

**MLA Format and Literary Analysis Conventions**  
**English 12**

Name \_\_\_\_\_

**Follow MLA formatting for a formal paper.**

- \_\_\_\_\_ Header  
Last name, page #, right-hand header
- \_\_\_\_\_ Student + assignment information section  
Name, teacher's name, class, date in MLA format
- \_\_\_\_\_ Title  
Centered, capitalized in title case (not bolded, italicized, underlined), original
- \_\_\_\_\_ Paragraph indentation  
1/2-inch tab, consistently used
- \_\_\_\_\_ Double space ALL text; no extra spaces
- \_\_\_\_\_ 1-inch margins
- \_\_\_\_\_ Times New Roman 12 font or Calibri 11 font

**Follow conventions for MLA, literary analysis, and formal, academic writing**

- \_\_\_\_\_ No abbreviations or contractions.
- \_\_\_\_\_ Write numbers as words when they are less than 101.
- \_\_\_\_\_ Use quotation marks to set off titles of songs, chapters from an edited book, or articles from a website. Use italics to set off the titles of books, musicals, and websites.
- \_\_\_\_\_ Do not use second person pronouns (you). In this assignment, you can use 1<sup>st</sup> person pronouns if you are discussing your own experience with *Hamilton*.
- \_\_\_\_\_ Choose more formal words. Avoid slang, clichéd expressions, casual phrasing, unnecessary modifiers, and vague words.  
Avoid this: Hamlet's got a lot of stuff going on. It's no wonder he's going totally crazy.
- \_\_\_\_\_ Write in the literary present tense when you write about the music. You can write in the past if you are writing about actual history or your own experiences.  
Hamlet learns from Horatio and the watchmen that a ghost, possibly his father's, is haunting the castle's ramparts.  
Hamilton's arrival in America meant a chance to leave behind his questionable origins.
- \_\_\_\_\_ Assume your reader has some knowledge of the text. Consider your audience to be your classmates. Use details as examples, not to retell the whole story.
- \_\_\_\_\_ Refer to authors by their full name or their last name.
- \_\_\_\_\_ Refer to characters as they are most commonly referred to in the text.  
Alexander Hamilton or Hamilton, Eliza Schuyler or Eliza, etc.