

Formatting a Paper:

Use 12 point, Times New Roman Font, and use only 8½ by 11 inch paper.

The header with the writer's last name and page number should sit one half inch from the top margin.

Use one inch margins, and double space all text.

Use Left Justification for everything except the header at the top of each page and the title.

Use one space after concluding punctuation.

Use a ½ inch indention for each paragraph.

Use Right Justification for the header on the top right hand side of each page.

Center the title of the paper. Title should be same size, font, format, and spacing as rest of paper.

Write the date European style.
Ex. 12 Aug. 2016

Last name and page # in header

Student's Name

Professor's Name

Class

Date (DD Month YYYY)

Title: Use a Colon for Any Subtitles

The first line of every paragraph should be indented a half inch. From then on, the writer should allow the text to wrap around naturally. Hard returns should only be used for beginning new paragraphs or block quotations.

Writers should not place extra spaces between paragraphs and only need one hard return between each piece of the above information.

How to Cite?

For prose, writers need to find the author and page number of a work (Smith 76), but for poetry, writers need the author and the line numbers (Poe 15-17). When working with dramas, writers need to introduce the author in the text before a quotation and need to provide the play title and line numbers in the parenthetical citation (*Hamlet* 15-17). Writers must also consider if they have a short or long (block) quote.

Short Quotations (4 typed lines or less): Place the quote within the text of the paper. Introduce the quote with a comma, and place the period after the parenthetical citation. Use quotation marks to show all borrowed material. Include author and page number.

Block Quotations (More than 4 typed lines): Place the quote one inch from the left margin, and omit quotation marks. Introduce the quote with a colon, and place the period before the parenthetical citation.

External Citation Formats

Template

Example

Only fill in the elements that are available.

Last Name, First Name. "Title of Source." *Title of Container 1*, Other Contributors, Version, Number, Publisher, Publication date, Location. *Title of Container 2*, Other Contributors for Container 2, Version for Container 2, Number of Container 2, Publisher for Container 2, Publication date of Container 2, Location of Container 2.

Lorensen, Jutta. "Between Image and Word, Color, and Time: Jacob Lawrence's The Migration Series." *African American Review*, vol. 40, no. 3, 2006, pp. 571-86. *EBSCOHost*, search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=24093790&site=ehost-live.

Formatting and Organizing the Works Cited

Alphabetize works cited lists and bibliographies by author's last name and/or first key word of the title. Indent the second and subsequent lines of entries half an inch from the left margin.

Smith 12
Works Cited
Dyson, Michael Eric. <i>Holler if You Hear Me: Searching for Tupac Shakur</i> . Basic Civitas, 2001.
Wenger, Etienne. <i>Communities of Practice: Learning, Meaning, and Identity</i> . Cambridge UP, 1998.

MLA Resources

MLA Style Center: <http://style.mla.org>

Purdue Owl- MLA: <https://owl.english.purdue.edu/owl/resource/747/01/>

Bedford St. Martin's-MLA: http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_o.html