

# MLA Format

## Example and Formatting Instructions

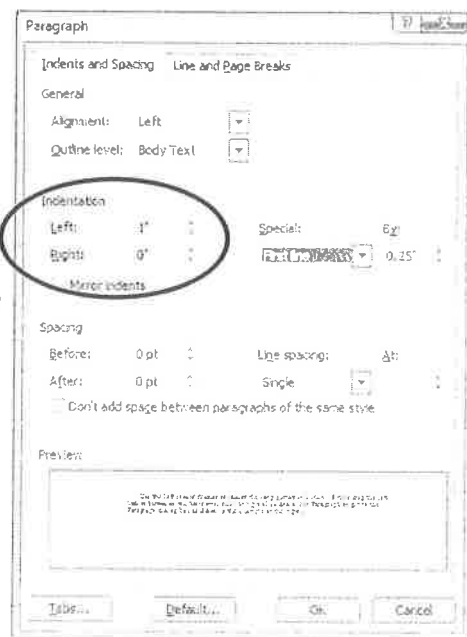
Prepared  
by the  
Clarendon College  
English Department  
and  
Computer Science Department

## Formatting Instructions (Using MS Office 2003)

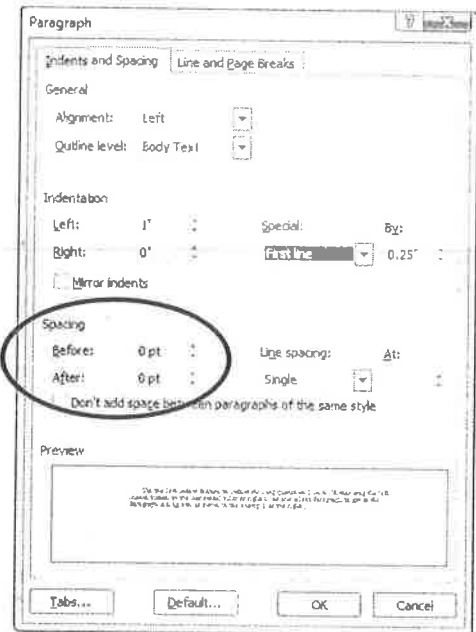
1. Change margins to 1 inch (*File – Page Setup ....*)
2. Set the line spacing for double spacing  
(*Use keyboard shortcut **Ctrl + 2** or use the **Format | Paragraph** menu.*)
3. Set font for Times New Roman 12 pt.
4. Create header with your last name, a space, and the page code aligned at the right margin. (*View – Header and Footer .....*)
5. Select the header text and change the font to Times New Roman 12 pt.
6. At the top of the document at the left margin type the following 4 lines of text:  
  
Student Name (*Actually type your name.*)  
  
Pam Denney (*or whatever your instructor's name is*)  
  
COSC 1401 (*or whatever the name of your course is*)  
  
10 January 2008 (*or whatever the date is – be sure to use this format*)
7. On the next line center the title of the paper. (*no bold or underline – capitalize 1<sup>st</sup> letter of important words*)
8. Type your paper, inserting parenthetical citations anytime you paraphrase or quote from one of your sources. Be sure to watch the placement of punctuation carefully!

(*Examples of parenthetical citations are in the MLA Example document at the end of this handout.*)

Quotations: Short quotations (3 or less lines long) are typed just like unquoted information except quotation marks are placed around them. Long quotations (4 or more lines long) are indented from the left margin by 1 inch. (*Either drag the left indent button on the horizontal ruler or right click and select **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.*)



Make sure the **Paragraph Spacing** for all paragraphs is set at zero (Before and After). Otherwise, you may have extra space between your paragraphs. (To check this, select all paragraphs including the title, right click and choose **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.)

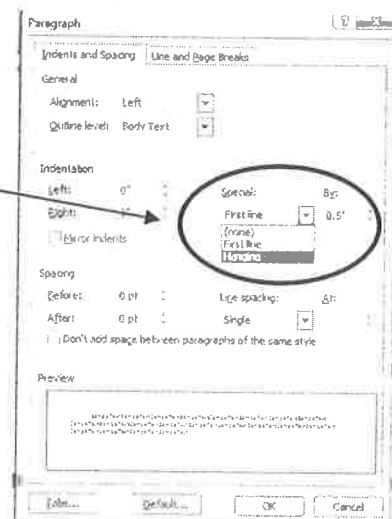


9. At the bottom of the last paragraph insert a hard page break so the Works Cited page will always start on a new page.  
(Choose **Insert | Break | Page Break** from the menu bar)

