The Purpose of MLA Style

The purpose of The Modern Language Association (MLA) format is to give credit for ideas and information borrowed from other sources. It benefits the student by preventing plagiarism and it allows the instructor to quickly identify the author and location of the borrowed information.

General Format for MLA Style Papers

- Your name should be typed in the upper-left hand corner of the first page of the paper, followed by your instructor's name on the line beneath it, the name of your class beneath that, and the date the paper is due on the fourth line.
- Centered on the fifth line should be the title of your paper.
- The margins should be one inch on all four sides.
- Number each page on the right hand side, half an inch from the top, after your last name.
- Use double-spacing and 12-point font.
- Each paragraph should begin with an indentation of one half inch, or five spaces.
Examples Of What To Do For Your Works Cited Page

General guidelines for a book
Author’s last name, Author’s first name. Title of book. City of Publication: Publisher, Date.

General guidelines for an article
Author’s last name, Author’s first name. “Title of article.” Title of Periodical, Volume (Year): page numbers.

General guidelines for a Web site

Book by one author

Essay, poem, short story, or article appearing in a collection of works

Book by a corporate author

Newspaper article

Magazine article

Article in a scholarly journal

Pamphlet

Film or video recording

Television or radio program

Sound recording or sound clip

Letter, memo, e-mail, or public online posting
Chitwood, Chad. “Re: running DA’s in the MOC” E-mail to Multiple Recipients of List. 20 Mar. 2001.

Interview

Advertisement

Article from a database

Document from a web site without an author

Document from a web site with an author

Important Note:
In this brochure, entries are single-spaced to save space and provide more examples.

MLA Works Cited pages should be double-spaced.