

# MLA Format Guide

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## FORMAT

Paper should be double spaced, and written in Times New Roman with 12-Point Font.

## MARGINS

Use 1-inch margins on each side of page.

## DIRECT QUOTES

In parentheses, write the author's last name and then page number. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the title.

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Professor Baker  
English 2100  
9 June 2013

Odira 1

## Understanding Kenya's Poverty

In the midst of the booming capitol of Nairobi lies the biggest, hidden cover-up of the world: Kibera Slum. Kibera Slum is home to roughly one to three million peoples of all nationalities and tribes.

The slum dwellers are in about 250 settlements in the outskirts of Nairobi, which make up "60% of the Nairobi population, but occupying only 6% of the land" (Ouma 16). Kibera is a field and valley, about the size of Central Park, jammed with tin huts, eight people per hut, with urine and feces running in ruts of the rambling walking paths.

Kibera, being densely populated, houses the trifecta of diseases, murders, rapes, and deaths among men, women and children in East Africa (Odira 12). Despite the never-ending issues of the "chocolate city," (18) the people of Kibera Slum are upbeat, positive, and

## PARAPHRASED & SUMMARIZED CONTENT

If you are paraphrasing or summarizing an idea from another work, you need to provide the authors last name and page number.

## PAGE HEADER

A page header includes your last name and the page number. Headers are made at the top right corner of every page, including the Works Cited page.

## TITLE

The title should be 12-point font and centered. Do not underline, bold, or add any other edits.

## BLOCK QUOTATIONS

Quotations that are four or more lines in length need to be set apart in a block. They should be double-spaced and indented 1" from the set margin. The end mark should be placed before the citation.

## TITLE

The title should be centered with Times New Roman, 12-point font

Odira 1

## ALPHABETICAL ORDER

Arrange citations with the first word of the record.

### Works Cited

- Johnston, Ashton, and Amy Brown. *Kibera Slum*. London Press: London, 1999. Print.
- Lange, Joesph. "Poverty in the Third-World." *Journal of Historical Events* 46 (2012): 82-86. Print
- Ouma, Basil. "Kenya." *Cultures of the World*. Acacia of Hope, n.d. Web. 9 June 2013
- "Rights of Kiberans." *Kibera Centre for Legal Aide and Human Rights*. The Kibera Centre, 2008. Web. 23 Apr. 2010.

## HANGING INDENT

Add a hanging indent of .5 inch after the first line of each record.

### BOOK BY A SINGLE AUTHOR

Last Name, First Name Middle Initial. *Title*. Location: Publisher, Year. Publication Type.

### BOOK BY TWO OR MORE AUTHORS

Last Name, First Name and Initial, and First Name Last Name. *Title*. Location: Publisher, Year. Publication Type.

### ARTICLE IN AN ONLINE JOURNAL

Last Name, First Name. "Article Title." *Journal Title* Volume Number. Issue Number (Year): pages. Publication Type.

### A PERIODICAL PUBLICATION IN AN ONLINE DATABASE

Specific source information (see above). Database Name (if known). Publication Type. Date of Access.

### PAGE ON A WEBSITE

Last Name, First Name. "Webpage Title." *Name of Site*. Name of Publisher, Date Created. Publication Type. Date Accessed.

## EXAMPLES OF DIRECT QUOTES

*For direct quotes, make sure you cite the author's last name and page number. If there is not an author, place the title in quotation marks if it is a short work or italicize if it is a longer work.*

Smith said that, "One out of every five children will die" (18) in Kibera.

The study showed that "One out of every five children will die" (Smith 18).

There are over "200,000 orphans who are abandoned" on a yearly basis ("Impact of Poverty in Kenya" 16).

The study found that the children will "die from diseases that can be cured" (Johnston & Brown 22).

## EXAMPLES OF PARAPHRASED CONTENT

*For content that is paraphrased, make sure you cite the author's last name and page number after the paraphrase. Both must be cited.*

Smith stated that Kibera Slum is the most dangerous place in the world (18).

Kibera Slum is the most dangerous place in the entire world (Smith 18).

## EXAMPLE OF SUMMARIZED CONTENT

*For content that is summarized, make sure you cite the author's last name and page number. Both must be cited.*

*Original Text:* "There are approximately 2.5 million slum dwellers in about 200 'settlements' in the Nairobi area, representing 60% of the Nairobi population, but occupying only 6% of the land. Kibera is a filled and valley jammed with tin huts, 8 people per hut, with urine and feces running in ruts of the rambling walking paths" (Ouma 16).

*Summarized Text:* In *Cultures of the World*, Ouma states that there are "2.5 million slum dwellers" (16) densely settled on a small portion of land in the city of Nairobi. These people live in small shacks that are connected by walkways filled with human excretions (17).

## FINAL MLA TIPS

- Always check with the instructor for preferences in formatting first.
- All sources should be cited on a Works Cited page. Label the page Word Cited and double-space your citations.
- Paraphrased content should be cited immediately after the content that has been paraphrased.
- If there are two to three authors, list all of the author's last names followed by the page number.  
Ex. (Smith, Odira, and Brown 5-8)
- If there are four or more authors, use the first author's name followed by "et al." in in-text citations and references page.  
Ex. (Brown et al. 133-34)
- If no date is given, use "n.d." as a replacement.
- Make sure that all the citations in the Works Cited page have a hanging indentation. To do this: highlight your citations, right-click to Paragraph, click on Special, left-click on Hanging, and Indent to .5 inch.
- It is not required to use the URLs in the works cited page.
- Italicize major titles such as journals, books, and movies. Put journal articles, short stories, and web pages in quotation marks.
- Do not italicize or bold the words. Double-space the citations.