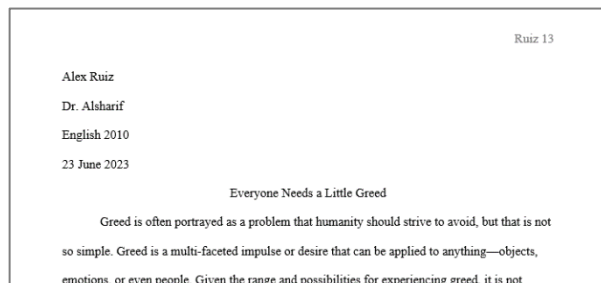


The Modern Language Association (MLA) publishes a citation style guide used to standardize writing and cite information. MLA format is widely used in the humanities. This handout explains how to format essays according to MLA (9th ed.) (section numbers listed in headings). This resource provides general information about formatting MLA papers, but writers should always tailor their work to their audience and assignment.

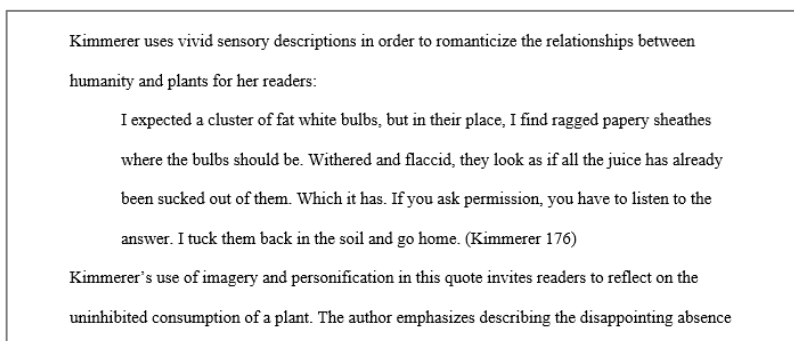
## Paper Format (1.1–1.6)

- Your **last name** and **page number** are right-aligned in the **header** of every page. For group papers, include only the page number.
- All **margins** are set to 1 inch.
- The **heading** is left-aligned and includes your name, the professor's name, course, and date.
- The paper's **title** is capitalized in title case, centered, and placed on its own line after the header.
- The entire document is in a clear, readable **11 or 12-point font**, such as Times New Roman.
- The entire document is **double-spaced** and left-aligned with no extra space between paragraphs.
- The first line of each paragraph is **indented** an additional .5 inch from the left margin.



## Block Quotes (6.35)

Writers are encouraged to limit the number of long quotes in a paper, but when quotes longer than four lines, they are formatted as block quotes. Block quotes remain double-spaced, are indented an additional .5 inch, are formatted without quotation marks, and include the in-text citation after the quote's end punctuation.

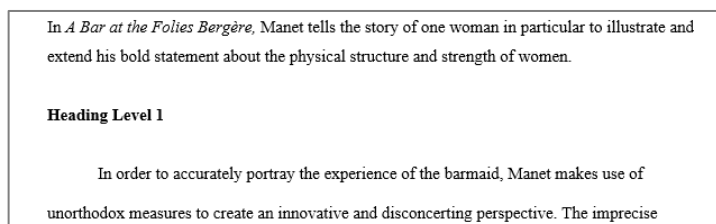


## End Punctuation

While block quotes are formatted to include punctuation after the quote, in-text citations include punctuation after the citation ("... " (Mitchell 23)). American academic writing, in general, places punctuation inside quotation marks ("... apart.") unless followed by an in-text citation.

## Internal Headings (1.5)

Internal headings are not a commonly used in MLA. However, when used, headings in the body paragraphs should be **left-aligned with the margin** and include a line space **above and below**. Each level of heading should include two or more instances of use in the paper.



## Tables and Illustrations (1.7–1.12)

Place visual elements as close to the related text as possible. Double-space tables, labels, and captions.

### Tables (1.7)

Each table is labeled with a number and title; both should be left-aligned on separate lines above the table. If adapting data from a source's table into a new table, place its source and notes in a caption below the table. To cite information from a table in-text, include the table number in square brackets after the page number, e.g., (Smith et al. 18 [table 2]).

**Example:** Table 1

Distribution of Literature Degrees in the U.S., 2014-2016

Academic Year	Bachelor's Degrees	Master's Degrees	Doctoral Degrees
2014–2015	16,008	2,517	762
2015–2016	16,762	2,637	778

Adapted from: U.S. Department of Education, Institute of Education Sciences,

National Center for Education Statistics. *Digest of Education Statistics*, 2017 ed.,

June 2017, table 297, [nces.ed.gov/programs/digest/d07/tables/dt07\\_297.asp](https://nces.ed.gov/programs/digest/d07/tables/dt07_297.asp).

### Illustrations (1.7)

Other types of visual material (e.g., photograph, map, graph, or chart) should be labeled *Figure #* (usually abbreviated *Fig.*) and identified in a double-spaced caption below. If a writer chooses to give a full citation in the **caption** and does not cite it elsewhere, no entry is needed in the works cited.

**Example: Full Citation**



Fig. 2 James Modarelli, *NASA Insignia*. 1959, National Aeronautics and Space Administration. [www.nasa.gov/symbols-of-nasa.html](http://www.nasa.gov/symbols-of-nasa.html)

**Partial Citation**



Fig. 2 James Modarelli, *NASA Insignia*.

## Works Cited Format (1.6)

- Works cited begins on a **new page**
- The words *Works Cited* are centered but not bolded, underlined, or italicized.
- Entries are **alphabetized** by author's last name or organization's name.
- Each citation has a **hanging indent** (the first line is left-aligned and subsequent lines are indented an additional .5 inch).

