

MLA

The following is based on the *MLA Manual and Guide to Scholarly Publishing* (4th ed., New York: Modern Language Association of America, 1998). For details, see <http://www.mla.org/style>.

Margins: One inch on all sides.

Spacing: Double-space everything, including block quotes and headings.

Fonts: Basic fonts (size 12) such as Times New Roman and Arial lend the most formal presentation. Avoid large or fancy fonts.

Indentation: Indent paragraphs five spaces from the left margin. Indent block quotes ten spaces from the left margin.

Cover page: Not necessary. Use a heading instead.

Heading: Place the heading one inch from the top, flush with the left margin. Type your name, followed by the instructor's name, the unabbreviated course title, and the date. Put each on its own line, maintaining double-spacing.

Title: Double-space after the heading, and then center the title with all significant words capitalized. Do not underline or italicize the title, or use all capital letters. Begin the first sentence of the paper on the following line.

Pagination: Place your last name, followed by the page number, flush with the right margin of every page, one half-inch from the top. Number every page, including the "Works Cited"

page.

In-text citations: Place the name of the author, followed by the page number, in parentheses. Put the period that ends the sentence after the right parenthesis.

Reference page: List all sources alphabetically on a page titled "Works Cited." Double-space the list. Place the first line of each reference at the margin, but indent the subsequent lines five spaces. Each entry ends with a period.