

# Prep's Writing Style Guide MLA 7<sup>th</sup> Ed.

## Basic Guidelines

- 12 point font
- Times New Roman font
- Double spaced lines (no extra spaces between paragraphs)
- One inch margins all around
- Include Header in upper right corner of the page with your last name and page number (separated by a space)
- Place your name, teacher's name, subject and section, and due date in the upper left hand corner (not in the header)
- Center your title: keep in standardized 12 point Times New Roman font (do not bold or underline it)
- Indent five spaces or one-half inch at the beginning of each paragraph (one Tab space)

Jones 1

John Jones

Ms. Smith

English 342, Section 2

24 November 2010

## Hamlet's Quest for Vengeance

## Citing Sources Parenthetically

- A parenthetical reference contains the author's last name and page number of the borrowed material enclosed by parenthesis: (Graff 25).
- MLA recommends placing the parenthetical reference at the end of the sentence, but before the final period
- No encyclopedias may be used as primary sources
- If the original quote is longer than four typed lines, indent the left margin one inch (2 Tab spaces)

**Example:** In the nineteenth century, the supposed golden age of American education, "college faculties acted as disciplinary tribunals, periodically reviewing violations of rules" (Graff 25).

## Formatting Works Cited Page

- Center your Works Cited page title: keep in standardized 12 point Times New Roman font (do not bold or underline it)
- One inch margins all around
- List entries alphabetically by author's last name
- After the first line, all successive lines should be indented five spaces per entry

## Sample Works Cited Entries

### Book: Single Author

Author's last name, first name. *Book Title*. Place of publication: Publisher, publication date. Medium of publication.

Lee, Harper. *To Kill a Mockingbird*. New York: Warner, 1982. Print.

### Online Database: Scholarly Journal

Author's last name, first name. "Article Title." *Journal Title* Volume.Issue (Year of Publication): page numbers.

*Name of Online Database. Medium of Publication. Date of access. <URL>.*

Youakim, Sami. "Work-Related Asthma." *American Family Physician* 23.4 (2001): 1839-52. *Health*

*and Wellness Resource Center. Web. 12 Jan. 2009. <http://find.galegroup.com>.*

For a detailed reference see: A guide to MLA Documentation Ver. 7, go to [www.mla.org](http://www.mla.org) or see your teacher for an extended list of MLA Works Cited formats.