

## MLA Cheat Sheet

What does "MLA" stand for?	Modern Language Association
Is MLA the only acceptable formatting style?	No; other formatting styles include APA and Chicago.
What is the proper format for an MLA <b>heading</b> ?	Name Teachers name The course name/number Due date (Day- month-year)
Should your <b>heading</b> be single-spaced or double-spaced?	Double-spaced
What belongs in the upper right-hand corner of your paper?	The <b>Header</b> : Last name followed by a single space and your page number  <b>Example:</b> <i>Johnson 1</i>
What font(s) are allowed in MLA format?	Legible font that has italics & regular font that are easy to tell apart
What size must your font be?	12 (and simple; no elaborate fonts)
How wide must your margins be?	1 inch on all sides
What size paper must you use if you are printing your paper?	8.5" x 11 inch"
Where does the title of your paper belong?	Below your heading, centered
How should the title of your paper be formatted?	Center the title and write in Title Case (Do not underline, italicize, or place your title in quotation marks)
How is the Works Cited Page formatted?	Separate page, double-spaced; the title <i>Works Cited</i> centered at the top, but the entries are aligned to the left margin
How are individual sources formatted?	The 1st line is flush with the left margin, but the 2 <sup>nd</sup> (& all subsequent lines) are indented one-half inch; this is called a "hanging indent"
When you directly quote from, summarize, or paraphrase an outside source, what must you do?	Include an in-text citation
What is the format for an in-text (parenthetical) citation that does not name the author in a signal phrase?	Last name and page number <b>Example:</b> (Vreeland 8).
What is the format for an in-text (parenthetical) citation that names the author in a signal phrase?	Page number <b>Example:</b> (8).

What is a signal phrase?	A phrase, clause or sentence that that introduces a quotation. <b>Example:</b> Susan Vreeland writes that Magdalena "loves looking out at the sea" (8). Example 2: Magdalena is a pensive girl who longs "to sit for a painting" like her sister (Vreeland 8).
If there is no author given in a work that you are quoting in your paper, how do you cite this work in the in-text (parenthetical) citation?	Use shortened version of title in quotation marks <b>Example:</b> ("Magdalena" 8).
If there are no page numbers given in a work that you are quoting in your paper, how do you cite this work in the in-text (parenthetical) citation?	Cite Paragraph number <b>Example:</b> (par.4). NOTE LOWER CASE <i>p</i>
What spacing should you use for your paper?	Double-spacing
In MLA format, can you have additional space in between each paragraph of your essay since this is the way that newer versions of Microsoft Word automatically format your paper?	No. <b><i>Fix it.</i></b>
How should titles of short works, such as poems, articles, and short stories, be formatted?	Put them in quotation marks (""")
How should titles of long works, such as novels and plays, be formatted?	<i>Italicize</i> longer works
If your teacher's directions for formatting vary slightly from the official MLA guidelines, which should you follow?	Your teacher's directions