

Structuring Inch by Inch:

The Mechanics of MLA Format

Basic Rules for Paper Format

- 1” margins ALL AROUND
- 12 point font (unless directed otherwise by teacher)
- Times New Roman font
- Header on every page – right justified
 - Last name and page number (i.e. Munoz 1)
- Title should be centered and not underlined

MLA Heading

- Upper left-hand corner, double-spaced:

Your name

Teacher's name

Class

Date

Tyrell Jones

Mr. Munoz

English 12

15 August 2008

Titles of Published Works

- Titles of long works (novels, collections of short stories, plays, epic poems, journals, magazines) are underlined

Geoffrey Chaucer's Canterbury Tales

The first time I read Hamlet...

- Titles of shorter works (short stories, poems, songs, journal articles, magazine articles) are placed in “quotation marks”

William Blake's “Auguries of Innocence”

“Clocks” by Coldplay...

Standard MLA Writing Conventions

- When you are writing about literature, always write in the PRESENT tense (the text is always current)
- When you mention the author or poet the first time, always use the full name. Subsequent use requires last name only
- If you are going to use the title frequently, you may want to assign a shortened version or an abbreviation to the work the first time you mention it

Alexander Pope's The Rape of the Lock (RL)

or

Alexander Pope's The Rape of the Lock (The Rape)

Website Citation Information

- If you are using a website (non-database) for your source, you need the following information:
 - Webpage name (single page on a site)
 - Website name (mother-site for collection of webpages)
 - Webpage author or editor
 - Last date of update
 - Date of access
 - Name of supporting institution
 - Electronic address (URL)

Sample Website Citation

Author or editor. “Webpage name.” Website name. Date of update. Name of supporting institution. Date of access <URL>.

Hedley, Jerry. “The Ides of March.” Julius Caesar: The Homepage. 15 March 2007. University of Texas at Arlington. 15 Aug. 2008 <<http://www.uarling.edu/eng/homepgs/JuliusCaesar.html>>.

Database citation

- If you access a scholarly journal through our library's database, you must have the following information:
 - Database name
 - School library through which you accessed database
 - Journal name
 - Journal volume and/or issue number
 - Journal publication date (season/year)
 - Article name
 - Article author
 - Article inclusive page numbers
 - Database URL

Sample Scholarly Article Citation

- Author. “Article Title.” Journal Name Volume/Issue/Season/Months (Year): Inclusive page numbers. Database. Service. Library name, City, State. Date of access <URL>.

Bowers, John M. “Three Readings of The Knight’s Tale: Sir John Clanvowe, Geoffrey Chaucer, and James I of Scotland.” Journal of Medieval and Early Modern Studies 34.2 (2004): 279-307. Project Muse. University of Texas at Brownsville/Texas Southmost College. 25 June 2007 <<http://muse.jhu.edu/>>.