

## MLA Formatting Rules

1. All papers are 12 point TIMES NEW ROMAN Font
2. All papers are double spaced with 1 inch margins
3. All pages have the author's last name and page number in the upper right hand corner
4. The opening page has the following on the left hand side:

Author's Name

Teacher's Name

Class Name

Date Due (dates are put in the format of 17 March 2014)

5. Titles of papers come right after the opening. They are centered, but have no other indicators. **NO BOLD. NO UNDERLINE. NO ITALICS.**
6. In text citations are required when any outside information is used. This can be done multiple ways.

A. The source is introduced by a single phrase that names its author when paraphrasing. The material is then followed by a page number. The complete publication information is listed on the Works Cited Page.

### IN TEXT CITATION

Legal scholar Jay Kesan points out that the law holds employers liable for employees' actions such as violations of copyright laws, the distribution of offensive or graphic material, and illegal disclosure of confidential information (312). **NOTE THE PUNCTUATION FOLLOWS THE PAGE NUMBER**

B. A direct quote is used to highlight specific information. The material is then followed by the author's name and page number. The complete publication information is listed on the Works Cited Page.

### IN TEXT CITATION

Technology has changed the terms between employers and employees: "While bosses can easily detect and interrupt water cooler chatter, the employee who is shopping with fellow fantasy baseball managers may actually appear to be working" (Gonsalves, 37). **NOTE THE PUNCTUATION FOLLOWS THE PAGE NUMBER**

C. When summarizing a large quantity of information from a source in a paragraph, the citation appears at the end of the entire paragraph. IF, you are using multiple sources in the summary, citations must be placed right after the information from the source.

7. Long quotations of four or more typed text need to be set off from the text by indenting the entire quotation one inch from the left margin. It should not have any extra space above or below, but still be double spaced. There are no quotation marks and the citation is at the end after the period.

8. Headings and cover pages are NOT used in MLA.

9. The Works Cited Page:

A. The title for the Works Cited Page is simply that. It is NOT bold, underlined, or in italics.

B. The list is ALPABETIZED by the last names of authors (or editors); if a work has no author or editor, use the first word of the title unless it is an article (A, An, The). If there is more than one author, the author listed first on the book or article is used for alphabetizing.

C. The first line of the Works Cited entry is NOT indented, but every other line in that entry is. This highlights the beginning of the entry and makes it easier to find the author.

D. URLs are not needed in a citation. You may simply include WEB at the end of the entry. However, if used, break the lines at the slash of hyphen in the URL. Do not add your own.