



MLA Style Tip Sheet

General Text Information:

- ❖ All margins should be 1”.
- ❖ Only justify the left margin – the right margin should be uneven.
- ❖ Use 12 point in a legible font (e.g. Times New Roman type).
- ❖ Double space the text of the entire paper.
- ❖ Indent paragraphs by 1/2”.
- ❖ Indent long quotes (more than four lines) by 1” from the left margin.
- ❖ Do not include a title sheet unless your instructor’s guidelines are different.
- ❖ Every page should have a header in the upper right corner, 1/2” from the top of the page, with your last name and the page number flush with the right margin.
- ❖ The first page should include your name, the instructor’s name, course, and date double-spaced in the upper left-hand corner. On a new line, center your title but do not underlined, italicized, or type it in all capital letters. On a new line, begin the first line of the text.
- ❖ Only use footnotes and endnotes to refer to other publications of interest or for occasional explanatory notes with brief additional information. These notes are used for justification or clarification.
- ❖ Only space once after a period or other punctuation marks.
- ❖ Use p. or pp. in the works cited as appropriate, but not in the in-text citation.
- ❖ Do not use any number in the in-text citation if the source has no page or part number(s).
- ❖ If an online source, such as a database or website, uses other number of parts other than page numbers, use par. or pars. for paragraph(s); sec. or secs. for section(s); or ch. or chs. for chapter(s).
- ❖ Avoid biased or stereotypical language.

For more detailed MLA 8th edition (2016) information and sample pages, please consult these other helpful resources:

owl.english.purdue.edu/owl/resource/747/01
 style.mla.org
 www.easybib.com/guides/citation-guides/mla-8
 libguides.hcc.hawaii.edu/citingsources/mla8
 www.umuc.edu/library/libhow/mla_examples.cfm

The following two pages are from a sample research paper located at Capital Community College Library's web site: capital.libguides.com/ld.php?content_id=2685908. **NOTE: These MLA style requirements have not changed from the 7th to the 8th edition of *The MLA Handbook*.**

<p><i>MLA Style Research Paper</i> based on the 7th ed. of the <i>MLA Handbook for Writers of Research Papers</i>. Created Nov 10, 2009.</p>	<p>Your last name, and page # on upper right corner of each page ½ inch from top border.</p>	
<p>Your name Professor Course name Date</p>	<p>John Smith Professor Williams American Studies 104 14 March 2008</p>	<p>Use Times New Roman 12 pt. or similar easy to read font.</p>
<p>Double space entire paper</p>	<p>Title is centered</p>	<p>Italicize names of books, plays, poems, television shows, newspapers, magazines, websites, databases, art, ships, and space craft.</p>
<p>Indent 1 inch from left border</p>	<p>Found Voices: Carl Sagan</p> <p>Carl Sagan was perhaps one of the most influential scientific minds that the world has ever experienced. When he learned that stars were actually extremely distant suns, his world was changed and the magnitude of the universe opened up to him. Another strong motivator into science came with his reading of a popular science fiction book of the time, <i>The Burroughs Tales</i>. The stories were not extremely sound scientifically, but still presented ideals of adventure and the unknown. The idea that life could exist elsewhere in the universe fascinated Sagan and remained with him for</p>	<p>In-text citation pointing to a specific source in the works cited list.</p>
<p>Indent additional ½ inch when beginning a new paragraph</p>	<p>the rest of his life (Eicher).</p> <p>Perhaps one of Sagan's most famous individual accomplishments was his involvement with the <i>Pioneer 10 Space Probe</i>. The probe was created to be the first object to exit our galaxy. Sagan acknowledged that the chances of anything actually discovering the probe were astronomical, but believed that it was important to promote public appreciation for science and thought the project to be "all in good fun" (McDonough 50).</p>	<p>Citation with page number of quotation.</p>
<p>Public appreciation for science was, in fact, what made Sagan the "superstar scientist" that we hear of today. His ability to portray complex</p>	<p>Public appreciation for science was, in fact, what made Sagan the "superstar scientist" that we hear of today. His ability to portray complex</p>	

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Some of Sagan's ideas were not as publicly displayed. In 1971 Sagan published an essay considering the use of marijuana under the pseudonym of Mr. X. He had had experience with the drug, and claimed that it had provided him with valuable life experience. He summarized his opinion by saying:

When cannabis is legalized, I hope to see this ratio as one of the parameters printed on the pack. I hope that time isn't too distant; the illegality of cannabis is outrageous, an impediment to full utilization of a drug which helps produce the serenity and insight, sensitivity and fellowship so desperately needed in this increasingly mad and dangerous world (Sagan).

All of these ideas and opinions together constitute a consistent message. Sagan was an example of what a scientist and intellectual should be. He was a rational, skeptical and curious individual whose voice is severely underrepresented in all aspects of culture and life today. His work in promoting scientific literacy has had lasting affects and contributed greatly to the collective human knowledge. He will be remembered as an intelligent and thoughtful scientist and human being.

If a quotation runs more than 4 lines indent an additional ½ inch with no quotation marks.

An example of a works cited page from the OWL at Purdue University's website - owl.english.purdue.edu/owl/resource/747/12/. [The entry for Shultes was added at Northeast State.]

Works Cited

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