CAS GUIDE
MLA STYLE RESEARCH PAPER FORMATS

PURPOSE
The following guide has been prepared for Hawai‘i Pacific University students writing MLA-style papers. Standards are those of the *MLA Handbook for Writers of Research Papers* (7th ed.).

***Note: Individual instructors may have additional requirements for student papers.***

GENERAL FORMATTING
- Margins all 1 inch
- 12-point standard type (e.g., Times New Roman)
- Italicizing per MLA guidelines
- Last name upper right header
- Page numbers upper right header (1/2 “ down @ right margin)
- Double-spacing throughout (incl. tables and figures)
- Not right-justified; no end-line hyphens

TEXT FORMATTING

Opening Page
- 1” from top, left margin, full name of writer
  - On following lines: Instructor name; >>>Course number; Date
  - Title centered on following line

Text
- Same header, double space, margins
- Indent 1st line of paragraphs ½ inch

An Interpretation of Melville’s Use of Biblical Characters in *Billy Budd*

The first line of the introduction begins here. Note there are no headings or subheadings used in MLA papers.

[If prefatory matter is included, a title page is needed with centered divisions for the title, the author, and the course identification. See Lester and Lester book]
Works Cited Page(s). See below.

Tables, Figures

- Table and figures placed close to pertinent text

WORKS CITED PAGE(S)

Layout

- New page: Works Cited top center (no bold)
- Alphabetized entries: First line at margin
- Subsequent lines, same entry, indented ½ inch
- Double-spaced throughout
- One space after any period or comma

Entries

- Authors’ surname first, first name + initial
- For two or three authors, add names in normal order with commas
  - Use and before last author name
  - Three or more authors? Name all OR First author et al.*
- Book and periodical titles, broadcast companies, webpage names italicized
- Main words capitalized in all titles
- Article titles, titles of TV/video episodes in quotation marks

- Print medium? Name of city: Publisher, year. Print.
- Web or broadcast medium? Origin Name. Date cited. Web. Date accessed
IN-TEXT CITATIONS

Required for all quotations, paraphrases, summaries of borrowed material. Includes statistics and even any unusual wording--one or two words, or more!

Style

- **Verb tense** – Use present tense if citing source in narrative. Joseph Campbell states, “…” (#).
- **Author identification** - Last name(s) in form* used in Works Cited
- **Page identification** - Close all citations with page numbers, except for internet sources.
- **Integrated**: Schneider reports. . (#).
- **Parenthetic**: A recent study concludes that . . (Schneider # ).
- **Block Quotes** longer than 4 lines (40 words): Indent each line of quote as for paragraph;

No quotation marks. (Author. #)