

Ima Student

Professor Smith

WRIT 123-01

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Your Title Goes Here (Be Creative!)

This example contains the essential features of MLA format: margins (1”), indentations (0.5”), font (12-point, usually Times New Roman), and line spacing (always double). Once you have set up your first MLA paper format, save the template under a name such as MLA Template. You can then use this again and again by using type-over insertions to replace the header, information block, and title. Remember to rename the document, or it will overwrite your MLA Template document.

Next, when you have borrowed material from another source, word for word, you must place it in quotation marks and end it with a parenthetical citation (all inside the period at the end of the sentence). For example: One education expert contends, “Writing in a particular style makes good sense in the professional world” (Citizen 112).

When your borrowed material amounts to four or more typed lines in your text, you must put it in the form of a block quotation. The citation for that “borrowed” material follows the block quotation and is placed outside the period, unlike in-text citations.

Here, then, is a sample block quotation:

A quotation that occupies more than four typed lines should be indented one inch (or ten spaces) from the left margin. It should be double-spaced, without quotation marks at the beginning and end of the quoted material. Its

right margin should remain the same as the rest of the paper. Its parenthetical citation should be placed after the block's last item of punctuation. (Doe 24)

Note that once you “block” borrowed material, you do not place quotation marks around it like you normally would unless the quotation marks are in the original (Citizen 116).

Remember, a block quotation is required when what you are quoting runs to four or more lines in your text, not in the original source. Also, remember to comment on, or add to, what you put in your block quote before you go onto another paragraph and thought.

Why is it in there? What conclusions did/can you draw from it? This demonstrates critical thinking about material you quote from other sources. Block quotes shorter than four lines may be used to emphasize certain material.

Next, MLA does not require a title page (individual instructors may, however). Note, too, that your last name is on every page, including the first, in the upper right corner, followed by one space and then the page number. Again, your instructor may require other information or formatting.

When you use sources from the Internet (World Wide Web), note that there are no page numbers, so there will be no number in your parenthetical citation. “An exception to this is the .pdf file,” said Mortimer Nerd, of Podunk University. This is when Adobe opens up, and you are looking at the actual file. You can use those page numbers; otherwise, there is no pagination on the Internet. Rarely, an article will have paragraph numbers, and you can use those in your citation: (Jones par. 42).

Finally, the last page of your paper is called the Works Cited page (Work Cited if there is only one work cited). It consists of entries from sources you used in the body of your paper. These entries include all publication material (e.g., author, book title, article title, magazine/journal title, date of publication, publisher, and other information depending upon the source). Note that the words Works Cited are centered and are not underlined, boldfaced, or italicized, nor do they have quotation marks around them. All entries on the Works Cited page that run to more than one line must have a hanging indent for subsequent lines (0.5”), and each completed entry is followed by a period.

Works Cited

Citizen, John R. "Title of an Article in a journal." *Title of a Scholarly Journal* 18.3 (Fall 2009): 112-28. Print. (Note: 18 is the volume no. of the journal; 3 is the issue no.)

Doe, Jane Q. "Title of an Article in a magazine." *Title of a Magazine* 12 Aug. 2009: 23-25+. Print.

Lastname, Firstname. *Title of a Book*. City: Publisher, year. Print. (Note: The state is not included after City unless it is a city that the reader likely is not familiar with, e.g., Upper Saddle River, New Jersey.)

Nerd, Mortimer. "Sources on the Web." 14 Apr. 2009. Podunk State University. Web. 9 Sept. 2009. (Note: The last date, 9 Sept. 2009, in the above citation is the date you, the writer, accessed the web site. If you return to the site at a later date, use that later date.)

Note: The Works Cited entries are arranged alphabetically, not by the order you used them in your paper.

Note: Web addresses (URLs) are no longer required by MLA.

Note: Spell out the names of months in your text, but abbreviate them on the Works Cited page, except for May, June, and July.