Visual Guide to Formatting Your Research Paper
Using MLA Style

Font:
Recommended font: Times New Roman.
Size: 12 points.
Spacing: Home → Paragraph → Spacing → Double space.
No extra space between paragraphs.

Block Quote:
A quotation over 4 lines long should be indented 1 inch from the left margin.
No quotation marks.
If more than one paragraph, indent the first line of each another 1/4".

Page Header:
Insert → Page Number: Top of page: Plain Number 3.
Type your Last Name and a space.

Body:
Left align
Indent first line: Paragraph → Dialog box → Indentation → Special → First Line

Heading:
• Your name
• Instructor’s name
• Course number
• Date

Title:
Center align

Paraphrased

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Professor Johnson
ENGL 1302
19 February 2013

Your MLA Style Paper
Your MLA Style paper will use one inch margins on all sides. There will double space. Each page has your last name and the page number in a header, at the top right hand corner, and each paragraph is indented one-half inch, or one tab (Wyse 27-28).

All the sources you use for information should be included in the Works Cited, a separate page at the end of your document. The basic format is author, title, place of publication, publisher, date, and medium of publication. According to Harris, that will vary, depending on the type of publication (71). Watch the video, MLA Citation, by the Hartness Library, for more information. There are web sites such as KnightCite that can help you format your citations. If you choose to use one, however, make sure to recheck the citation. It may not be correct. A common error is the failure to abbreviate as recommended in the MLA Handbook (233-56).

All sources must be cited regardless of whether they were quoted directly or were paraphrased. Short quotes are “inside quotation marks” (Buranen 25) while longer quotes will be in block format. Please note that block quotations of more than one paragraph will have the line of those paragraphs indented by an additional quarter inch.

Revision can turn a passable paper into an excellent one. Revise the manuscript on a global scale by looking at its overall design. Do the introduction, body and conclusion have substance? Do the paragraphs maintain the flow of your central proposition? Does the paper fill the requirements of the academic model?

Global revision is complemented by careful editing of paragraphs, sentences, and individual words. (Lester and Lester 125)

Within your document, you will identify the source of the information you use by parenthetical documentation. In general, you use the author and page number. When you do not have an author, you will instead use the first word in your citation (“Plagiarize”).

Margins:
Leave at the default setting: 1 inch on all sides.

Parenthetical Citation:
(Author’s last name and page number)
Works Cited


