

Firstname Lastname

Instructor's Name

Course Number

27 March 2006

Center Title, Do Not Bold or Underline

This is a template for formatting a research paper in MLA format. The paper has one-inch margins all around. Each page has a header of last name and page number. The paper will be 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 Ariel 12pt font. Because it is easy to read, this font is definitely appropriate for college essays. Another font you may use is Times New Roman. Make sure that the essay is left aligned, not fully justified. Follow your instructor's preference in spacing and be consistent. Hit the enter key only once at the end of each paragraph. Indenting each paragraph will let the reader know a new paragraph has begun.

In the MLA format, you document your research in parenthetical citations. This allows you to "acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper" (Gibaldi 142). Notice that in this brief citation the period goes after the parenthesis. The information in parenthesis should be as brief as possible. You will use the author's last name or a shortened title for unsigned works. If you used the key information (author's last name or the title of an unsigned work) in your text, do not repeat it in the parenthesis. Gibaldi

explains:

The information in your parenthetical references in the text must match the corresponding information in the entries in your 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, use the title, shortened or in full. . . . (238-239)

Notice how the long quote was set off by an extra one-inch margin rather than quotations marks, and in this case, the period goes before the parenthetical citation.

You only do this for longer quotes. In general, however, try to keep your quotes as short and succinct as possible, thus avoiding the need for block quoting. When a quote is this long, paraphrase it (put it in your own words). When you paraphrase, you still parenthetically document the information, but you do not use quotation marks since you are not quoting the information word for word (Gibaldi 240).

After the last paragraph in an MLA style essay, force the document to begin a new page for the Works Cited page. The Works Cited page will still have the one-inch margins all the way around and have the heading of last name and page number. This page will also be double-spaced throughout with no extra space between entries. Items in a Works Cited page will be alphabetized by the first word of each entry (author's last name or title of work). Each entry will use a hanging indent, in which lines after the first indent half an inch. The sample Works Cited page that follows has the entry for the MLA Handbook and then templates for some of the most common types of sources used

including books, scholarly journals, online databases, and websites. When doing MLA format, pay attention to information that needs to be put in quotes, italics, etc. The

information must appear exactly as it calls for in the MLA handbook, including commas and periods. For more information, refer the MLA Handbook, Bedford/St. Martin's guide to using internet sources (<http://www.bedfordstmartins.com/online/cite5.html>), and Purdue University's Online Writing Lab (http://owl.english.purdue.edu/handouts/research/r_mla.html). Lastname 4

Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 9th ed.

MLA, 2021.

Lastname, Firstname. *Title of the Book*. Publisher, Year.

Lastname, Firstname. "Title of the Article." *Name of the Scholarly Journal*, vol. #, no. #,

Year, page #.

Lastname, Firstname. "The Title of the Article." *Title of Journal* vol. #, no. #,

Year, page #. *Name of the Library Database*. <url> or doi.

Lastname, Firstname. "Title of article." *Title of Website*. Sponsoring Institution, Date

posted or last updated, <url>/doi. Access date.