10. On the first line of the new page type the title **Works Cited**  
(centered & no bold or underline)

11. On the line below the Works Cited title, complete the following tasks:

- Change back to left alignment. (Click the **Align Left** tool button.)
- Set a ½ inch hanging indent so the 2<sup>nd</sup> line of sources will automatically indent ½ inch. \*  
(Use either the horizontal ruler or right click and choose **Paragraph** to get to the Paragraph dialog box. Change the **Special Indentation** to "hanging.")
- Turn off the **Internet and network paths with hyperlinks** feature so your URL addresses do not automatically convert to hyperlinks when you type them.  
(Find it in **Tools | AutoCorrect Options | AutoFormat As You Type** tab)



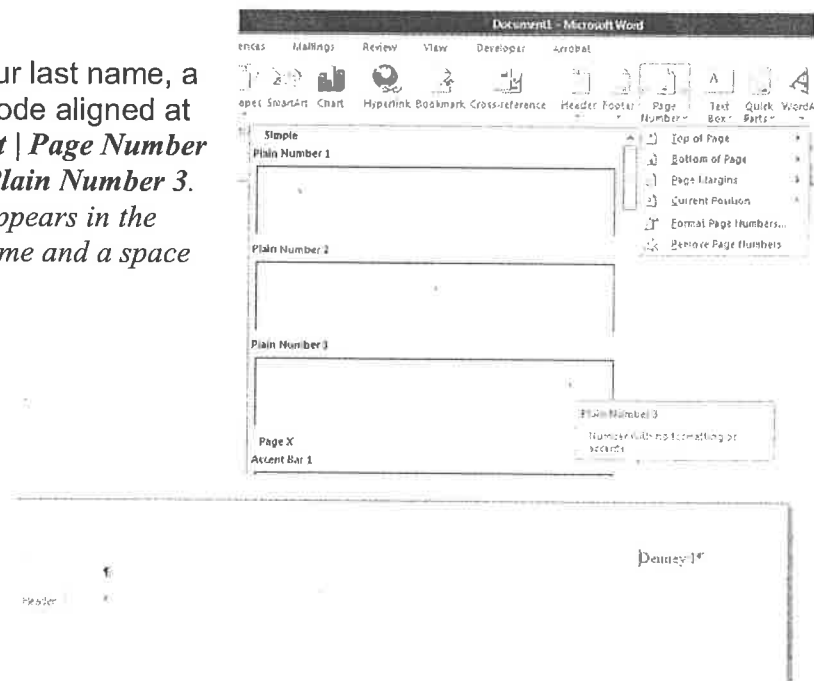
12. Type the Works Cited sources. Pay attention to the punctuation as demonstrated on the MLA Example document that follows.

\* **Note:** If the sources do not follow your hanging indent command, you can select all the sources after typing them and go back to the **Paragraph** dialog box and set it for ½ inch hanging indent.

## Formatting Instructions (Using MS Office 2007)

1. Change margins to 1 inch (*Page Layout | Page Setup dialog box*)
2. Set the line spacing to **double spacing**. Everything is double spaced with no extra blank lines anywhere.  
(Use keyboard shortcut **Ctrl + 2** or right click and choose **Paragraph** to get to the **Paragraph dialog box**.)
3. Set font to **Times New Roman 12 pt.** (Or the font size/style as directed by the instructor. Times New Roman 12 pt. is the most common choice.)

4. Create header with your last name, a space, and the page code aligned at the right margin. (*Insert | Page Number | Top of Page | Choose Plain Number 3.* Once the page number appears in the header, type your last name and a space in front of the number.)



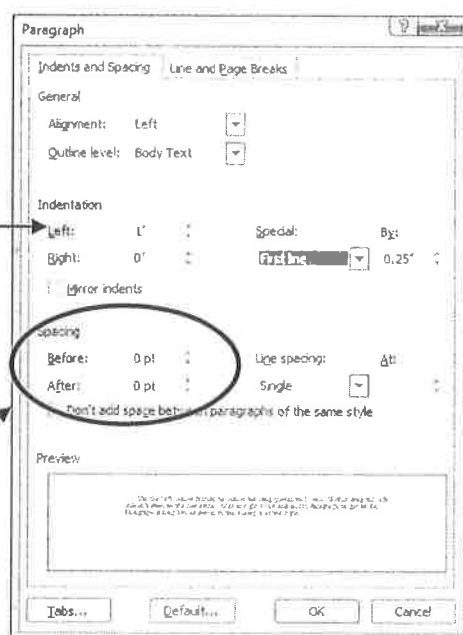
5. Select the header text and change the font to Times New Roman 12 pt.  
(or same font size/style as the body of the paper).
6. At the top of the document at the left margin type the following 4 lines of text:  
  
