**MLA Formatting - Quick Guide English 3 / Mrs. Dunker**

**Formatting**

* 1” margins (left, right, bottom); .5” (or ½ inch) at the top for your last name and page number
* Begin numbering your paper on page 1
* Times New Roman size 12 font
* Double-space the entire paper.
* Include your last name followed by the page number in a running head

**Style**

* Use active voice.
* Use present tense when referring to events that happen within the literature.
* Remain consistent with tense (especially important to keep in mind when writing about historic non-fiction).

**Title Page**

* Not needed--A title page is not included when writing in MLA because of the heading on the first page of the document.

**Main Body**

* Follow standard capitalization rules for titles.
* Make sure your paper includes a thesis statement, “a single sentence that formulates both your topic and your point of view…your answer to the central question or problem you have raised.”
* Include parenthetical citations in your paper whenever you use another person's words or
* Only include necessary information in parenthetical citations (p. 216).  
  If you have included a signal tag—In his article, Smith stated, “quotation;”—the author should not be restated in the parenthetical citation.
* When referencing plays and poetry, use the line number (not the page number).
* Use block quotes sparingly and only when the prose quotation exceeds four lines.

**Works Cited Examples**

* NOTE: The second line and all subsequent lines of each item on the reference list should be indented. Please see the [MLA Sample Paper](http://www.liberty.edu/media/2030/MLA_Sample_Paper_UWC.pdf) at Owl at Purdue for an example of a properly formatted reference page.
* The reference list should be double spaced.
* Book  
  Last name, First name. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.
* Article in a scholarly journal  
  Author(s). "Title of Article." Title of Journal Volume.Issue (Year): pages. Medium of publication.
* Website  
  (Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.)  
  Editor, author, or compiler name (if available). Name of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

**SAMPLE FORMATTING**

Dunker 1

Ginger Dunker

**LAST NAME AND PAGE 1 APPEARS ½” FROM THE TOP ON EACH PAGE.**

From the top

Mrs. Smith

**HEADING**

Creative Writing, Period 1

22 August 2016

**THE TITLE IS CENTERED.**

The Butterfly, the Educator

One day, a man saw a cocoon. He loved butterflies and had a craze for its wonderful combination of colors. In fact, he used to spend a lot of time around butterflies. He knew how a butterfly would struggle to transform from an ugly caterpillar into a beautiful one. He saw the cocoon with a tiny opening. It meant that the butterfly was trying to make its way out to enjoy the world. He decided to watch how the butterfly would come out of the cocoon. He was watching the butterfly struggling to break the shell for several hours. He spent almost more than 10 hours with the cocoon and the butterfly. The butterfly had been struggling very hard for hours to come out through the tiny opening. Unfortunately, even after continuous attempts for several hours, there was no progress. It seemed that the butterfly had tried its best and could not give any more try.

The man, who had a passion and love for butterflies, decided to help the butterfly. He got a pair of scissors and tweaked the cocoon to make larger opening for the butterfly and removed the remaining cocoon. The butterfly emerged without any struggle! Unfortunately, the butterfly looked no longer beautiful and had a swollen body with small and withered wings. The man was happy that he had made the butterfly come out of the cocoon without any more struggles. He continued to watch the butterfly and was quite eager to see it fly with its beautiful wings. He

Dunker 2

**EACH PAGE MUST HAVE YOU LAST NAME AND PAGE NUMBER.**

thought that at any time, the butterfly might expand its wings, shrink the body and the wings could support the body. Unfortunately, neither did the wings expand nor the swollen body reduce.

Unfortunately, the butterfly just crawled around with withered wings and a huge body. It was never able to fly. Although the man did it with a good intention, he did not know that only by going through struggles the butterfly can emerge to be beautiful, with strong wings. The continuous effort from the butterfly to come out of its cocoon would let the fluid stored in the body be converted into wings. Thus, the body would become lighter and smaller, and the wings would be beautiful and large. If we do not want to undergo any struggle, we will not be able to fly!

**ALL OF YOUR TEXT SHOULD BE IN TIMES NEW ROMAN, 12 PT. AND DOUBLE SPACED.**