

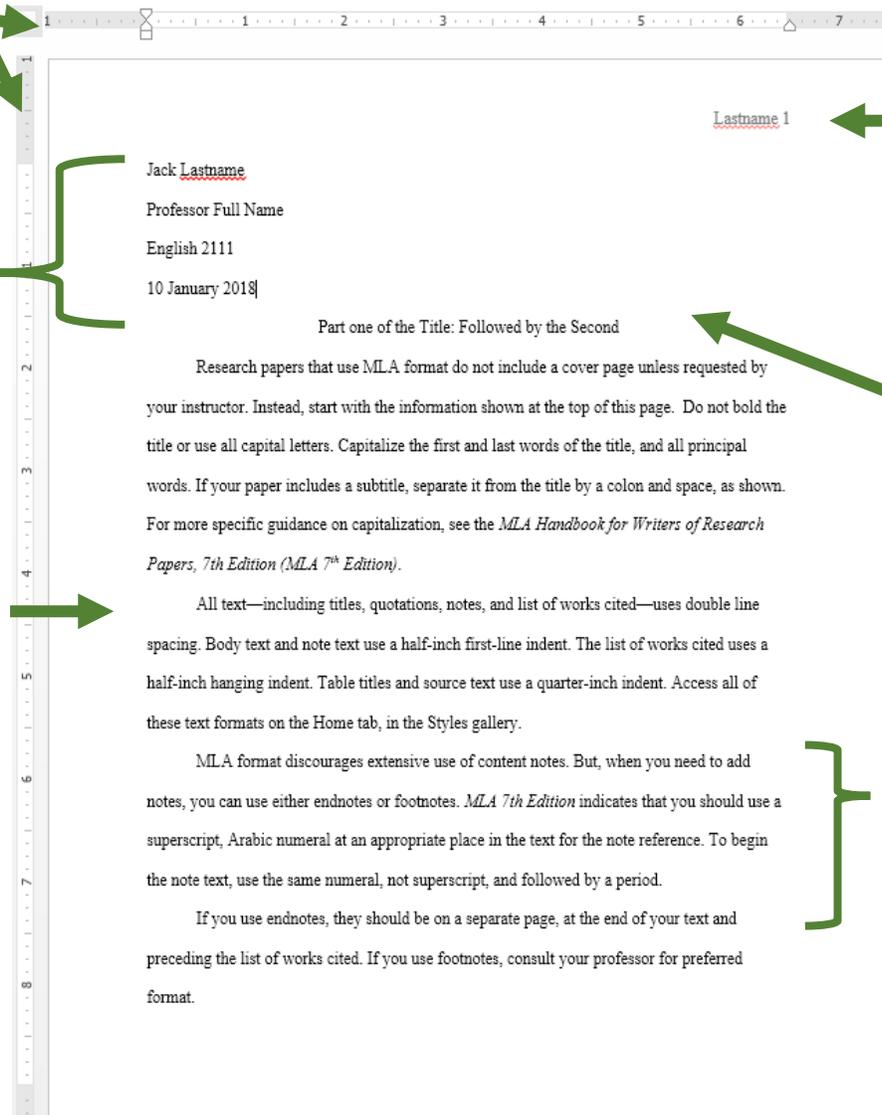
This document details MLA, 8<sup>th</sup> edition paper formatting using MS Office 365. While most MLA-formatted documents will follow these guidelines, always check with your professor, who may require course-specific formatting. **No title page** is necessary for an MLA-style document. For a free copy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



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).

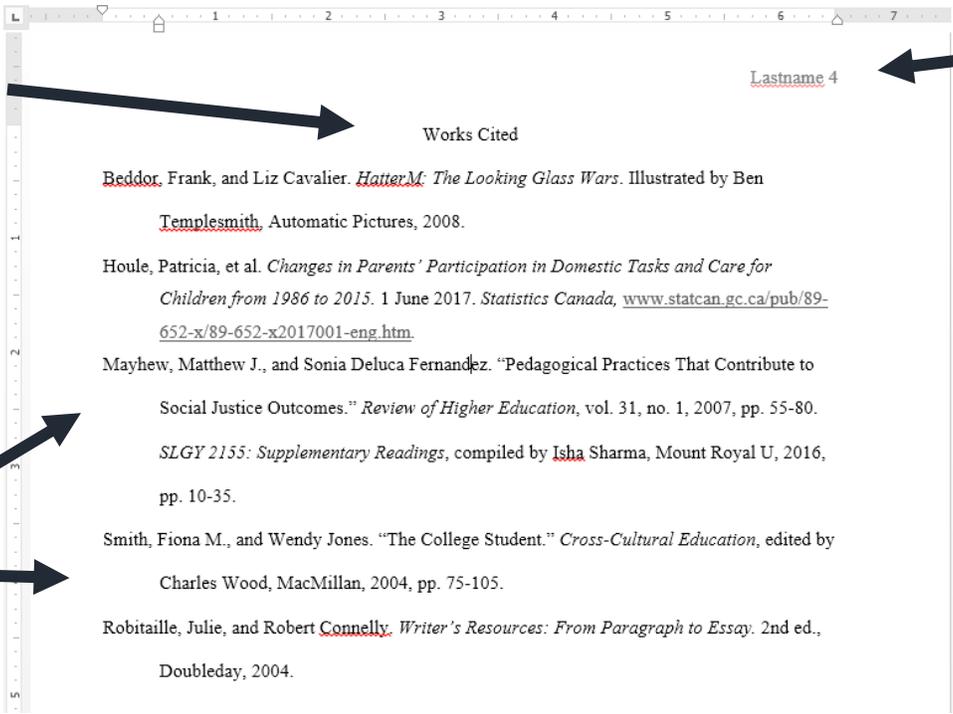
Aligned left

### 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.

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

**Hanging indent** (i.e., every line after the first is indented 1/2"). To format, press **ctrl + T**.

Lastname 4

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](http://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.

Smith, Fiona M., and Wendy Jones. "The College Student." *Cross-Cultural Education*, edited by Charles Wood, MacMillan, 2004, pp. 75-105.

Robitaille, Julie, and Robert Connelly. *Writer's Resources: From Paragraph to Essay*. 2nd ed., Doubleday, 2004.

### 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/](http://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](http://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.
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