

How to Format an MLA Paper and Works Cited Page

MLA Paper Formatting

1. Create ID tag in top left corner with first and last name, course prefix and number, instructor's name, and date paper is due in day-month-year format.

Example:

Luke Skywalker

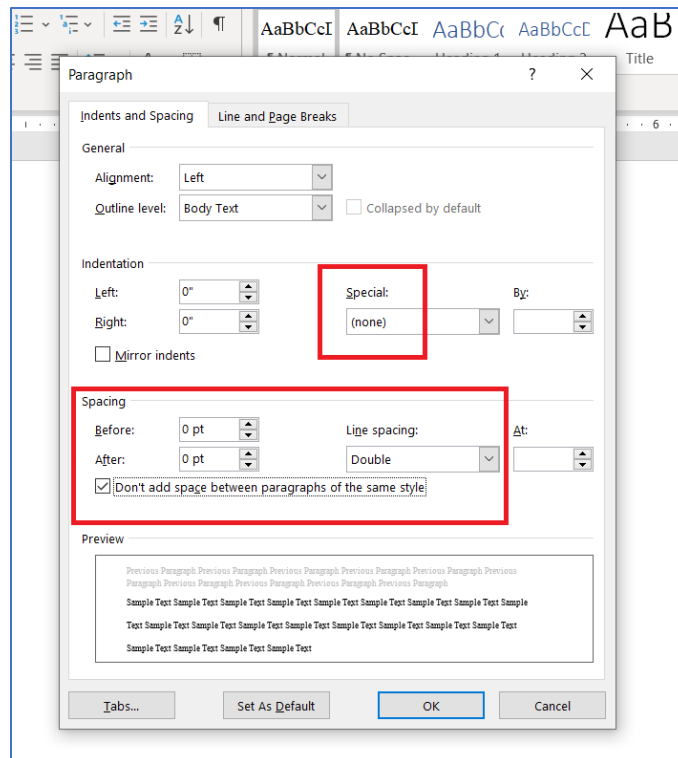
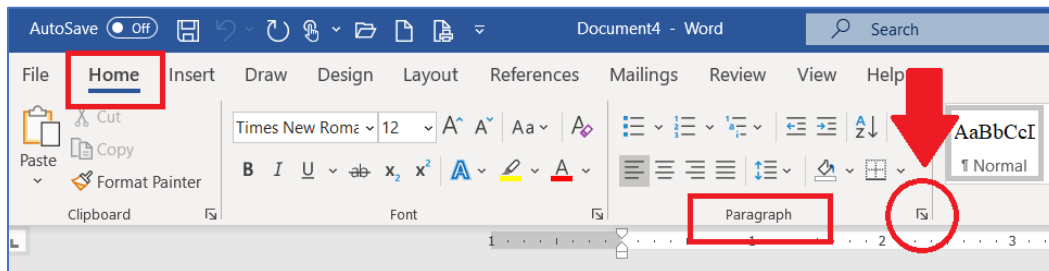
ANH 1101

