Bilingual Easy Check List for MLA 9th ed. Format Presentation
(Bold= Spanish instructions)

The goal of any research style is clarity of communication. "Effective writing depends as much on clarity and readability as on content" (MLA 49).

_____ Title page ID block. This is an essential feature of MLA style—do not improvise! Name, Professor Name, Class and Date. **Nombre de estudiante** / **Profa. Apellido / Español 7mo / 2 septiembre 2022**

_____ Dates may follow US format (e.g., April 1, 2022) or universal format (1 April 2022). The preference is for the universal format. **Universal en español: 1 abril 2022.**

_____ Page numbers are required on every page. The page header is your last name. Top of the page, next to the right margin. **Apellido #página**

_____ Margins. One inch 1" (2.54 cm) margins are required on all four sides of a page.

_____ Text at the left margin. **Margen izquierdo.**

_____ Typeface (fonts). whatever you choose; must teachers require Arial 12 or Times New Roman 12. The Handbook no longer prefers underlining, neither bold, wherever you might use Italics.

_____ Double-space lines throughout the text! **Doble espacio todo.**

_____ Title. The title is centered on the page. Sentence capitalization capitalizes a title as you would a sentence, capitalizing only the first word and proper nouns.

_____ Indents. Indent paragraphs one-half inch. **Sangría en cada párrafo.**

_____ Citation. MLA style uses a parenthetical form of text citation. Less than four lines put between "quotes". Then cited. (Author Last name #page). or ("Title of the webpage" #page). **(Apellido de Autor # pág.). o ("Título de la página" # pág.).**

The MLA Handbook notes two basic rules to follow when citing sources:
1. "References in the text must clearly point to specific sources in the list of Works Cited." (Gibaldi 238).
2. "Identify the location of the borrowed information as specifically as possible." (Gibaldi 239).

What to cite? Cite significant ideas, all direct quotations, concepts, or findings borrowed or adapted from others. The MLA Handbook warns that "forms of

plagiarism include the failure to give appropriate acknowledgment when repeating or paraphrasing another's wording…" (Gibaldi 71).
What _not to cite_. It is not necessary to cite: 1) dictionary definitions of words unless the specific dictionary is relevant to the context or teacher ask for 2) well documented historical facts 3) conventional knowledge or knowledge broadly shared in a discipline.

____ Block quotes are required when a quote exceeds four lines in your paper. Indent the quote one inch, paragraphs in block quotes a quarter-inch more. Then cited. (Author Last name #page). or ("Title of the Webpage" #page). **(Apellido de Autor # pág.). o ("Título de la página" # pág.).**

____ Website citation: with author (Author's Last Name). **(Apellido del Autor).** With no author ("Title of the webpage"). **("Título de la página").**

____ Tables and illustrations are rare in MLA publications. The table or illustration may be sign (see Fig. 1) **(véase figura 1)** and mentioned in the text in cited in the same manner as any other source and referenced in the Works Cited list at the end of the paper.

Fig.1- M & M my favorite candy. (_WordPress.com_)
Figura 1- Mi dulce favorito M & M (_WordPress.com_)

Works Cited

Place references on a new page under the centered heading "Works Cited" **Trabajos Citados** (in heading caps one inch below the top of the page just inside the top margin). Continue the page numbering from the previous page. The list of works cited it is the last part of your paper. Reference only what you cite in the text or used as reference. The MLA Handbook instructs students to double space everything, including references.

_____ Arrange references alphabetically by author, if there is no author write by title (ignore A, An, The, and non-English equivalents). **(Ignora los artículos: El, La, Un, Unos).**

_____ Use a hanging indent (French indent), with the indent one-half inch from the left margin. **Sangria Flotante = sangria francesa.**

_____ Give authors' full names as indicated in the publication (do not abbreviate names to initials). **Apellido, Nombre completo.**

_____ List up to three authors to a work; with four or more authors, note the first plus "et al." if you wish (you may reference all authors, but you must cite them all in the text as well).

_____ All titles are set in heading caps (in languages other than English use sentence caps as customary in that language- **español solamente la primera mayúscula y los nombres propios**). Titles of articles, reports, and chapters in edited books are placed in quotes. Titles of books and volumes, and the names of journals, placed in italics.

_____

<div align="center">Works Cited/**Trabajos Citados**</div>

Website:
Last Name, Name. "Title of Webpage." *Title of Website,* Publisher, date published in day month year

      format, URL.

Website with No Author:
"Title of Webpage." *Title of Website,* Publisher, date published in day month year format, URL.

*Web information Accessed date is optional. **Fecha de Accedido el documento en Internet es opcional.**

Journal:
Last Name, First Name. "Article Title." *Journal Title,* Date, URL.

Journal with No Author:
"Article Title." *Journal Title,* page, Date, URL.

Newspaper:
Last Name, First Name. "Article Title." *Newspaper Title,* Date, URL.

Newspaper with No Author:
"Article Title." *Newspaper Title,* page, Date, URL.

Book:
Last Name, First Name. *Title*. Publisher, Date.

Book with no Author:
Title. Publisher, Date.