MLA Document Guidelines

General Document Guidelines

Type all pages

Double-space the text of the paper

1. Use a clear font (e.g., Times New Roman).
2. Use 12 pt. font.
3. Set one inch margins on all sides.
4. Indent each paragraph.
5. Create a header that numbers all pages consecutively in the top right corner flush with the right margin.
6. Use italics for all titles of complete works and journals or magazines.
7. Use quotations for articles and parts of a larger work, such as chapter titles.

Formatting the First Page of Your Paper

1. Do not make a title page unless instructed to include one.
2. In the upper left corner, list on separate lines your name, your instructor’s name, and the date.
3. Double space and center the title of your paper--capitalize only the main words.
4. Double space between the title and the first line of the text.
5. Create a header in the upper right corner that includes your last name, followed by a space with a page number.

General Facts about In-Text Citations

1. In-text citations are needed whenever you paraphrase, use a direct quotation, summarize, or present another person’s ideas.
2. The information in the citation depends on the kind of source (e.g., print, web). For the exact information that is needed, consult an MLA guide. *(Writing Matters* pages 268-304 and *owl.purdue.edu/owl/resource* are excellent references.)
3. MLA format uses the author-page method of citations for print sources. For sources from the web, include the first word from the Works Cited page.

General Facts about the Works Cited page

1. Center the title-----Works Cited------on the first line of a new page. The word *page* does not appear in the title
2. List all sources in alphabetical order. For the exact information needed, consult an MLA guide. (*Writing Matters* pages 305-331 and *owl.purdue.edu/owl/resource* are excellent references.)
3. Start the first line next to the left margin.
4. The subsequent lines in the entry must be indented 5 spaces from the left.