

MLA - 4

MLA Page Formatting

- With the exception of page numbers, all margins should be set to 1”.
- Make sure to choose an easy-to-read typeface (the generally acceptable font is Times New Roman) in a standard size (12 point).
- You should double-space the entire paper
- Do not include a title page unless one was requested by your professor. If your professor requires a title page, ask him or her for formatting instructions.
- The first four lines of your paper should be left justified and include your name, the professor’s name, the class number, and the date.
- The title of the paper should be centered on the page, but not underlined or italicized unless you would format the word that way in the text as well (e.g. titles).
- All pages should be numbered with your last name preceding the number. However, be aware that some professors prefer that the page number be omitted from the first page.
- Use only white, 8.5 -by-11” paper.
- Indent .5” at the beginning of every paragraph

Header should be positioned .5” from the top of the page with no comma between the last name and the page number } Kerr 1

Joe Kerr

Dr. Hugh-Morris

English 165

15 March 2020

This is the correct order for the introductory information

Title double-spaced and centered—only the secondary title is italicized

Humorous Names and Unconscious Bias: Harari and McDavid’s

Name Stereotypes and Teacher’s Expectations and the College Classroom

Allison Wanda Lend states in her excellent 2015 essay *Where My Name Can Take Me* that children’s names are far more than simple labels used for convenience between individuals. While this study is often regarded as farfetched, there are several kernels of useful information buried in the *Jabberwocky*-like prose that Land uses to a great extent through her entire essay.

Double-spaced throughout

Works Cited Page Formatting

- The Works Cited page(s) is placed at the end of the document, beginning on a new page.
- Continue the page numbers from the body of the document.
- The title of the section (Works Cited) should be the first line and centered on the page.
- The Works Cited entries use a hanging indent. This means that the first line is flush with the left hand margin, but each subsequent line is indented .5". This can be done either by selecting Format >Paragraph and adjusting the indents, or by dragging the ruler markers, as seen below, after highlighting the entire finished Works Cited page.
- The entire page should be double spaced.
- All the entries should be arranged in alphabetical order by the first author's last name. If the author's name is not known, use the title to alphabetize.
- If you have two or more works by the same author, arrange all the works by that author alphabetically by title. Substitute the author's name in the second and subsequent entries with three dashes.



Ruler setting for a hanging indent

Title centered
Works Cited

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Header continued from the body of the paper

Works in Alphabetical order by the author's last name

Butler, Robert Olen. "Jealous Husband Returns in Form of Parrot." *The Scribner Anthology of Contemporary Short Fiction: 50 North American Stories Since 1970*. Ed. Lex Williford and Michael Martone. New York: Touchstone-Simon & Schuster, 2007. Print.

Hararf, Herbert and John W. McDavid. "Name Stereotypes and Teachers' Expectations." *Journal of Educational Psychology* 65.2 (1973): 222-225. EBSCO. Web. 4 June 2010.

Two works by Vonnegut in order by title

Vonnegut, Kurt, Jr. *Cat's Cradle*. New York: Dell, 1963. Print.

---. *Look at the Birdie: Unpublished Short Fiction*. New York: Random House, 2009. Print.