Student Name (*Actually type your name.*)  
  
Pam Denney (*or whatever your instructor's name is*)  
  
COSC 1401 (*or whatever the name of your course is*)  
  
10 January 2008 (*or whatever the date is – be sure to use this format*)

7. On the next line center the title of the paper. (*no bold or underline – capitalize 1<sup>st</sup> letter of important words*)
8. Type your paper, inserting parenthetical citations anytime you paraphrase or quote from one of your sources. Be sure to watch the placement of punctuation carefully!

*(Examples of parenthetical citations are in the MLA Example document at the end of this handout.)*

**Quotations:** Short quotations (3 or less lines long) are typed just like unquoted information except quotation marks are placed around them. Long quotations (4 or more lines long) are indented from the left margin by 1 inch. (*Either drag the left indent button on the horizontal ruler or right click and select **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.*)

Make sure the **Paragraph Spacing** for all paragraphs is set at zero (Before and After). Otherwise, you may have extra space between your paragraphs. (*To check this, select all paragraphs including the title, right click and choose **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.*)

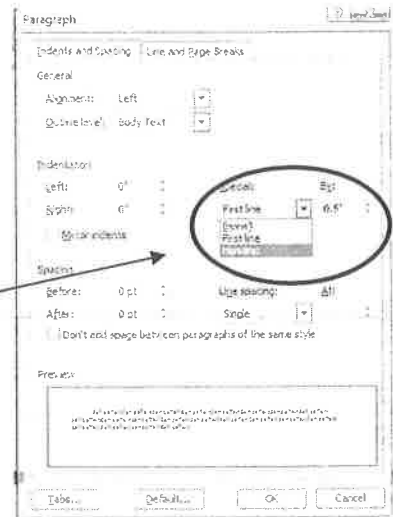


9. At the bottom of the last paragraph insert a hard page break so the Works Cited page will always start on a new page. (*Choose **Page Layout | Breaks | Page.***)
10. On the first line of the new page type the title **Works Cited** (*centered & no bold or underline*)


11. On the line below the Works Cited title, complete the following tasks:

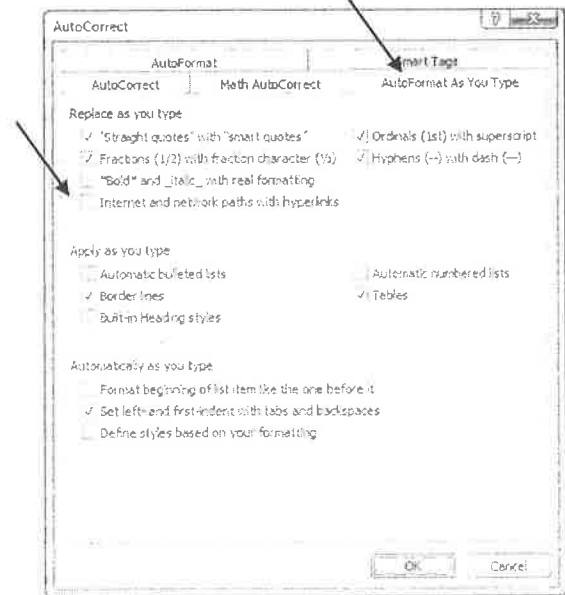
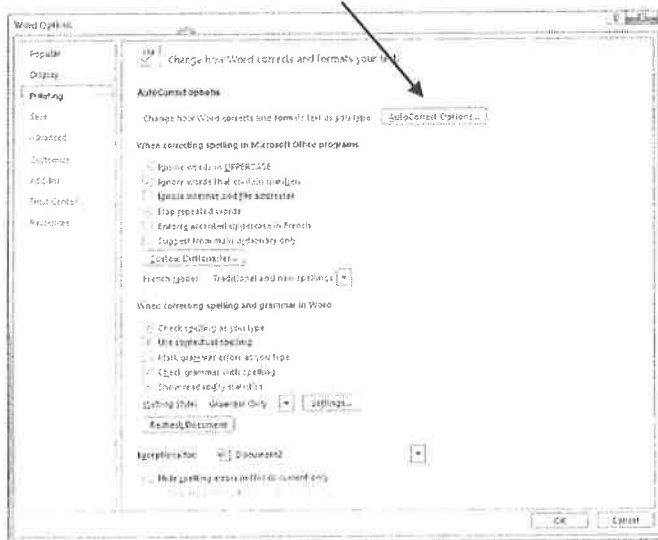
- Change back to left alignment. (*Click the **Align Left** tool button.*)

