



## MLA Format-7<sup>th</sup> Edition

### Web sites that can help you with MLA Format Citations

- <http://www.lamission.edu/library/docs/MLAcitationelectronic.pdf>  
includes sample citations of electronic resources like databases, ebooks and websites.  
(a printed copy of this is available in the library)
- <http://www.lamission.edu/library/docs/MLAcitation.pdf>  
includes sample citations of print resources like books, magazines and newspapers.  
( a printed copy of this is available in the library)
- <http://www.easybib.com>
- <http://noodletools.com>  
2 websites that will create a citation for you.
- <http://owl.english.purdue.edu/owl/resource/747/01/>  
website with sample citations of print and electronic resources.

### Before you begin to type a paper in MLA Format-General Guidelines

- Use a legible font (e.g. Times New Roman). Whatever font you choose, make sure the regular and italics type contrast enough that they are recognizable one from another. Use 12 pt. font.
- Leave only one space after periods or other punctuation marks.
- Indent the first line of paragraphs by using the tab key.
- Do not make a title page for you paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date.
- The title on the next line is centered. It should not be italicized, underlined or in all capital letters.

### Setup for Word 2003-

1. Pull down the **File** menu to **Page Setup**.
2. Under **Margins Tab** set Margins at 1.0" top, bottom, left and right.
3. Under **Layout Tab** set Header at .5" Click OK.
4. Pull down **Format** menu to **Paragraph**.
5. Under **Spacing** use the pulldown menu to select **Double** (see line spacing). Click OK. Your entire paper including the Works Cited page will be double spaced.
6. Pull down **View** menu to **Header and Footer**.
7. Tab cursor twice to right margin of the paper and type in your last name and a space. Then click on the first icon (in the floating toolbar) that has the # sign on it. (When you point to it with the mouse it says **insert page number**.) Click close. Now every page will have your last name and page number in the upper right hand corner.

### Setup to type your Works Cited page in Word 2003

Each entry should begin flush with the left margin. If the entry is more than one line, the subsequent line or lines should be indented .5". This is called hanging indent.  
Pull down **Format** menu to **Paragraph**.

Under Indentation use the pulldown menu to select **Hanging** (see special). Click OK.

### **Setup for Word 2007-**

1. Click on **Page Layout Tab** (across the top).
2. Then click on the small diagonal arrow at the bottom by **Page Setup**. Margins should be set at 1.0" top, bottom, left and right.
3. Under the **Layout Tab** set Header at .5" and click OK.
4. Click on **Home Tab** (across the top).
5. Then click on the small diagonal arrow at the bottom by **Paragraph**.
6. Under Spacing use the pulldown menu to select **Double** (see line spacing). Click OK. Your entire paper including the Works Cited page will be double spaced.
7. Click on **Insert Tab** (across the top.) Click on Page Number in the Header and Footer Section. Choose top of page "Plain Number 3." You will now see the page number. Now click on **Insert Tab** again. Click on Header in the Header and Footer section. Go down to "edit header." The cursor will be in front of the header number 1. Type your last name and hit the space bar once. Now click on the red X in the top right hand corner (says close header and footer).

### **Setup to type your Works Cited page in Word 2007**

Click on **Home Tab** (across the top). Then click on the small diagonal arrow at the bottom by **Paragraph**. Under Indentation use the pulldown menu to select **Hanging** (see special). Click OK.

### **Web sites that can help you with MLA parenthetical or in-text documentation**

- <http://leo.stcloudstate.edu/research/mlaparen.html>
- <http://www.aresearchguide.com/9parenth.html>
- <http://owl.english.purdue.edu/owl/resource/557/02>
  
- See also the *MLA Handbook* Chapter 6: Documentation: Citing Sources in the Text, pages 213-232.

*MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed. One is at the reference desk, one is in the reference section and four are in the main stacks. The four in the stacks are available for checkout.

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