

Student Name

Professor's Name

Course Name

Date

### Basic MLA Facts

- \* Paper is to have a one-inch margin on all four sides. The student's name is to be placed one half inch from the top of the page in the right corner with the page number following.
- \* All numbers are written in Arabic lettering.
- \* The entire paper is in 10 or 12 font and double spaced.
- \* Paragraphs are indented five spaces or one tab key.
- \* Only long quotations are indented 10 spaces from the left hand margin. If a paragraph indentation is needed, it is to be three spaces. No quotation marks are used.
- \* A short quotation is four lines or less and placed within quotation marks.
- \* Only one third of the paper is to be from outside sources that need documentation:  
Summary of author's words, Paraphrase of the  
Needed material, Direct quotations (short or  
Long), Personal comments on a specific source.
- \* The documentation placed within the text is a parenthesis with the Author's last name and the page number(s) immediately following the material used.
- \* All other documentation information is on the Works Cited page listed alphabetically by author's last name.