

MLA heading is double spaced

Lastname 1

Firstname Lastname

Instructor's Name

Course Number

4 October 2013

No additional spacing between header, title, and opening paragraph

Center Title; Do Not Bold or Underline

Page number located on the top right of every page. Include your last name and the pg #)

Title is centered, in the same font as the rest of the paper

1 inch margins

This template illustrates the rules for formatting a research paper in MLA format. The paper is set with one-inch margins all around. Each page has a header of last name and page number. The paper is double-spaced throughout, no extra space between sections or paragraphs. The entire paper, including the heading and title, needs to be in the same type and size of font. This template uses Times New Roman 12pt font. Because it is easy to read, this font is definitely appropriate for college essays. The essay is left aligned, not fully justified. One space between sentences is now standard; however, double-spacing between sentences is acceptable. Writers should follow spacing and practice consistency. Students should hit the "enter" key after each paragraph.

No additional space between paragraphs

Parenthetical citations after each quote or summary. They include the author's last name and page number. Citation appears outside of the quote, and the period comes after the citation.

The MLA format requires parenthetical citations for documentation. This strategy allows students to "acknowledge [the] sources by keying brief parenthetical citations in [the] text to an alphabetical list of works that appears at the end of the paper" (Gibaldi 142). In this brief citation, the period goes after the parenthesis. The information in parenthesis should be as brief as possible. The author's last name or a shortened title for unsigned works suffices. If the key information (author's last name or the title of an unsigned work) is used in the text, this information should not be repeated in the parenthesis. Gibaldi explains:

Block quotes  
indented an  
additional 1 inch.  
Do not put  
quotation marks  
around block  
quotes.

Parenthetical  
citation goes  
outside of the  
period.

The information in [the] parenthetical references in the text must match the corresponding information in the entries in [the] list of works cited. For a typical works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. If the work is listed by title, the reference begins with the title, shortened or in full. (238-239)

This long quote is set off by an extra one-inch margin rather than quotation marks, and in this case, the period goes before the parenthetical citation. Chapters 5 and 6 of the *MLA Handbook* give more information on works cited and parenthetical citation.

The Works Cited page is the final section of the paper. It begins on a new page with margins all the way around and the heading of last name and page number. The page is double-spaced throughout with no extra space between entries. Items in a Works Cited list are alphabetized by the first word of each entry (author's last name or title of work) and are indented, in which lines after the first indent half an inch. URLs are not underlined; if used, they are not underlined, so the hyperlinks should be removed so they are formatted correctly. To do so, students should right click on the hyperlink and select "Remove Hyperlink." The sample Works Cited page that follows includes the entry for the Internet and some of the most common types of sources. Chapters 5 and 6 of the *MLA Handbook* (www.mlahandbook.org) and Purdue University's Online Writing Lab ([http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)) offer additional information on Internet sources.

You only cite the author's last name if it's unclear to the reader who the author being quoted is. Otherwise, just use the page number. --> Such as when you're only quoting from one text, or you say the author's name in your quotation context

Start Works Cited on a new page, but continue your page numbering.

Lastname 3

Title is centered and in the same font as rest of essay.

Entries are always listed in alphabetical order by author's last name

### Works Cited

Bradstreet, Anne. "The Prologue." *The Harper Single Volume of American Literature*. 3<sup>rd</sup> ed. Ed.

Donald McQuade. New York: Longman, 1999. 97-08. Print.

*MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009. Print.

Lastname, Firstname. *Title of Book*. City of Publication

Lastname, Firstname. "Title of the Article." *Name of the Journal*. Volume.Issue (Date): first page-last page. Print.

Lastname, Firstname. "Title of the Newspaper Article." *Name of the Newspaper*. SectionPageNumber+. Print.

"The Title of the Article." *Title of Magazine* Volume.Issue (Year) or Date (dd/mm/yyyy): \*page number(s). *Name of Database*. Web. Date of Access (dd/mm/yyyy).

\*If no page numbers are available, use "N. pag."

If you need additional help, see the handouts also available on this Web site:

"MLA Works Cited Documentation" (Updated 2009)

"Works Cited Rules" (Updated 2009)

If a citation entry exceeds one line, indent each additional line 5 spaces (one tab key)