

Basic MLA Formatting and Documentation

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

Title

- 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, as shown in the sample on the right
- The header should be the writer's last name followed by the page number
- The title of the paper is centered above the introduction

McIntyre 1
Kelly McIntyre Dane Copti BUS100 30 May 2014 MLA Documentation for BUS100 <i>This is where the body of your paper would begin.</i>

Hanging Indentations

- 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 **OK**

Citing Sources

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).

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 Entries

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.

Journal Articles

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.

Articles from 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.