

1" margin top and bottom

1/2" from top
Last Name Page Number (this goes in header)

Your Full Name
Teacher
Class/Period
Day Month Year

MLA heading

1" margin

1" margin

Title of Your Paper

Your MLA formatted paper begins here. **Double-space** every part of your paper including the heading and Works Cited page. Use **12-point Times New Roman font**. Continue to **number your pages** (within the header), including the Works Cited page, in this format with your last name and the page number. Be sure to proofread your paper carefully.

Do not provide any extra spaces, even between paragraphs. See the back of this paper for additional details on the paper format.

MLA FORMAT

1" margin top and bottom

1/2" from top
Last Name Page Number (this goes in header)

Works Cited

Alphabetize by 1st word in entry.

Derocher, Andrew E. "Polar Bear." *World Book Student*. World Book, 2001. Web. 10 Jan. 2011.

<<http://www.worldbookonline.com>>.

Pritchard, Laura A. "Charles Dickens." *Writers for Young Adults*. Ed. Ted Hipple. Vol. 1. New York: Charles Scribner's Sons, 1997. 353. Print.

"Shrinking Glaciers May Spark Food Shortages." *Los Angeles Times* 29 Aug. 2010: A. 6.

Student Resource Center. Web. 8 Jan. 2011. <<http://go.galegroup.com>>.

* URL not required by MLA 7, but many PV teachers choose to have students include it for reference purposes.

1" margin

1" margin

MLA Format Research Paper/Essay Guide

These are the guidelines to follow to format an MLA style paper. This format comes from the *MLA Handbook for Writers of Research Papers*, 7th Ed. (2009). Any instructions included on how to format are intended for use with Microsoft Word. See the example paper format and Works Cited format in this guide.

What is MLA? Modern Language Association

- MLA Style establishes standards of written communication concerning:
 - formatting and page layout
 - stylistic technicalities (e.g. abbreviations, quotations)
 - citing sources/avoiding plagiarism

Why use MLA?

- So the **appearance** of the paper does not distract from the **content** of the paper.
- Standardization and consistency are important for understanding how to locate and review sources the writer uses.
- Readers can follow main ideas, comprehend text, and locate information because the writer uses familiar cues when referring to sources.
- It confirms that a writer has not plagiarized.

How do I format in MLA?

- **Margins:** 1 inch on all sides
- **Font:** Times New Roman 12-point
- **Line spacing:** Double-spaced
- **Heading:** Your name, the teacher's name, the class name/period, and the date (day month year format)
- **Title:** Centered and typed in the same font and regular style (not bold, italicized, all capitals, or underlined). For all titles used in the paper, capitalize the first word, last word, and all significant words.
- **Page header:** The header (use "Insert", "Header") on each page (including the Works Cited) contains your last name followed by page number (use "Insert", "Page Number") in the **upper right corner**, ½" from the top of the page.
- **Indentation:** Indent the first word of a paragraph ½" from the left margin.

Works Cited (for Research Papers, Essays, Presentations)—a new page in your paper

- Center the words "Works Cited" at the top, following the same instructions as paper title above.
- Indent the **second line** of each entry ½" from the left margin. This is called a hanging indent. Go to "Page Layout", "Paragraph", under "Indents and Spacing" change "Special" to "Hanging."
- Double-space the entire Works Cited page.
- Alphabetize the list by the **first word in the entry** (either last name or first word in the title).
- Do not number or bullet the list.
- Use the resources provided to you by your teacher and the Library for proper bibliographic format for your Works Cited entries. These resources may include NoodleTools, the Library website, paper format guides, examples provided by your teacher, or websites provided by your teacher or the Library. *The Purdue Online Writing Lab (OWL)* is a useful guide: <http://owl.english.purdue.edu/owl/resource>.

GLOSSARY of COMMON RESEARCH and MLA TERMS

Attribution: credit to an author or the creator of a scholarly work.

Bibliography: a list of works (books, articles, websites, etc.) referred to in a research paper or essay. The list often includes works that were **consulted** but **not explicitly referred to**. Bibliographies include a citation for each work and are often found at the end of a research paper or essay.

Cite: to refer to a source of information. When you cite, you acknowledge the sources in your paper that you quoted, paraphrased, or summarized.

Citation: a note that gives credit to the source of information from a book, article, online source or other resource. The purpose of a citation is to **help readers locate the source of your information**—teachers often check citations in student papers to ensure that they are valid sources.

Common Knowledge: facts and information that can be found in numerous different sources and are widely known by many different people. Common knowledge generally does not need to be cited in a paper because the information is well known.

Copyright: the exclusive legal right granted to an author, composer, playwright, or publisher to publish, produce, sell, or distribute literary, musical, dramatic, or artistic work.

Direct Quotes: text of the exact words of an author that you use in your paper. **Quotation marks** are used at the beginning and end of each quoted line or section. These require proper citation.

