

Martha Jones

Professor Charles Xavier

ENGL 4970

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MLA Sample Paper (9<sup>th</sup> Edition)

The top of your paper should look like the above. Your last name and the page number should be in the header. At the top of the page you should write your name, the professor's name, the course department and number, and the due date of the paper. Your title should be centered, the body of your paper should be aligned left, and the first line of each paragraph should be indented. All of your paper should be in Times New Roman, size 12 pt. font. Your paper should be double-spaced with no extra spaces before or after the paragraphs. However, if your professor asks for different rules, then you should always follow those instead. There are two ways to cite information in your paper: by directly quoting and by paraphrasing. When you are citing in your paper, the in-text citation is located at the end of the sentence and before the period. The purpose of in-text citations is so that readers can find your source "in the alphabetized list of works cited" (Hacker 518). The in-text citation should contain the author's last name and the page on which you found the information. As Hacker further explains, a quotation can also be introduced by using a "signal phrase that includes the author's name" (518). When a signal phrase is used, the author's name should not be included in the in-text citation. If there is no author, use whatever information is at the beginning of the citation. This is usually the name of the organization that created the source or the first few words of the source's title. If there is not an available page number, simply leave it out of the citation (Purdue OWL). Though the use of the following type of quotations should be minimized, if you need to include large chunks of information in a single

quotation, use a block quote. For example, you may want to demonstrate a narrative technique used by an author or reveal a trait of a character in a story through a long section of dialog. Use the following instructions to format a block quotation:

For quotations that are more than four lines of prose or three lines of verse, place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by an additional quarter inch if you are citing multiple paragraphs. Your parenthetical citation should come after the closing punctuation mark. (Purdue OWL)

You can also explain a text's meaning without directly quoting. Instead, use your own words to paraphrase or summarize. You will still need to cite the source from which your paraphrase or summary originated, and you will need to be careful to use your own original language when paraphrasing rather than borrowing similar language or phrases from the source (Purdue OWL).

Your Works Cited page begins at the top of the next page after the end of your paper. The entries should be alphabetized, and each line after the first of each entry should have a hanging indent.

Consult the MLA handbook or *Purdue OWL* for examples of how to format your sources.

Examples also follow this essay on our works cited page.

### Works Cited

Last Name, First Name. "Title of Article." *Title of Publication*, vol. #, no. #, Year of Publication, pp. Page Range (if it also appears in print). *Title of Database*, URL (without https://) or DOI. Accessed Day Month Year.

Ball, Norman. "Circular Saws and the History of Technology." *Bulletin for the Association for Preservation Technology*, vol. 7, no. 2, 1975, pp. 79-89. JSTOR, www.jstor.org/stable/1493506?seq=1#page\_scan\_tab\_contents. Accessed 26 Feb. 2018.

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