



MLA Style Formatting

WHAT IS MLA?

MLA style is a set of rules for formatting papers and citing sources, created by the Modern Language Association. It is often used in English and humanities classes. This style uses in-text citations and a "Works Cited" page to give credit to sources.

GENERAL FORMAT

- The most common font used is 12-point Times New Roman.
- Other alternative fonts may include Arial, Calibri, Georgia, or Lucida Sans Unicode (always check with instructor).
- Double space entire paper.
- Set margins to one inch on all sides.
- Make sure to indent each paragraph.
- Make sure to have a header and number all pages. Your last name followed by the page number should be in the upper-right corner (1/2 inch from the upper right page).

Example:

TITLE & OTHER IMPORTANT INFORMATION

- The title should be placed in the center of the page.
- **Do Not** bold or italicize the title.
- MLA format does not require the title to have a separate page.
- The title follows on the next line after the date.
- In the upper-left corner, list your name, instructor's name, course name and number, and the date.

Jane Doe
Professor Smith
COMM 1100
26 May 2025

USE OF SOURCES

- Always cite outside material with **in-text parenthetical citations** and include a full **Works Cited** page at the end of your paper.
- **Quote only when necessary!** Use direct quotes for precision or important phrasing; otherwise, paraphrase or summarize.
- When paraphrasing or summarizing, **use your own words completely**. Do not copy sentence structure or phrasing.
- Use **present tense** when introducing sources, unless referencing a historical publication date.
- For long quotes (4+ lines of prose or 3+ lines of verse), format them as **block quotations**:
 - ★ Start on a new line
 - ★ Indent the entire quote 0.5 inches
 - ★ Omit quotation marks
 - ★ Place the citation after the closing punctuation