

Student Name (First Name then Last Name)

Teacher Name

Class Name and Number

Date Paper Due

Title of Paper

The MLA style guidelines provide rules for scholarly writing. This template provides a basic layout for a term paper using these guidelines. Two typical elements of MLA term papers are provided as examples in this template: source citations and quotations.

1. Source Citations

Per MLA guidelines, all sources must be cited on the Works Cited page, located at the end of the paper. Within the body of the paper, enclose the author's last name and a page range within parentheses (Erickson 24-67) to indicate the cited text. The author's last name corresponds with the entry on the Works Cited page, allowing readers to look up the source of the citation.

2. Quotations

Guidelines for quotations are based upon the length of the quote. Quotes with fewer than four lines of prose or three lines of verse are quoted directly in the sentence. According to the MLA, include this type of quote "directly in the sentence and enclose it within quotation marks."

Quotes longer than four lines of prose or three lines of verse follow different guidelines. Introduce these quotations with a colon:

Start long quotes on a new line. Indent the quote one inch from the left margin.

To do this, type the quote in its entirety, double spaced and omitting quotation

marks. Then place the cursor at the first line of the quote. Now use the pointer to move the bottom gray marker to 1 inch. The Long Quote style in this Microsoft Word template is provided for formatting.

If you quote more than one paragraph, indent the first line of each paragraph an additional quarter inch (Put the cursor on the first line of each paragraph and tap the space bar four times). When quoting verse, maintain line breaks from the original work. Include a parenthetical citation before the closing punctuation, such as the one that follows (Erickson 34).

Works Cited

LaClair, Linda. "How to Format a Works Cited Page." First center your cursor and type in upper and lower case the words, Works Cited.

Use Ctrl L to bring the cursor back to the left margin.

Then type correct bibliographic entry for each source you used in writing your paper. Each source should be typed at the left margin. Be sure to use the Enter key only when you come to the end of each source. When you have completed this initial entry of bibliographic citation, you will format the page properly using the next two guidelines to create hanging indentation.

Highlight all the sources you have cited on the page and then click the bottom half of the double arrow on the ruler at the top of the page and drag that arrow to 1 inch.

When you release the arrow, the page will be in hanging indentation format.

Although the page you are looking at now is not bibliographic citations, the appearance is what you will see when you have formatted the Works Cited page correctly. Note that you can count 6 lines that come to the left margin, the number of sources used in writing this theoretical paper.

For additional examples and comprehensive style guidelines, refer to the MLA web site.

<<http://www.mla.org>>