

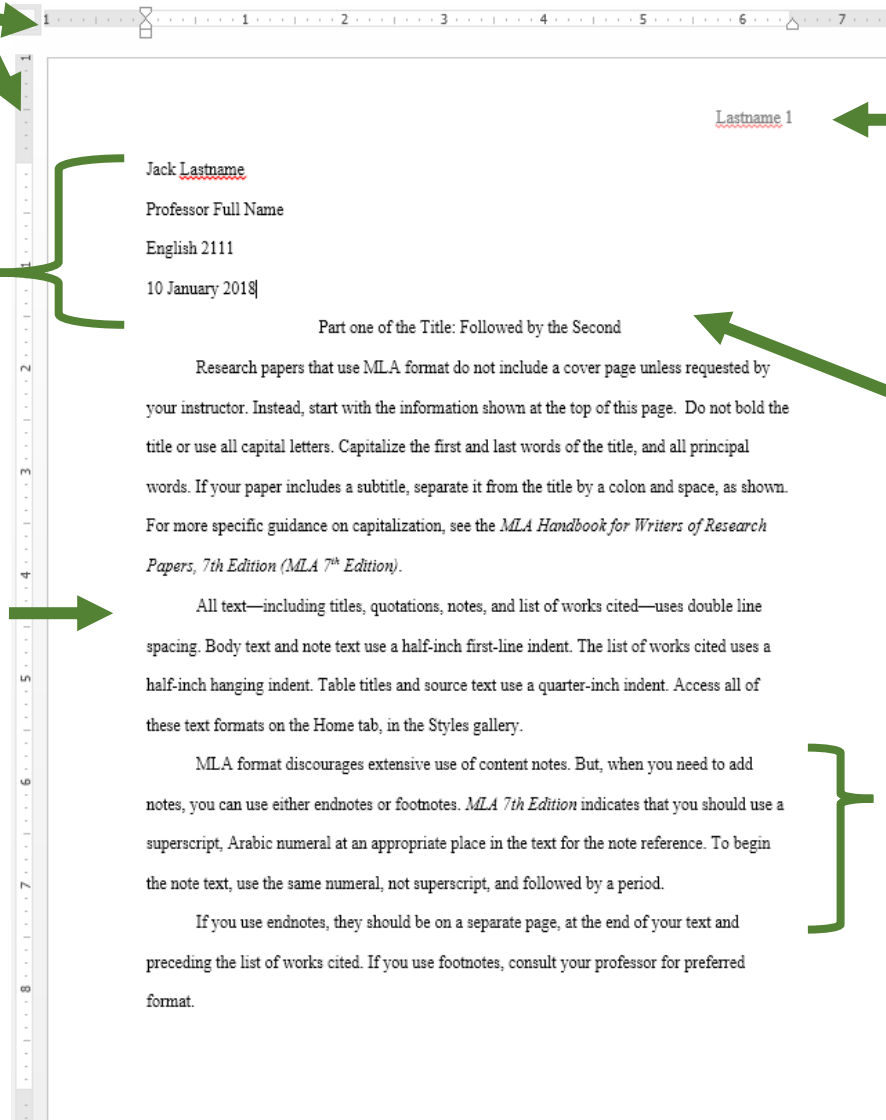
This document details MLA, 8th edition paper formatting using MS Office 365. While most MLA-formatted documents will follow these guidelines, always check with your professor, who may require course-specific formatting. **No title page** is necessary for an MLA-style document. For a free copy of MS Office 365, enter your e-mail on the webpage products.office.com/en-CA/student/.

PAGE SETUP

Set all margins to 1" (To format: **Layout** ⇒ **Margin** ⇒ Select **Normal**)

Your **name**, **instructor's name**, the **course name/number**, and the **submission date** (day month year).

First line of each paragraph is indented ½ inch (**Tab** key). No extra space between paragraphs or sections.



The screenshot shows a Microsoft Word document with the following content and annotations:

- Header:** "Lastname 1" (annotated with a green arrow pointing to the right margin).
- Student Information:** "Jack Lastname", "Professor Full Name", "English 2111", "10 January 2018" (grouped by a green bracket on the left margin).
- Title:** "Part one of the Title: Followed by the Second" (annotated with a green arrow pointing to the center of the page).
- Paragraph 1:** "Research papers that use MLA format do not include a cover page unless requested by your instructor. Instead, start with the information shown at the top of this page. Do not bold the title or use all capital letters. Capitalize the first and last words of the title, and all principal words. If your paper includes a subtitle, separate it from the title by a colon and space, as shown. For more specific guidance on capitalization, see the *MLA Handbook for Writers of Research Papers, 7th Edition (MLA 7th Edition)*." (The first line is indented ½ inch, annotated with a green arrow).
- Paragraph 2:** "All text—including titles, quotations, notes, and list of works cited—uses double line spacing. Body text and note text use a half-inch first-line indent. The list of works cited uses a half-inch hanging indent. Table titles and source text use a quarter-inch indent. Access all of these text formats on the Home tab, in the Styles gallery." (The first line is indented ½ inch, annotated with a green arrow).
- Paragraph 3:** "MLA format discourages extensive use of content notes. But, when you need to add notes, you can use either endnotes or footnotes. *MLA 7th Edition* indicates that you should use a superscript, Arabic numeral at an appropriate place in the text for the note reference. To begin the note text, use the same numeral, not superscript, and followed by a period." (The first line is indented ½ inch, annotated with a green arrow).
- Paragraph 4:** "If you use endnotes, they should be on a separate page, at the end of your text and preceding the list of works cited. If you use footnotes, consult your professor for preferred format." (The first line is indented ½ inch, annotated with a green arrow).

