

### **Formatting**

- 1" margins
- Times New Roman size 12 font
- Double-spaced
- Your last name followed by the page number in a running head

### **Style**

- Use active voice.
- Use present tense when referring to events that happen within the literature
- Remain consistent with tense (especially important to keep in mind when writing about historic non-fiction)

### **Title Page**

A title page is not included when writing in MLA because of the heading on the first page of the document (see p. 117 of the MLA manual).

- Heading:
  - Your Name
  - Instructor's Name
  - Class Information
  - Due date

### **Main Body**

- Follow standard capitalization rules for titles.
- Make sure your paper includes a thesis statement, "a single sentence the formulates both your topic and your point of view...your answer to the central question or problem you have raised" (p. 42, 1.8.2)
- Only include necessary information in parenthetical citations (p. 216)  
*If you have included a signal tag—In his article, Smith stated, "asdf jkl;"—the author should not be restated in the parenthetical citation*
- When referencing plays and poetry, use the line number (not the page number).
- Use block quotes sparingly and only when the prose quotation exceeds four lines

### **Works Cited Examples**

- The second line and all subsequent lines of each item on the reference list should be indented.
- The reference list should be double spaced.

#### **Book**

Lastname, Firstname. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

#### **Article in a scholarly journal**

Author(s). "Title of Article." Title of Journal Volume.Issue (Year): pages. Medium of publication.

#### **Web site**

*(Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.)*

Editor, author, or compiler name (if available). Name of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.