Paraphrase: to restate a portion of text in **your own words, using the original ideas of the author**. Correct paraphrasing involves completely rewriting—in your own words—an expression of the original idea; substituting one or more words is not considered correct paraphrasing. Like direct quotes, these require proper citation.

Plagiarism: to steal, use, or pass off other people's words or ideas as your own without proper acknowledgment or credit to the original source. This can occur in research papers, essays, presentations, or any assignment.

You have plagiarized if:

- you use facts without citing the source (unless it would be considered common knowledge).
- you copy someone's exact wording without enclosing it in quotation marks and citing the source.
- you only change the original text by replacing the author's words with synonyms for those words.
- you paraphrase in your own words but don't cite the source.
- you use someone else's ideas without citing the source.
- you copy and paste text from a website or database without putting the text in quotation marks and citing the source.
- you buy or otherwise acquire a research paper or essay and hand in part or all of it as your own.

Signal Phrase: a phrase, clause, or even sentence which smoothly leads into a quotation. It usually includes the speaker/author's name and a verb of attribution (*says, notes, states, questions, exclaims*): **Dr. Jones states**, It may also establish a context for the quotation: **In her experiment with bacteria, Robin Jones noticed...**

Source: a firsthand document, statement, interview, video, or primary reference work used in the creation of a research paper. Sources can include books, articles, websites, conversations/interviews, movies, and more.

Working Bibliography / Viable Bibliography: a listing of possible sources (books, articles, pamphlets, etc.) that you **might** use for gathering information and writing your research paper. It will be a longer bibliography than the one for your final paper.

Works Cited Page: This page is inserted at the end of the research paper, essay, or presentation. All books, articles, and other research sources that are referred to (cited) in the main paper must be listed in the Works Cited.

Embedded / In-text / Parenthetical Citation: included in the text of your paper after any information (quotes, paraphrases, summaries) that must be cited. Indicates the source in your Works Cited list where the full source information can be found.

- *When you omit the author's name in your sentence: One researcher found that dreams often move backward (Dement 71).
- *When you mention the author's name in a signal phrase in your sentence:
Freud states that "a dream is the fulfillment of a wish" (154).
- *When you cite more than one work by the same author (You must use author and 1st major word in the source title):
One current theory emphasizes the principle that dreams express "profound aspects of personality" (Foulkes, "Sleep" 184).
But investigation shows that young children's dreams are "rather simple and unemotional" (Foulkes, "Dreams" 78).
- *When the work has two or three authors: Psychologists hold that no two children are alike (Gesell and Moore 68).
- *When the work has more than three authors: (Rosenberg et al. 14).
- *When the work has no author, begin with the word by which the title is alphabetized in the Works Cited:
Random testing for steroids use by athletes is facing strong opposition by owners of several of these teams ("Steroids" 22).
- *When you quote or paraphrase a quotation from a book or article that appeared somewhere else:
Bacon observed that "it is hardly possible at once to admire an author and to go beyond him" (qtd. in Guibroy 113).
- *When you cite a personal interview: "Drinking milk made me a better person," stated the artist (Vanilli).
- *When you cite an Internet/Web source without an author: Include in the text or in the citation the first item that appears in the Work Cited entry for the source. You do not need to give paragraph #'s or page #'s based on the print preview function.
According to CNN.com conditions in the city continue to worsen.

DIRECT SHORT QUOTE (short quote = 4 typed lines or fewer):

- Include signal phrase (author's name and verb of attribution) to introduce quote, working it into the text of your paper.
- Use a comma after your signal phrase.
- Put quote marks around the quote.
- Since the author is stated in a signal phrase, use ONLY the page number in parentheses.
- The period comes AFTER the citation.

California law prevents killing mountain lions. In fact, according to Perry, "Fish and Game is even blocked from keeping mountain lions from killing the endangered desert bighorn sheep" (4).

DIRECT LONG QUOTE (long quote = more than 4 typed lines):

- Include signal phrase (author's name and verb of attribution) to introduce quote, working it into the text of your paper.
- Use a colon or comma after your signal phrase.
- Indent entire quote 10 spaces (still using double spacing).
- Do NOT use quote marks around the quote.
- Since the author is stated in a signal phrase, use ONLY the page number in parentheses.
- The period comes BEFORE the citation.

Even so, Lincoln proposes:

We should construct an innovative new highway system in the northern part of the state. It would be extremely beneficial to the economic development and the growth of all the farms and towns located in rural Reynolds County. If, in the next fiscal year, a multi-lane expressway was built to connect this area of the state to the central section of the state and among all the major towns within the north, the shops, restaurants, and farmer's markets would see at least an 18.6% increase in revenue. (236)

PARAPHRASE:

- No signal phrase is necessary since you are putting the information in your own words.
- Do NOT use quote marks.
- Use BOTH the author's last name and page number in parentheses (do not use punctuation between the two).
- The period comes AFTER the citation.

Though the number of lion attacks on humans is low, the rate of increase of attacks since 2000 is alarming (Clinton 45).