



MLA Format-7th Edition

Web sites that can help you with MLA Format Citations

- <http://www.lamission.edu/library/docs/MLAcitationelectronic.pdf>
includes sample citations of electronic resources like databases, ebooks and websites.
(a printed copy of this is available in the library)
- <http://www.lamission.edu/library/docs/MLAcitation.pdf>
includes sample citations of print resources like books, magazines and newspapers.
(a printed copy of this is available in the library)
- <http://www.easybib.com>
- <http://noodletools.com>
2 websites that will create a citation for you.
- <http://owl.english.purdue.edu/owl/resource/747/01/>
website with sample citations of print and electronic resources.

Before you begin to type a paper in MLA Format-General Guidelines

- Use a legible font (e.g. Times New Roman). Whatever font you choose, make sure the regular and italics type contrast enough that they are recognizable one from another. Use 12 pt. font.
- Leave only one space after periods or other punctuation marks.
- Indent the first line of paragraphs by using the tab key.
- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date.
- The title on the next line is centered. It should not be italicized, underlined or in all capital letters.

Setup for Word 2007 & Word 2010-

1. Click on **Page Layout Tab** (across the top).
2. Then click on the small diagonal arrow at the bottom by **Page Setup**. Margins should be set at 1.0" top, bottom, left and right.
3. Under the **Layout Tab** set Header at .5" and click OK.
4. Click on **Home Tab** (across the top).
5. Then click on the small diagonal arrow at the bottom by **Paragraph**.
6. Under **Spacing** use the pulldown menu to select **Double** (see line spacing). Also under **Spacing** make sure the Before: and After: are set on 0 pt. Click OK. Your entire paper including the Works Cited page will be double spaced.
7. Click on **Insert Tab** (across the top.) Click on Page Number in the **Header and Footer** Section. Choose top of page "Plain Number 3." You will now see the page number.
Now click on **Insert Tab** again. Click on Header in the **Header and Footer** section. Go down to "edit header." The cursor will be in front of the header number 1. Type your last name and hit the space bar once. Now click on the red X in the top right hand corner (says close header and footer).

Setup to type your Works Cited page in Word 2007& Word 2010

Click on **Home Tab** (across the top). Then click on the small diagonal arrow at the bottom by **Paragraph**. Under Indentation use the pulldown menu to select **Hanging** (see special). Click OK.

Web sites that can help you with MLA parenthetical or in-text documentation

- <http://leo.stcloudstate.edu/research/mlaparen.html>
- <http://www.aresearchguide.com/9parenth.html>
- <http://owl.english.purdue.edu/owl/resource/557/02>
- See also the *MLA Handbook* Chapter 6: Documentation: Citing Sources in the Text, pages 213-232.

MLA Handbook for Writers of Research Papers, 7th ed. One is at the reference desk, one is in the reference section and nine are in the main stacks. The nine in the stacks are available for checkout.

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