

MLA ESSAY FORMAT

Student's Name

Instructor's Name

Course Name and period (Do not abbreviate)

Due Date (day month year) Do not abbreviate

Formatting Papers on Microsoft Word, Using MLA Guidelines (title)

Open a new document by clicking on the icon representing a blank page on the upper left of the screen in the second row of icons. Change the font to "Times New Roman," 12 point. Change the left and right margins to 1" by clicking on "format" on the top toolbar. Drag the cursor down to "Document." Change the left and right margin by clicking on the margin arrows or typing the number "1." Click "OK." From "View" on the top bar, select "Header and Footer." Click the button to right justify the name. Type your last name in the box on the screen; hit the space bar once. Make sure that header is in 12-point font (Select text and go to "Format" then select "Font" to verify that it is 12 point font). Then select the icon for page number (#). Then click on "Close."

To double space; locate "Format" on the top bar. Click on it and pull down the menu. Select "Paragraph" from the menu. When the box appears on the screen, look on the right hand side in the middle for "Line Spacing." Arrow down to "Double" and click it. Then click "OK"

Type the four-line heading flush to the left margin. Your full name appears on top, your teacher's name on the second line, the course title and period on the third line, and the due date of the paper is on the last line.

Think of a title for your paper. To center the title, find the icons in the second row on the right side of the "U." Click on the second icon. Type your title. (Create an interesting title! Do

not call your work "Essay" or "Paragraph.") Capitalize the first and last words of the title and

all other words except articles, prepositions, and coordinating conjunctions. Do not enclose your title in quotation marks, do not underline it, and do not boldface it. Properly punctuate someone else's title, however, if you are using it within your own. Hit "Enter" and select the first icon again for the rest of your paper.

Begin to type the text of the paper. Indent the first line of each paragraph one-half inch from the left margin (a traditional tab). Do not justify the right margin, and do not add another line of space between paragraphs. Save your work from time to time.

Whenever you quote, summarize, or paraphrase an original source, you must document that source in two places, immediately at the end of the sentence and at the end of your paper on a final page labeled "Works Cited." Consult MLA guidelines for further instructions.

To use "Spell Check and Grammar Check," double click on the icon in the middle row that says "ABC." Be aware that everything highlighted may not be in error. Also be aware that the spell check will not recognize the misuse of a homonym.

To check "Statistics," select "Tools," and then "Word Count." This will give you some interesting information. When you are satisfied with your work, save it, and then print your document with black ink on white, 8 1/2" x 11" paper. Print on one side of the paper,

Do not make a title page or use a binder. Assemble the pages in reverse order, with the "pretty," most recent draft on top, previous drafts and peer responses underneath that, and the writing prompt on the bottom. Fasten all papers together with one staple. Use a paper clip instead if the package is too bulky for a single staple.

MLA: Citing Sources

Parenthetical Documentation (In-text Citation)

1. After the **words or ideas borrowed from another source**, give credit in the body of the paper by inserting the author's last name/editor/main word of an article or book title when no author is indicated, PLUS page number in parentheses. Place them where a pause would naturally occur, such as before a semi-colon or a period, to avoid disrupting the flow of the text.

At the man's feet is a sign that reads: "I'm cold and lonely. God bless you" (Chambers 11).

More than fifty tourists since 1983 have been gored by these large beasts when they violated the buffalo's space (Hodgson 71).

With the buffalo almost gone, the Native Americans' livelihood had been destroyed ("Buffalo" 43).

2. Indicate, as precisely as possible, where information was found: page number, volume number, act, scene, chapter, etc. **Make sure that all of the sources are listed in the Works Cited section of the paper.** This page lists all the sources cited in your paper.

Works Cited

Although there are several types of works cited, students will use primarily three types: works cited, works consulted, and an annotated list of works cited or works consulted. In a works cited, all entries must have a corresponding parenthetical documentation in the essay. In a works consulted, quotes and/or borrowed ideas from some sources may appear in the essay, while other entries may only have provided background information that did not appear in the essay. An annotation is a one to two sentence description of how the source aided in writing the essay. The sentence is in third person and lists the type of information used and its usefulness in writing the essay.

Center the title—"Works Cited," "Works Consulted," "Annotated List of Works Consulted," or "Annotated List of Works Cited"--one inch from the top. Double-space before the first entry. Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines five spaces.

Double-space each entry: double space between entries.

List each entry alphabetically by author's last name. If there is no author, use the first word of the title (disregard A, An, The).

Book by one author

author title city of publication publisher copyright
Guillermo, Kathy Snow. *Monkey Business*. Washington DC: National Press Book, 1993. Print.
source/medi

A book by two or more authors:

Higgins, Selma, and Dwayne Slope. *World Hunger: A Crisis*. London: Cassell, 1993. Print.

Magazine article:

author title of article magazine title edition page number source medium
Murphy, Andrea. "The High Cost of Welfare." *Time* 21 Mar. 1994: 63. Print.

Online Source:

author, if listed article title name of site date of publication, if listed name of site sponsor, if listed
**"Lord of the Flies Low-Fat version." *Homework Online*. n.d. Web. 30 June 2010. <
<http://www.sreyes.org/vjindex.htm> >**

URL

date of access (when there's no date posted)

source medium date of access

Movies:

***Women First and Foremost*. Dir. Scott Manfield. Perf. Susan K. Hahn, Michaela Crawford Reeve. Monterey Movie Company, 1995. Film.**

Personal interviews:

Sandifer, Ken. Personal interview. 25 Apr. 2002

Newspaper:

Sampson, Lee. "What is Cyberspace?" *Los Angeles Times* 4 Apr. 2001, late ed.:C1+. Print.

Lecture:

Hampton, Carl. "The Evils of Gum Chewing." Chino Hills. High School, Chino Hills. 9 Sept. 2001. Opening Assembly.

Television or Radio:

"Plagiarism in High School." *60 Minutes*. CBS. KCBS, Los Angeles. 13 Apr. 2002. Television.

Email:

Lindemulder, Craig. "Re: Computer Abuse." Message to the author. 16 Jul. 2002. E-mail.