- Set a ½ inch hanging indent so the 2<sup>nd</sup> line of sources will automatically indent ½ inch. \*  
*(Use either the horizontal ruler or right click and choose **Paragraph** to get to the Paragraph dialog box. Change the Special Indentation to “hanging.”)*



- Turn off the **Internet and network paths with hyperlinks** feature so your URL addresses do not automatically convert to hyperlinks when you type them.

*(Find that choice by clicking on the **Microsoft Office** button , then **Word Options**. Find **AutoCorrect Options** in the **Proofing** category. Then find **Internet and network paths with hyperlinks** in the **AutoFormat As You Type** tab. Remove the checkmark beside that choice.*



12. Type the Works Cited sources. Pay attention to the punctuation as demonstrated on the MLA Example document that follows.

\* **Note:** *If the sources do not follow your hanging indent command, you can select all the sources after typing them and go back to the **Paragraph** dialog box and set it again for ½ inch hanging indent.*

# Example – MLA Format

John Fleming  
Professor Daniels  
ENGL 1301

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.

Fleming 1  
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.

25 October 2008

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. Three typical elements of MLA term papers are provided as examples in this template: source citations, quotations, and the Works Cited page.

### Parenthetical Citations

This is an example of an inline (**parenthetical**) citation. Its purpose is to point to which source the paraphrase or quote in front of it came from. It should include the **first identifiable item** listed in your Works Cited page for that particular source. It is the first piece of information on the Works Cited page that identifies that particular source from the other sources.

According to MLA guidelines, all sources must be cited on the Works Cited page, located at the end of the paper. Within the body of the paper, a parenthetical citation containing the author's last name and a page number (or page range) within parentheses (Erickson 24-67) indicates the cited text. The author's last name corresponds with the entry on the Works Cited page, allowing readers to look up the source of the citation. If the parenthetical citation points to an electronic source without an author or page number, include the web page title usually found on the title bar of the web page window or on the web page itself (Haskell).

This citation is from a book where the 1<sup>st</sup> 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.

This citation is from a web page where the 1<sup>st</sup> identifiable item on the Works Cited page is the name of the author. Notice the period for the sentence comes AFTER the citation.

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

You are not required to have side headings, but if you do, this is the correct way to format them (On a separate line with no bold or underline.)

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 1<sup>st</sup> 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. Introduce these quotations with a colon:

Start long quotes on a new line in a separate block of text separate from the previous paragraph or sentence. Indent the quote one inch from the left margin. 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 for formatting. If you quote more than one paragraph, indent the first line of each paragraph an additional quarter inch. Include a parenthetical citation after the closing punctuation, such as the one that follows. (“Research Papers with MLA”)

Long quotes are indented 1 inch from the left margin. Use the “left indent” feature found in the Paragraph dialog box to format this. No quotation marks are used with a long quote.

With long quotations the period at the end comes BEFORE the parenthetical citation instead of AFTER it.

Information about the Works Cited Page

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 or the beginning of the Works Cited title 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 are 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 page. To address this problem and extremely long URL addresses, you may provide the path to the resource from an entry 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). An example of using a simple URL and a path is on the Works

Cited page of this document.

At the end of the last line in the body of the paper, insert a PAGE BREAK to force a new page to be created where you will type the Works Cited page.

This will help make sure that even if you add or delete text in the paper, the Works Cited page will ALWAYS start at the top of a new page.

Title is centered on first line of page.  
No bold or underline.

## Works Cited

Page number should be the page number after the last page of text in the paper. It will appear automatically if you used the automatic page numbering feature in the header.

Erickson, John. MLA Style. Cincinnati. Prentice Hall, 2005.

Haskell, Edward. "The Owl at Purdue." Purdue University. 12 Feb. 2006. 5 Oct. 2007

<<http://owl.english.purdue.edu/owl/>>. Path: Research and Citation; MLA

Formatting and Style Guide; Works Cited Electronic Sources.

