MLA Style

MLA - General Format

- Always follow directions provided by your instructor on the formatting of the paper.
- Margins: One inch on top, bottom, left, and right
- Font Type and Size: Times New Roman, twelve point
- Spacing: Double-space throughout the paper (including the title, abstract, body, and Works Cited page)
- Paragraph Indentation: Indent the first line of every paragraph by 1/2 inch by using the Tab key on the keyboard
- Long Quotes: Quotes longer than four lines should begin on a new line and are written as a block of text one inch from the left margin and double-spaced. Do not add quotation marks on long quotes set in a block text.
- Header: Create a header on the paper. In the header include your last name, followed by a space and the consecutive page number (1, 2, 3, 4, etc). Position the last name and page number flush with the right margin and 1/2 inch from the top of the page. Include this header on every page of the project.
- Personal Information: This is added one inch from the top in the upper left corner, on separate lines, and double-spaced. Place in this order: your name, your instructor’s name, class course number, and the date (example: 09 February 2017).
- Title: Position the title on the next line below the personal information. Center the title on the line and use Times New Roman twelve point font. Do not add bold, underline, or italics features to the title. The exception is a title within a title (example: Relationships in Little Women).
- Title Page: This is not required in the guidelines from the Modern Language Association, however, your instructor may request this to be added to your project. Follow your instructor’s directions.
- Endnotes: The Notes page is a separate page and is placed just before the Works Cited page. It is titled Notes or Note (if there is only one note) and the title is centered on the line.

MLA Works Cited Page - Basics

- The Works Cited content is on a separate page and is the last page of your research paper. It is titled, Works Cited and is centered and typed in Times New Roman twelve point font. Do not bold, italicize, or enclose the title in quotation marks.
- The Works Cited page has the same one-inch margins as the other pages and also contains the last name and page number header.
MLA Style

- Double space the lines of the citations and between each citation. The first line of each citation is aligned with the left margin. Indent the second and subsequent lines of each citation 1/2 inch. Use the Tab key to create this hanging indent.

- Use the first word in each citation to alphabetize the Works Cited list.

- All citations end with a period.

- Capitalize (most) words in the titles of essays, articles, newspaper articles, etc. Do not capitalize articles (a, an, the) prepositions (as, between, in, of, to, etc), or conjunctions (but, or, nor, and, for, so, yet) unless they are the first word of a title.

- If your source has a DOI (digital object identifier) you should include this (example: doi:10.1326/upt.2000.05514) instead of the URL.

- If you are using a URL, do not include http:// in the citation.

- Title Basics:
  - Place these types of titles in italics: newspapers, magazines, journals, websites, movies, tv show, books, plays, etc.
  - Place these types of titles in quotations: articles, essays, stories, poems in a larger work, chapters of a book, episodes of a tv show, unpublished works, etc.

Note: These basic guidelines are taken from the 2016 eighth edition, MLA Handbook, the publication of The Modern Language Association of America. This handbook is available at the Main Campus Library as well as at Lee, Kershaw, and F.E Dubose sites (inquire at the campus office or Library room).

Additional Resources for MLA Style

- The following sites are also helpful for locating information about the MLA style:
  - The MLA Style Center
  - The Purdue OWL

- NoodleTools Citation Software is available through CCTC Library. Find the link to the software, instructions on setting up your account, and directions on generating citations at this link:
  - Cite Sources Using Noodletools

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