

Format Research Paper in MLA ed. 8

Step 1

Format the Paper

1. Font Times New Roman.
2. Font Size 12
3. Line spacing is double (the entire paper including the Works Cited page, no extra spaces between citations)
4. Margins are one inch top, bottom, left and right. (Google docs defaults to those so no need to change)

Step 2

Heading

1. Name
2. Instructor
3. Course #
4. Date

Beth Catlin
Professor Elaine Bassett
English 106
3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn't help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Step 3

Insert Page #'s

1. Insert > Page #
2. Select 1st option
3. Insertion point on left side of #
4. Type last name, press space bar

Page number

Page count

- Page break Ctrl+Enter
- Header Ctrl+Alt+O Ctrl+Alt+H
- Footer Ctrl+Alt+O Ctrl+Alt+F
- Bookmark
- Table of contents

Step 4

Format the Works Cited Page

The Works Cited Page has an additional format requirement. Hanging indents are required as a means of distinguishing citations. The basics...the first line of a citation is justified to the 1 inch margin any additional lines are indented five spaces and is called a hanging indent. Before creating the indents you should title the page Works Cited, then center align, hit return to go to the next line, bring cursor back to left.. We will now use the ruler below.



12 Point Font (Times New Roman)
One Inch Margins: Top, Bottom, Left, Right
Double-spaced Entries

Entries in Alphabetical Order

Hanging Indent

Last Name & Page Number in Header Smith 1

Works Cited

Boyer, Holly, and Aimee Graham. "Hip Hop in the United States." *Reference & User Services Quarterly*, vol. 55, no. 3, Spring 2016, pp. 215-218. *Academic Search Complete*, hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=114060504&site=ehost-live. Accessed 23 June 2016.

Code, Larena. "Finding My Voice: A Hip Hop Music Curriculum for Students of Diverse Backgrounds." *Illinois Music Educator*, vol. 76, no. 2, Winter 2015, pp. 41-42. *Academic Search Complete*, hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=110928918&site=ehost-live. Accessed 23 June 2016.

Eminem, artist, and Rihanna, featured artist. "Love the Way You Lie." *Recovery*, Aftermath Records, 2010, www.eminem.com/lyrics/recovery/love-way-you-lie-feat-rihanna. Accessed 23 June 2016.

Pull the rectangle back to where the gray begins

In order to provide the many examples this page is 10 font. MLA requires 12 font.

Works Cited

Electronic Database Subscription Service	Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." <i>Environmental Toxicology</i> , vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. <i>Wiley Online Library</i> , doi: 10.1002/tox.20155.
Corporate/ Association as author	American Allergy Association. <i>Allergies in Children</i> . Random House, 1998.
Page on a web site	"Athlete's Foot - Topic Overview." <i>WebMD</i> , 25 Sept. 2014, www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview.
Scholarly Publication	Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's <i>Bashai Tudu</i> ." <i>Tulsa Studies in Women's Literature</i> , vol. 15, no. 1, 1996, pp. 41-50.
Entire Web site	Felluga, Dino. <i>Guide to Literary and Critical Theory</i> . Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.
Book with two authors, three or more place comma at end of first author's name then et al.	Gillespie, Paula, and Neal Lerner. <i>The Allyn and Bacon Guide to Peer Tutoring</i> . Allyn and Bacon, 2000.
Part of a book; Chapter, essay anthology or poem etc.	Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." <i>A Tutor's Guide: Helping Writers One to One</i> , edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.
Image from Web	Klee, Paul. <i>Twittering Machine</i> . 1922. Museum of Modern Art, New York. <i>The Artchive</i> , www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.
Video, YouTube	McGonigal, Jane. "Gaming and Productivity." <i>YouTube</i> , uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E. Accessed 6 Feb. 2016.
Blog	Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?" <i>BoardGameGeek</i> , 29 Sept. 2008, boardgamegeek.com/thread/343929/best-strategy-fenced-pastures-vs-max-number-rooms. Accessed 5 Apr. 2009.
Personal interview	Smith, Jane. Personal interview. 19 May 2014.
Speech, keynote address etc.	Stein, Bob. "Reading and Writing in the Digital Era." Discovering Digital Dimensions, Computers and Writing Conference, 23 May 2003, Union Club Hotel, West Lafayette, IN. Keynote Address .
Book	Tan, Amy. <i>The Bonesetter's Daughter</i> . New York: Putnam, 2001. Print.
Tweet	@tombrokaw. "SC demonstrated why all the debates are the engines of this campaign." <i>Twitter</i> , 22 Jan. 2012, 3:06 a.m., twitter.com/tombrokaw/status/160996868971704320. Accessed 13 Mar. 2016.

Heading is centered.

List is alphabetized by authors' last names or by the first word in the citation.

First line of each entry is at the left margin; additional lines of the citation are indented 1/2 " or five spaces.

Double space throughout; the reader distinguishes a new citation when they see the line begins on the left margin.

URL/DOI/Permalink are now included in the citation. Eliminate https://.

Titles...Italics or in quotations? Italics are used for long works, books, plays, films etc. Quotations for short works, magazine articles, songs, poems, chapters etc.

Abbreviations Use *n.p.* when neither a publisher/sponsor name has been provided. Use *n.d.* Web page does not provide a publication date.

Academic Integrity...

Honesty is the foundation of good academic work.

Whether you are working on a problem set, lab report, project or paper, avoid engaging in plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty.



