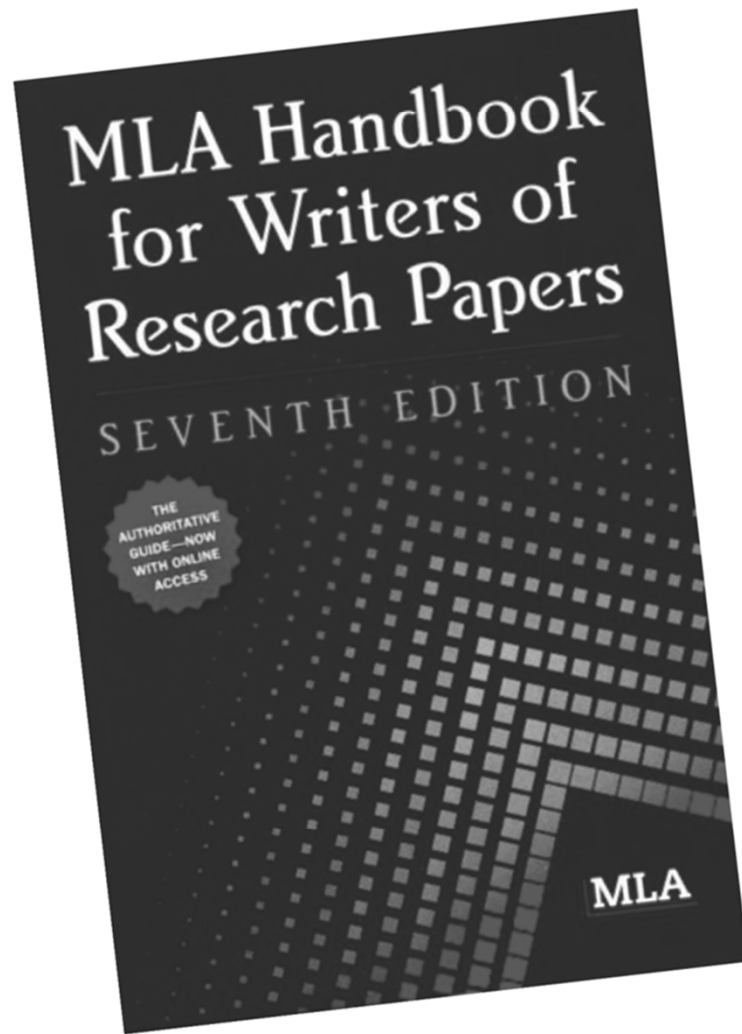


MLA Orientation

**Basic MLA Writing
Formatting Guidelines**

Bible Institute
Adapted Fall 2013
cjs

What is MLA

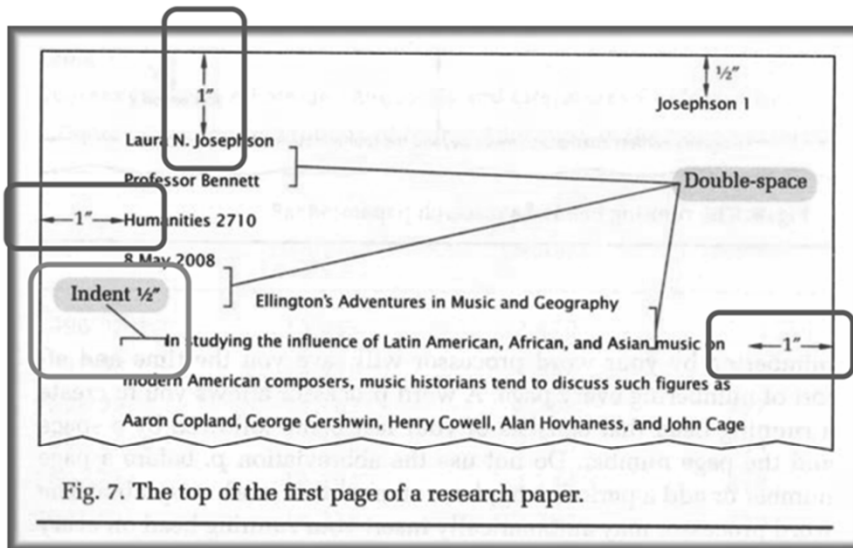


The Basics From Chapter 4



We are primarily interested in sections 4.1, 4.2, 4.3, 4.4

Page Margins



4.1. MARGINS

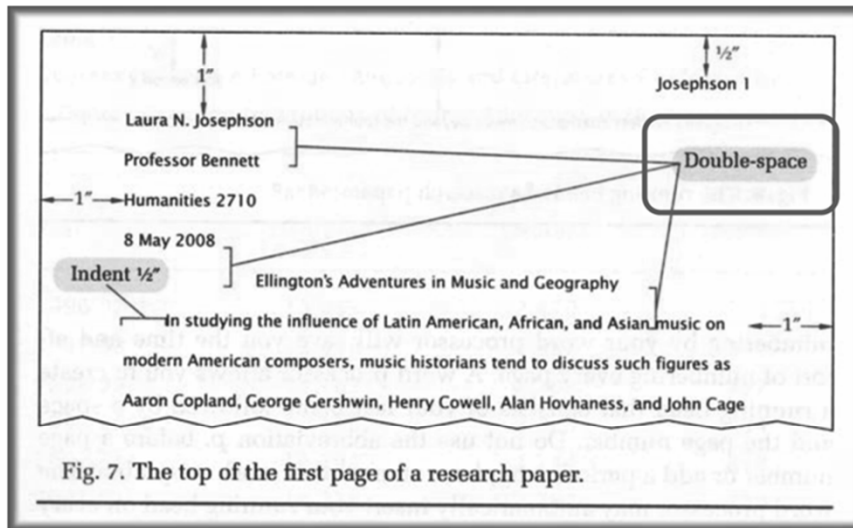
Except for page numbers, leave margins of one inch at the top and bottom and on both sides of the text. (For placement of page numbers, see 4.4.) If you lack 8½-by-11-inch paper and use a larger size, do not print the text in an area greater than 6½ by 9 inches. Indent the first word of a paragraph one-half inch from the left margin. Indent set-off quotations one inch from the left margin. (For examples, see 3.7.)

