Your MLA Style Paper

Your MLA Style paper will use one inch margins on all sides. Throughout the paper, you 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.” Title, editor, publisher, date, and page numbers. According to the *MLA Handbook*, that may vary, depending on exactly which elements you have (20). The video, “FCC-MLA 8th Edition,” by Florida Gateway College, will give you more information.

All sources should 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:

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 position? 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 don’t have an author, you will instead use the first word in your citation (“Plagiarize”).

Student 1

Stephanie Student
Professor Johnson
ENGL 1302
19 July 2016

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

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

Title:
Center align

Paraphrased

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

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

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

In-text Citation:
(Author’s last name and page number)

Block Quote:
A quotation over 4 lines long should be indented 1/2 inch from the left margin.
No quotation marks. If more than one paragraph, indent the first line of any paragraphs after the first by 1/4”.
Works Cited


www.youtube.com/watch?v=TiGLETtZw.


