

John Smith

Professor XXXX

English 101: 10:30 MWF

2 October 2007

Title

Tips on using proper MLA format:

- Always double space
- Margins are usually one inch all around, unless otherwise specified by the professor
- Times New Roman font is preferred, 11 or 12 size font
- Works Cited page is the last page of the paper
 - o Double spaced, as well
 - o Works Cited should appear centered at the top of the page
 - o All entries appear in alphabetical order
 - o See attached sheet for help with common MLA citations
- Parenthetical documentation should be used when quoting or paraphrasing material from outside sources
 - o Example: 1.2 million dollars is spent on each lethal injection (Brown 2).
 - o Use the last name of the author being quoted and the page number the quote or information appears on. The period goes on the outside of the parentheses.
 - o This format may differ when cited online materials. Page numbers are generally not given; if this is the case follow this format: 1.2 million dollars is spent on each lethal injection (Brown n.pag). N. pag indicates there is no page the reader can reference to on the Web site.

The Writing Center has reference materials available for students to use, such as MLA Guides and various handouts like the one attached here. Students can make appointments to visit the Writing Center to receive help on documentation and/or properly formatting their papers.

It's a good idea to keep your MLA Guide throughout your college career. Many professors other than English 101 and 102 professors require papers to be written in MLA style, and it's helpful to have the resource there. Sell it back when you graduate.

The Writing Center can also help with other aspects of the writing process, such as brainstorming, outlining, drafting, and revising, and with other formatting styles like APA, Chicago, and CSE for psychology papers and science papers.