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Professor Jones

ENC 1101

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Your Title Should Not Be Underlined

The formatting instructions in this handout align with Microsoft Office 2010. MLA was last updated in 2009. If you are looking for additional resources to assist in writing your MLA essay then refer to the 7th Ed. MLA Handbook, the Quick Access book, or the Owl Purdue website (<http://owl.english.purdue.edu/>).

Before you begin typing your essay, go to *Page Layout* and set your margins to 1" all around your paper. Then, go to the section called *Home* and change your font to *Times New Roman, size 12*. Next, go to *Insert* and find *Page Number*. Scan the mouse over *Top of Page* and click on *Plain Number 3*. Type your last name and space between your name and the page number. Your header should auto format throughout your essay.

Throughout your research paper you should be incorporating parenthetical references. These in-text citations should reflect the references on your Works Cited page. When you take information from another source, even when restating it in your own words, you need to incorporate a parenthetical reference. For example, based on these characteristics, many students with Autism Spectrum Disorders (ASD) have the challenge of overcoming a restricted range of social communication skills (Carter et al. 450-460). This is an example of taking information from another source and rewording it into my own research paper. Notice that my in-text citation comes at the end of the sentence but before the period. Also, I included the author of the source and the page numbers the information was taken from. My reference in this example has four

authors; however, in parenthetical references you only need to include the first author and then et al.. Please refer to your MLA handbook for additional examples of parenthetical references.

Whenever you use references in your essay, you must include a Works Cited page. The Works Cited page needs to be on a separate sheet of paper but still included in the same document as your essay. Be careful when using on-line citation machines because they are not 100% accurate; always triple-check your list to ensure the information is in the correct order.

The Communication Center is always happy to assist students in answering specific questions they have about MLA formatting, but we are not responsible for formatting your paper for you. To ensure the best consultation, please have your questions and resources on hand prior to coming to the CC. Good luck!