MLA Format

Example
and
Formatting Instructions

Prepared
by the
Clarendon College
English Department
and
Computer Science Department
Basic MLA Guidelines

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

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).

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”).

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”)

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.


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.

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 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.

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.


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

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

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 SHOULDN’T 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.
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.)*


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 1st
   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\(^{nd}\) 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 1st 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 2nd 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.