MLA FORMAT GUIDE

First Page:

> Robbins 1
>
> 5.
>
> Lucy Robbins
>
> 1. Mrs. Jenkins
>
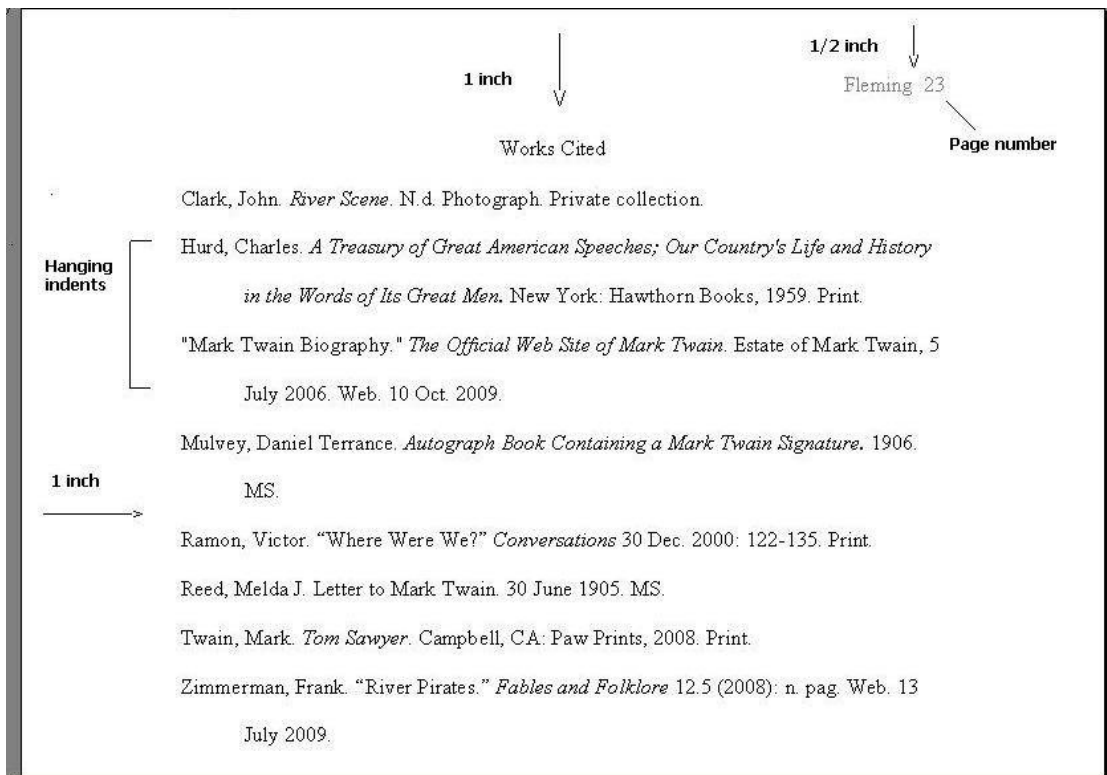> American Literature
>
> 30 March 2000
>
> 2. The River as a Symbol for Good and Evil
>
> The Mississippi River has long been recognized as a major theme in *The*
>
> 3. *Adventures of Huckleberry Finn.* Most scholars view the river as a symbol of freedom.
> After all, the river did become a refuge for Jim and Huck, and it was a place where the
> two outcasts could drift peacefully away from their real and imagined shackles. But the
> river was not all goodness in Mark Twain's beloved tale. To the contrary, it symbolized
> much more than freedom. The river took on many of the traits that we see in ordinary
> humans, and in this book it served as a symbol for both the good and the evil in 4.
> humanity.

1. Place your name, your teacher's name, your class, and the date. Double space between each item.

2. Next, double space down and type your title. Center the title.

3. Double space below your title and begin typing your essay. Indent with a tab.

4. Remember to include your thesis toward the end of your introduction! You do not need to put an extra line between paragraphs. At the end of the paragraph, hit "return" once, hit tab, and then begin your new paragraph.

5. Your name and page number will go in a header at the top right corner of the page. You can insert this information after you type your paper. To do so in Microsoft Word, go to **view** and select **header** from the list. Type your information in the header box, highlight it, and hit the right justify selection. In the header toolbox, click the "insert page number" icon.

Works Cited Page:

Works Cited

Clark, John. *River Scene*. N.d. Photograph. Private collection.

Hanging
indents

Hurd, Charles. *A Treasury of Great American Speeches; Our Country's Life and History in the Words of Its Great Men.* New York: Hawthorn Books, 1959. Print.

"Mark Twain Biography." *The Official Web Site of Mark Twain.* Estate of Mark Twain, 5 July 2006. Web. 10 Oct. 2009.

