

MLA FORMATTING

The most common formatting is presented here, but your instructor may have other requirements.

Always follow your instructor's directions.

Questions? Ask your instructor or Writing Center staff.

MLA QUICK CHECKLIST

- Double-spaced
- 1" margins
- ½" ¶ indents (one tab)
- 8.5x11" paper
- Standard font (like Times New Roman, 12)
- Header with last name and page number
- Name, Instructor, Class, Date, Title
- Works Cited section with ½" hanging indents

FIRST PAGE

The diagram illustrates the first page of an MLA paper. At the top right, the header "Josephson 1" is shown with a ½" margin. The text is double-spaced. The first line is the author's name "Laura Josephson", followed by the instructor's name "Professor Bennett", the course "English 102", and the date "8 May 2016". The title "Ellington's Adventures in Music and Geography" is centered. The first line of the text is indented ½" (one tab). The text reads: "In studying the impact of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-98)."

RUNNING HEAD

The diagram shows the running head section. The text "Use Insert > Page Number to place numbers at the top right. Type your last name and a space before the number." is shown with a ½" margin. The header "Josephson 2" is placed at the top right. The main text below reads: "Ellington's earliest attempts to move beyond the three-minute limit imposed by the 78 rpm".

WORKS CITED

The diagram illustrates the Works Cited section. The text "Hanging indent ½" (You can set this up automatically. Search for 'hanging indent' or ask Writing Center staff.)" is shown with a ½" margin. The section is titled "Works Cited". The text "Page numbers and double-spacing continue." is shown with a ½" margin. The Works Cited list includes: "Brindle, Reginald Smith. 'The Search Outwards: The Orient, Jazz, Archaisms.' *The New Music: The Avant-Garde since 1945*, Oxford UP, 1975, pp. 133-45." and "Edwards, Brent Hayes. 'The Literary Ellington.' *Representations*, no. 77, Winter 2002, pp. 1-29. *JSTOR*, doi:10.1525/rep.2002.77.1.1."

ADDITIONAL ELEMENTS

A title page and outline are not required unless requested by your instructor. There are various possible formats for each; standard formats are shown here.

OUTLINE

Outline pages are numbered with lower-case roman numerals. Josephson i

Outline

Thesis: Type your thesis here. Your thesis statement should be specific—it should cover only what you will discuss in your paper and should be supported with specific evidence.

I. Main point one

A. Supporting argument one

1. Evidence one
2. Evidence two
3. Evidence three

B. Supporting argument two

1. Evidence one

Include title, name, class, instructor, and date.

TITLE PAGE

Center aligned.



Ellington's Adventures in Music and Geography

by Laura Josephson

English 102
Professor Bennett
8 May 2016

No need to start from scratch—we built one for you. Download this outline template at tiny.cc/oltemp

WORKS CITED: QUICK GUIDE

Core Elements

1 Author.

2 Title of source.

Each entry in the list of works cited is composed of facts common to most works—the MLA core elements. They are assembled in a specific order.

CONTAINER

3 Title of container,

4 Other contributors,

5 Version,

6 Number,

7 Publisher,

8 Publication date,

9 Location.

Please see our handout on **MLA Citation** for more information.

For more help with MLA formatting or citation:

- Make an appointment with a Writing Center tutor
- Ask a librarian, either in person at SCC's library or online at library.scottsdalecc.edu
- Read citation examples at style.mla.org
- Visit scottsdalecc.edu/writingcenter
- Ask your instructor

