Title Goes Here, Centered, in Initial Caps

The title is not bolded, underlined, italicized, or in a larger font size. All text throughout the essay, without exception, should be 12 point. Use either Times, Times New Roman, or Courier. Everything in the essay should be double-spaced, even the Works Cited page(s), and there should be no extra space above or below the title, between individual paragraphs, between Works Cited entries—or anywhere in the essay. The space between the end of one sentence and the sentence that follows should be one space-bar space. Format all paragraphs flush left; do not justify them both left and right (block formatting). The right margin is ragged, as it appears here.

Begin each paragraph with the text indented ½”. MLA recommends that you use the tab key rather than hitting the space bar five times. The first page begins with four lines of specific essential information in the upper left. In the upper right corner of every page of the essay—*including* the Works Cited page—there is a header: the author's last name, followed by one space, followed by the appropriate page number; this floats ½” from the top and 1” from the right edge of the paper. Use the pull-down menu View → Header and Footer to automatically place these. All other margins are set to 1” on all sides.

Any direct quotation that would extend to more than four lines of text, regardless of where the quotation first starts on the line, should be set off as block quotes, indented one inch from the left margin

so that the quote begins on a new line, like this. The right hand edge runs ragged (non-justified), just like the rest of the essay. Note also that block quotes, while
direct quotations, do not include quotation marks. The citation at the end of a block quote "floats" after the final period. (Author 56)

In-text citations appear "after the quotation mark, with the period always appearing last" (Wallace 291). If you introduce the source by name—such as, according to David Foster Wallace, “destiny has no beeper”—then you do not need to put the author's name in the parenthetical (291). URL addresses never go in the parenthetical. Instead, use the abbreviated version of the website name (CNN.com). When citing sources with multiple authors list no more than three last names, separated by commas, using the word “and” before the third author’s last name (Gardner, Kleiner, and Mamiya 72). For only two authors separate the last names with the word “and” instead of a comma (Kleiner and Mamiya 138). If you have a source with more than three authors, use the following format in parenthetical citation and on your Works Cited page (Gardner et al. 483). When citing museum labels or plaques, state an abbreviated name of the museum followed by the type of museum source (Getty Plaque). A museum plaque is any generic written material posted on a wall not related to a specific artwork; a museum label refers to a specific artwork and provides the basic information about the piece such as title, artist’s name, year the artwork was created, and materials the artist used (LACMA Label).

Identify all sources of information. To build ethos, use primary and academic sources whenever possible, and tell the reader what the source’s authority is. Avoid Wikipedia, About.com, or any source where the author’s expertise is not known. Don’t just paraphrase for a paragraph and then plop a parenthetical citation at the end; use transitions so it is clear to the reader exactly where the borrowed material begins and ends. Always comment on cited material to explain its relevance. Why are you including this cited information? Tell us! Failing to properly credit borrowed information, or that which is not common knowledge to your reader, is plagiarism. Please refer to the MLA Handbook in the library for clarification on all of this.
Works Cited

Campbell, Joseph. *The Inner Reaches of Outer Space: Metaphor as Myth and as Religion.*


Fairey, Shepard. Personal Interview. 23 July 2010.


Laguna College of Art and Design, Laguna Beach, CA. 1 September 2010. Lecture.


Note: What follows below is the formula for arriving at the Works Cited page above. Each entry shows a different type of source, and the criteria for what is included in each entry will differ, depending on what type of source it is. The first entry above corresponds to the first entry here, and so on. Notice how the entries above are not numbered, but properly listed alphabetically according to the first element of information listed (the template below is not alphabetized; it is the information that fills these placeholders that gets alphabetized on the Works Cited page). Notice also how the first line of each entry is flush left, with the subsequent lines indented ½” —the opposite of normal paragraph indentation. MLA formatting dictates that the Works Cited appear last and begin on a separate page. The words “Works Cited” (sans quotation marks) are centered at the top of the page (it is not a “Bibliography” or “Sources” page). In this template we address the most basic formatting rules and include the most common types of citations. Please consult the MLA Handbook for additional information. An excellent online source for MLA guidelines, and writing advice in general, can be found at the Purdue Online Writing Lab: http://owl.english.purdue.edu/owl/resource/675/01/

Author Lastname, Firstname. *Book Titles are Italicized and Immediately Follow the Author's Name.* City of Publication (followed by a comma and State or Country if City not well known): Publisher, Year of Publication. Medium of Publication.


