

Mrs. Jones

Period 5

Jones

August 10, 2010

### Instructions for MLA formatting

The rules for MLA formatting are the following:

1. Name, Period, Teacher, and Date at the top left hand corner
2. 12 point font
3. Times New Roman
4. Double Spaced
5. Header (Your last name, page number)
  - a. Instructions for header:
    1. Click on the “INSERT” tab next to “HOME”.
    2. Find the “HEADER & FOOTER” tab under insert.
    3. Click on “header”.
    4. Find “contrast odd page” as the type of header to use. Under “type the company name,” write your last name. Leave the page number, because that is automatically programmed to change as you write more pages.
6. When citing a quote in an essay:
  - a. Quotations around the quote: “\_\_\_\_\_.”(Last Name of the author, Page #)
  - b. At the END of your essay, add a Works Cited page you may use easy bib (www.easybib.com):

Book:

Last Name of Author, First Name of Author. Title of the Name of the book. Publisher’s Name. Where it was published, Date it was published.

Example:

Burke, Kenneth. Language as Symbolic Action: Essays on Life, Literature, and Method. Berkeley: U of California P, 1966.

Internet:

Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site [electronic address]