17 October 2012

The Modern Language Association (MLA) provides guidelines for documentation style. This template is based on commonly used guidelines from the MLA Handbook for Writers of Research Papers (6th edition) and the MLA Style Manual and Guide to Scholarly Publishing (2nd edition). For more information about MLA style and publications, go to the MLA website at: www.mla.org.

For example, quotations with fewer than four lines of prose or three lines of verse are quoted directly in the sentence. Enclose them in quotation marks, followed by the author’s last name and the page or pages of the source from which you are quoting in parenthesis, for example: “inline quotation here” (AuthorSurname 31).

Quotations that are longer than four lines of prose or three lines of verse follow different guidelines. Introduce these quotations with a colon:

Start long quotations on a new line. Indent the quote one inch from the left margin. Double-space the lines and omit quotation marks. Reference the source as you would for a shorter quotation. To quickly format a quotation of over four lines or three lines of verse, use the Long quotation style provided in this Microsoft Word template.

Per MLA guidelines, all sources must be listed on a Works Cited page at the end of the paper. Center the title, Works Cited, and then list sources in alphabetical order by author last name. Some examples are provided on the next page. To format sources, start with the Works cited style provided in this template but refer to the MLA publications listed above for complete formatting guidelines.

Works Cited

Author’s last name, first name. Title of Book. City: Publisher, Year.

Author’s last name, first name. “Title of Article.” Title of Publication Date Published: Pages.

Author’s last name, first name. “Title of Online Article.” Title of Online Publication Version (Year Published): Pages. Date Accessed <Web address>.

“Title of Article.” Title of Media. CD-ROM. City: Publisher, Year. (Placeholder1)

# OUTLINE TITLE

# Introduction

1. [The first sub-topic]
2. [First supporting information for the sub-topic]
3. [Detail of the information]
4. [Detail of the information]
5. [Second supporting information for the sub-topic]
6. [Detail of the information]
7. [Detail of the information]
8. [The second sub-topic]
9. [First supporting information for the sub-topic]
10. [Detail of the information]
11. [Detail of the information]
12. [Second supporting information for the sub-topic]
13. [Detail of the information]
14. [Detail of the information]
15. [The third sub-topic]
16. [First supporting information for the sub-topic]
17. [Detail of the information]
18. [Detail of the information]
19. [Second supporting information for the sub-topic]
20. [Detail of the information]
21. [Detail of the information]

## Conclusion

# Checklist

1. The outline
2. The introduction states the main topic or idea of the outline, and the conclusion summarizes it.
3. Each sub-topic describes the main idea for a paragraph.
4. Supporting information and details for a sub-topic are listed under the sub-topic, with each piece of information listed separately.
5. When supporting information is listed under a sub-topic, there are at least two pieces of information listed. If there is only one piece of information to support a sub-topic, the information is included in the sub-topic.
6. The paper
7. The paper follows the organization of the outline.
8. Each paragraph in the paper matches a sub-topic in the outline, and presents the information and details listed under the sub-topic.
9. Each paragraph includes a topic sentence that summarizes the main idea of the paragraph.
10. Every sentence begins with a capital letter.
11. Every sentence ends with a period, question mark, or exclamation mark.
12. All words are spelled correctly.
13. There are no missing words.
14. Works cited
15. Every source has a specific reference in the paper. Include only the sources that are mentioned in the paper.
16. Each entry follows the correct format for the type of reference.
17. Entries are listed in alphabetical order, according to the author’s last name.

# Tips for Writing Your Report

1. Create a schedule
2. Identify the tasks you need to do.
3. Arrange the tasks in the order you’ll need to do them.
4. Estimate how long each task will take. Be sure to allow enough time for editing and making changes.
5. Identify the date the report is due, and then set a schedule showing what work you’ll need to do each day in order to have your report ready on time.
6. Add interest
7. Use graphs and charts to illustrate an idea.
8. Add a picture, photo, or drawing.
9. Include a map.
10. Find a quotation and use it to make your point.
11. Make every word count
12. Choose words your reader will understand. Remember that you want to communicate your ideas to the person reading your paper.
13. Avoid clichés.
14. Use a thesaurus to replace overused words and find new ways to express your ideas.