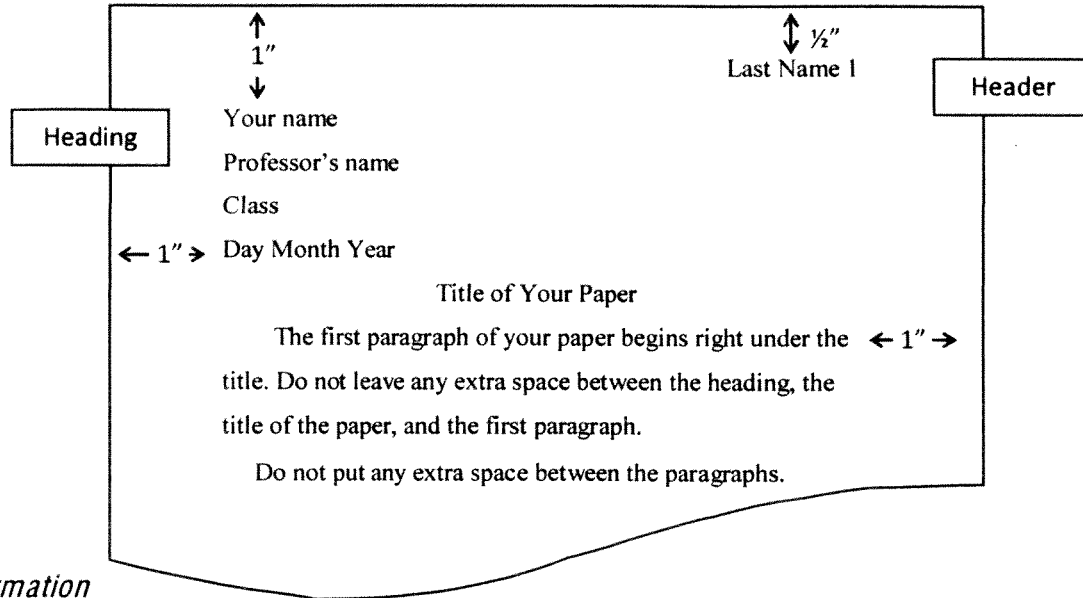


Please refer to the following information and examples for formatting a paper and using sources in the Modern Language Association of America (MLA) style, widely used in humanities disciplines. Consult the 7th edition of the *MLA Handbook for Writers of Research Papers* for additional information. Copies are available in the Nittany Success Center and in the library. An online *MLA Quick Citation Guide* is also available from the "Citation Styles" link on the Penn State University Libraries' home page.



Basic Information

MLA Handbook, pages 116-20

1. Margins are to be one inch (1") from the top, bottom, and sides.
2. Double space everything, including block quotes and citations.
3. Use 12-point Times New Roman font. **Note:** This is not the default in Microsoft Word 2007, so make sure to change the font and size. Do not use different fonts for titles or other special effects.
4. Justify only on the left side of the paper.
5. Include a header with your last name and page number in the upper right-hand corner. Check with your instructors to find out their preference for numbering the first page of your paper.
6. Indent the beginning of each paragraph using one tab space. Do not leave extra space between paragraphs.
7. Center the title and capitalize all the main words.
8. The *Works Cited* page follows the text of the paper, beginning on a new page and continuing the page numbering of your paper.
9. Each Appendix should be on a separate page.
10. Check the *MLA Handbook* for setting up charts, tables, and graphs. For most purposes, these should be integrated into the body of the paper.