

MLA Style Guide

MLA: The Basics

- 1-inch margins
- Times New Roman
- 12 pt. Font
- Double-spaced
- Select the appropriate spacing options from the paragraph menu

Spacing

Before: 0 pt Line spacing: Double At: []

After: 0 pt

Don't add space between paragraphs of the same style

Heading Format

- Your Name
- Instructor's Name
- Class
- Date (DD Month YYYY)
- Title (centered)

Jane Doe
Mr. Klaehn
ENGL 1301
12 September 2018

Doe 1

Title of Paper

Header Format

- Insert > Page Number > Top of Page > Plain Text 3**
- Type last name before page number (check correct format)

Works Cited Page

- Last page of document
- "Works Cited" (centered)
- References should appear in alphabetical order
- Hanging indent

Knight 5

Works Cited

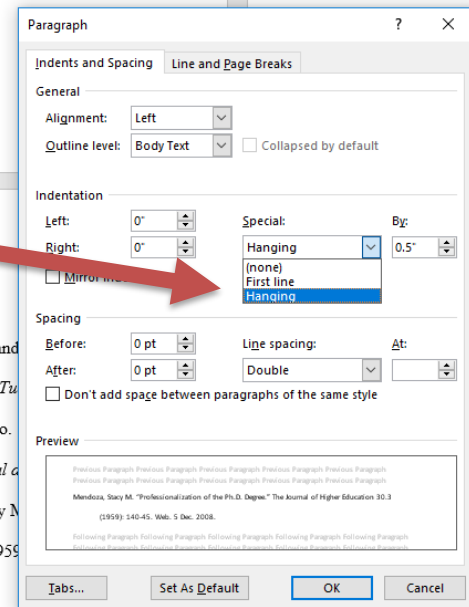
Bagchi, Alaknanda. "Conflicting Nationalisms: The voice of the Subaltern in Mahasweta Devi's *Bashai Tudi*." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional Del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

Mendoza, Stacy M. "Professionalization of the Ph.D. Degree." *The Journal of Higher Education* 30.3 (1959): 140-45. Web. 5 Dec. 2008.

Hanging Indent

- Highlight Works Cited entry
- From the paragraph menu, select "Hanging" under Special



Citing Your Sources

In-text citations

- After quotation marks & before period
- Include author's last name & page number
- Example:** "Positive face is the desire to be liked and admired by significant others in our lives" (Brown 311).

General citation format

May Include:

- Author's name
- Title of article
- Title of container
- Other contributors
- Version
- Number
- Publisher
- Year published
- Location

Author's Last Name, Author's First Name. "Title." *Title of Container*. Other contributors, version, number, Publisher, Year published, location.

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