An Overview of MLA Style

MLA (Modern Language Association) style is used in the liberal arts and humanities to make papers more consistent in appearance and help avoid plagiarism. Remember: attention to detail is key!

Formatting Tips:

- Your document’s **margins** should be set to **one inch** on all sides.
- Use a **standard font** like "Times New Roman," size 12.
- **Double-space** your entire document. Never leave any blank lines.
- Insert a right-aligned **header** consisting of your **last name** followed by a space and then the **page number**, which you’ll have to insert from a menu command.
- In the top-left corner of your first page, type a **heading** for your paper. This should include your **name**, your **instructor’s name**, the **course**, and the **date**, with each item on its own line.
- Your **title** should be centered but **not** enclosed in quotation marks, boldfaced, underlined, or italicized. Capitalize the first letter of all major words.
- **Indent** the first line of each paragraph.

The Works Cited Page:

- Insert a **page break** at the end of your document. This will create a new blank page.
- Type "**Works Cited**" as the title of this page, which should be centered on its own line.
- Each reference should be typed as a single paragraph. To separate these paragraphs, use a **hanging indent**. Do not skip lines between them.
- References should be listed in **alphabetical order** (ignoring the words **a**, **an**, and **the**).
- If the **same author** (or group of authors) is listed for two sources in a row, type **three hyphens** ("---") in place of the author’s name in the second entry (as well as any subsequent entries).
- **Each reference** you list on your Works Cited page must correspond to **at least one citation** in the body of your paper. This is how readers will know what information came from which sources.

An Example Citation:
"Effective writing depends as much on clarity and readability as on content" (Modern Language Association 49).

A Corresponding Works Cited Entry: