MLA Formatting Cheat Sheet

**ALWAYS ALWAYS ALWAYS check the OWL at Purdue for up to date formatting and MLA information.**

* What should my page look like?
  + Double Space
    - Under the paragraph menu, click spacing > double, and click “Don’t add a space between lines of the same style.”
  + One inch margins
  + In the header, include an automatic page number preceded by your last name.
  + Size 12 Times New Roman
  + On the top left, type your name, my name, the class, and the date, each on their own line.
  + Don’t add an extra space for the title (before or after). It should be on the next line, centred, and NOT bolded, underlined, or italicized.
  + Indent the first line of each new paragraph (use the tab button on your keyboard).
  + White paper
  + Single Sided
* How formal is this whole shebang?
  + It is a formal essay.
    - This means you should be using third person only (he, she, they, it; NOT you, me, I, we).
      * For the love of all things good, please do not write “In this essay, I will tell you about…” or any phrase like it.
    - Avoid contractions (don’t use the little apostrophe—instead, write do not, cannot, would have, etc.)
    - Write in present tense. Write like the events you are writing about are happening right now, not in the past (or future).
    - Do your best to avoid passive voice. Passive voice is any time you say something like “It is believed that…” where you put the verb “to be” followed by another verb.
      * Bad example: Then, Jeremy was run over.
      * Good example: Next, the car runs over Jeremy.
* What about in-text citations?
  + Immediately after a quote or any information that didn’t come from your own brain, put (last name page number) followed by either the rest of the sentence or the punctuation at the end of your sentence.
    - Example: One student once said, “Ms. Thibeault is a rockin’ teacher because she is so cool” (Favourite 23).
    - This should work for almost anything you might need to cite.
* Do I need a works cited page?
  + Yes.
  + Start by typing the words Works Cited at the top of your page in the centre. No bolding, underlining, or italicizing, please.
  + Start each line of your entry in line with the margin. Each subsequent line of the entry should be indented.
  + Don’t add any extra spaces between entries.
  + Check out OWL at Purdue for how to cite each source you use.
* Do I need a cover page?
  + No. Don’t give me one.
  + Please give me your rubric though (stapled at the end of your good copy).
* Is this everything I need to know?
  + No, but these are some common questions. Please check with me or OWL at Purdue for all of your other MLA needs.