MLA Format for Essays

1. Using either Google Docs or Microsoft Word, open up a new document.

2. Title your document as your name (first and last) and your charity.

3. Change the paper set-up to be:

   A) 12 point font

   B) Times New Roman

   C) 1" margins all around

   D) Double-spacing

4. In the upper left-hand corner of your paper type:

   Name (first and last)

   Block

   Teacher

   Date

5. Hit enter ONCE, center align your cursor, and type your paper's title.

6. Hit enter ONCE, left-aligned your cursor, hit tab ONCE, and begin your first paragraph.

7. At the end of each paragraph, hit enter ONCE, and then hit tab ONCE to start the next paragraph.

8. You need both IN-TEXT CITATIONS and a WORKS CITED for your research paper.

   IN-TEXT CITATIONS:

   *   After you provide a piece of evidence, you must cite where you got it from using an in-text citation. This must occur directly after the information you provide from the source.

   (Author's last name and page number-if possible)

EXAMPLE: (Steinbeck 30)

No page number? Leave it out.

EXAMPLE: (Steinbeck)

No author or page number? Use the website or article title. Use quotation marks.

EXAMPLE: ("Unicef for Change")

* You should have a minimum of THREE in-text citations for EACH body paragraph.

* You should never have a parenthetical citation at the end of a paragraph.

WORKS CITED PAGE:

• This is a list of all of the sources you cited in your essay.

• Should be alphabetical, 12 point Times New Roman font, double-spaced.

• Use EasyBib to correctly do this.

THIS DOCUMENT IS FORMATTED IN MLA STYLE. YOUR PAPER SHOULD HAVE THE SAME FONT, MARGINS, SPACING ETC. YOUR PAPER SHOULD NOT BE IN BULLET POINTS THOUGH! YOU NEED PARAGRAPHS!!!!