Your Name

Professor's Name

Course title or # (e.g., ENGL T122)

Date of Submission (month/day/year order)

<div align="center">Formatting the MLA Style Paper</div>

The first page of your essay should look like this page. Normally, you should use 12 point Times New Roman (or similar) **font**. Do not use a title page unless your instructor requests one. Set all **margins** to 1 inch. Set the **paragraph alignment** to Left, creating a 'ragged' right margin, as in this document. Create a **header** that numbers pages consecutively and includes your last name. Set the **header** at 0.5 inch from the top and flush with the right margin. At the top left of the page, type the **heading,** beginning on the first line and flush with the left margin. Type the heading on the first page only. Type your **title** after the heading, centered, in Title Case, and in normal font/size. **Double-space** the *entire document*. Leave *no extra space* between the heading and the title, between the title and the first line of the text, or between paragraphs. **Indent** the first line of every paragraph 0.5 inch (one tab or 5 spaces).

When you mention sources within your paper, format their **titles** correctly. Titles of longer works (books, periodicals) are italicized; titles of shorter works (articles, parts of a longer work) are placed in quotation marks.

When you quote from sources within your paper, incorporate the **quotations** correctly. MLA style rules differ for longer and shorter quotations. The *MLA Handbook* instructs, "If a prose quotation runs no more than four lines [of your text], put it in quotation marks and incorporate it into the text" (75). If a prose quotation runs more than four lines of your text, set it

off from the body text in block format. The guidelines for formatting the longer quotation are as follows:

> If a quotation extends to more than four lines when run into your text, set it off from the text as a block indented half an inch from the left margin. Do not indent the first line an extra amount or add quotation marks not present in the original. A colon introduces a quotation displayed in this way except when the grammatical connection between your introductory wording and the quotation requires a different mark of punctuation or none at all. A parenthetical reference for a prose quotation set off from the text follows the last line of the quotation. (76-77)

Cite every source you use in your paper. The format for **in-text (parenthetical) citation** is illustrated above, while the format for the **list of Works Cited** is illustrated below. Unlike the example below, your list of Works Cited should appear on a new (separate) page at the back of your paper. Check our full "MLA Writing Guide" handout, the *MLA Handbook (8th ed.)*, or the *MLA Style Center* online for further guidelines.

Works Cited

MLA Handbook. 8th ed., Modern Language Association of America, 2016.

"WAC Writing Guides: MLA Style." *Student Success Center*, Loyola University New Orleans, 2016, loyno.edu/success/sites/loyno.edu.success/files/ WAC%20MLA%20style%209-16_0.pdf.

"What's New in the Eighth Edition." *The MLA Style Center*, 2016, style.mla.org/whats-new/.