus, Shakespeare undermines the idea that the divine right of kings protects a king based on heredity alone. In medieval England, one of the most common and widespread rationalizations for absolute monarchy was the divine right of kings. It means that the authority and political position of a king is divinely given, and that before they are even born, a king is ordained to inherit the crown. A king is God's appointed human commander, and for some, this

> **Use 1" margins** on all sides.

> **Paragraphs** should be indented .5" or 5 spaces.

> Use **Times New Romans** or **Calibri font** sized at 11 or 12. Text should be double-spaced.

Now let's check out the Works Cited page. Here's a sample.

Center Works Cited at the top of the page. If only one work is cited, title Work Cited should be used.

Use a hanging indent on all documentation entries. To format a hanging indent in Word, expand the paragraph section of the home menu, look under the indentation section, and click "hanging" from the "Special" dropdown menu.

Works Cited

Heninger, S. K. "The Sun-King Analogy in Richard II." *Shakespeare Quarterly*, vol. 11, no. 3,

1960, pp. 319–27.

Phialas, Peter G. "Shakespeare's Henry V and the Second Tetralogy." *Studies in Philology*, vol.

62, no. 2, 1965, pp. 155–75.

Zaharia, Oana Alis. "Henry V: The Machiavellian Production of an Ideal King." *University of*

*Bucharest Review. Literary and Cultural Studies Series*, vol. X/2008, no. 2, Feb. 2022.

Arrange entries alphabetically.

Works Cited should also be double-spaced, use the same font and size as the rest of the paper, and have 1" margins.

Activity: Below is an incorrectly formatted document. Annotate the paper to indicate the necessary revisions.

Sara Smith

Ms. Saylor

Final Draft

3 May 2022

Fit for a King?: The Ideal Ruler in Shakespeare's Histories

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Now let's focus on the citations themselves. Most of your sources will be journal articles or articles from websites, so let's concentrate on those. However, if you want to cite something else, check out Purdue OWL's MLA Formatting and Style Guide (Google it!) for a list of other resources.

Here's the basic format for a journal article citation (taken from *The Little Seagull Handbook*):

Author's Last Name, First Name. "Title of Article." Name of Journal, Volume, Issue, Date, Pages.

And here's an example:

Cooney, Brian C. "Considering *Robinson Crusoe's* 'Liberty of Conscience' in an Age of Terror." *College English*, vol. 69, no. 3, Jan. 2007, pp. 197-215.

Here's the basic format for a work from a website:

Author's Last Name, First Name (if any). "Title of Work." Title of Site, Publisher (if any), Date, URL.

And here's an example:

Mcllwain, John, et al. "Housing in America: Ingegrating Housing, Health, and Resilience in a Changing Environment." *Urban Land Institute*, 29 Aug. 2014, uli.org/report/housing-in-america-housing-health-resilience.

A few notes:
- "et al" means there's more than 2 authors on the work
- Don't forget to capitalize all the major words in a title
- Be sure to note what portions of the citation are italicized
- Mind your commas and periods!

Activity: Cite the following journal article. Since we're writing by hand, we can replace the italices with an underline.

# Practical Reformers: Women School Owners in Imperial Germany

## Ute Elisabeth Chamberlin

In the early 1860s, the Ruhr Valley town of Dortmund had no schools for girls beyond the elementary level with the exception of a few private establishments that trained domestic servants. This dearth of educational opportunities is hardly surprising in a town of just 25,000 people at a time when even many larger German cities were bereft of secondary schools for girls. By 1914, however, when Dortmund's population had grown tenfold to well over 250,000, girls or their parents could choose among numerous types of institutions beyond the basic elementary school—several secondary schools, middle schools, and a variety of vocational and commercial institutions, most of them under municipal control.

These two snapshots might give the impression that this transformation was a case of the vaunted German city administration and the Prussian educational bureaucracy responding promptly and decisively to a changing population and new social needs. Yet a close examination of the intervening fifty years reveals that this was far from the case. Much more than most existing scholarship acknowledges private initiatives by women and competition between Protestant and Catholic populations initiated new types of schooling for girls on the local level. For several decades, female educators played an important innovative role that came to an end only under the impact of state reform in 1908 that brought about the gradual absorption of their schools into the municipal system. Building on historian James Albisetti's magisterial body of research of secondary school reform, this article revisits the history of girls' education in Imperial Germany by exploring it from a local perspective and argues that the reform of girls' schooling in Prussia advanced locally when reforms on the state level were stalled.[1] This vantage point brings to light new factors that affected women's reform

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[1] James Albisetti, Schooling German Girls and Women: Secondary and Higher Education in the Nineteenth Century (Princeton, NJ: Princeton University Press, 1988); "The Reform of Female Education in Prussia, 1899–1908: A Study in Compromise and Containment," German Studies Review 8, no. 1 (February 1985): 11–41. For a concise overview

*pages 465-485

And what about in-text citations? Here are a few rules and examples:

- When citing an author, we'll want to include their last name and the page number in parentheses after the reference.

  John Adams had "the hands of a man accustomed to pruning his own trees, cutting his own hat, and splitting his own firewood" (McCullough 18).

- If, as you introduce the quotation or paraphrase, you mention the author's name, you do not have to include it in the in-text citation.

  McCullough noted that John Adam's hands were those of a laborer (18).

- If the work has two others, include both last names.

  (Smith and Johnson 54)

- If the work has more than two authors, use "et al" after the first author.

  (Smith et al. 345)

Activity: Refer to the excerpt on page 8. Choose a quote to introduce and cite below.