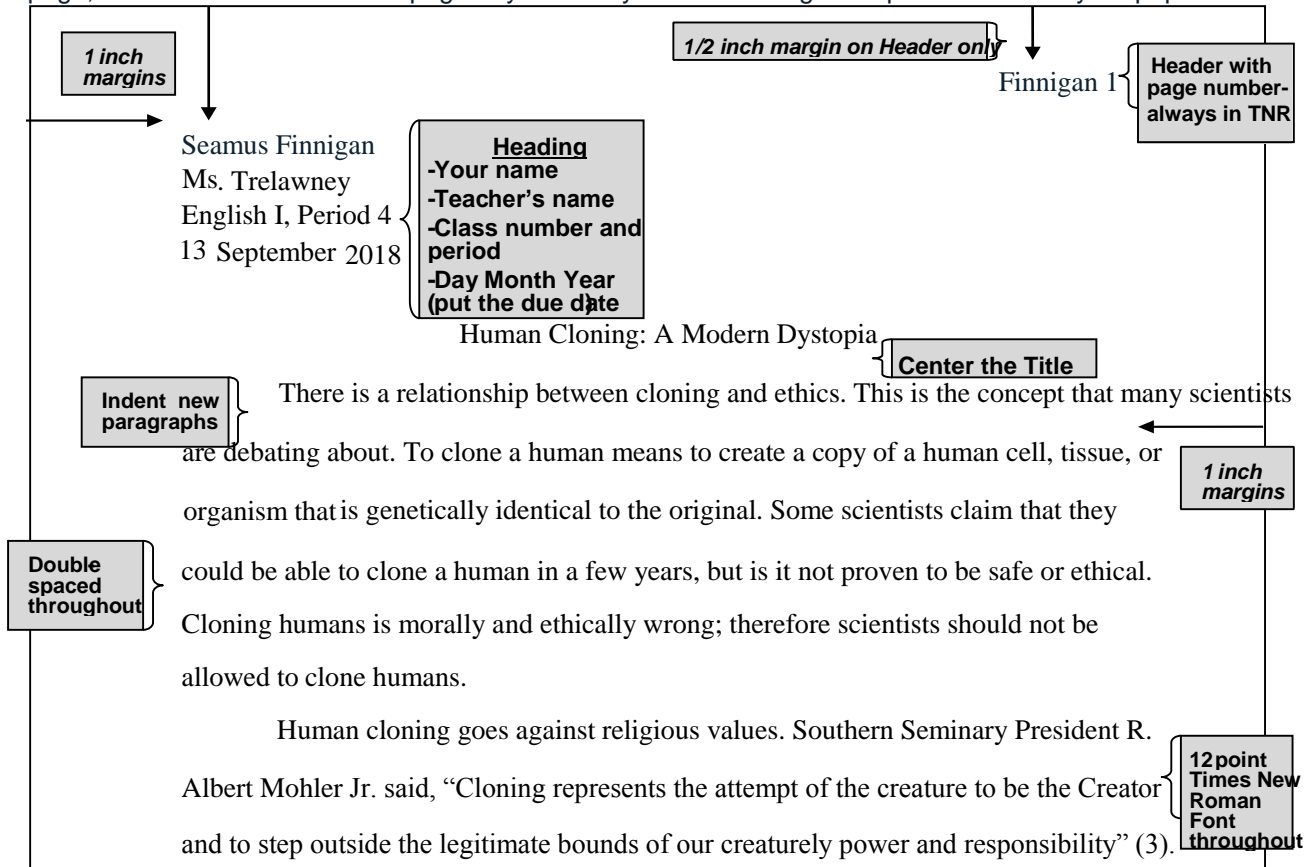


MLA Format Requirements

FIRST PAGE: You will not have a cover sheet on your composition; instead, you will provide required information on the first page, which will also be the first page of your essay. The following example shows what your paper should look like.



Formatting BEFORE you begin to type, set up the following format items, because they will be the same throughout your entire paper.

- **1" margins:** (Standard on Google Docs)
- Select "**Times New Roman**" font
- Select **size 12** font
- **Align** your paper to the **left margin**. Do not center your essay! (Only the title will be centered.)
- Format → Line Spacing → **Double**. Your paper must be **double-spaced throughout**, including title and Works Cited (EXCEPT heading)

*Make sure there is single spacing between paragraphs

Heading You will always put the following information, single spaced, as your heading:

- a. Your name
- b. Your instructor's name
- c. The class title and period
- d. The DUE DATE. You will put the DAY MONTH YEAR – like this: **2 May 2018**

Original Title Your title is centered: do not create extra spaces around it, and do not use a different type or size of font. Your title should be connected to the content of your paper and be interesting! (Enter 2x between heading and title, and 1x after title before essay).