Lastname of Person Personally Interviewed by You, Firstname. Day Month Year (that the interview took place). Personal Interview (immediately follows, identifying that it was an interview conducted by you).


Lecturer’s Lastname, Firstname. “Title of Lecture You are Citing.” Course Number and Name of Course in which the Lecture was Given. Complete Name of Institution where Lecture
was Given, followed by the City, State where the institution is located. Day Month Year Lecture was Given. Lecture.

Museum Name is Given in Full when Referencing an Artwork Label. Museum label for Artist’s Firstname Lastname, *Title of Artwork*, City where Museum is located, Day Month Year Artwork was viewed.

Museum Name is Given in Full when Referencing Wall Plaques Pertaining to a Museum Exhibit or Informative Gallery Plaques, Such as for a General Wall Plaque Not Related to a Specific Artwork. “The Title of the Museum Exhibit or Gallery Plaque.” City where Museum is located, Day Month Year Exhibit was viewed.

Name of Internet Main Page Where No Author is Credited. *Italicized Title of Section on Web Page: If no author is credited, simply start with the main title and slot that in alphabetically among the other author's names.* Day Month Year (of web page's last revision, if available; otherwise skip). Website Name or Sponsor. Web. Day Month Year (that you accessed the site, separated by spaces). *If no publication/revision date is listed, use the abbreviation n.d. instead. If you can’t find a publisher/sponsor, use n.p.* Include a URL only if you think a reader would need it to find the source you’ve cited or if your instructor requires it. <http://URL address with all extensions enclosed within angle brackets followed by a period.html>.

Author Lastname, Firstname (if any). “Title of Article from a Website.” *Title of Overall Website.* Publisher/sponsor, Date of Publication. Medium of Publication. Day Month Year accessed.
ACES YOU WIN!
AN EASY FORMULA FOR EXCELLENT CITATIONS

ACES = Author, Credibility, Excerpt, Source

According to Edgar Degas, a pioneer in the illusion of motion in oil painting, “art is not what you see, but what you make others see” (Degas qtd. Salisbury).

YOU = Your Own Understanding → of what that cited material means

Implicit in this is the idea that “art“ actually exists within the viewer, not on the canvas.

WIN = Why Included Now → Why this information is relevant to your point

This is a key distinction, and clearly differs from R. G. Collingwood and others who embrace the “Idealist Theory” that art is an idea or emotion in the artist’s mind, not the viewer’s (Warburton 155). Instead, Degas feels that...

! = Exclaim to the reader throughout, via transitions as in the above examples, which text and ideas are being borrowed and which are your own. The reader should have no doubt.

WRITING TIP: ANALYZE WHAT YOU CITE

You should always elaborate on cited material by explaining, in your own words, the significance of why you are including it.

➢ That is, immediately before or after you cite material, analyze what that information means and explain, in your own words, what the relevance is to your own thesis.
➢ Simply plopping a quotation or visual into your essay without referencing it in your writing is not good practice.
➢ Also, simply inserting a citation at the end of a paragraph of text makes it look like the entire paragraph was borrowed, and that you added nothing of your own.
➢ The point is, you need to make a clear transition from the borrowed material to your own voice, especially when paraphrasing (e.g., “What this means is...” or “Jung is implying...”).

Whether you are quoting verbatim or summarizing, your reader should have no doubt as to what is original and what is borrowed. A writer can best accomplish this via transitions.

REMEMBER: There should be much more ink dedicated to your own original analysis and explanation of the citation than on cited material itself.

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