Mulvey, Daniel Terrance. *Autograph Book Containing a Mark Twain Signature.* 1906. MS.

1 inch

Ramon, Victor. "Where Were We?" *Conversations* 30 Dec. 2000: 122-135. Print.

Reed, Melda J. Letter to Mark Twain. 30 June 1905. MS.

Twain, Mark. *Tom Sawyer.* Campbell, CA: Paw Prints, 2008. Print.

Zimmerman, Frank. "River Pirates." *Fables and Folklore* 12.5 (2008): n. pag. Web. 13 July 2009.

1. Center the words "Works Cited" on the page, one inch from the top. One inch is the standard margin setting for most programs, but double-check to make sure.

2. Be sure that your header includes your last name and the page number. If you set this up at the beginning of your essay, it should still be there.

3. Double space below the Works Cited heading and begin typing your entries.

4. Remember that each space, period, and word has a meaning! Follow exactly the MLA format!

5. Your entries should be double-spaced (like everything else in your essay) and include what are called "hanging indents." This means that the first line of each entry is at the left margin, and the rest of the lines for that entry are indented.

MLA CITATION GUIDE

Quote or Paraphrase?

Quote: Use a direct quote when an idea is expressed especially well in a source. Use a direct quote when the exact wording is important. **You must cite all direct quotes.**

Paraphrase: Use paraphrased information when exact wording is not important. Paraphrasing means taking a specific passage and putting it into your own words without changing the author's intended meaning. Changing one or two words is not enough; you must take the whole idea and put it into new words to correctly paraphrase. **Paraphrased information must be cited.**

Parenthetical Citation

When you include a quote in the body of your essay, or when you include a paraphrased passage from a source, you must cite the information in the body of your essay. This is called parenthetical citation because you use **parentheses** to **cite** the source. The parenthetical citation directs the reader to your works cited page for more information on the source.

For example:

When Scout says, "Jem broke the remaining code of our childhood," she means that by telling Atticus that Dill had run away from home, he was acting more like an adult and less like a secretive child (Lee 141).

This sentence uses a direct quote. The parentheses at the end include the author's last name and the page number on which the quote can be found.

Another example:

After Dill runs away from home and is found hiding under Scout's bed, Jem runs to tell Atticus. Scout notes that by doing so, Jem broke a rule of childhood and was acting more like an adult and less like a child (Lee 141).

This passage includes paraphrasing. The parentheses at the end include the author's last name and the page number on which the paraphrased information can be found.

Works Cited Page

Each source that you cite in the body of your essay must have an entry on the works cited page. Entries are alphabetized by the first word. For each entry, you need the following information:
- Author
- Title
- Publisher
- City of Publication
- Year of Publication
- Volume/Edition (if applicable)
- Internet Address (if applicable)

Book by One Author:

This is the kind of source you will be using for the purposes of this essay. If you need to cite any other kind of source, please consult the <u>MLA Handbook</u> or ask a teacher for assistance.

Manny Brown, Kimberly. <u>How to Teach MLA Citation to Froshies.</u> New York: Harper Collins, 2011. <u>Print.</u>

Author's last name, then first name, followed by a period.

The name of the publisher, followed by a comma.

The year of publication, followed by a period.

"Print" indicates that it is an actual book, not an e-book.

The title of the book, underlined OR italicized (not both), followed by a period.

The city of publication, followed by a colon and two spaces.

Format Checklist:

☐ Heading is in MLA format with name, teacher's name, class, and due date, all double-spaced.
☐ Entire essay is typed in 12 point Times New Roman font.
☐ Entire essay is double-spaced.
☐ No extra lines appear between paragraphs.
☐ Header on each page includes student's last name and page number.
☐ Essay title is not underlined, italicized, or in quotation marks.
☐ Essay title, like the rest of the essay, is in 12 point Times New Roman font.
☐ Each direct quote includes quotation marks.
☐ Both quotes and paraphrasing are cited with parenthetical citation in the body of the essay.
☐ The end punctuation for the sentence follows the parenthetical citation.
☐ The parenthetical citation includes the author's last name and the page number.

☐ Parenthetical citation does NOT include "p." or "pg." or a comma between author's name and page number.
☐ Each source that is cited in the paper appears on the works cited page.
☐ Each source listed on the works cited page is cited in the body of the paper.
☐ The paper has one-inch margins all around.
☐ "Works Cited" on the final page is NOT underlined, italicized, or in quotation marks.
☐ Entries on the works cited page are in alphabetical order.
☐ Entries on the works cited page include hanging indents.
☐ Each entry on the works cited page is correctly formatted.
☐ Book titles are italicized OR underlined, not both.
☐ Works cited page has a header with the student's last name and the page number, just like the rest of the essay.