Indent Whenever you begin a new paragraph by hitting the TAB button on your keyboard.

A **Header** appears 1/2" from the top right hand corner. You will put your last name and page number on every page. You will add your last name by hitting Insert → Header → (Enter your last name). You will add the page number by hitting Insert → Page Number → (Choose the 1,2,3 top right option). You must add your name and the page number separately.

Internal Citations: Format: (Author Page Number) Example: (Smith 5). If no author is listed, cite source. Format: (Source Page Number) Example: (CNN 5). *Internal Citations come at the end of the sentence BEFORE the period and AFTER the end quote.

LAST PAGE: Works Cited

When you use other people’s writings and ideas, you must give them credit for their work. The Works Cited page is an alphabetical listing of all actual sources cited in the paper.

Your Works Cited page should be a stand-alone page; it should NEVER appear on the same page as your actual essay! It is the very last page of your paper. The following example shows what your paper should look like. Refer to the descriptions of each number below the example.

(Reminder: These are sample citations from various sources- your citations will not look EXACTLY like these)

The diagram shows a sample Works Cited page with several annotations:

- 1 inch margins:** A box pointing to the top and side margins of the page.
- 1/2 inch margin on Header only:** A box pointing to the header area.
- Alphabetize sources:** A box pointing to the list of citations.
- Cent the title:** A box pointing to the centered title "Works Cited".
- Hanging Indents:** A box pointing to the first line of each citation being at the left margin and subsequent lines being indented.
- Required information and format for each entry (use online format help):** A box pointing to the details of each citation.

Sample citations shown:

Finnigan 6

Works Cited

“Human Cloning: ‘One shouldn’t do this.’” *CNN.com/HEALTH*. Cable News Network LP, LLLP., 27 December 2002. Web. 6 May 2010.
 <http://archives.cnn.com/2002/HEALTH/12/27/clones.ethics.legal/index.html >

“Human Cloning: The debate.” *BBC News Online: Sci/Tech*. BBC News, 25 June 1999. Web. 6 May 2010. <http://news.bbc.co.uk/2/hi/science/nature/377420.stm>

Klotzko, Arlene J. “There’ll never be another you.” *guardian.co.uk*. The Guardian, 22 Jan. 2004. Web. 6 May 2010.
 <http://www.guardian.co.uk/education/2004/jan/22/science.highereducation1>

Strode, Tom. “Society unprepared for problems of human cloning, scholars say.” *Baptist* May 2010. < http://bpnews.net/bpnews.asp?ID =3203>.

Title Your title is centered: do not create extra spaces around it, and do not use a different type or size of font. It should be one inch from the top of the page.

Spacing Double space the entire page, including the title and all entries.

Alphabetize the sources according to the author’s last name (or title if there is no author).

Hanging Indents The first line of each entry is at the left margin; extra lines are indented 1/2". DO NOT NUMBER YOUR SOURCES. *(Hanging Indents can be tricky on GoogleDocs- I suggest moving your cursor to the beginning of the first line, hit tab 1x. Your cursor will automatically move to the beginning of the first line. Hit backspace. Move your cursor to the end of the first line again, and hit tab twice. Your cursor will move to the beginning of the first line again. Hit backspace. Move your cursor to the end of the first line, and hit tab 1x. (I can help you with this).*

Header: Continue to include your header in the upper right corner, indicating your name and the page number.

Entry Information, Punctuation, and Format The information and arrangement of the information must follow MLA formatting. Use any of the links below to help with this. The sites will only put the information for your sources in the correct order, so when you cut and paste from the web page, you will probably need to fix your font and spacing so it is correct.

Each work cited in parentheses in the research paper must be listed on the Works Cited page.

Online MLA Format Links These web sites will create an MLA style Works Cited entry for you. All you do is fill in the information you have about your source. Select the site that you like best.

***You will NEVER search for an article or autocite. You must manually enter only the information provided**

http://www.easybib.com/	http://www.citefast.com/
https://www.calvin.edu/library/knightcite/	http://www.bibme.org/
http://education.bluevalleyk12.org/KidBib/	http://citation.jsarkis.com/