



• The Rundown •

Generally, an MLA style paper should include the following:

- Heading on page 1
- The actual paper
- Works Cited

For the font, line spacing, and margins, follow these guidelines:

- Use a 12pt, legible font such as Times New Roman.
- Everything, including the first page header and works cited, should be double-spaced with one-inch margins.
- Each page after the first should have your last name and the page number in the top-right corner.
- Keeping in mind these goals, let's talk about what goes into writing an annotated bibliography.

• Using In-Text Citations •

WITH NAME IN THE SENTENCE (1 or 2 authors):

Lastname claimed that MLA is a great citation style (95).

Lastname and Anothername found strong support for their claims (96).

WITH NAME IN THE CITATION (1 or 2 authors):

Research has shown that using MLA can be really easy with practice (Lastname 95).

Interesting research has been done on the topic (Lastname and Anothername 96).

3 OR MORE AUTHORS:

Lastname et al. have done great research (95).

Great research has been done on this interesting topic (Lastname et al. 95).

SOURCES WITH NO AUTHOR:

According to this website, the organization is all about using MLA style ("Article Title").

• Formatting •

Setting up PAGE NUMBERS and the FIRST PAGE HEADER:

Insert → Page number → Place page numbers at the top right of the page

Type your last name before the page number so it shows up on every page.

To format your first page header, select the Header option "Different First Page" and put the page number 1 on the top right.

In the top left of your first page, type the following, double spaced:

- Your first and last name
- Your instructor's name
- The course number and name
- The assignment's due date

Follow this with the title of your paper, centered and not in bold. Follow this with your paper.

• Common Works Cited Entries •

- Books, articles, and journal names are in title casing (every main word capitalized).
- Book titles and journal names are italicized, and article or chapter titles go in quotation marks.
- Works cited should be listed in alphabetical order with a 0.5 inch hanging indent.
- Include both names if there are two authors. If there are 3 or more authors, include only the first author's name followed by "et al."
- For a webpage, include a date if there is one. Include the access date instead if there isn't.

CITING A BOOK:

Lastname, Firstname and First Last. *Title of the Book*. Publisher, 2016.

CITING A CHAPTER IN A BOOK WITH EDITOR(S):

Lastname, Firstname. "Title of the Chapter." *Title of the Book*, edited by Editor's Name(s), Publisher, 2016, pp. 25-30.

CITING AN ONLINE JOURNAL ARTICLE:

Lastname, Firstname. "Title of the Article: Subtitle of the Article." *Journal Name*, vol. 15, no. 2, 2016, pp. 123-456. Name of Database, doi:10.0000/0000000000.

CITING A NEWS ARTICLE ONLINE:

Lastname, Firstname. "Title of the Article." *Site Name*, 31 Dec. 2016, www.website.com.

CITING A WEBSITE WITH NO AUTHOR:

"Title of the Page." *Site name*, www.fullwebsitegoeshere.com. Accessed 31 Dec. 2016.

• Resources •

MLA Style Site: <https://style.mla.org/>

Excelsior College Online Writing Lab: <https://owl.excelsior.edu/citation-and-documentation/mla-style/>