

# MLA FORMATTING TIPS

## *A quick guide to basic MLA formatting*

This quick reference should not be used as a style guide; it is only a reference tool to be used in conjunction with the most recent version of the MLA style guide, indicated below:

*The MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009.

## MARGINS

Margins should be one inch on all four sides of the page. The first word of a paragraph should be indented one half inch from the left margin. Set-off quotes should be indented one inch from the left margin.

## HEADING AND TITLE

No title page is needed for a research paper. The first page must begin with your name, the instructor's name, course number and date (all on separate lines), double-spaced, one inch from the top of the page. The title should also be double spaced and centered on the page. No period should follow the title or any heading on the paper. Do not bold, underline or italicize the title unless you would in the text (e.g., a book title is used within the title of the paper).

Local Television Coverage of International News Events

The Attitude toward Violence in *A Clockwork Orange*

## PAGE NUMBERS

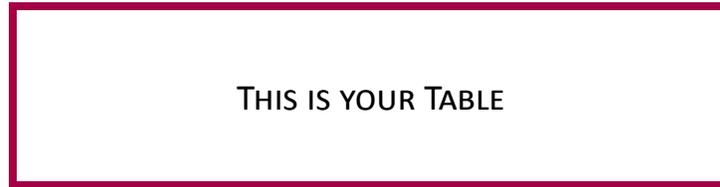
All page numbers must be in the upper right-hand corner, one-half inch from the top and flush with the right margin. Type your last name, followed by the page number, as a precaution.

## TABLES

All tables should appear as close as possible to corresponding text. Use the label "Table" above the corresponding table, followed by an Arabic numeral (e.g., Table 1), flush left. A title/caption should appear below the label, double-spaced, flush left, and in title case (with a hanging indentation, if necessary). The source of the table and/or notes appear below the actual table, double-spaced, and flush left (with hanging indentation, if necessary). Any notes associated with the table should be designated with lowercase letters instead of numerals. Double space throughout. For example:

**TABLE 1**

Degrees in Modern Foreign Language and Literatures Conferred by Degree-Granting Institutions of Higher Education in the United States<sup>a</sup>



Source: United States, Dept. of Educ., Inst. of Educ. Sciences, Natl. Center for Educ. Statistics; *Digest of Education Statistics 2007*; US Dept. of Educ., Mar. 2008; WEb; 11 June 2008; table 297.

a. These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle or Near Eastern biblical and Semitic languages, ancient and classical Greek, Sanskrit and classical Indian languages, and sign language and sign language interpretation.

### ILLUSTRATIONS

Label all types of illustrations (i.e., photographs, maps, graphs, charts, etc.) as figures (e.g., “Figure” or “Fig.”) directly below the corresponding figure, flush left as your one inch margin, double spaced and followed by an Arabic numeral and a title/caption. For example:



Figure 1. Overall brain activity during the first 5 minutes of REM. Those suffering from sleep deprivation show a significantly different pattern than the control group.