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!
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

The last name of the author for the source where the information came from, and the page number where that information can be found, must be used.

- If you do not mention the author’s name in the sentence, their last name and the page number go at the end of the sentence.
- If you mention their name in the sentence, the page number goes at the end of the sentence.
- These rules apply whether you’ve paraphrased or directly quoted 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

- Works Cited written at the top-center of page. No bold, quotes, underline, or italics.
- Use alphabetical order.
- Use hanging indentations. Meaning every line after the first line for each source is indented.

Books

Lastname, Firstname. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

Journal Articles


Web Page

Lastname, Firstname. Title of Website. Day Month (abbreviated) Year. Web. Day Month (abbreviated) Year.*

*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.