Header on every page on right margin with **your surname** and the **page number**.

Title is centred, and upper and lower case (not underlined, bolded, or italicized).

Aligned left

Other Notes

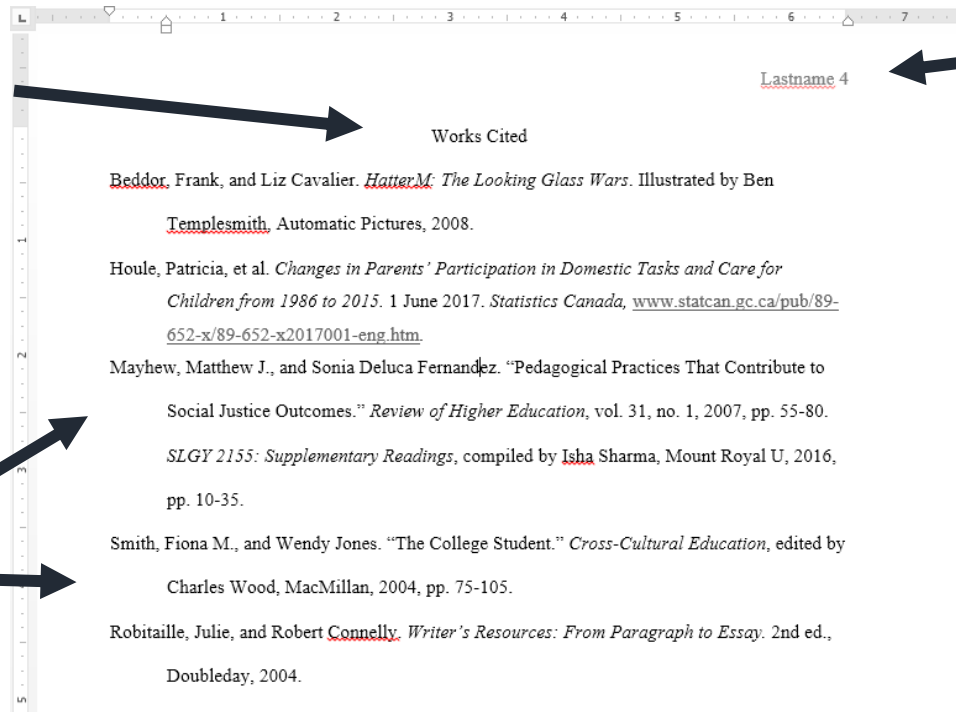
- Leave only one space after a period or other ending punctuation marks.
- Document is double-spaced and in a legible font and standard font size (e.g., **Times New Roman**, 12-point font).
- No extra space between paragraphs; in **Line & Paragraph Spacing** click **Line Spacing Options**; set "Before" & "After" to 0.

WORKS CITED

The Works Cited list appears at the end of the paper on a new page (use page break) and includes all the sources used in your paper.

The title, **Works Cited** (or **Work Cited** if there is only one entry), is centered at the top of page.

Hanging indent (i.e., every line after the first is indented ½"). To format, press **ctrl + T**.



The **running head** and **page numbering** continue uninterrupted.

Other Notes

- The Works Cited page should keep the same formatting as the rest of the paper:
 - 1) Times New Roman font,
 - 2) 12-point, and
 - 3) double-spaced.
- For more information on formatting, visit the *MLA Style Center* at style.mla.org/formatting-papers/

See Sample Paper on following page

Henry W. Jones

Dr. Jayne Fitzwilliam

GNED 1401

10 January 2018

The Persuasive Use of Punctuation

The ‘ornaments’ of rhetoric are many and vary from the commonly used ethos, pathos, and logos to the more obscure mythos and litotes. One ornament that can be used very effectively to draw in the reader, to shape her or her thoughts, and to drive home the writer’s viewpoint is often overlooked as too simplistic: punctuation. However,

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Works Cited

- Beddor, Frank, and Liz Cavalier. *HatterM: The Looking Glass Wars*. Illustrated by Ben Templesmith, Automatic Pictures, 2008.
- Houle, Patricia, et al. *Changes in Parents' Participation in Domestic Tasks and Care for Children from 1986 to 2015*. 1 June 2017. *Statistics Canada*, www.statcan.gc.ca/pub/89-652-x/89-652-x2017001-eng.htm.
- Mayhew, Matthew J., and Sonia Deluca Fernandez. "Pedagogical Practices That Contribute to Social Justice Outcomes." *Review of Higher Education*, vol. 31, no. 1, 2007, pp. 55-80.
- SLGY 2155: Supplementary Readings*, compiled by Isha Sharma, Mount Royal U, 2016, pp. 10-35.