

MLA FORMAT

The PCHS manuscript is basic on the MLA Style that is accepted in college composition courses.
 ANY WRITTEN WORK TURNED IN FOR THIS CLASS WILL FOLLOW THIS FORMAT.

Paper	Word Processed:	Standard 8 ½” x 11”—front only	
	Hand Written:	<ul style="list-style-type: none"> • Standard or college-ruled loose-leaf paper—front only • No spiral-torn or “hole-torn” papers will be accepted. • Use the red lines on each side as the left and right margins • For the bottom margin, leave the last line and space blank 	
Margins	1 inch	top, bottom, right, and left	
Line Spacing	Double	The entire paper; never single, triple, or quadruple space.	
Running Header	Where?	<ul style="list-style-type: none"> • Top, RIGHT side of page • ½ inch from the top edge of the page 	
	What?	Last name, one space, page number (no punctuation)	
Title Page Heading	Where?	<ul style="list-style-type: none"> • Top, LEFT side of page • 1 inch from the edge of the page 	
	What?	On four lines, double-spaced:	• Student’s name
			• Teacher’s name
			• Date (20 August 2008)
Title	Where?	<ul style="list-style-type: none"> • Centered • One double space after date and before first sentence 	
Contractions	NO	Can’t, should’ve, I’ve, it’s, don’t	
Symbols	NO	&, @, #, %	
2nd Person	NO	You, your	
Numbers	1-9	Write out as words: one, two, three, four	
	10+	Write as a numeral: 10, 11, 12, 13	
	Sentence beginning	Never begin a sentence with a numeral; always write the number as a word. (For example: Five hundred years ago ...)	
Style	“This”	Always have a noun written immediately after the adjective <i>this</i>	
	Sentence beginnings	DO NOT begin sentences with “There is ...,” “There are ...,” or “It is ...”.	

Introduction

Attention-getter
General to specific
Introduce work and author
End with specific thesis statement

6
TRAITS

Body Paragraphs

- Topic sentences relating to thesis statement
- TRANSITIONS
- Specific support for thesis statement
- *Incorporation of quotations*
- Elaboration and explanation of textual support
- Parenthetical Documentation of any textual quotations, paraphrases, or summaries (at least one per body paragraph)

MLA

Conclusion

- Do not begin with “In Conclusion” or any similar phrase—use tone, not words
- Restate your thesis (not recopy)
- Specific to general
- Closure—parting thought or idea

Work(s) Cited Page

Double-spaced
Alphabetical order