Tech Foundations 4th Block

April 20-May 1

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Firstname Lastname

Instructor’s Name

Course Number

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Center Title, Do Not Bold or Underline

Created by Kirby Rideout of Collin County Community College, this is a template for formatting a research paper in MLA format. The paper has one-inch margins all around. Each page has a header of last name and page number. The paper will be double-spaced throughout, no extra space between sections or paragraphs. The entire paper, including the heading and title, needs to be in the same type and size of font, usually Times New Roman 12pt font.. There is no title page, but a heading appears on the first page consisting of four lines of information: the writer’s first and last name, the instructor’s preferred name, the course name or number, and the full date. Make sure that the essay is left aligned, not fully justified. The first line of each paragraph is indented one half inch. One space after sentences is standard; however, double-spacing between sentences is okay. Follow your instructor’s preference in spacing and be consistent. Hit the enter key only once at the end of each paragraph.

In the MLA format, you document your research in parenthetical citations. This allows you to “acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper” (Gibaldi 142). Notice that in this brief citation the period goes after the parenthesis. The information in parenthesis should be as brief as possible. You will use the author’s last name or a shortened title for unsigned works. If you used the key information (author’s last name or the title of an unsigned work) in your text, do not repeat it in the parenthesis. Gibaldi explains:

The information in your parenthetical references in the text must match the corresponding information in the entries in your list of works cited. For a typical works-cited-list entry, which begins with the name of the author (or editor, translator, or narrator), the parenthetical reference begins with the same name. . . . If the work is listed by title, use the title, shortened or in full. . . . (238-239).

Notice how the long quote was set off by an extra one-inch margin rather than quotations marks, and in this case, the period goes before the parenthetical citation. Chapters 5 and 6 of the MLA Handbook give more information on works cited and parenthetical citation.

After the last paragraph in an MLA style essay, force the document to begin a new page for the Works Cited page. The Works Cited page will still have the one-inch margins all the way around and have the heading of last name and page number. This page will also be double-spaced throughout with no extra space between entries. Items in a Works Cited page will be alphabetized by the first word of each entry (author’s last name or title of work). Each entry will use a hanging indent, in which the first line has no indention and lines after the first are indented half an inch. Because the URLs in a Works Cited page are not underlined, remove the hyperlinks so that URLs will be formatted correctly. To do this, right click on the hyperlink and select remove hyperlink. The sample Works Cited page that follows has the entry for the MLA Handbook and then templates for some of the most common types of sources used.

Works Cited

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003.

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

Lastname, Firstname. “Title of the Article.” Name of the Scholarly Journal Volume.Issue (Date): first page-last page.

Lastname, Firstname. “Title of the Newspaper Article.” Title of the Newspaper Date, edition: SectionPagenumber+.

Pasewark, Sr., William R., Scott G. Pasewark, William R. Pasewark, Jr., Carolyn Pasewark, Jan Stogner, Beth Wasdworth, Rachel Bunin, and Jessica Evans. *Microsoft Office 2010 Introductory*. Boston: Cengage Technology, Cengage Learning, 2011. Print.

“The Title of the Article.” Title of Magazine Date: page number. Name of the Library Database: Name of the Service. Name of the library with city, state abbreviation. Date of access <http://URLcom>.

# MLA Questions:

MLA (Modern Language Association) style is a system for documenting sources in scholarly writing. It has been widely adopted for high school research papers. Documents written using MLA style have a consistent formatting which makes reading MLA papers easy to understand.

All of the following questions refer to formatting a document in MLA Style.

1. What goes in the header of each page in an MLA Document?
2. What are the page margins for an MLA Document?
3. What type of line spacing is used?
4. What font type is used?
5. What font size is used?
6. How much extra space goes between paragraphs?
7. How is the title formatted?
8. What 4 items are included in the heading?
9. Where should the Works Cited page begin?
10. How are long quotes indented?
11. What type of citation is used to document sources?
12. What typically goes inside a parenthetical citation?
13. Where does the period go when using parenthetical citation?
14. In what order are Works Cited entries listed?
15. What type of indention is used on the Works Cited page?