Paper Format

Margins: One-inch on the top, bottom, and sides of each page.

Page Numbering: Use your word processor to create a header that includes your last name and the page number in the upper right hand corner of the page, one half inch from the top of the page. Every page has this header.

Title Page: MLA style does not require a title page; instead, the first page of the paper should begin with four lines, double spaced, indicating: your name, name of the course instructor, name of the course, and the date.

Spacing: Double-space every line (including long quotes and the citations on the Works Cited page).

Indenting: Indent the first line of every paragraph five spaces or one tab. Indent long quotations ten spaces or two tabs.

Font and Typeface: Use a 12-point font in Times New Roman

Creating the Works Cited Page

Page Numbering: Continue the page number from the main body of your paper.

Title: Center the words “Works Cited” one inch from the top of the page.

Spacing: Double-space every line

Indenting: If the citation takes up more than one line of the page, indent the remaining line(s) one-half inch from the left margin (called a Hanging Indent).

Author Name: Reverse the name of the author: list the author’s last name followed by a comma and the author’s first name.

Citation Order: Alphabetize the works you cite by the last name of the author. If there is no known author, alphabetize by the first word in the title of the work other than A, An, or The.
Citation Entry Samples

A Journal Article in an Online Database

Author’s Name. “Title of the Article.” Name of the Journal volume number.issue number (year):
page numbers. Title of the Database. Medium of publication. Date of access.


A Book by a Single Author

Author’s Name. Title of the Book. City of Publication: Name of the Publisher, year. Medium of
publication.

Lowder, James. Beyond the Wall: Exploring George R.R. Martin's A Song of Ice and Fire, from
A Game of Thrones to A Dance with Dragons. Dallas, TX: Smart Pop / BenBella, 2012.

A Book by Two or More Authors

Author’s Name, and Author’s Name. Title of the Book. City of Publication: Name of the
Publisher, year. Medium of publication.


Public Web Pages

Author’s Name. “Title of the Work.” Title of the Overall Web Site. Publisher or Sponsor of the
Site, Date of publication. Medium of publication. Date of access.


An Article in a Print Scholarly Journal

Author’s Name. “Title of the Article.” Name of the Journal volume number.issue number (year):
page numbers. Medium of publication.


Online Citation Resources

Citation Machine: citationmachine.net
EasyBib: easybib.com
Cite This For Me: citethisforme.com

Remember to always check citations taken from a website or citation generator for formatting!