

Matthew Meyer (My Name)

Mr. Meyer (Instructors Name)

CIS 5.2

11 February 2010

Modern Language Association (MLA) Style

1. Introduction:

MLA Style establishes standards of written communication concerning: formatting and page layout, stylistic technicalities (e.g. abbreviations, footnotes, quotations), citing sources, and preparing a manuscript for publication in certain disciplines (Purdue OWL).

MLA Style is typically reserved for writers and students preparing manuscripts in various humanities disciplines such as: English Studies - Language and Literature, Foreign Language and Literatures, Literary Criticism, Comparative Literature, Cultural Studies.

2. General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper, and use a legible font. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin.
- Create a header in the upper right-hand corner of each page that includes your last name, a space and then the page number (one-half inch from the top and flush with the right margin).
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

- If you have any endnotes, include them on a separate page before your Works Cited page.
Entitle the section Notes (centered, unformatted).

3. Formatting the First Page of Your Paper

- Do not make a title page for your paper (unless specifically requested).
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.

4. Section Headings

Writers sometimes use Section Headings to improve a document's readability. MLA recommends that when you divide an essay into sections that you number those sections with an arabic number and a period followed by a space and the section name. See this paper as example.

5. MLA Footnotes and Endnotes

MLA discourages extensive use of explanatory or digressive notes. MLA style does, allow you to use endnotes or footnotes to refer to other publications your readers may consult. Or, you can also use footnotes/endnotes for brief explanatory notes which discuss additional information that might be too digressive if included in the main text.

6. Formatting Footnotes and Endnotes

Format footnotes on the same page as the main text, begin footnotes four lines (two double-spaced lines) below the main text. Footnotes are single-space with a hanging indent¹. Place a period and a space after each footnote number. Provide the appropriate note after the space.

MLA recommends that all Endnotes be listed on a separate page entitled Notes (centered, no formatting). (Use Note if there is only one note.)ⁱ. The notes themselves should be listed by consecutive Arabic numbers that correspond to the notation in the text. Notes are double-spaced with a hanging indent. (Each endnote is indented five spaces; subsequent lines are flush with the left margin.) Place a period and a space after each endnote number. Provide the appropriate note after the space.

7. MLA Works Cited Page

According to MLA style, you must have a Works Cited page at the end of your research paper. All entries in the Works Cited page must correspond to the works cited in your main text. Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper. In addition:

- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.

¹ Like This.

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD. Each of these different kinds of sources should be formatted differently; fortunately Microsoft Word will take care of much of that automatically for you.

Works Cited

Purdue OWL. [MLA Formatting and Style Guide](#). Purdue, 11 February 2010.

Note

ⁱ And this would be an example of an EndNote page. Strictly speaking the bar above the beginning of this endnote is unnecessary, but it is put there automatically by Word 2007. It doesn't hurt anything so you can leave it.