

Name: _____

Email: _____

Please fill in the blanks using the slideshow for your reference.

1. The initials MLA represent what? _____
2. The purpose of MLA is to promote _____, criticism, and research.
3. MLA publishes two different manuals. What are their names?
 - a. _____
 - b. _____
4. Of the two items listed above, which is used by high school students and undergraduate students? _____

Apply Basic Formatting

- a. Choose Font Style and Size: if not given, select _____ size _____
- b. Indent the _____ line of each paragraph by _____
- c. _____ - align the text
- d. Set Page Margins: Top, Bottom, Left, & Right should be _____
- e. Set line spacing to _____
- f. Leave _____ space after the period at the end of a sentence
- g. The first _____ lines of the report are called the Block

These five lines contain what information?

Line #1: _____

Line #2: _____

Line #3: _____

Line #4: _____

Line #5: _____

h. Line #5 should be _____, not _____, _____, or font size change. Should also use _____ case and not all caps.

i. The header should contain _____, _____, _____, and should be _____ aligned.

Format the Quotations

5. A quotation is anything copied _____ for word from a _____. Place _____ at the beginning and end of quotations. Add _____ at the _____ of the quote followed by ending _____ mark. Place page number of quote the _____ parentheses.
6. The title of books and magazines should be _____.
7. Titles of articles inside a book or magazine should be _____.

8. If a quote takes up more than _____ lines, it should be set apart by beginning it on a _____ and indenting it from the margin by _____. It should have _____ quotation marks, and the ending punctuation should _____ be moved to outside the parentheses. The quotation should be preceded by a _____.
9. If quoting a short piece of a poem or lines of lyrics, place them in _____ marks and separate the lines by a _____ mark.
10. If quoting a long piece of a poem (more than _____ lines), use the same format as a quote.
11. If the author of the quote isn't presented in the text preceding the quote, then add the author's _____ inside the parentheses, before the _____.
12. Each picture, graphic, image, etc. is considered a _____. _____ each figure should appear with the abbreviation Fig. Following Fig. should be a space and an Arabic number (1, 2, 3 . . .)
13. These numbers should be sequential as the images appear in the report. After the number is a period, then a space, then a _____ of what the image is about.

Are you reading these carefully? If so type your name _____.

Format the Works Cited Section

14. Begin the works cited section on the _____ page. Hold _____ and press Enter to go to the top of next page.
15. The title should be the words _____ and should be centered.
16. Each entry begins on a _____ and at the _____ margin.
 - a. Set the paragraph format to _____ indent. To format hanging indent, click the _____ dialog box button. Under the Indentation section, locate the _____ option. Click on the drop down arrow under the Special section and choose _____ then click OK.
17. The entries of the works cited section should be in _____ order.