

### MLA Citation Style Formatting Guide

There is no title page required for MLA formatting; however the first page of your paper should contain certain information. It should look like this:

Your last name & page number	
Your Name	
Professor _____	
Class name	
Date due	
Title of paper	
Begin typing your paper on this line.	

For your Work Cited page, entries should be in alphabetical order by author's last name. If there is no author, then use the first letter of the title of the work. It should look like this.

Your last name & page number	
Works Cited	
"Another Look at the Deterrent Effect of Death Penalty." <i>Journal of Advanced Research in Law &amp; Economics</i> 1.1 (2010): 12-15. <i>Academic Search Complete</i> . EBSCO. Web. 25 Oct. 2011.	
Berman, Douglas A. "A Truly (and Peculiarly) American "Revolution in Punishment Theory." <i>Arizona State Law Journal</i> 42.4 (2011): 1113-1122. <i>Academic Search Complete</i> . EBSCO. Web. 25 Oct. 2011.	
Robinson, Paul H. "The Ongoing Revolution in Punishment Theory: Doing Justice as Controlling Crime." <i>Arizona State Law Journal</i> 42.4 (2011): 1089-1111. <i>Academic Search Complete</i> . EBSCO. Web. 25 Oct. 2011.	

### Some General Rules to Remember

- The title of your paper should be 12 point, Times New Roman. No fancy fonts or large sizes.
- Double space your entire paper, including the Works Cited page.
- Use 12 point font.
- Use Times New Roman throughout.
- The Works Cited page uses a “hanging” indent. The first line of the citation is flush with the margin, all other lines are indented one Tab (½ inch).
  - SHORTCUT: highlight the citation; you may do all at once. Right click, then click on paragraph. In the Special category, choose “hanging” from the drop down menu. Click OK.
- How to insert page numbers:
  - Double click on the top of the page, the header will open.
  - Click on “Page number” in the Header and Footer category.
  - Choose where you want the page number to go.
  - Then click in front of the newly inserted page number (it will highlight it in grey). and type in your last name and press the spacebar.
  - Double click somewhere towards the middle of the page to close the header.