MLA Format Example and Guidelines

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One-inch margins on all sides. EVERYTHING double spaced. EVERYTHING in Times New Roman 12 pt. font size.

For more details about MLA format, read the content of this document.

Header should be at right margin and in Times New Roman 12 pt. font with student's last name, a space, and an automatic page number code.

Correct format for the date is day month year.

Basic MLA Guidelines

Title centered, NOT bold or underlined. No extra space above or below besides the normal double space.

The MLA style guidelines provide rules for academic writing. This template provides a basic layout for a term paper using these guidelines. Seven typical elements of MLA term papers are provided as examples in this template: line and paragraph spacing, header, first-page personal information, side headings, parenthetical citations, quotations, and the Works Cited page.

Line and Paragraph Spacing

The line spacing for all text in the entire document is to be set for double spacing with no exceptions. Also, the paragraph spacing must be set for 0 points for both before and after each paragraph for the entire document. Otherwise, more than a "double space" will appear between each paragraph.

Header

The header should contain the student's last name and a page code that places the correct page number at the top of each page. The font for the text in the header should correspond with the font used for the body of the paper.

First-page Personal Information

At the top of the first page at the left margin, the student's name, instructor's name, course name, and date are typed. The information should appear in the order demonstrated in this paper, and the date should be typed in the format demonstrated.

Side Headings

> If you have side headings, this is the correct way to format them (On a separate line with no bold or underline.)

If side headings are used, as they are in this paper, they are typed using "initial caps" and placed on a line by themselves. The side heading is not underlined or bolded. No punctuation follows it, and it starts at the left margin.

Citing Sources

According to MLA guidelines, all sources used in the document must be cited on the Works Cited page, located at the end of the paper. Within the body of the paper, an *in text* (sometimes called *parenthetical*) citation is included directly after each paraphrase or quotation that comes from one of the sources listed on the Works Cited page. The citation contains the first identifiable entry listed in the source information on the Works Cited page. The citation appears within parentheses with the sentence punctuation generally following it. If the source is a book, the citation contains the author's last name and a page number (or page range) within parentheses such as this example: (Erickson 24-67). The author's last name corresponds with the first entry in the source information on the Works Cited page. If the in text citation points to an electronic source without an author or page number, use the web page title as the citation. The web page title is usually found on the title bar of the web page window or on the web page itself (Haskell). The purpose of the in text citation is to allow readers to reference the complete source information on the Works Cited page and be able to look up the information in the actual source.

> This citation is from a book where the 1_{st} identifiable item on the Works Cited page is the name of the author. Notice the page number(s) follow the author's last name. Since this citation is in the middle of a sentence, there are no punctuation marks except for the parentheses.
>
> Notice the period for the sentence comes AFTER the citation.

As an alternative to using in text citations, you can introduce each paraphrase or quotation with an introduction that gives credit to the source. Common sense and ethics should determine your need for citing sources. You do not need to cite sources for familiar proverbs, well-known quotations or common knowledge.

Quotations

Guidelines for quotations are based upon the length of the quote. Quotes with fewer than four lines of prose or three lines of verse are quoted directly in the sentence or paragraph. Include this type of quote "directly in the sentence and enclose it within quotation marks" ("Research Papers with MLA"). ◄——

This citation is from a web page where the 1st identifiable item on the Works Cited page is the title of the web page. It is inside of quotation marks, just like it appears on the Works Cited page.

Quotes longer than four lines of prose or three lines of verse follow different guidelines. Generally the quote is introduced with the source of the quotation, and the introduction is followed by a colon before the actual quotation is typed. Therefore, an in text citation is generally not needed. The introduction to the quotation would be typed similar to the next sentence. According to the College Research website, you should*:*

> Start long quotes on a new line in a separate block of text separate from the
> previous paragraph or sentence. Set a **left indent** at one inch from the left margin
> for the entire quote. Omit quotation marks and continue to double-space the lines
> just like the rest of the paper. The Long Quote style in this example is provided as
> an example. If you quote more than one paragraph, indent the first line of each
> paragraph an additional quarter inch. If no introduction is used to cite the source,
> include an in text citation immediately after the closing sentence punctuation.

The Works Cited page begins on its own page after the body of the paper. Always insert a **hard page break** at the end of the body of the paper to force the Works Cited page to start on a new page. That way you can be assured it will always start on a new page, even if you add to or delete text from the body of the paper.

Apply a ½ inch **hanging indent** to the sources on the Works Cited page so that the second and succeeding lines of each source are automatically indented ½ inch from the left

margin and the first line of each source remains at the left margin. The sources should be placed in alphabetical order.

If there is a long URL address in an electronic source, you may divide it after a logical division, such as after a period or a slash mark. Simply inserting a space after the period or the slash mark will allow the rest of the URL address to move to the next line.

Some websites use frames, so the URL appears the same for each web page at the website. To address this problem, you may provide the path to the resource from the home web page and include an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon (Haskell).

Works Cited

Erickson, John. <u>MLA Style.</u> Cincinnati. Prentice Hall, 2005. 24-67. Print.

Haskell, Edward. "The Purdue Online Writing Lab." *Purdue.edu*. Purdue University English

      Department, 12 Feb. 2008. Web. 10 Feb. 2011. <http://owl.english. purdue.edu/owl/>.

"Research Papers with MLA." *College Research.* Clarendon College, 10 March 2009. Web. 15

      Feb. 2011. <http://www.college.edu/research/workscited/>.

> Hyperlinks should be removed so URL is not underlined. Angle brackets enclose the URL address followed by a period. You can insert a space after a logical break to force part of URL to the next line.

Source Citation Information for the Internet Sources used

<u>Source Information for first Internet Source on previous page</u>
Author: Edward Haskell
Web Page Title: The Purdue Online Writing Lab
Name of Website: Purdue.edu
Sponsoring Organization: Purdue University English Department
Copyright date or date web page was updated: 12 Feb. 2008
Date I accessed the web page: 10 Feb. 2011
URL address of web page: http://owl.english. purdue.edu/owl/

<u>Source Information for second Internet Source on previous page</u>
Author: none
Web Page Title: Research Papers with MLA
Name of Website: College Research
Sponsoring Organization: Clarendon College
Copyright date or date web page was updated: 10 March 2009
Date I accessed the web page: 15 Feb. 2011
URL address of web page: http://www.college.edu/ research/works cited/