

MLA INFORMATION
FOR THE RESEARCH PAPER

I. Title Page

RULES:

1. Center title one- third from top of page
2. Center name, mentor, Graduation Project, date two-thirds from top

EXAMPLE OF TITLE PAGE:

Use single spacing 15 returns
down ▼

Center Title

▼ 15 returns
DOUBLE SPACE
Information

Center name

Mentor

Graduation Project

Date

Helping the Homeless

Amy Douma

Mr. VanderMey

Graduation Project

11 Dec. 1988

II. Outline - topic or sentence

This section is not necessary for project or community based projects.

RULES:

1. The word, Outline, is centered. Double-space to first line in the Outline.
2. Must at least have II. if you have I.
3. Must at least have B. if you have A.

EXAMPLE OF OUTLINE:

Outline

I. Classifying the homeless

A. Traditionally unemployed males

B. More and more entire families

II. Ineffective government programs the primary cause

III. Heading and Title

RULES:

1. Upper right hand corner - last name and page number
2. Flush with left margin: name, mentor, Graduation Project, date

EXAMPLE OF HEADING AND TITLE:

Douma 1

Amy Douma

Mr. VanderMey

Graduation Project

11 Dec. 1988

Helping the Homeless

On a chilly February afternoon, an old man sits sleeping on the sidewalk outside a New York hotel while the lunchtime crowd shuffles by. At the man's feet is a sign which reads: "Won't you help me? I'm cold and homeless and lonely. God Bless You" (Chambers 11).

The above sample is taken from the following book:

Writers Inc. Burlington: Write Source Educational Publishing House, 1990.

The entire paper, including the Works Cited, is double-spaced and in 12 font

IV. Body of Paper

1. Avoid Plagiarism – If in doubt, cite (Guidelines/ handout available in Library)
2. **Parenthetical Documentation** – Giving credit in the text of paper
 - a. Direct Quotations
 1. Quotation marks around direct quotes.
 2. Credit in parentheses right after the quote
 - b. Paraphrasing (Putting author's ideas in your own words)
 1. Document author's ideas unless it's common knowledge
 2. Credit in parentheses (commonly at the end of a paragraph)
 - c. Data – facts, statistics, maps, charts, etc

EXAMPLES OF PARENTHETICAL DOCUMENTATION:

- a. **Direct quotation** – author's last name and page number

“In writing your research paper, then you should document everything that you borrow – not only direct quotations and paraphrases but also information and ideas” (Gibaldi 33).

- b. **Paraphrasing** – author's last name and page number

Documentation of others' ideas and information is essential for research papers (Gibaldi 33).

- c. **Paraphrasing** – author's name in text – only need page number

According to Gibaldi, documentation of others' ideas and information is essential for research papers (33).

- d. **Paraphrasing** – newspaper article – no author

Drivers who do not restrain children in safety seats will be given citations (“Newport Township” 9A).

EXAMPLE OF PARENTHETICAL DOCUMENTATION WITH WORKS CITED:

3.

Douma 5

Works Cited

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5th ed. New York:
The Modern Language Association of America, 1999.

“Newport Township to Enforce State Child Safety Seat Law.” Times Leader
9 Feb. 2002:9A.

Methodical documentation Guidelines

- a. Must refer to sources listed in the Works Cited page
- b. If **no author**, put the first item listed in the Works Cited in parentheses – in previous sample – title of article listed, not name of newspaper
- c. **May shorten title**, but still must begin with the word by which it is alphabetized in the Works Cited – sample – (“Newport Township”)
- d. Most common – author and page number – no punctuation between and no p. for page number

V. Works Cited

1. Double-spaced
2. New page – next page after text
3. Numbered – next number after text
4. Alphabetize
5. Incorrect to underline web site – no hyper linking or blue colored URL
 - a. To correct – go to tools
 - b. Go to Insert
 - c. Go to auto format on right hand side
 - d. Deselect (uncheck) internet and network paths with hyperlinks

