MLA Style

Format: Technical Details

The following information is taken from the *MLA Handbook for Writers of Research Papers, 7th* ed. The *MLA Handbook* is available at the Library Service Desk (Ready Reference) and Reference shelves. Includes online access.

**Text**

*MLA Handbook 7th ed. (4.1-4.9)*  
“Ch. 4 The Format of the Research Paper”

Paper: 8-1/2” x 11”
Margins: 1” all around (Page Layout tab: Margins); unjustified right margin.
Pagination: Running head: Last name and page number ½” from the upper right corner of page.
Font: 12 point; easy to read font (e.g., Times New Roman).
Spacing: Double space entire paper. Indent paragraphs ½” (5 spaces).
Heading: To fully identify your paper, list each of these items from the left margin, double-spaced.

<table>
<thead>
<tr>
<th>Item</th>
<th>Format</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>23 Nov. 2013</td>
</tr>
</tbody>
</table>

Title: Center it

**Works Cited**

*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 130-31)

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

**Alphabetize** entries by the citation's first word (usually the author's last name). (MLA 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 131)

The trend is to use **one space after concluding punctuation marks** (i.e., period, question mark, exclamation point). However, two spaces are 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)

Audrey Koscielniak 11/16/2014