

*Insert page number and writer's last name into header*

Name

Teacher's Name

Class

Day Month Year

*1" Margins all around*

*Times New Roman, size 12 font*

*Double-spaced*

Title *Centered*

*Begin paragraphs indented 1/2 inch from margin*

The Modern Language Association style format does not use a title page, but the above heading is used on the first page of the paper. The introductory paragraph should include the thesis statement of the research which describes the writer's purpose in writing the paper. The introductory paragraph presents the problem or question that is the central theme, or main idea, of the paper.

An outline is helpful in planning the structure of the paper. An outline is created before writing the paper to organize the writer's thoughts. A writer needs to consider the reader when writing by providing background knowledge important to the topic. The outline helps to organize information important to the topic and the supporting details. In the paper, the writer expands on the brief descriptions and notes used in the outline. Each paragraph of the paper should match the structure of the outline.

Each paragraph of the body of the paper is organized to provide information that supports the thesis statement. The writer can use words and ideas from sources to provide the supporting information. The Modern Language Association (MLA) style does not use foot notes; instead the writer uses parenthetical references in the body of the paper. To avoid plagiarism, a writer must use quotation marks around direct quotes and provide a parenthetical reference to a full citation of that source in the Works Cited page. Parenthetical references are also used to recognize paraphrased and summarized sources of ideas or information. A parenthetical reference is the last

name of the author or the corporate author (group), or if not given then the title of the source in parenthesis placed before the punctuation mark (Author's last name or if no author, use the title of the source).

*1" indentation*

*for blocked quotations* A direct quote that is more than four lines long is not put in quotation marks, but instead is indented one inch from the margin as a block of text. The parenthetical reference is placed within parentheses after the punctuation mark at the end of the quote. (Author's last name)

The writer needs to continuously edit the paper. Spell check should be used to check on spelling and grammar. The writer can use a thesaurus to vary vocabulary and to avoid the use of repetitive words and phrases. Graphics, such as pictures, graphs, and charts, add another source of supporting information. It is important to cite the source of the graphics, as well as other information used in the paper.

Finally, in the concluding paragraph, the writer should restate the thesis statement of the paper. The writer concludes the paper by summarizing the main points and by stating the position or solution which is supported by the information presented in the body of the paper. The concluding paragraph is used to pull together all the ideas presented in the paper.

Works Cited      *Centered*

Last name, First name of author or corporate author. "Title of Web Page". *Title of web site*.

Publisher or sponsor of the web site. Day Month Year of publication. Web. Day Month

Year accessed.      *Use a hanging indent when citations are longer than one line of text*

Last name, First name. *Title of book*. Place of Publication: Publisher, Copyright date.

Last name, First name. "Title of Article." *Title of periodical*. Day Month Year: Page #s. Print.

Last name of person interviewed, first name. Personal interview. Day Month Year.