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MLA Formatting and Style Guide

Paper Format

The preparation of college papers in MLA style is discussed in the *MLA Handbook for Writers of Research Papers* (7th ed., 2009) which is found in the Reference section at Berkeley's Libraries (In Dover & Clifton, the call # is LB 2369 G53 2009). Here are some guidelines for formatting a paper using *MLA style* - but follow your Professor's instructions if they are different than these.

General Guidelines for Whole Paper

- Double-space the whole paper, including the "Works Cited" list. Leave one space after punctuation marks (periods, question marks, exclamation points) at the end of sentences.
- Use an easy-to-read serif font, like Times New Roman. The font size should be 12 point.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of each paragraph one half-inch from the left margin, using the Tab key.

Header *(See Example on Reverse)*

Include a page header, which will show at the top right of every page. To create a page header, go to the Insert tab in Word and choose Header / Edit Header; or double click near the top margin of your first page, until the Header space opens. Use the Tab key or the Align Text Right symbol to right-justify the header. First type in your last name (surname) and a space at the top right of your document. Leave the cursor there and click on Insert Page Numbers, pick Current Position from the list, then the plain page numbers (top picture), so the number 1 appears on the right side of your name. This appears on the top of each page, and will automatically number the pages as you write.

Formatting the First Page of Your Paper *(See Example on reverse)*

- MLA style does <u>not</u> use cover pages. Instead you put your name and course information on the first page.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course name/number, and the date, all on separate lines and doubled spaced.
- Under that, center your title. Do not underline, italicize, bold it or place your title in quotation marks; write the title in Title Case (all major words capitalized), not in all capital letters.
- Double space between the title and the first line of the paper's text, and indent the first line of each paragraph.

Section Headings
Writers sometimes use Section Headings to make a paper easier to read. These sections divide your paper into individually named parts. For most student papers, you would usually need only one type of heading (Level 1). These could either be numbered or bolded, flush left. Here is an example of each Level 1 section:

1. Introduction
2. The Issues
3. Results
4. Conclusion

Or

Causes and Incidence
Signs and Symptoms
Diagnosis
Treatments

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Works Cited page *(See Example on bottom of page)*

Full citations go on a separate page at the end of your paper, called Works Cited (centered but not bold). Each reference is formatted as a hanging indent, also double spaced, in alphabetical order by first word.

MLA Sample - 1st Page of Your Paper

Your Last Name and Page numbers in header

Sciuk 1

Your Name, Course #, Instructor's Name and Date on Page 1

Vicki Sciuk

SOC 225 – Psychology

Professor Diaz

20 September 2013

Title of paper, centered

Bad Seed or Bad Garden as the Cause of Evil?

Is the origin of "evil" in the person, or the situation and system surrounding the person? Is it possible for "good" people to do bad things under certain circumstances? Whatever public opinion is at the moment, science may have found some answers to these age-old questions.

The Stanford Prison Experiment took ordinary, well-adjusted middle-class college student volunteers and randomly divided them into guards and prisoners for a week to see if it would affect their behavior. What they found surprised even the researchers (Zimbardo 20).

In-Text cite (author page#) in body of paper "points to" full info on Works Cited page for this print book.

MLA Sample - Reference Page

Sciuk 6

Works Cited

Zimbardo, Philip. *The Lucifer Effect: Understanding How Good People Turn Evil.* New York: Random House, 2007. Print.