

Firstname Lastname

Instructor's Name

Course Number

23 August 2021

Center Title; Do Not Bold or Underline

This template illustrates the rules for formatting a research paper in MLA format. (I found it through a Google search and have modified it slightly. Although this site is no longer active, you can find others, or better yet, bring a USB drive to class.) The paper is set with one-inch margins all around. Each page has a header of last name and page number. The paper will be double-spaced throughout, no extra space between sections or paragraphs. The entire paper, including the heading and title, needs to be in the same type and size of font. This template uses Times New Roman 12pt font. Because it is easy to read, this font is definitely appropriate for essays. (If you want to use a different font, get it approved by me.) The essay is left aligned, not fully justified. One space between sentences is now standard. The student should hit the enter key only once at the end of each paragraph.

The MLA format requires parenthetical citations for documentation. This strategy allows students to “acknowledge [the] sources by keying brief parenthetical citations in [the] text to an alphabetical list of works that appears at the end of the paper” (Gibaldi 142). In this brief citation, the period goes after the parenthesis. The information in parenthesis should be as brief as possible. The author’s last name or a shortened title for unsigned works suffices. If the key information (author’s last name or the title of an unsigned work) is used in the text, this information should not be repeated in the parenthesis. Gibaldi explains:

The information in [the] parenthetical references in the text must match the corresponding information in the entries in [the] list of works cited. For a typical works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. If the work is listed by title, the reference begins with the title, shortened or in full. (238-239)

This long quote is set off by an extra one-inch margin rather than quotation marks, and in this case, the period goes before the parenthetical citation. Chapters 5 and 6 of the *MLA Handbook* give more information on works cited and parenthetical citation.

After the last paragraph in an MLA style essay, the document should begin a new page for Works Cited. This page will still have the one-inch margins all the way around and have the heading of last name and page number. This page will also be double-spaced throughout with no extra space between entries. Items in a Works Cited page will be alphabetized by the first word of each entry (author's last name or title of work). Each entry will use a hanging indent, in which lines after the first indent half an inch. URLs are not required as part of the entry. Writers should provide a URL if the citation information does not lead readers to easily find the source. If used, URLs are not underlined, so the hyperlinks should be removed in order that the URLs will be formatted correctly. To do so, the student should right click on the hyperlink and select "remove hyperlink." The sample Works Cited page that follows has the entry for the *MLA Handbook* and then templates for some of the most common types of sources used. More information is found in chapters 5 and 6 of the *MLA Handbook*, seventh edition, ([www.mlahandbook.org](http://www.mlahandbook.org)) and Purdue University's Online Writing Lab ([http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)).

Works Cited

Lastname, Firstname. *Title of Book*. Original publication. City of Publication: Publisher, Year.

Print.

Lastname, Firstname. "Title of the Article." *Name of the Scholarly Journal* Volume.Issue

(Date): first page-last page. Print.

Lastname, Firstname. "Title of the Newspaper Article." *Title of Newspaper* Date, edition:

SectionPageNumber+. Print.

*MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009. Print.

"The Title of the Article." *Title of Magazine* Volume.Issue (Year) or Date (day month year):

\*page number(s). *Name of Database*. Web. Date of Access (day month year).

\*If no page numbers are available, use " n. pag."

*The Title of the Film*. Dir. First and Last Name. Perf. First and Last Names. Original release.

The Distributor, Year of Release. DVD.

**Students:** Whenever you use this template, give your document a different file name and save so that you have a clean template.