Adapted from Dennis G. Jerz’s Weblog, available at http://jerz.setonhill.edu/writing/academic MLA_style.html
MLA style does not call for a separate title page. Instead, you should begin your paper with a title block (described below).

- Note that the title is not simply “Research Paper” or “Hamlet's Madness.”

- Don't type spaces to center the title. Instead, click the Center icon located under the Home tab in the Paragraph group.
- See the example below for the first page of a paper formatted according to MLA Guidelines.

```
Lastname 1

Firstname Lastname

Professor J. Doe

ENGL 1101

31 January 2008

Finding A Good Paper Title:
Informing and Intriguing Readers

You’ll begin typing your paper here. To indent paragraphs, press the Tab key once. Indent each paragraph only once and do not put an extra line between paragraphs. If you use a “quote like this one,” you’ll need to cite that information internally (Doe 2).
```

**Indenting Long Quotations**

This section explains how to format long quotations in your paper using MS-Word 2013. A quotation is considered "long" if it takes up four or more lines on your paper.

Adapted from Dennis G. Jerz's Weblog, available at http://jerz.setonhill.edu/writing/academic/mla_style.html
Note: using long quotations to pad your paper is a fairly obvious ploy. Rather than quote a whole paragraph from an outside source, just quote a single sentence, or even just a few words; use the space you save to write more of your own original thoughts.

If you do use a long quote, indent it one inch:

1. Press Enter to start a new paragraph.
2. Type the quoted material (without adding any quotation marks).
3. Highlight the quotation by clicking and dragging over the whole quotation.
4. Indent the text by simply pressing the tab key twice.

Formatting the Works Cited List

This section describes how to use MS-Word to format the works cited list in MLA style. Check any freshman composition textbook or the MLA Handbook (available at the reference desk of any library) for help on how to cite specific sources.

Here is a step by step list for creating a "Works Cited" list using MS-Word:

1. Append a blank page. (If you put your works cited list in a separate document, you may forget it when you submit your paper.) Instead of hitting "return" multiple times to get blank lines, force a page break - if you add or subtract from the body of your text, you won't have to re-align the works cited page.
   1. Move the cursor to the very end of your document.
   2. Click the Insert tab, then Page Break under the Pages group.
   3. Click the Center icon on the Home tab under the Paragraph group.
2. Type Works Cited (or Work Cited if you've used only one source). Press Enter.
3. Click the Left Align (or Work Cited if you've used only one source). Press Enter.
4. In the Home tab, open the Paragraph Dialog Box by clicking the square with the arrow.
5. In the Indents and Spacing section there is a Special window. At that window click the down arrow to open up a set of options. Click Hanging and then click OK.
6. Type your entries and press Enter after each entry.

Disclaimer: The Middle Georgia State University SSCs offer this handout as a guide only. Please defer to the requirements of your professor when they differ from the guidelines presented here.

*Updated April 2016*