

First Name Last Name

Teacher's Name

Name of Class

1 March 2012

Standard MLA Formatting

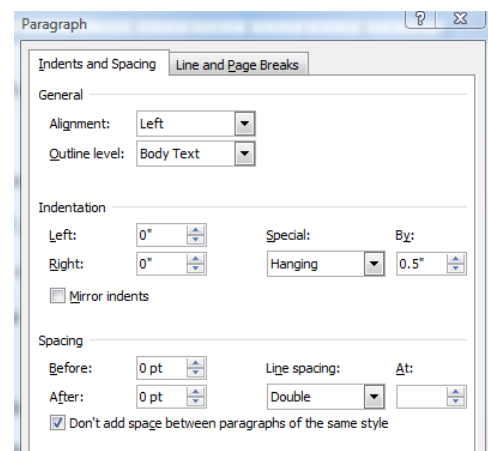
The MLA (Modern Language Association) style is often used to write papers and cite sources. Documents written in Computer class, reports written in 4th & 5th grade and documents turned in to Mrs. H & Mr. B in Middle School should be formatted using the standard MLA Format. Some hints about this formatting follow:

- 1" page margins (Top, Bottom, Left & Right)
- Double-spaced paragraphs. Do not leave a blank line to indicate a new paragraph. New paragraphs should be identified by the first line being indented ½". You can set this in your paragraph style or use the Tab key to indent.
- A heading with your Last Name & the Page Number (this can be omitted if only one page depending on the teacher or if the teacher does not want it)
- Standard information at the top of the first page as shown above. Make sure your date is in the Day Month Year format as shown.
- A print style plain font with both upper and lower case set at 12pt. This should be a font that you can easily see if you **type something in bold** or if you type *something in italics* and should

not be an artsy type font. Fonts like Times New Roman, Bookman Old Style, Garamond, and Arial are good choices.

When writing research papers or reports, students are required to cite the sources that they use on a Works Cited page. Here are some hints on how that page should be formatted:

- The Works Cited page should be on a separate page at the end of the report and should have the same 1” margins and the student’s last name and page number in the heading.
- The page should have a centered title of **Works Cited** at the top of the page. Do not italicize the title or put it in quotations or underline it or make it bold.
- All citations should be double spaced. Do not leave a blank space to indicate a new paragraph.
- Citations should be in alphabetical order by author or name of work if no author is available.
- Rather than indenting the first line of a citation, indent the second and subsequent lines ½” .



- Use either Easy Bib at <http://www.easybib.com/> (may be simpler to use) or Son of Citation Machine (used at many local high schools and shown during computer class) at <http://citationmachine.net/index2.php?reqstyleid=1> or to generate citations.
- Publisher and/or author information on web sites is often found on the Contact or About Us page.

Works Cited

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Print.

Lastname, Firstname and Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Print.

Editor, author, or compiler name (if available). *Name of Website*. Name of institution/organization affiliated with the site (sponsor or publisher or n.p. if none), Date of resource creation in DD Month Year format (if available, otherwise put n.d.). Web. Date of access in DD Month Year format. <URL of website>.

Editor, author, or compiler name (if available). "Name of page on Website." *Name of Website*. Name of institution/organization affiliated with the site (sponsor or publisher or n.p. if none), Date of resource creation in DD Month Year format (if available, otherwise put n.d.). Web. Date of access in DD Month Year format. <URL of page on website>.

Lastname, Firstname. *Title/Name of Photograph*. Photograph. City of Photo. Website name where photo is located. Web. Date of access in DD Month Year format. <URL of webpage for photo>.

The Works Cited format guide above includes guidelines for formatting the basic types of things you will most likely be citing on a Works Cited page. You don't have to remember this format and manually do this. Use either EasyBib or Son of Citation Machine and generate these from the information you have about your sources. In general, if you are missing a piece of information, leave it blank on the generator tools. If you need more information on MLA Formatting and how to cite sources, check <http://owl.english.purdue.edu/owl/resource/747/1/>.

The examples above include:

1. Book with a single Author.
2. Book with two Authors. If a book has more than three authors, the author should include the first Author's name followed by , et al. which is Latin for "and others".
3. A website. If you use multiple pages from a site, you can credit the site as a whole.
4. A webpage on a website.
5. A photograph. There are other guidelines if you are using photos from print sources.