Firstname Lastname

Instructor's Name

Course Number

15 June 2010

<div style="text-align:center">Center Title; Do Not Bold or Underline</div>

This template illustrates the rules for formatting a research paper in MLA format. The paper is set with one-inch margins all around. Each page has a header of last name and page number. The paper is double-spaced throughout, no extra space between sections or paragraphs. The entire paper, including the heading and title, needs to be in the same type and size of font. This template uses Times New Roman 12pt font. Because it is easy to read, this font is definitely appropriate for college essays. The essay is left aligned, not fully justified. One space between sentences is now standard; however, double-spacing between sentences is acceptable. Writers should follow the instructor's preference in spacing and practice consistency. Students should hit the "enter" key only once at the end of each paragraph.

The MLA format requires parenthetical citations for documentation This strategy allows students to "acknowledge [the] sources by keying brief parenthetical citations in [the] text to an alphabetical list of works that appears at the end of the paper" (Gibaldi 142). In this brief citation, the period goes after the parenthesis. The information in parenthesis should be as brief as possible. The author's last name or a shortened title for unsigned works suffices. If the key information (author's last name or the title of an unsigned work) is used in the text, this information should not be repeated in the parenthesis. Gibaldi explains:

> The information in [the] parenthetical references in the text must match the corresponding information in the entries in [the] list of works cited. For a typical

> works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. If the work is listed by title, the reference begins with the title, shortened or in full. (238-239)

This long quote is set off by an extra one-inch margin rather than quotation marks, and in this case, the period goes before the parenthetical citation. Chapters 5 and 6 of the *MLA Handbook* give more information on works cited and parenthetical citation.

The Works Cited page is the final section of the paper. It begins on a new page with one-inch margins all the way around and the heading of last name and page number. This page is also double-spaced throughout with no extra space between entries. Items in a Works Cited page are alphabetized by the first word of each entry (author's last name or title of work). Each entry uses a hanging indent, in which lines after the first indent half an inch. URLs are not required as part of the entry; if used, they are not underlined, so the hyperlinks should be removed so that URLs will be formatted correctly. To do so, students should right click on the hyperlink and select "remove hyperlink." The sample Works Cited page that follows includes the entry for the *MLA Handbook* and some of the most common types of sources. Chapters 5 and 6 of the *MLA Handbook,* seventh edition (www.mlahandbook.org) and Purdue University's Online Writing Lab (http://owl.english.purdue.edu/handouts/research/r_mla.html) offer additional information on Internet sources.

Works Cited

MLA Handbook for Writers of Research Papers. 7th ed. New York: MLA, 2009. Print.

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

Lastname, Firstname. "Title of the Article." *Name of the Scholarly Journal*. Volume.Issue

    (Date): first page-last page. Print.

Lastname, Firstname. "Title of the Newspaper Article." *Title of Newspaper*. Date. edition:

    SectionPagenumber+. Print.

"The Title of the Article." *Title of Magazine* Volume.Issue (Year) or Date (dd/mm/yyyy): *page

    number(s). *Name of Database*. Web. Date of Access (dd/mm/yyyy).

*If no page numbers are available, use " N. pag."

If you need additional help, see the handouts also available on this Web site:

    www.collin.edu/writingcenter/

"MLA Works Cited Documentation" (Updated 2009)

"Works Cited Rules" (Updated 2009)