# 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.

### Works Cited

Douma 5

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5<sup>th</sup> 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.

### hetical 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

## **EXAMPLES OF WORKS CITED:**

		Database, one document)	."
Author's Last Name	First Name	Title of Document	
	,Ed.		
Title of project, data	,Ed, Ed	ditor's First/ Last Name	
Date of pub or upda		itution, organization sponsoring or associat	ed with site
Date when site was	accessed < Net	work address or URL	_ >
'For St. Patrick's Day, Try	the Green Apple." CNN.CC	M. 2004. Cable News Network. 8 Mar	ch 2004.
<a href="http://www.cnn.com">http://www.cnn.com</a>	com/2004/TRAVEL/DESTIN	NATION/03/02/irish.new.york.ap/index	x.html>.
If there is no author, star in sequential order.	t with the title of the docu	ment. List as much information as i	is availab
•			
	First Name	."Name of Article	"
Author's Last Name		Name of Article  dition or Year	_ ·" ·
Author's Last Name  Title of Encycloped		lition or Year	"
Author's Last Name  Title of Encycloped  Vitt, Laurie J. "Scorpion	ia - underlined E	dition or Year  lopedia. 1999 ed.	"
Vitt, Laurie J. "Scorpion  Interview Personal (if b	ia - underlined Education - Ed	dition or Year  lopedia. 1999 ed.	"

Wilson, James. Personal interview. 5 Dec. 2001.

### **Newspaper in Print**

Author's Last Name	Author's First Name		Title of Article	
Title of Newspaper (underlined)	Day Month Year	:	page/pages	
Somb Threat Closes Bloomsb	ourg University." <u>Tir</u>	nes Lead	ler 10 Oct. 2001 :4A	
nline Subscription Service (	(eg FRSCO)			
nline Subscription Service (	(e.g., EBSCO)	"	,,	
nline Subscription Service (  Author's Last Name	(e.g., EBSCO) Author's First Name	· '	."Title of Article	
Author's Last Name	Author's First Name	·		
,	,	· '	Title of Article  name of database (underl.	

Lanken, Dane. "When the Earth Moves." <u>Time</u> 15 Apr. 1999: 33-35. <u>MasterFILE</u>

<u>Premier</u>. EBSCO. Lake-Lehman Jr/Sr High School Lib., Lehman, PA. 10 Nov. 2004 <a href="http://www.powerlibrary.org">http://www.powerlibrary.org</a>.

URL of service's homepage

http://owl.english.purdue.edu/handouts/research/r\_plagiar