

# Basic MLA Formatting and Documentation Guidelines

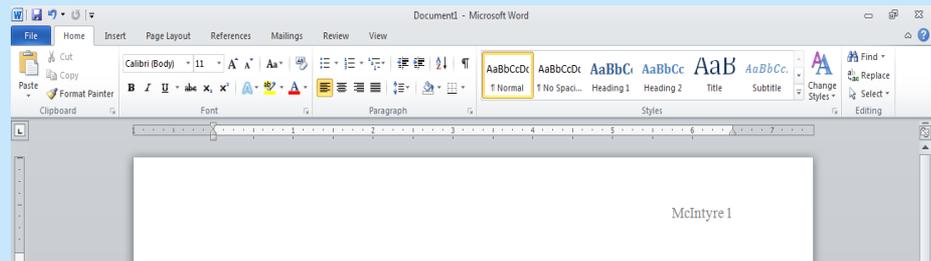
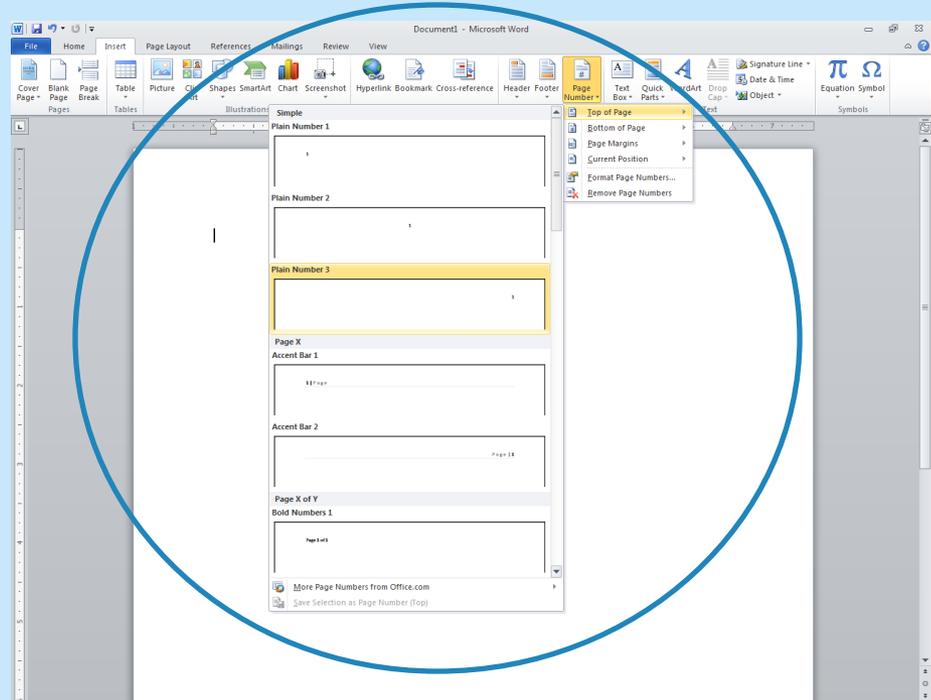
# Formatting for MLA in Microsoft Word

# MLA Formatting Basics

- MLA papers have a **header** in the upper right hand corner with **the writer's last name** followed by **the page number**
  - Page numbering begins on the first page
- Papers should be in Times New Roman, sized 12pt font
- The whole paper should be double-spaced
- The list of sources is called **Works Cited**
  - sources are listed alphabetically, by the last name of the first author listed on the source, on the Works Cited page
  - Sources will utilize a hanging, a.k.a. a reverse, indent and are double-spaced

# Page Headers

- To insert an MLA-style page header, open a new document in Word, and click the **Insert** tab at the top
- Then, open the **Page Number** drop-down menu, and select the option that is aligned to the right at the top of the page (**Plain Number 3**); this will insert the page number
- Next, click before the page number in the header, type your last name, and then hit space
- Close the header by double-clicking on the body of the document



# The Title Page

- Title pages are NOT required for MLA
- MLA requires that the student's name, the instructor's name, the course number and the due date be double-spaced in the upper left-hand corner of the first page of text
- The header should be the writer's last name followed by the page number, as in the example on the right
- The title of the paper is centered above the introduction

McIntyre 1

Kelly McIntyre

Dane Copti

BUS100

30 May 2014

MLA Documentation for BUS100

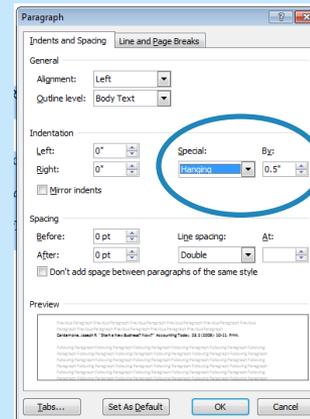
*This is where the body of your paper would begin.*

# Works Cited

- To apply a hanging indent to a Works Cited page, list all sources *first*
- After all sources have been listed, highlight the list of sources
- Open the **Paragraph** menu on the **Home** tab



- On the next screen, select **Hanging** from the **Special** drop-down menu; then, click **Okay**



## Works Cited

Cardamone, Joseph R. "Start a New Business?

Now?" *Accounting Today*. 23.2 (2009): 10-11. Print.

Levinson, Jay Conrad. *Guerilla Marketing: Easy and Inexpensive Strategies for Making Big Profits from your Small Business*.

Boston, MA: Houghton Mifflin, 2007.

Pepitone, Julianne. "New Home Sales Fall Unexpectedly." *CNN*

*Money*. 24 June. 2009. Web. 24 June 2009.

# Basic MLA Documentation

# MLA: In-Text Citations

## Quoted and Paraphrased Material

### **Author is not introduced in the text:**

“As the industrial base of the Northeast and Midwest has declined, millions of Americans have moved to the South and the West, now home to more than half the population-and growing strong” (Brush 48).

### **Author is introduced in the text:**

According to Brush, “[a]s the industrial base of the Northeast and Midwest has declined, millions of Americans have moved to the South and the West, now home to more than half the population-and growing strong” (48).

# In-Text Citations for More than One Author

- If a source has two authors:
  - (Smith and Jones 42)
- If a source has three (or more authors)
  - (Smith, Jones and Johnson 64)

# Works Cited: Books

Author's last name, first name. *Title of Book.*

City, ST: Publisher, year.

Levinson, Jay Conrad. *Guerilla Marketing: Easy and Inexpensive Strategies for Making Big Profits from your Small Business.* Boston, MA: Houghton Mifflin, 2007.

# Works Cited: Journal Articles

Author's last name, first name. "Title of Article." *Name of Journal*. Vol. #.Issue # (year): p. # – p. #. Print.

Cardamone, Joseph R. "Start a New Business? Now?" *Accounting Today*. 23.2 (2009): 10-11. Print.

# Works Cited: Journal Articles Retrieved from Databases, HTML Format

Author's last name, first name. "Title of  
Article." *Name of Journal*. Vol. #.Issue #  
(year): p. # – p. #. Web. Retrieval Date.

Cardamone, Joseph R. "Start a New Business?  
Now?" *Accounting Today*. 23.2 (2009): 10-11.  
Web. 24 June 2009.

# Works Cited: Websites

Author's last name, first name. "Title of Article."

*Name of Website*. Date of Article. Web.

Retrieval Date.

Pepitone, Julianne. "New Home Sales Fall Unexpectedly." *CNN Money*. 24 June 2009.

Web. 24 June 2009.