Dr. Obi-Wan Kenobi

31 October 2020

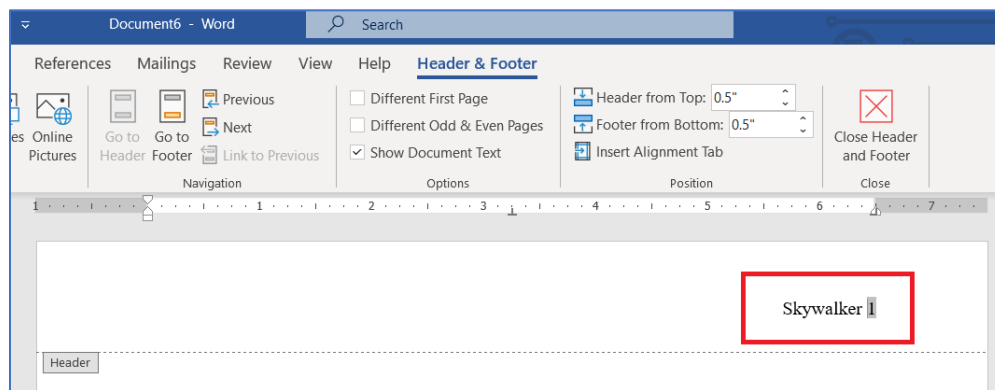
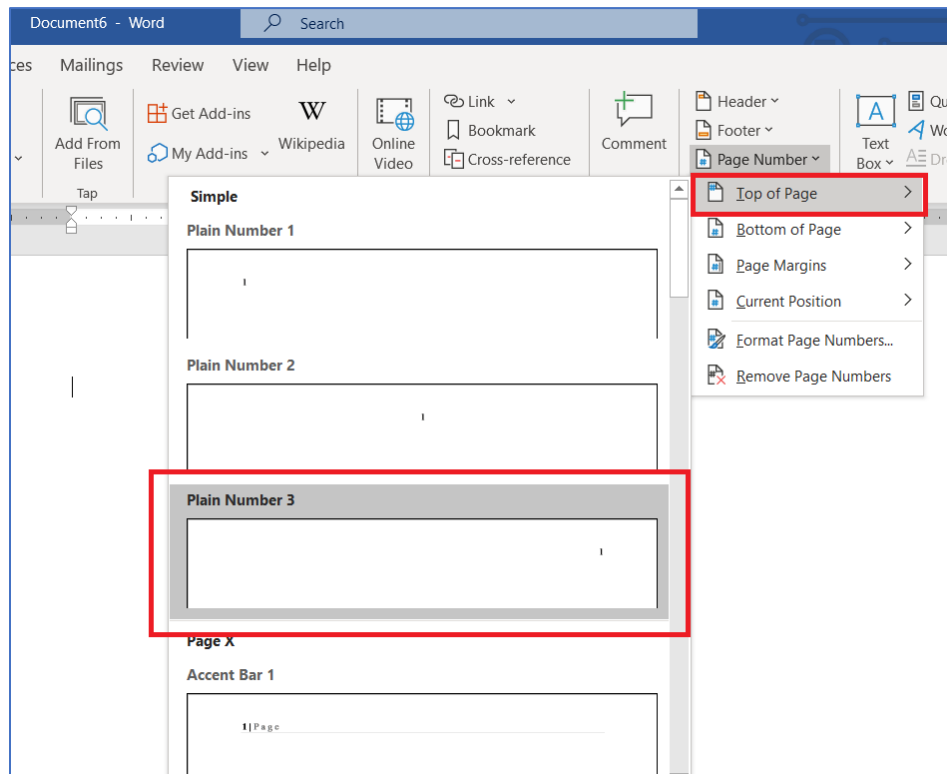
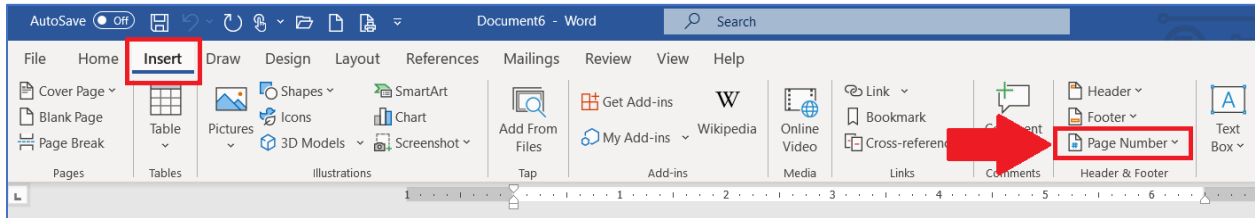
2. Times New Roman 12-point font for all text

