

Julie Smith (*student name*)

Ms. Miller (*teacher name*)

English 10 (*name of course*)

8 October 20__ (*use current date*)

<p>MLA Report Top Margin: 1" Side Margins: 1" Body Spacing: DS Header: .5" Font: Times New Roman Font Size: 12</p>

MLA Report (*title of report*)

Whether written for personal or business use, a report should present a message that is well organized, stated simply, and clear in meaning. A report that does not meet these criteria reflects a lack of planning and preparation.

Three steps should be taken in planning a report. Selecting the topic is not merely the first step, but also the most important one. It is vital that you choose a topic in which you have sufficient interest to do the necessary related reading and research.

The following three steps should be utilized in preparing the report:

1. Look for data and authoritative statements.
2. Prepare a rough draft of the report, organizing the data into a series of related paragraphs. A sentence that follows enumerated items within the same paragraph should begin at the left margin.
3. Read the rough draft carefully. Whether the report is typed or printed, it should be neat and arranged in proper format. A neat report presented in an orderly style makes an immediate positive impression on the reader.

Works Cited

Book

Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication.
Medium of Publication.

Entire
Web Site

Last name, First name. *Name of Site*. Version number. Name of institution/organization
affiliated with the site (sponsor or publisher), Date of resource creation (if available).
Medium of Publication. Date of access.

Magazine
Article

Last name, First name. "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of
Publication.

Online
Database

Last name, First name. "Title of Article." *Name of Magazine/Journal* volume number. issue
number (2007): 173-96. *Title of Database*. Web. Date of access.

Online
Image
(photo,
painting,
etc.)

Last name, First name. *Title of work*. Original date of work. *Title of Online Collection*. Date of
posting. Current location of original work. *Database*. Sponsoring organization. Day
Month Year of access.

Scholarly
Journal

Last name, First name. "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium
of Publication.

Web
Magazine

Last name, First name. "Title of Article." *Title of Web Magazine*. Publisher Name, publication
date. Medium of Publication. Date of access.

Important Note on the Use of URLs in MLA

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

For instructors or editors that still wish to require the use of URLs, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

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Computer Set-Up for MLA Format

1. Open a Word Document
2. Pull down File menu
 - a. Choose Page Setup
 - b. Set All margins (top, bottom, right and left) to 1”
 - c. Click on “OK”
3. Pull down Format menu
 - a. Choose Paragraph
 - b. Choose Line spacing—change to double
 - c. Click on “OK”
4. Pull down View menu
 - a. Choose Header and Footer
 - b. Choose Right Align from your toolbar
 - c. Key your last name and press the space bar
 - d. Click on the button with # on it from the header toolbar
 - e. Choose “Close” from the header toolbar
5. Key your 4-line Heading (Student's name, teacher, class, date) at the left margin of the paper.
The following is an example:
John Doe

Mr. Teacher

Honors English, Period 5

1 January 2001
6. Key the title of your paper and press “Enter.”
7. Place your cursor back in the title and choose center from the toolbar.
8. Return to the line below the title and key the body of your report.
9. After the last line of the last paragraph, hold “Ctrl” and press “Enter.” This creates a page break for your works cited page.
10. Key “Works Cited”
 - a. Choose the center button on the tool bar
 - b. Press “Enter”
 - c. Choose the left align button on the tool bar
11. Pull down Format
 - a. Choose paragraph
 - b. Under “Special” choose Hanging
 - c. Click on “OK”
12. Key your Works Cited
13. BEFORE you print, run spell check and PROOFREAD!!