MLA Format Guidelines: Quick Reference Sheet

|  | **MLA Guidelines** |  |
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| Page Margins | 1" on all sides (top, bottom, left, right) | Page Layout - Margins |
| Font | 12-pt. easily readable (e.g., Times Roman) | Home – Font and Size |
| Spacing | Double-spaced throughout, including captions and bibliography | Home – Paragraph (arrow in corner) – line spacing (double) |
| Alignment of Text | Flush left (with an uneven right margin) |  |
| Paragraph Indentation | 1/2" (or five spaces)---**tab one time** |  |
| End of Sentence | MLA says to leave one space after a period unless your teacher prefers two.  \*Be consistent  **\*For Eng III and IV, please use TWO spaces after a period** |  |
| Header and  Page Numbers | On every page, in the upper right margin, 1/2" from the top and flush with the right margin put your last name followed by the page number. | Insert – Header – Right Justification – Last Name - Page Number – Top of Page – Plain Number (in upper right corner) |
| Name, etc. | On the first page, in upper left corner place on separate lines, double-spaced:  Your first and last name  Instructor’s Name  English III  Date |  |
| Title | Center the title using regular title capitalization rules with no underline, bold, or quotations. Start the report immediately below the title. |  |
| Tables & Illustrations | Place tables and illustrations as close as possible to the text they refer to.  Photos, graphs, charts or diagrams should be labeled *Figure*(usually abbreviate *Fig*.), and assigned a number (e.g., Fig. 1). The label, title, and source (if any) appear underneath the figure, flush left, in a continuous block of text rather than one element per line. |  |
| Diction, Usage, and  Conventions | No slang, clichés, or informal language  No contractions (Ex. don’t = do not, should’ve = should have)  Avoid using “you” (use 3rd person formal for research; narrative writing may include 1st person point of view)  No symbols ( & = and)  Uses a variety of sentence structure (simple, compound, and complex)  Uses proper agreement (Subject-Verb and Pronoun-Antecedent) |  |
| Thesis | Thesis is grammatically correct, written in parallel structure (if applicable), and clearly states topic and what will be proven about the topic |  |
| Organization | Contains an introduction, body paragraphs, and a conclusion |  |
| Works Cited Page | If applicable, the Works Cited page is included and meets the following criteria:   * Title properly formatted * Entries in alphabetical order * Hanging indent for each entry * Sufficient number of sources |  |

*Each assignment in English III and English IV will have specific requirements and a rubric. Some of these requirements may include specifically identifying key elements in the paper. For example, research might require a clearly marked thesis statement (in bold). The Cultural Awareness essay will require stylistic elements to be marked/annotated (examples of figurative language).*