MLA Style Guide

The Basics:
Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin that includes your last name, followed by a space and a page number.

EXAMPLE: Smith 1 (if using MS Word, go to the top tool bar and click on “Insert,” then “Page #,” “Top of Page,” and lastly, “Plain number 3”). This will automatically number the pages. If you are not required to number your first page: on the top of the first page of your document, double click in the header area. In the “Header and Footer Tools” section on the top, click “Design” and then click on the “Different First Page” box. This will allow your first page to be without a number on it, but will number the following pages.

Margins should be set at 1 inch on all sides of the document.

Text in your paper must be double-spaced, with legible 12 font size, Times New Roman (unless your professor says otherwise).

No title page is usually required for MLA format (unless your professor says otherwise). List your name, your instructor’s name, the course, and the date in the upper left-hand corner of the first page, double-spaced.

The title should be centered and double-spaced from your date. Do not underline, italicize, place your title in quotation marks, or use all capital letters. Use standard capitalization. Book titles should be italicized, and anything smaller should be in quotation marks. You may also use italics when adding emphasis to something in your paper.

The first line of the text should be double-spaced from the title. If the format settings have already been made to the document, press “Enter” only once.

Indent the first line of the paragraphs one half-inch from the left margin by pressing the “Tab” key once.

Endnotes, if needed, should go on their own separate page, before the Works Cited page.
In Text Citations

In Text Citations generally follow this basic format:

(Author’s last name, page from book).

*Example:* (Walker, 10-11).

- If the author is unknown, use a shortened title of the work instead of an author’s name. *Example:* (Practical Midwifes, 285).

Works Cited Page

**Single Author Book**

Author’s last name, first name. Title of book italicized. Place of publishers: Name of publishers, date published. Print (if book form).


**Multiple Author Book**


-If there are more than three authors, provide the first author's last name followed by et al. or list all the last names.

**Scholarly Journal from Internet Source**


**Works Listed in an Anthology**


**Lecture Notes**


**Interview**


*On your reference page, note that when citing a source within the bibliography, all lines of text following the first line, should be indented.*

*For more detailed information on using the APA style, consult:*

*http://owl.english.purdue.edu/owl/section/2/11/*