

Example – MLA Format

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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.

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.

Correct format for the date is day month year.

Basic MLA 8 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. The typical elements of MLA term papers are provided as examples in this template: header, personal information, title, side headings, citing sources within the body of the paper, quotations, and the Works Cited page.

Header, Personal Information, and Title

The header includes your last name at the right margin followed by the page number. The personal information contains your name, the instructor's name, the name of the course, and the date. The title is to be centered with no bold, no quotation marks, or no underlining. Articles and prepositions are not capitalized unless the article or preposition begins the title.

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 the heading, and it starts at the left margin.

Citing Sources

All sources used for research must be cited on the Works Cited page located at the end of the paper. According to Edward Haskell at purdue.edu, "citing the sources within

the body of the paper is just as important as citing them on the Works Cited page.” Both are required to prevent plagiarism. Any information that is paraphrased or directly quoted from an external source needs to be cited in the body of the paper. The easiest method is to use a signal phrase such as “According to” before the information followed by the source of the information. Vary the signal phrases throughout the paper. Examples of other signal phrases are “As noted” or “..... pointed out.” (An example of this method was used on the second line of this paragraph.)

Once you have used a signal phrase to introduce your source, you will usually include a parenthetical citation (in-text citation) to complete the information for your citation. (An example of a book source and electronic source are demonstrated in this paragraph.) The parenthetical citation contains specific information depending on the type of information. For instance, if the source is a book, the citation includes the author’s last name and a page number or page range (Erickson 35). If the parenthetical citation points to an electronic source, such as a web page, include the first identifiable word or phrase as it is listed on the Works Cited page (“Research Papers with MLA”). The closing punctuation mark, such as a period, follows the parenthetical citation instead of before it.

This parenthetical citation includes the first identifiable words from the source as it is listed on the Works Cited page. In this case, it is the web page name.

Citing the source in the body of the paper identifies where specific information originated. Whoever reads the paper can then find the complete source information on the Works Cited page. That way if the reader wanted to look up the source, he/she could. Common sense and ethics should determine your need for citing sources. For instance, 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. Short quotes are those with four typed lines or fewer of text. One method to cite the source is to use a signal phrase in front of the quotation as in the example that follows. As is noted in the document “Research Papers with MLA,” include this type of quote “directly in the sentence and enclose it within quotation marks.” Another method to cite the source is to place a parenthetical (in text) citation after the quotation as in the example that follows. Include this type of quote “directly in the sentence and enclose it within quotation marks. The closing punctuation mark such as a period follows the parenthetical citation, not the quotation” (“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.

Long quotes are those with five typed lines or more of text and follow different guidelines such as indenting the quote one inch and not using quotation marks. As with short quotes, an easy method to cite the source is to introduce the quote with a signal phrase such as “According to” followed by the source and then a colon. An example of using this method is below.

As noted in the document “Research Papers for MLA” from Clarendon College’s website:

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. If you quote more than one paragraph, indent the first line of each paragraph an additional quarter inch.

Another method to cite a long quotation is to follow the quotation with a parenthetical (in text) citation as in the example below. Notice in the example that the ending punctuation mark is in front of the parenthetical citation.

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. If you quote more than one paragraph, indent the first line of each paragraph an additional quarter inch. (“Research Papers for MLA”)

Personal Interview

If you conduct a personal interview, cite it in the body of the paper with the interviewee’s name. You can type a signal phrase (such as the words “According to”) and then mention the person’s name before typing information from the interview. You could also choose to put the interviewee’s name as a parenthetical citation after typing the information from the interview.

Information about the Works Cited Page

If you are submitting your paper electronically instead of as a printed document, the Works Cited page should begin on the next 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 the Works Cited page 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 to be placed in alphabetical order by the author's last name or whatever comes first in the citation.

If there is a long URL address in an electronic source, you may divide it on to more than one line 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.

Works Cited

Erickson, John. *MLA Style*. Prentice Hall, 2015.

Gentzler, Dane. Personal interview. 18 October 2015.

Haskell, Edward. "The Purdue Online Writing Lab." *Purdue University*, 12 February 2015, www.owl.english.purdue.edu/owl/. Accessed 6 August 2016.

"Research Papers with MLA." *College Research*, Clarendon College, 10 March 2015, www.college.edu/research/workscited/. Accessed 6 August 2016.

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.

Note about sources on this Works Cited page

- Source 1 is from a book.
- Source 2 is from a personal interview.
- Source 3 is from a web page that has an author. The publisher's name is not included since it is the same as the site name.
- Source 4 is from a web page that has no author. Both the site name and publisher's name are included since they are different.

For an online source, the information should be in the order shown below as well as with the punctuation demonstrated. Omit any item if not available on the web page.

Author or editor,
if available.

Name of article or
web page title placed
in quotation marks.

Name of website
typed in italics.

Name of publisher or
sponsoring organization if
different than website name.

Lundman, Susan. "Research Papers with MLA." *College Research*, Clarendon College, 10
March 2015, www.college.edu/research/workscited/. Accessed 6 July 2016.

Date webpage was
published or last
updated/modified.

URL address without
the http:// or https://

Date you last
accessed the
web page.