

MLA STYLE REPORTS

Modern Language Association

What is MLA Style?

MLA is a set of guidelines for formatting research papers. It also requires writers to give credit to the sources used to write their reports.

General Report Format

- 8.5 x 11-inch paper
- Double-space entire paper
- Times New Roman, 12pt font
- 1 inch margins all around
- Right-aligned header with your last name and page number on every page
- Indent each new paragraph using the tab key

First Page Format

- Double spaced heading that includes your name, class name, teacher's name, and date
- Title (centered)

In-text citations

- Used to show where you found your research and give credit to that author
- Must list a brief description in parenthesis within your paper where you found that information in order to avoid plagiarism

Works Cited Page

- Complete reference of where you found your research for your report
- Must correspond with an in-text citation
- should appear on the last page of paper
- The title "Works Cited" appears centered at the top of the page
- Each source is reverse indented
- Title of articles should be in quotation marks; title of Web site should be in italics