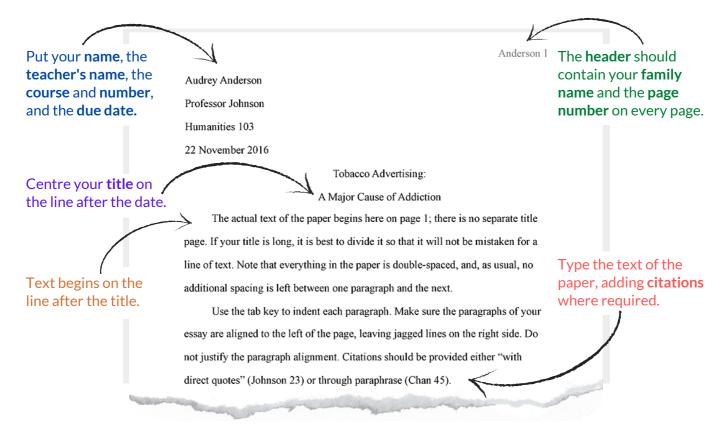
# **MLA PAPER FORMAT**

# A basic guide

### THE BASICS:

- Use 12-point type in Times New Roman or a similar plain font.
- Double-space the entire paper, including block quotations and the Works Cited list.
- **Indent** each paragraph by half an inch (1.25 cm).

#### THE FIRST PAGE:



• Tip: Double space and indent automatically using a word processor such as Microsoft Word.

# **ADDING PAGE NUMBERS:**

- In Microsoft Word, click Insert > Page Number." Select the option which places the page number at the top right.
- In Google Docs, click Format > Page Numbers.

### **IN-TEXT CITATIONS:**

- All research information—whether quoted, paraphrased, or summarized—must be cited.
- An in-text citation usually consists of an author's family name and a page number (Smith 56), but sometimes with a title if there is no named author.
- See the Academic Skills Centre's MLA Citations handout for models and instructions.





# MLA PAPER FORMAT

# Continued

### A TYPICAL PAGE:

Don't use **subheadings** unless required. Begin a new paragraph to make each new point.

Put **brief quotations** (fewer than four lines) in quotation marks.

Put a **citation** after quotations, summaries, and paraphrases. A period or comma may follow it. Anderson 2

The text of the entire paper is double-spaced, with no extra space between the paragraphs.

Indent using the tab key when beginning each new paragraph, and remember the importance of topic sentences. When quoting fewer than four lines from a source, integrate the quotation into the text of your paper, "being certain to use quotation marks" (Smith 56). Note that the citation follows the quotation immediately. See the Academic Skills Centre handouts or the current edition of the MLA Handbook for correct citation forms.

When presenting longer quotations—of over four lines—note that they must be set off in block form as shown here:

Block quotations do not require quotation marks since their form and position identify them as quotations. Use the tab key once on each line to indent block quotations properly, and note that the closing punctuation in this special case—normally a period—comes before the citation. (Martinez 89) When the text of your paper then resumes, you may continue the previous

It is essential to understand citation procedures in order to avoid unintentional plagiarism. Visit the Academic Skills Centre if you have any questions

paragraph or indent and start a new one at this point.

A block quotation (more than four lines long) is introduced with a colon.

Indent each line once without quotation marks. The citation comes after the period.

# **WORKS CITED PAGE:**

The Works Cited page, a bibliography, appears at the end of your essay or research paper.

Entries should be in alphabetical order. Ignore "A," "An," or "The."

After the first line of each entry, the text is indented. This is called a "hanging indent."

Works Cited

Abrams, Joseph T. A Short History of Television: 1950–1970. 4th ed., Gilmore Publishers, 2005.

Bailey, Elizabeth F. Media: Methods and Madness. U of Northampton P, 1987.

Google Books, books.google.com/books?isbn=0761941002.

"Culture of Mayhem: Barbarity in the American Media." US MediaWatch, U of Ohio, 2006, www.unioh.edu/usmediawatch.cm/7j6/cm/001. Accessed 26 March 2021.

Feinstein, G. L. "An Essay on Current Trends in Docudrama." The Media and the Audience: An Anthology. Edited by Catherine J. Habberfield, Midwest Press, 1998.

---. A History of Twentieth-Century Documentary Film. 2nd ed., Pacific Publishers,
2010.

Munching, Phillip H. "Prejudice: Alive and on the Air." *Media Journal*, vol. 52, no. 8, Aug. 2013, pp. 112–25. *Goldmine Database*, www.goldbase.org/media/phm/stable/ 0582U87.0.

If an author appears more than once, put three dashes (---) instead of their name for the following entries.

Long URLs must be broken to avoid awkward gaps. Break them after a dash, dot, or slash.

# **How to Create Hanging Indents:**

• **Highlight** all entries in your Works Cited. Go to the **horizontal ruler** just above the page. **Drag** the lower triangle **halfway to the number 1**, keeping the upper marker at the margin.



For more information, consult the MLA Handbook or contact the Academic Skills Centre.

