This handout details the most common requirements and recommendations for formatting a paper using the Modern Language Association 8th Edition style guide. Your instructor may require other formatting that contradicts or is not included in this guide. Always defer to your instructor’s preferences and/or the Purdue OWL website for specific examples.

For assistance in formatting in-text citations and references, check out the MLA Formatting and Style Guide at Purdue University’s Online Writing Lab. (https://owl.english.purdue.edu/owl/resource/747/01/)

General Formatting

- 12 point, Times New Roman font
- Double-spaced with no space between paragraphs
- 1-inch margins throughout
- Header with your last name and page numbers on each page

Main Body

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John Smith
Professor Jane Doe
English 101
1 January 2015

MLA Formatting Example Paper

Header:
- Your last name and the page number will be aligned to the right margin

Main Body:
- The following will be aligned to the left margin, each on its own line:
  - Name
  - Instructor’s Name
  - The Course Name
  - Date
- The full title is centered on the next line(s) and contains no additional formatting (italics, bold, etc.)
- The body of the paper continues on the next line
- Each new paragraph is indented with no additional space
### Works Cited Basics:

**How should the Works Cited page be formatted?**
- Font size 12, double spaced, Times New Roman
- Each source should have a hanging indent
- Alphabetize by author’s last name

**What information is included in the work cited?**
- Author’s name
- Title of Source (e.g. story title, article title, etc.)
- Title of Container (e.g. journal title, database name, anthology title, etc.)
- Other Contributors (e.g. additional authors, editor’s name, etc.)
- Version
- Number
- Publisher
- Publication Date

**Optional Elements (some professors may not require these)**
- Information about a prior publication
- Date of Access
- Website Stable URL

### Short Story in an Anthology General Format

Author Last Name, Author First Name. “Short Story Title.” *Book Title*, Editor First Name and Last Name, Publisher, Year of Publication, page numbers.

### Scholarly Article General Format

Author Last Name, Author First Name. Article Title. *Journal Title*, volume number, issue number, Date, page number. *Database*, stable URL (no hyperlink or underline).

### Works Cited Short Story Example

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**Works Cited**


### Works Cited Scholarly Article Example