The document is to have 1.0" margins on all 4 edges of the page.

Indent first line by one-half inch from the left margin.

Indent set-off quotations by one inch.

Text Formatting

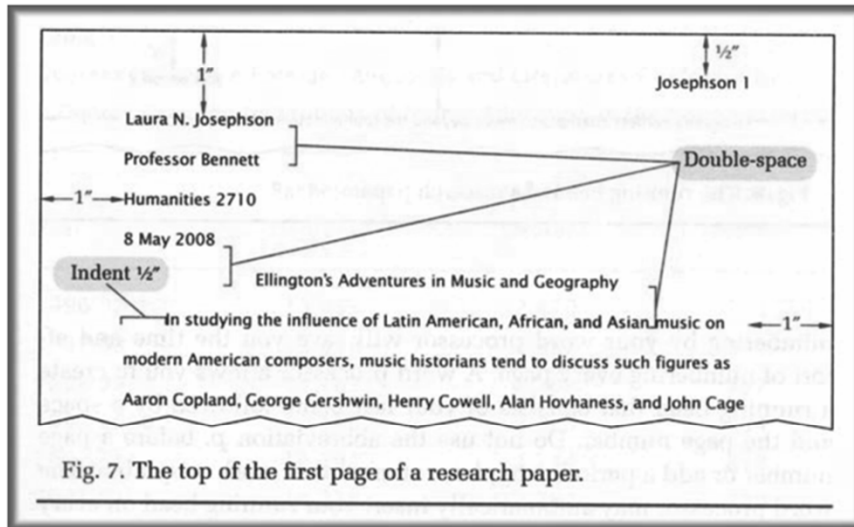


4.2. TEXT FORMATTING

Always choose an easily readable typeface (e.g., Times New Roman) in which the regular type style contrasts clearly with the italic, and set it to a standard size (e.g., 12 points). Do not justify the lines of text at the right margin; turn off your word processor's automatic hyphenation feature. Set your word processor to double-space the entire research paper, including quotations, notes, and the list of works cited. Leave one space after a period or other concluding punctuation mark, unless your instructor prefers two spaces.