MLA Format—In-text Citations/Parenthetical

The following instructions are basically the same for print sources and electronic sources. When you quote or paraphrase a specific portion of a resource, give enough information--usually the **author's last name** and the **page number(if print)**--so that the location of the borrowed material can be located in the Works Cited page.

- ◆ Parenthetical citations should complement both the text (if author's name is mentioned within the quote do not include in the parenthetical citation) and the Works Cited page. See below for sample research paper page and a Works Cited page.
- ◆ Parenthetical citations are placed within parenthesis with a period on the outside of the parenthesis, do not include the word "page" or "pages" or the abbreviations "p." or "pp." -- just the page numbers themselves.

(Jones 33). (Wise 56-67). (Totalitarian governments 44). For an electronic source no page numbers reference paragraph (Sule par. 13).

A recent study by the National Highway Traffic Safety Administration (NHTSA), states that the age group of under 25 are the most distracted drivers. Many states are looking into and enacting laws that will ban driving distractions. Electronic devices and cell phones already have restrictions. (ProQuest Staff par 1). **Paraphrase**

Swedler, defines distracted driving "as a secondary or tertiary task that takes the drivers eyes, hand or concentration away from the primary task of driving" (par. 1). **quote authors name precedes the quote**

"West Virginia is one of 39 states that have banned text messaging by all drivers, while talking on a handheld device behind the wheel has been outlawed in 10 states, plus the District of Columbia" (Laws, Education Not Enough par. 6). **direct quote**

Multiple studies confer...

People who drive while texting are 23 times more likely to have an accident than a non-distracted driver. More than 3,900 people lost their lives in 2010 as a result of distracted driving. More than 400 lives were lost as a result of crashes involving teen drivers who were distracted. More than half (55%) of those killed were teens themselves. And 11% of all drivers under the age of 20 involved in fatal crashes were reported as distracted at the time of the crash (Genachowski). **long quote four of more lines, block quote**

1" margins top, bottom, right, left

Double space no extra space between citation.
The indent distinguishes citations.

Times New Roman 12

Works Cited

Genachowski, Julius. "Time to Put the Brakes on Texting and Driving." *Gannett News Service*. 23 Sep. 2012: n.p. *SIRS Issues Researcher*. Web. 25 Mar. 2014.

"Laws, Education Not Enough to Curb Distracted Driving." *Targeted News Service*. 06 Mar. 2013: n.p. *SIRS Issues Researcher*. Web. 25 Mar. 2014.

ProQuest Staff. "At Issue: Distracted Driving." *ProQuest LLC*. 2014: n.p. *SIRS Issues Researcher*. Web. 25 Mar. 2014.

Swedler, David. "Epidemiology of Distracted Driving and Research into Distracted Driving among Truck Drivers." *John Hopkins Bloomberg School of Public Health*. *John Hopkins University*. Jan 2010. 7 Mar. 2011. Web.

Every line but the 1st in a citation hanging indent of 5 spaces

The dangers are real, but how extensive are they? To date there have been few scientific reports on the relation between cell phone use and traffic accidents. In 1997, Donald Redelmeier and Robert Tibshirani studied 699 drivers who owned mobile phones and had been in accidents. The drivers, who volunteered for the study, gave the researchers detailed billing records of their phone calls. With these data, the researchers found that the risk of a collision when using a cellular telephone was four times higher than the risk when a cellular telephone was not being used (433). Although this conclusion sounds dramatic, Redelmeier and Tibshirani caution against reading too much into it:

Author is introduced in a signal phrase, give page number only, needed within parentheses

Long quotation is introduced by a sentence naming the authors.

A long quotation is indented; no quotation marks are needed. The citation information page number follows the quote's end punctuation.

Our study indicates an associa-

tion but not neces-

sarily a causal relation between the use of cellular telephones while driving and a subsequent motor vehicle collision. . . . In addition, our study did not include serious injuries. . . . Finally, the data do not indicate that the drivers were at fault in the collisions; it may be that cellular telephones merely decrease a drivers ability to avoid a collision caused by someone else. (457)

Ellipsis dots show that words have been cut.

Pointing out that cell phones have benefits as well as risks, the authors do not recommend restrictions on their use while driving. Unfortunately, most states do not keep adequate records on the number of times phones are a factor in accidents. As of December 2000, only ten states were trying to keep such records (Sundeen 2).

In addition to the risks, there are benefits to using phones on the road. Matt Sundeen reports that drivers with cell phones place an estimated 98,000 emergency calls each day and that the phones "often reduce emergency response times and actually save lives" (1). The phones have business benefits too. According to transportation engineer Richard Petting, "Commuter time is no longer just for driving .As the comforts of home and the efficiency of the office creep into the auto-mobile, it is becoming increasingly attractive as work space" (qtd. in Kilgannon A23).

Print source, author's name and page #

An indirect source, words quoted in another source is cited with the term qtd.

Enforcing laws against negligent and reckless driving can also work. Even groups concerned with safety support this view. For instance, the National Highway Traffic Safety Administration advises states to enforce their reckless and negligent driving laws and, where necessary, to strengthen those laws; it does not call for restrictions

Information found on a government Web site, no page numbers. Introduce acronym the first time you are using the source, thereafter use the acronym.

This is a sample MLA formatted research paper. Refer to OWL Purdue for more extensive information <https://owl.english.purdue.edu/owl/resource/747/01/>