MLA TERM PAPER FORMAT

**Basics**

* Use 12-point type in Times New Roman (or a similar plain font) for everything in the paper.
* Double-space the entire paper, including block quotations and the works-cited list.
* Indent each paragraph, leaving *no extra space* between paragraphs.

**Page Numbering**

Every page must be numbered at the top right. Page numbers, along with your family name, appear in the header space (inside the upper margin, about half an inch from the top of the page).

Click on “Insert” and then “Page Number.” Select the option which places the page number at the top right; then type in your surname, separating it from the number by one space.

**Opening Page**

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Audrey Anderson

Professor Johnson

Humanities 103

22 November 2016

Tobacco Advertising:

A Major Cause of Addiction

The actual text of the paper begins here on page 1; there is no separate title

page. If your title is long, it is best to divide it so that it will not be mistaken for a

line of text. Note that everything in the paper is double-spaced, and, as usual, no

additional spacing is left between one paragraph and the next.

Use the tab key to indent each paragraph \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* In the header space at the right, insert page number 1

and add your surname. Close the header space.

* At the upper left, type your full name, your teacher's name,

the course and its number, and the paper’s due date—

double-spaced. Leave one blank space below the date.

Note that the date is given as day, month, year with no

punctuation. The name of the month is written in full.

* Centre your title, double-spacing it if it is long. Leave one

blank space below it.

* Indent, and type the text of the paper—double-spaced—

adding citations where required.

**Citations**

In-text citations (in parentheses) have completely replaced the older practice of footnoting. In preparing your citations, see the Skills Centre’s handout sheet E1.1 or consult the *MLA Handbook*. Note that *all* research information—whether quoted or summarized in your own words—must be cited.

A typical citation consists of an author’s surname and a page number, but not all sources can be identified that way. Citations differ in content, but are always based on *whatever comes first in the*

*works-cited entry*—sometimes a title in quotation marks or in italics. In citations, long titles must be shortened. (See handout E1.1 for MLA citation models and instructions.) **A Regular Page,**

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The text of the entire paper is double-spaced, with no extra space between

the paragraphs.

Indent using the tab key when beginning each new paragraph, and

remember the importance of topic sentences. When quoting less than four

lines from a source, integrate the quotation into the text of your paper

“being certain to use quotation marks” (Smith 56). Note that the citation

follows the quotation immediately. See the Skills Centre handouts or the

current edition of the *MLA Handbook* for correct citation forms.

When presenting longer quotations—of over four lines—note that

they must be set off in block form as shown here:

Block quotations do not require quotation marks since their form

and position identify them as quotations. Use the tab key twice

to indent block quotations properly, and note that the closing

punctuation in this special case—normally a period—comes

before the citation. (Martinez 89)

When the text of your paper then resumes, you may continue the previous

paragraph or indent and start a new one at this point.

It is essential to understand citation procedures in order to to avoid

unintentional plagiarism. Visit the Skills Centre if you have any questions.

**Showing Citations and Quotations**

* Subheadings are not used unless required by the

teacher. Simply begin a new paragraph to make each

new point.

* When you finish summarizing or paraphrasing research

information, add a citation immediately after it. The period

or comma (if any) follows the citation.

* A brief quotation (less than four lines) is given in

quotation marks in the body of the paper with a citation

following directly. The period or comma (if any) follows

the citation.

* Quotations of more than four lines are set off in block

form, without quotation marks. They are indented twice

the usual distance from the margin (2 tabs). In this

case, the citation *follows* the closing punctuation.

**Works-Cited Page**

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Works Cited

Abrams, Joseph T. *A Short History of Television:1950 – 1970.*  4th ed.,

Gilmore Publishers, 2005.

Bailey, Elizabeth F. *Media: Methods and Madness*. U of Northampton P,

1987. *Google Books,* books.google.com/books?isbn=0761941002.

“Culture of Mayhem: Barbarity in the American Media.” *US MediaWatch*.

2006, U of Ohio, www.unoh.edu/usmediawatch.cm/7j6/cm/001.

Feinstein, G. L. “An Essay on Current Trends in Docudrama.” *The Media*

*and the Audience: An Anthology*. Edited by Catherine J. Habberfield,

Midwest Press, 1998.

Munching, Phillip H. “Prejudice: Alive and on the Air.” *Media Journal,*

vol. 52, no. 8, pp. l12-25. *Goldmine Database*, www.goldbase.org/

media/phm/stable/0582U87.0.

Wilson, Melanie. “U.S. Primetime Extremes.” *Broadcast Media Month,*

vol. 13, no. 1, Jan. 2004, pp. 51-55.

* This page is numbered like all the others—in the header

space at the upper right.

* The heading—Works Cited—appears at the top in the

centre, as shown. Capitalize the W and C; do not italicize **A Regular Page,**

it, underline it, enlarge it, or use bold type.

* Sources are arranged in alphabetical order by first letter,

ignoring “A,” “An,” or “The” in titles. Don’t separate

sources by type; arrange them all in one list.

* The first line of each entry begins at the margin; any

following lines are indented. (Use the ‘Hanging

Indent’ feature to position these lines properly.)

* Entries are double-spaced with a single blank space

between each one.

* Long URLs must be broken to avoid awkward gaps in

the entry. Break them after a dash, dot, or slash.

To prepare a works-cited entry for each of your sources, see the Skills Centre handout sheets E1.3 – E1.8, or consult the current edition of the *MLA Handbook.* The format is different for different types of sources—books, articles, database items, Web site material, etc. Certain standard abbreviations must be used, and the punctuation requires care.