

The Galileo English Department uses the Modern Language Association (MLA) style for specifics regarding the formatting of essays and using English language in writing. This style also provides a system for referencing sources in essays and Works Cited pages. For further information, see the MLA Handbook for Writers of Research Papers (6th edition). Below are some basic guidelines for formatting a paper in MLA style:

General Guidelines

- Type papers on a computer and print it out on standard, white 8.5X 11-inch paper
- Double space the text of the paper, and use a legible font like Times New Roman.
- The font size should be 12 point.
- Leave only one space after periods or other punctuation marks.
- Set the margins of the document to 1 inch on all sides.
- Indent the first line of a paragraph one half-inch (TAB) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use either italics or underlining throughout the essay for the titles of longer works and, only when absolutely necessary, providing emphasis
- Endnotes should be included on a separate page before the Works Cited page.

Formatting the First Page of the Essay

- Do not make a title page for the essay
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Be sure to use double-space.
- Double space again and center the title. Do not underline the title or put it in quotation marks; write the title in Title Case, not in all capital letters.

- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g., Fear and Loathing in Las Vegas as Morality Play
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

Sample First page of an essay in MLA style

8½"

Double-space

1"

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Professor Bennett
Humanities 2710
8 May 2003

½"

Josephson 1

Ellington's Adventures in Music and Geography

Indent ½"

... In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-98). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls "one of America's great composers" (318), probably because they are familiar only with Ellington's popular pieces, like "Sophisticated Lady," "Mood Indigo," and "Solitude." Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as Black, Brown, and Beige (originally entitled The African Suite), The Liberian Suite, The Far East Suite, The Latin American Suite, and The Afro-Eurasian Eclipse, explore his impressions of the people, places, and music of other countries.

Not all music critics, however, have ignored Ellington's excursions into longer musical forms. Raymond Horricks compared him with Ravel, Delius, and Debussy:

Indent 1"

... The continually enquiring mind of Ellington . . . has sought to extend steadily the imaginative boundaries of the musical form on which it subsists. . . . Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)

1" Ellington's earliest attempts to move beyond the four-minute limit imposed by the 1"

1"

Format for Quotes over Three Lines Long

- If a quotation runs to four lines or more in the essay, set it off from the text:
 - Beginning a new line, indenting one inch from the left margin,
 - Type it double spaced
 - Do not add quotation marks
 - A colon usually introduces a quotation of substantial length (see MLA guidelines for punctuating quotations properly)
 - If you quote only a single paragraph or part of one, do not indent the first line more than the rest.
 - A parenthetical reference to a prose quotation set off from the text follows the last line of the quotation (page number).
- Example:

At the conclusion of the Lord of the Flies, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

The realization of their situation left the boys in an emotional state that soon affected their actions with one another.