College Paper Help©

MLA Quick-Start Reference© Sheet

PAPER FORMAT

- ☐ 1-inch margins; double-spaced throughout; a readable 12-point font such as Times New Roman.
- ☐ Header ½ inch from the top, right-aligned: **Last name and page number** (Smith 1).
- ☐ First page, top left, double-spaced: your name, instructor, course, date (*5 March 2026*).
- ☐ Title centered on the next line, in title case; no bold, italics, or underlining. No title page unless required.
- ☐ Indent each new paragraph ½ inch.

IN-TEXT CITATIONS

- ☐ Author and page, no comma: **(Smith 42)**.
- ☐ Two authors: **(Smith and Lee 15)**. Three or more: **(Smith et al. 8)**.
- ☐ Author named in your sentence: Smith argues that … **(42)**.
- ☐ No author: use a shortened title in quotation marks or italics: **(“Climate Report” 3)**.
- ☐ No page numbers (websites): author only, **(Smith)**.

QUOTATIONS

- ☐ Short quotes (four lines or fewer) go in quotation marks; the period follows the citation: … **(Smith 42).**
- ☐ Long quotes (more than four lines): a block indented ½ inch, no quotation marks, citation after the final period.
- ☐ Use square brackets [ ] for your changes and an ellipsis (…) for words left out.

WORKS CITED PAGE

- ☐ New page titled **Works Cited**, centered, plain text.
- ☐ Alphabetical by author’s last name; double-spaced; ½-inch hanging indent.
- ☐ Element order: Author. Title of Source. Title of Container, Contributors, Version, Number, Publisher, Date, Location.

WORKS CITED EXAMPLES

- ☐ **Book:** Smith, Jane. *Writing in Context*. Oak Press, 2021.
- ☐ **Journal article:** Lee, Ann. “Reading Habits of First-Year Students.” *College Literacy*, vol. 12, no. 3, 2022, pp. 45–60.
- ☐ **Website page:** Garcia, Luis. “How to Plan a Research Paper.” *Writing Center Online*, 5 Mar. 2024, www.example.edu/plan.
- ☐ **No author:** “Climate Report Summary.” *Science Daily*, 2 June 2023, www.example.com/report.
- ☐ **Chapter in an edited book:** Lee, Ann. “Learning to Revise.” *Teaching Writing*, edited by Jane Smith, Oak Press, 2020, pp. 10–25.

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