3. ALL text is double spaced with no extra line spaces between paragraphs



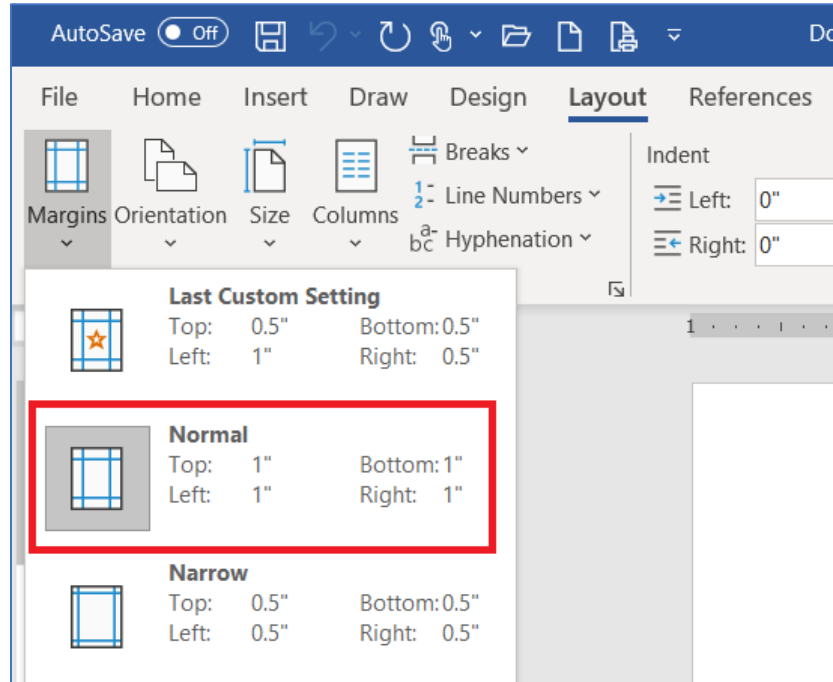
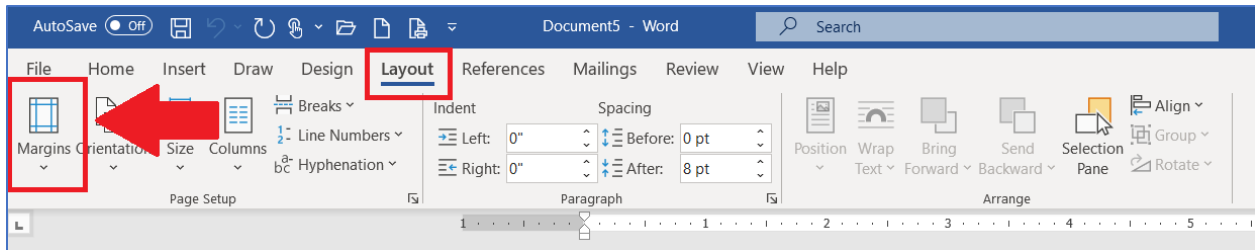
How to Format an MLA Paper and Works Cited Page

- Center essay title and Works Cited title (no bold or underline)
- Indent the beginning of each body paragraph by using the Tab key (on your keyboard) once
- Include a page number header in upper right-hand corner of each page, then add your last name in front of the page number.



How to Format an MLA Paper and Works Cited Page

7. 1-inch margins all around: top, bottom, left, right



Complete example:

Insert "page number" named "plain number 3" and type your last name in front of it to create the header. → Skywalker 1

Luke Skywalker

ANH 1101 ← Double space ID tag information including your last name, course info, teacher's name, and date the paper is due.

Dr. Obi-Wan Kenobi

31 October 2020

Centered Paper Title ← Center the paper's title and keep the double-spaced formatting consistent throughout the entire paper body.

