**Formatting a Research Paper Using MLA Style**

**Notes Organizer**

1. The initials MLA represent what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The purpose of MLA is to promote \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, criticism, and research.
3. MLA published two different manuals. What are their names?
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Of the two items listed above, which is used by high school students and undergraduate students? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Apply Basic Formatting**

* 1. Choose Font Style and Size: if not given, select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ size \_\_\_\_\_\_\_\_\_\_\_\_\_.
  2. Indent the \_\_\_\_\_\_\_\_\_\_\_\_\_ line of each paragraph by \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_ --align the text
  4. Set Page Margins: Top, Bottom, Left, and Right should be \_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Set line spacing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  6. Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_ space after the period at the end of a sentence
  7. The first \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lines of the report are called the \_\_\_\_\_\_\_\_\_\_\_\_ Block.

These five lines contain what information?

Line 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Line 5 should be \_\_\_\_\_\_\_\_\_\_, not \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, or font size change. Should also use \_\_\_\_\_\_\_\_\_\_\_\_\_ case and not all caps.
  2. The header should contain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aligned

**Format the Questions**

1. A quotation is anything copied \_\_\_\_\_\_\_\_\_\_\_\_ for word from a \_\_\_\_\_\_\_\_\_\_\_\_\_. Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the beginning and end of quotations. Add \_\_\_\_\_\_ at the \_\_\_\_\_\_ of the quote followed by ending \_\_\_\_\_\_\_\_\_\_\_ mark. Place page number of quote \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parentheses.
2. The tile of books and magazines should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Titles of articles inside a book or magazine should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. If a quote takes up more than \_\_\_\_\_\_ lines, it should be set apart by beginning it on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and indenting it from the \_\_\_\_\_\_\_\_ margin by \_\_\_\_\_\_\_. It should \_\_\_\_\_\_\_ have quotation marks, and the ending punctuation should \_\_\_\_\_\_\_\_ be moved to outside the parentheses. The quotation should be preceded by a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. If quoting a short piece of a poem or lines of lyrics, place them in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ marks and separate the lines by a \_\_\_\_\_\_\_\_\_\_\_\_\_ mark.
6. If quoting a long piece of a poem (more than \_\_\_\_\_ lines), use the same format as a \_\_\_\_\_\_\_\_\_ quote.
7. If the author of the quote isn’t presented in the text preceding the quote, then add the author’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inside the parentheses, before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Each picture, graphic, image, etc. is considered a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ each figure should appear with abbreviation Fig. following Fid. Should be a space and an Arabic number (1,2,3…).
9. These numbers should be sequential as the images appear in the report. After the number is a period, then a space, then a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of what the image is about.

**Format the Works Cited Section**

1. Begin the works cited section on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ page. Hold \_\_\_\_\_\_\_\_\_ and press Enter to go to the top of the next page
2. The title should be the words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and should be centered
3. Each entry begins on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ margin
   1. Set the paragraph format to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ indent. To format hanging indent, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box button. Under the Indentation, locate the \_\_\_\_\_\_\_\_\_\_\_\_\_ option. Click on the drop-down arrow under the Special section and choose \_\_\_\_\_\_\_\_\_\_\_\_\_ then click OK.
4. The entries of the works cited section should be in \_\_\_\_\_\_\_\_\_\_ order.