Always Double Space
Times New Roman
at 12 point
Left Justify
No Word
Hyphenation
One space after a
sentence.

First Page "ID block"



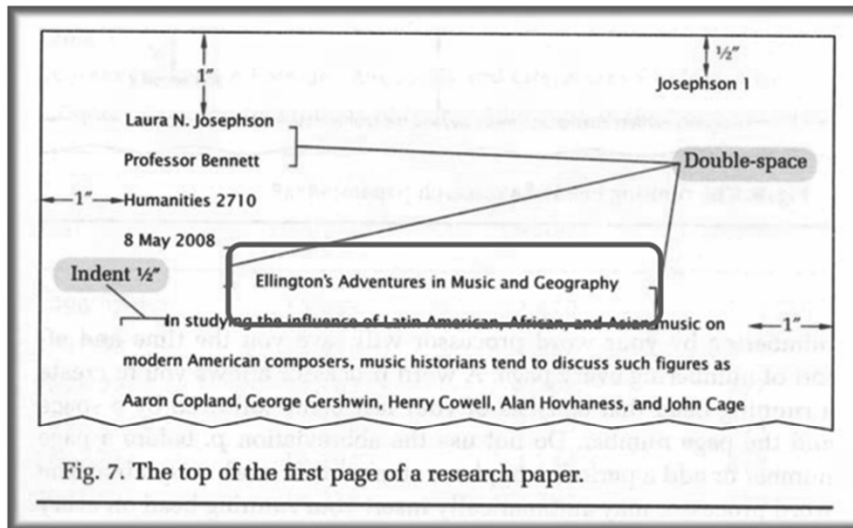
4.3. HEADING AND TITLE

A research paper does not need a title page. Instead, beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between the lines. Double-space again and center the title.

Start the first page with each on a line:
Student Name,
Student eMail,
Instructor Name,
Course # and Name,
Date.

Double Spacing all lines.

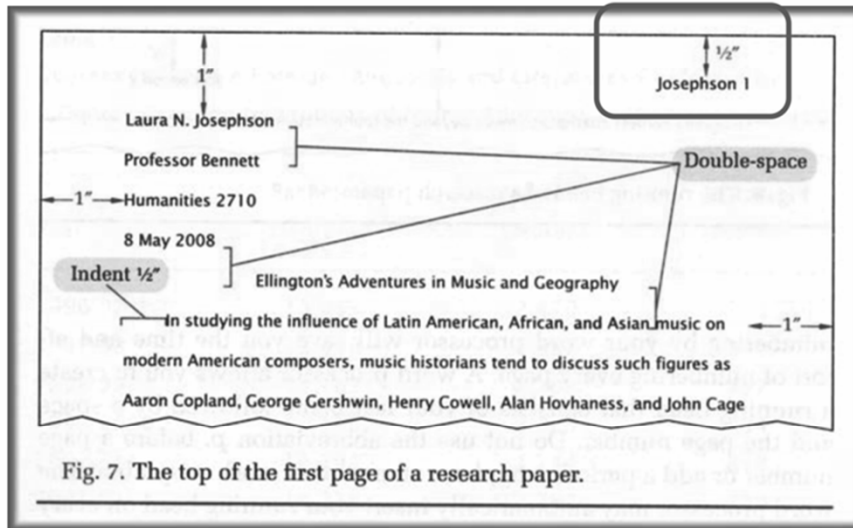
Titles, and Section sub Titles



Double-space also between the lines of the title, and double-space between the title and the first line of the text

Titles and section sub titles are to be center aligned, and built with the same font as the body. They may however have title capitalization.