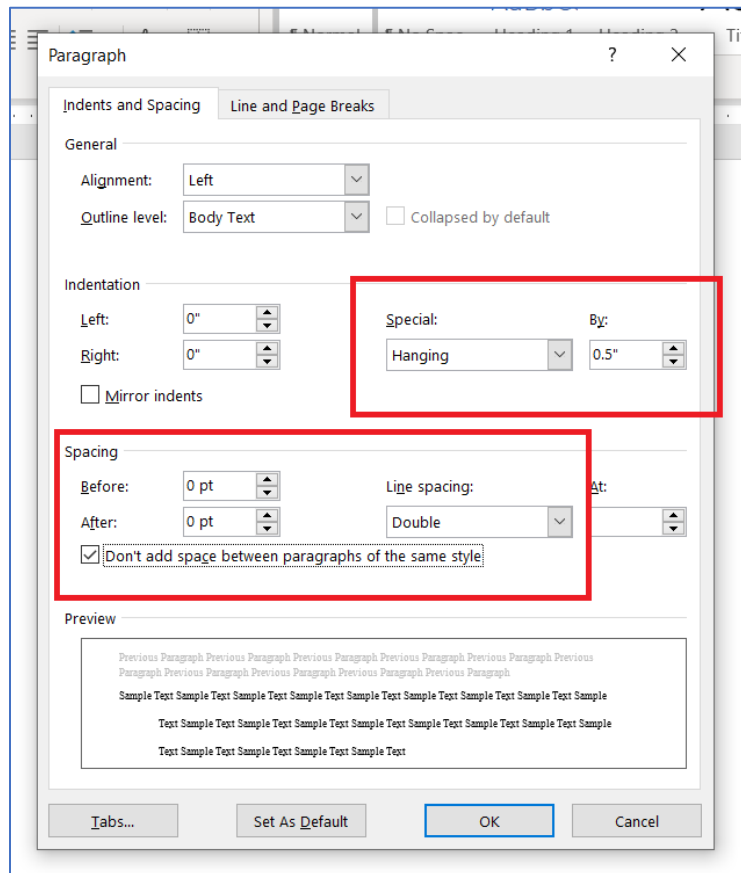
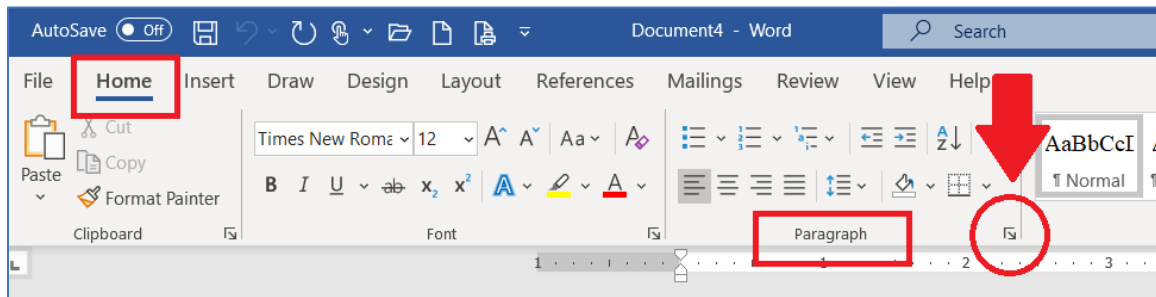
→ Begin paper introduction here...]

Indent 0.5" by hitting the tab key on your keyboard once.

How to Format an MLA Paper and Works Cited Page

Formatting Works Cited Page


1. Works Cited is entitled Works Cited (not Bibliography or References because the citations have been cited in your essay)
2. Use hanging indent for Works Cited entries (not the centered title)




3. Works Cited begins at the beginning of a new page after essay is finished
4. Alphabetize Works Cited entries

How to Format an MLA Paper and Works Cited Page


Complete Example:

Works Cited  Centered Works Cited page title, still double spaced.

Alphabetized citation list by author's last names.  0.5" hanging indent applied to the entire citation list.

Artan, Tüley. "Arts and Architecture." In *The Cambridge History of Turkey: The Latter Ottoman Empire, 1603-1839*, vol. 3, 2006, pp. 415 – 420, 450-453.

Bassett, Sarah Guberti. "The Antiquities in the Hippodrome of Constantinople." *Dumbarton Oaks Papers*, vol. 45, 1991, pp. 87-96. *JSTOR*, www.jstor.org/stable/1291694.]

Choniates, Niketas. *O City of Byzantium, Annals of Niketas Choniates*. Translated by Harry J. Magoulias, Wayne State University Press, 1984.  Double-spaced formatting throughout.

"Fountains." *Istanbul Guide*, 28 September 2007, *ArchNet Internet Archive*, <https://web.archive.org/web/20070928011900/http://www.ibb.gov.tr/NR/exeres/FC9A1376-D5AE-4806-9D1A-89A0048E349B.frameless.htm?NRMODE=Published>.

Greatrex, Geoffrey. "The Nika Riot: A Reappraisal." *The Journal of Hellenic Studies*, vol. 117, 1997, pp. 60-86. *JSTOR*, www.jstor.org/stable/632550.



This reference sheet was created for the Tutoring & Writing Center at Rollins College by Elizabeth Trepanier and Kyra Bauske.