

**\*\*This is an overview. ALWAYS check the full MLA Handbook (The Modern Language Association Handbook for Writers of Research Papers. 7<sup>th</sup> Edition.) for complete information\*\***

## Titles of Works

### Capitalization:

Capitalize all words in a title except articles, prepositions, coordinating conjunctions, “to” in infinitives

### Formatting:

Italicize “stand alone” works, such as books, periodicals, films, paintings, etc.

Use plain typeface for titles within italicized titles.

*Approaches to Teaching Murasaki Shikibu's The Tale of Genji*

Place titles in quotation marks if the work is

- 1) unpublished (such as lectures and speeches)
- 2) or part of a larger collection (such as poems, articles, book chapters, songs)

Use single quotation marks for

- 1) a title within another title  
“Language and Literary Allusions in ‘The Heights of Macchu Picchu’”
- 2) a quotation within a title  
“Creativity Employed to Prevent ‘Foolish Consistency’”

Exceptions (that should remain in plain typeface):

- Sacred writings >Bible, Koran, King James Version, Genesis, Gospels
- Laws and acts >Magna Carta, Bill of Rights
- Series >Masterpiece Theater
- Societies >American Medical Association, Daughters of the American Revolution
- Buildings >Washington Monument, Smithsonian, Empire State Building
- Conferences and courses >Survey of British Literature ENL204, Urbana Conference
- Music identified by key >Beethoven’s Symphony no. 7 in A, op. 92

## Numbers in Writing

### Spell out numbers:

- 1) When they can be written in one or two words
- 2) centuries (lowercase letters)
- 3) hours in conjunction with o’clock (eight o’clock)
- 4) time with quarter and half (half past three)

### Use Arabic numerals for:

- 1) measurements (15 milliliters, 72 pounds)
- 2) numbers presented together or reporting data (...from 12 to 17. ...halved, dropping to 4 units per household. )

- 3) addresses and dates
- 4) percentages
- 5) references to money

**Use Roman numerals for:**

- 1) divisions of an outline
- 2) names of individuals in a series (John Paul II)
- 3) citing pages numbered in roman numerals

## Abbreviations in Writing

Generally, abbreviations are avoided within the text of a paper. Though, abbreviations are common in tables and lists of Works Cited. Make sure the audience would understand the abbreviation, explaining it if necessary.

Acceptable abbreviations in text of a paper:

- 1) peoples' preferred names (M. G. Smith)
- 2) inc. and etc.
- 3) a.m., e.g., and i.e.
- 4) mph and rpm
- 5) states and provinces
- 6) months