

# MPC English & Study Skills Center

## Formatting an Essay with Works Cited in MLA Style

### Basic Layout

- Essays and research papers in MLA format do not have a cover sheet (unless the instructor requests one).
- Class information and essay title appear only on page one. (See instructions below.)
- All margins are one inch top and bottom, left and right.
- Headers with last name and page number have a one-half inch margin from the top and appear on every page. (See instructions below.)
- Offset block quotations (more than four lines long) are one inch from the left margin and do not require quotation marks.
- Double-space all text, including class information, Works Cited page, notes, and quotations.
- Type all text in the same font and font size, including class information, titles, quotations, headers, and footers. (Recommended: Times New Roman font in 12 point size.)
- Do not justify the text (usually left aligned except for titles and header).
- Do not hit the Enter key at the end of a line except when ending a paragraph; let the text wrap around normally to the next line.
- Use the Tab key to indent the first line of a new paragraph in the body of the paper.
- Use only one space after a period within a paragraph.
- Start a new page at the end of the essay to enter the Works Cited; title the page Works Cited and center the title.
- The first line of each Works Cited item is on the left margin with the second and following lines offset one-half inch. (See below for hanging indent instructions.)

### Class Information and Essay Title

On page one only, beginning on the margin in the upper left corner and one inch from the top, type your full name, your instructor's name, course number, and the date (day/month/year), all on separate lines and double-spaced. After typing the date, hit the Enter key and type your title for the paper; center the title by clicking the **Center** icon in the **Paragraph box** on the **Home tab** toolbar. Hit the Enter key again and click the **Align Text Left** icon in the Paragraph box. See example on reverse.

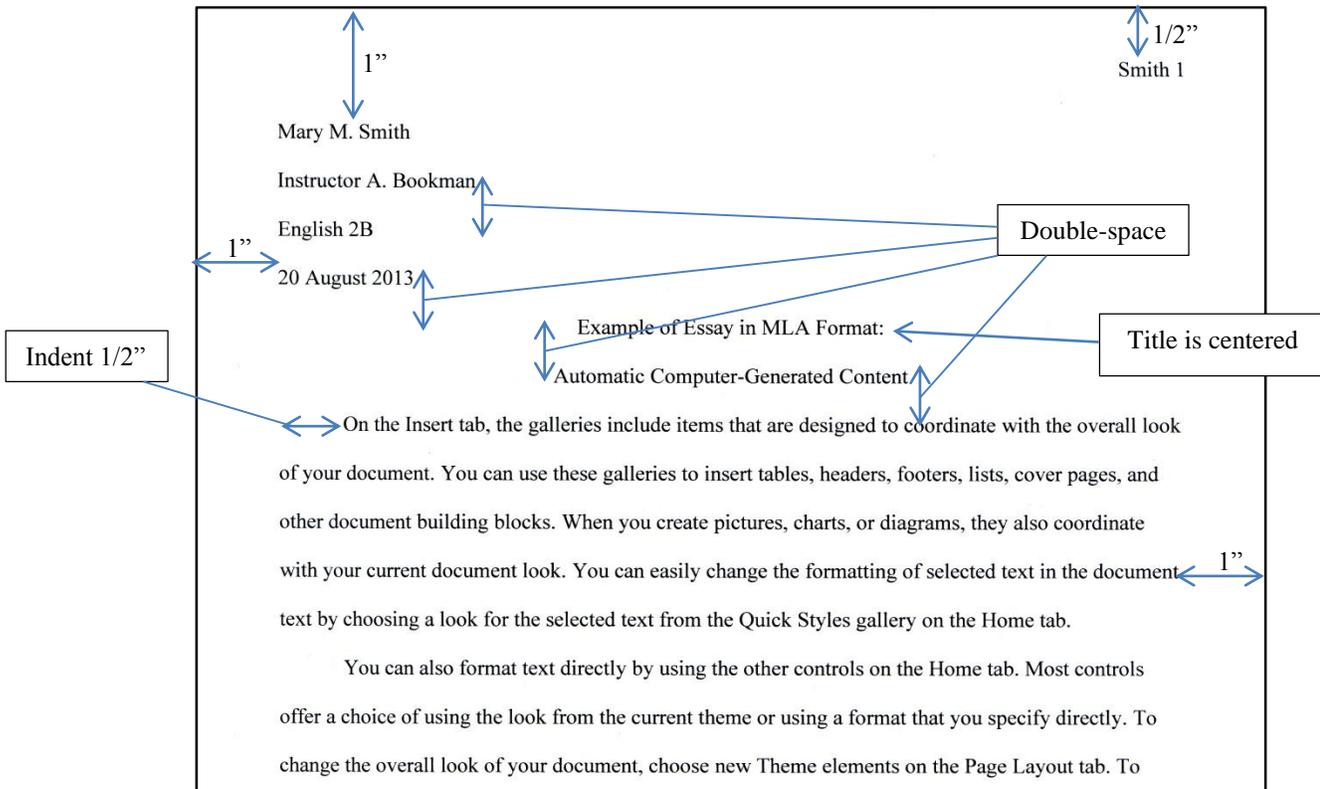
### Header with Last Name and Page Number

Number pages consecutively in the upper right hand corner of the header, one-half inch from the top and aligned with the right margin. Use automatic page numbering; in MS Word, on the **Insert tab**, click the **Page Number** function, and select Top of Page > Plain Number 3. A page number is inserted with cursor blinking before it; type your last name with initial capital letter and one space after.

### Works Cited Using a Hanging Indent

Type all the citations left aligned without indenting and in correct alphabetical order by author's last name or article or book title. Let all the lines wrap and use the Enter key only at the end of each full citation. Then highlight all of the citations and click on the small button on the right corner of the **Paragraph box**. In the Paragraph dialog box, under "Special," click the arrowhead and select "Hanging" from the drop-down list. In the "By" box, 0.5" should show automatically, but enter it if necessary; click "OK." All lines for each highlighted citation, except the first line, are automatically indented 1/2 inch.

## Example: First Page Format



## Example: Works Cited Page Format

