

# Example – MLA Format

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Correct format for the date is day month year.

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.

Fleming 1

## 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. Four typical elements of MLA term papers are provided as examples in this template: side headings, parenthetical citations, quotations, and the Works Cited page.

### 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, they are typed using “initial caps” and placed on a line by themselves. The heading is not underlined or bolded. No punctuation follows it, and it starts at the left margin.

### 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

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 of the sentence 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. Print.

Haskell, Edward. "The Purdue Online Writing Lab." *Purdue.edu*. Purdue University English Department, 12 Feb. 2006. Web. 5 Oct. 2009. <<http://owl.english.purdue.edu/owl/>>.

"Research Papers with MLA." *College Research*. Clarendon College, Web. 15 Feb. 2009. <<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 shows the order of items if no author can be found on the web page.

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 is an example of an internet source. Pay attention to the punctuation and the order of each item.

These are the minimum items that we require when citing an internet source:

"The web page title found on the web page or in the title bar of the window." The word "Web." 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.

Sources which are more than one line long use hanging indents to cause the second line to automatically indent 1/2 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 the help menu in Microsoft Word.

**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