Name

Instructor’s Name

Course Name/Number

Date

Title of Paper

Use the tab key to indent the first word of a paragraph one-half inch from the left margin. The margins should be one inch all around. Choose a standard font such as Times New Roman. Always use size 12 font. Double space the entire manuscript including title, quotations, notes and works cited! Leave only one space after periods or other punctuation marks.

1. Section Heading

If a prose quotation runs no more than 4 lines and requires no special emphasis, put it in quotation marks and include it into the text. If a quotation ending a sentence requires a parenthetical reference, “place the sentence period after the reference” (MLA 93). According to the MLA, if the author is mentioned in your sentence, do not include the name again in the parenthetical reference at the end of the sentence. (126) Generally a colon is used to introduce block quotes for prose text:

Use the Indent option under the Page Layout tab to indent block quotations one inch from the left margin. Put a quotation in this format if it is longer than four lines in your paper. Do not add quotation marks to this quote. If you are quoting only a single paragraph or part of one from the original text, do not indent the first line more than the rest. A parenthetical reference for a prose quotation should follow the last line. (MLA 94)

If you quote part or all of a single line of poetry, put it in quotation marks within your text. If quoting up to 3 lines in this way, use a / with a space on each side to separate each line.

When quoting more than three lines of poetry

Begin a new line for each line of the poem.

Indent each line one inch from the left margin and double space.

Do not include any quotation marks that do not appear in the poem

Place the parenthetical reference to the line numbers after the last line. (6-10)

See 3.7.3 for more examples of quoting poetry and 3.7.4 for rules on quoting drama.

2. Section Heading

Continue typing your paper using these guidelines. If your instructor gave you different guidelines, use those instead!

Works Cited

To format the indentation required for the list of references, use the Home command page. Look at the paragraph command box. Click on the sideways arrow and change Indentation > Special > (none) to Hanging.

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