

MLA Style

Quick Format Tips

FIRST PAGE

FORMAT

Double-space and use 12-point Times New Roman font throughout the entire paper.

TITLE

The title should be centered, but not underlined, italicized, or put in quotation marks.

MARGINS

Use 1-inch margins on all pages of the paper.

BLOCK QUOTES

Block quotes are longer than four lines. Indent 1" from the set margin when using a block quote. Do not use quotation marks, and put the period before the citation.

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Professor Mills
English 2010
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The History of Codes

Charles Babbage loved reading newspapers and solving codes. Once, in the classifieds, he saw a student's invitation to his girlfriend to elope and wrote a message, in their code, advising them not to (Frank 63). According to Ronald Wilson, newspaper codes were common in Victorian times:

Lovers would have to invent their own ciphers, which they used to publish notes in newspapers. These codes prevented the lovers' strict parents from knowing any plans which they would disapprove of. (123)

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PAGE HEADER

A page header includes the last name of the author and the page number. Indent 1/2" from the top right corner of every page.

IN-TEXT CITATIONS

In-text citations should be used after quoting, paraphrasing, or summarizing. Give only the information needed to identify the source. State the author's last name and page number in parenthesis without a comma. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the works cited entry. The period is placed after the citation.

CITING INDIRECT SOURCES

To cite information that your book or article has taken from another source, put the original author of the information in the text and write "qtd. in" in your in-text citation before the author and page number of the work you found the material in. Ex: (qtd. in Asay 352).

QUOTATIONS

If you need to make additions to a quote, put your own words in square brackets []. If you choose to omit words from the text, use ellipses in square brackets [. . .].

ALPHABETICAL ORDER

Alphabetically arrange works cited entries according to the first word in the entry, ignoring *a*, *an*, and *the*.

WORKS CITED

TITLE

The title "Works Cited" should be centered, but not underlined or punctuated.

SOURCES

List only the works you used, *not* everything you read.

HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins, after the first line of each entry.

- Works Cited
- Asay, Ronald. "How the Romans Made War." Journal of Military History 23 (1978): 345-357.
- Frank, Sarah. The Man Who Invented Computer Programming. New York: Nerd Press, 2001.
- Harvard, Neil and Allen Gregory. The Mathematical Executioners. London: Oxford UP, 1954.
- Wilson, Fred. "Newspaper Classifieds Do More Than Sell Cars." Daily News 5 May 1987, late ed.: F1, F9.
- Wilson, Ronald. "Leaving Cambridge." Turing: The Man. Ed. Taylor Roger. New York: Harcourt and Brace, 1998. 123-134.

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