Citation Skills

MLA Citation Format

For further research assistance access the Wahlstrom Library website via the myUB Portal.

Ask a Librarian via Chat: Available when the Library is open through the Library website.

E-mail a Librarian: reference@bridgeport.edu

Call a Librarian: 203-576-4747

Walk-ins welcome, no appointment needed!
General Paper Format

- Double-spaced, 12-point Times New Roman font, 1” margins all around.
- 1/2” indent first line of each paragraph.
- Header: Page numbers in the upper right.
- On first page put your name, instructor’s name, the course, and date in the upper left.
- Title should be centered, capitalized like a sentence.
- Start paper after the title. Do not start at the top of the next page.

In-text Citations

In-text citations must be used when you incorporate information from an external source. MLA uses the author-page style of in-text citations, which means they are composed of the author(s) last names, and the page where the information used can be found.

- If you do not mention the author’s name within the sentence, their last name and the page number go at the end of the sentence.
- If you do mention their name in the sentence, only the page number goes at the end of the sentence.
- These rules apply whether paraphrasing or directly quoting from the source.

Examples:

“It was definitely the first time that had ever happened” (Smith 34).

As scholar John Smith noted, it was the first time for such an historic event (34).

Works Cited Page

- Begin on a new page at the end of the paper. Maintain the margins, double-spacing, and page numbers.
- ‘Works Cited’ written at the top-center of page. No bold, quotes, underline, or italics.
- Entries are listed alphabetically by author’s last name.
- Use hanging indentations, which means every line after the first line for each citation is indented .5 inches.

Books


Journal Articles


Web Page


*The first date set is when the information was published. The second date set is when you accessed the information.

This is a very quick overview of MLA formatting requirements. For a more detailed overview visit the Library website (accessed through your myUB Portal). The Research Fundamentals part of our site has a Citations section which goes in-depth on the MLA citation style.