

Claudia Q. Sample

Professor Noname

English Composition 102

4 January 2025

### A Sample Paper for Correct Formatting in *MLA-9*

The Modern Language Association (MLA) has updated its style handbook to provide substantially more clarity than the previous version with the release of the *MLA Handbook Ninth Edition* (*MLA-9*). As in the prior edition, MLA repeatedly refers to professors' rights to establish unique formatting requirements for their students within the *MLA-9* (1, 3, 13, 290; see also "MLA Style Center"). However, in order to achieve uniformity and consistency in all courses and programs of study requiring MLA formatting, the administrators of Liberty University have established the formatting rules and standards within this sample paper that students and professors are to follow for all Liberty University class assignments. The *MLA-9* is available online at [mlahandbookplus.org](http://mlahandbookplus.org)

A significant change in *MLA-9* is the recommendation for using internal headings and subheadings paper to help organize and structure one's paper (4-5). Headings are not recommended or required for short essays, however. If you do choose to include headings, be sure to include two or more headings of the level(s) you choose to use, since *MLA-9* forbids stand-alone heading levels. Three levels are set forth in the *MLA-9*, with all three presented flush-left (at the left margin):

#### **Heading Level 1**

Heading Level 2

*Heading Level 3*

This sample paper contains more headings than would typically be used in an academic paper so that students can readily search for specific topics as necessary for their particular needs. Below is a list of the available headings in this paper for ease of search-ability; this would never be included in an academic paper:

Paper Set Up (Font, Margins, Left-justified, Line Spacing, Punctuation).....	4
Title Page Format.....	4
Title of Paper.....	5
Notable Changes from Prior Editions .....	5
Basic Rules of Scholarly Writing .....	6
Mechanics of Scholarly Prose.....	7
Works Cited Introduction and Summary of Formatting .....	7
Crediting Your Sources.....	7
Paraphrasing and Direct Quotes.....	8
Paraphrasing.....	8
Short Quotes.....	9
Block Quotes.....	9
Author Names of Cited Content .....	10
Single Author .....	10
Two Authors .....	10
Three or More Authors .....	10
Unknown Author .....	11
Abbreviations of Corporate Names and Titles in the Body of the Paper.....	11
Citing Sources Multiple Times in-Text .....	11

Secondary or Indirect Sources; used for Direct Quotes Published in Other Sources .....	12
Locations of Cited Content in Original Sources .....	12
Placement of Citation in Sentence .....	12
Arranging the Order of Resources in Your Citations .....	13
Two Works by the Same Author in Same Year Cited in the Body of the Paper .....	13
Two Works by Two Different Authors with Same Last Name Cited in Paper .....	13
Number of Authors in the Works Cited List.....	14
Dictionaries .....	14
Abbreviations .....	15
Lists.....	15
Numbers .....	16
Displaying Titles of Works In-Text.....	17
Personal Communications .....	17
Resources Canonically Numbered Sections (i.e., Bible Verses, Poetry, and Plays) .....	18
Bible / Scripture .....	18
Poems .....	19
Plays.....	19
Lectures and PowerPoints.....	19
Electronic Sources and Digital Object Identifiers (DOI).....	20
Self-Plagiarism.....	20
Appendices.....	21
Annotated Bibliographies .....	21
Final Formatting Tweaks .....	22