Page Numbers with Last Name



4.4. PAGE NUMBERS

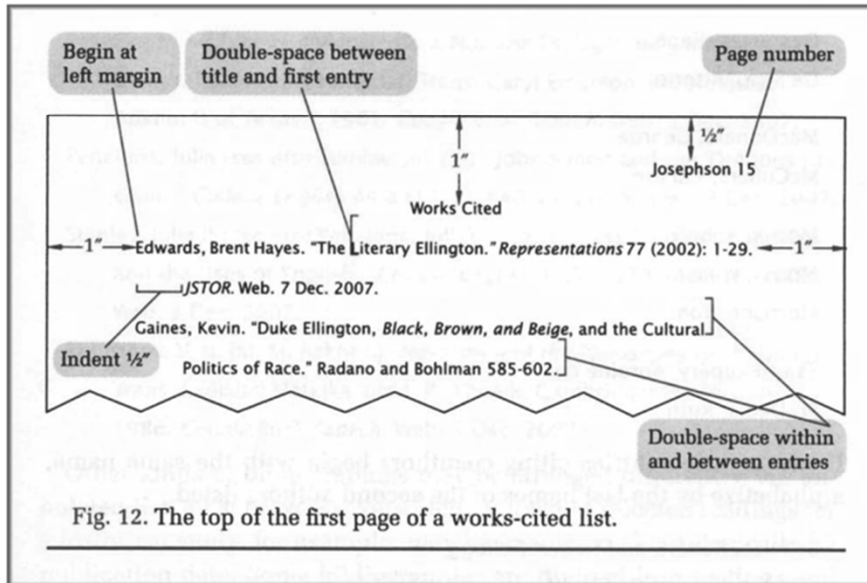
Number all pages consecutively throughout the research paper in the upper right-hand corner, one-half inch from the top and flush with the right margin. Type your last name before the page number, as a precaution in case of misplaced pages (fig. 8). Automatic page numbering by your word processor will save you the time and effort of numbering every page. A word processor allows you to create a running head that consists of your last name followed by a space and the page number. Do not use the abbreviation *p.* before a page number or add a period, a hyphen, or any other mark or symbol. The word processor may automatically insert your running head on every page of your paper if you do not specify otherwise.

Create a header,
That has the student
last name, a space,
and then a simple
numeric page
number.

It should be one-half
inch from the page
top

It should be right
aligned to the right
page margin.

Other Issues – Works Cited (5)



5.3.2. Placement of the List of Works Cited

The list of works cited appears at the end of the paper. Begin the list on a new page and number each page, continuing the page numbers of the text. For example, if the text of your research paper ends on page 10, the works-cited list begins on page 11. The page number appears in the upper right-hand corner, half an inch from the top and flush with the right margin (see fig. 12). Center the title, *Works Cited*, an inch from the top of the page. Double-space between the title and the first entry. Begin each entry flush with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin.

At the end of the paper body, start a new page and continue standard page numbering.

Insert title :
"Works cited"
centered on page

Insert alpha sorted entries
using a hanging
indentation.

See chapter 5 for all
citation types formats.

Example: Simple Book Entry

Johnson, Roberta. *Gender and Nation in the Spanish Modernist Novel*. Nashville: Vanderbilt UP, 2003. Print.

Note: Colors are for illustrative purpose ONLY.

Johnson, Roberta. *Gender and Nation in the Spanish Modernist Novel*.

Nashville: Vanderbilt UP, 2003. Print.

Kirby, David. *What Is a Book?* Athens: U of Georgia P, 2002. Print.

Kurlansky, Mark. *Salt: A World History*. New York: Walker, 2002. Print.

Le Carré, John [David Cornwell]. *The Constant Gardener*. New York: Scribner's, 2001. Print.

Rowling, J[oin] K[athleen]. *Harry Potter and the Goblet of Fire*. New York: Levine-Scholastic, 2000. Print.

Tatar, Maria. *Off with Their Heads! Fairy Tales and the Culture of Childhood*. Princeton: Princeton UP, 1992. Print.

Author Name
Last, First.

Book Title,
Italics.

Where Published,
City:

Publisher
Publisher name,

Year Published
Year.

Format
Print.

Simple Citation

Where as the party of the first group is a defendant, and the first party in the second group is called a plaintiff. We can now go to the judge (Simonsen, 45)

**In your paper body add a parenthetical reference:
(Author, Title, Pages)**

Where:

Author is the first of the authors in the works cited entry list

Title – optional, not needed if author is unique.

Pages – list of pages referenced for this usage.

On Line References:

<http://owl.english.purdue.edu/owl/section/2/11/>

<http://writing.wisc.edu/Handbook/DocMLA.html>

<http://jerz.setonhill.edu/writing/academic1/mla-style-papers/>