"Research Papers with MLA." 15 Feb. 2007 <<http://www.college.edu/>

research/workscited/>

Hyperlinks should be removed so URL is not underlined. See explanation of how to do this below. 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.

This source is an example of the proper order and punctuation for a book. Pay attention to the punctuation and the order of each item.

This source includes an example of an internet source with a very long URL address. Minimum items you must include are the web page title, date you accessed the page, and the URL address. If some items shown in this example are not available, just omit them. Pay attention to the punctuation and the order of each item.

Author's last name, Author's first name. "The web page title found on the web page or in the title bar of the window." The sponsoring organization. The date the web page was updated. The date you accessed the web page <URL address of main web page>. Path of hyperlinks to the web page you used. See more explanation in body of this paper.

This source includes an example of an internet source with a fairly short URL address. This example shows the **minimum items that MUST** be listed for any internet source. Pay attention to the punctuation and the order of each item. Note there is no period after the date you accessed the web page.

"The web page title found on the web page or in the title bar of the window." The date you accessed the web page <URL address of web page>.

Sources must be in alphabetical order by first item listed in the source.

The Works Cited page must be on a separate page from the body of the paper.

Notice that the sources which are more than one line long use hanging indents to cause the second line to automatically indent ½ inch. You SHOULD NOT press the Enter key at the end of the first line and then tab or space to make the second line indent. If you don't know how to use the "hanging indent" feature, refer to Step 11 in the Format Instructions in this handout.

### **Removing hyperlinks from URL addresses.**

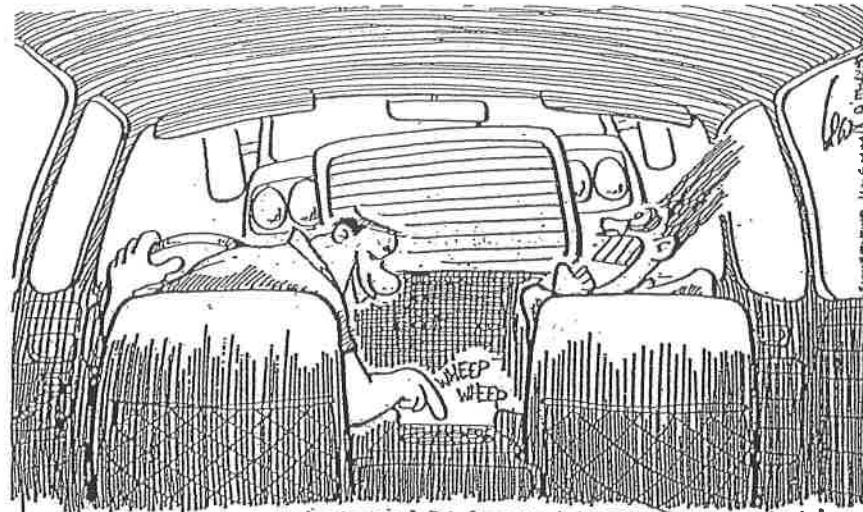
**Method 1:** Select the URL address, right click on it, and select "Remove hyperlink." Be careful! After doing this, you cannot strike the enter key or the hyperlink will reappear.

**Method 2:** Before typing the Works Cited page, turn the automatic hyperlink feature off.

How?

Office 2003: **Tools | AutoCorrect | AutoFormat as you Type** tab

Office 2007: Click the **MS Office button | Word Options | Proofing | AutoCorrect | AutoFormat as you Type** tab



"YEP... GOT MY CELLPHONE, MY PAGER, MY INTERNET LINK, MY WIRELESS FAX, AND THANKS TO THIS NIFTY SATELLITE NAVIGATING SYSTEM, I KNOW PRECISELY WHERE I AM AT ALL TIMES!"

Fig. 1. A cartoon shows the dangers of using cell phones and other devices while driving (Lowe A21).

Illustration has figure number, caption, and source information.

that among the same drivers when they were not using their cellular telephones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at the legal limit. (456)

The news media often exaggerated the latter claim ("similar to" is not "equal to"); nonetheless, the comparison with drunk driving suggests the extent to which cell phone use while driving can impair judgment.

A 1998 study focused on Oklahoma, one of the few states to keep records on fatal accidents involving cell phones. Using police records, John M. Violanti of the Rochester Institute of Technology investigated the relation between traffic fatalities in Oklahoma and

Summary begins with a signal phrase naming the author and ends with page numbers in parentheses.