MLA Style, 8th ed.    Format: Technical Details

TEXT
MLA Style Center. “Formatting a Research Paper”
https://style.mla.org/formatting-papers/#margins

Paper: 8-1/2" x 11"
Margins: 1” all around (Page Layout tab: Margins); unjustified right margin
Font: 12 point. Easy to read font (e.g., Times New Roman)

Running Head: Last name and page number, ½” flush right

Spacing: Double space entire paper
Indent first line of paragraph ½” (5 spaces)
Block quote (4 lines or more): indent entire quote ½” from the left margin (MLA 8th ed. 76-80)

Heading: To identify your paper, list each item from the left margin, double-space

<table>
<thead>
<tr>
<th>Item</th>
<th>Format Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Mary Smith</td>
</tr>
<tr>
<td>Instructor’s Name</td>
<td>Professor Jones</td>
</tr>
<tr>
<td>Course Number</td>
<td>History 101</td>
</tr>
<tr>
<td>Date</td>
<td>3 Nov. 2013</td>
</tr>
</tbody>
</table>

Title of Paper: Centered

Works Cited
MLA Style Center
https://style.mla.org/formatting-papers
MLA Handbook 7th ed. (129-219)
“Ch. 5 Documentation: Preparing the List of Works Cited”

The Works Cited list is a new page at the end of your paper. Margins, double spacing, running head [name and page numbering] continues from the text (MLA 7th ed. 130-31)

Center the title --Works Cited--1 inch from the top of the page (MLA 7th ed. 131)

Alphabetize entries by the citation's first word (usually author's last name) (MLA 7th ed. 131-35)

Format entries using Hanging Indentation style. (In Word, this option is listed under the Paragraph tab.) All lines subsequent to the first are indented 1/2 inch (.5) (MLA 7th ed. 131)

The trend is to use one space after concluding punctuation marks (i.e., period, question mark, exclamation point). Two spaces also acceptable. Be consistent with your choice or instructor's preference. (MLA 77)

Use one space after internal punctuation marks (e.g., comma, colon, semi-colon) (MLA 78)

Visit the MLA Style Center for additional items information.

Audrey Koscielniak 12/10/17