

Collegiate Academy Style Guide

Why is this important?

Collegiate Academy's Language Arts Department follows the Modern Language Association's (MLA) guidelines for all written assignments. This guide will provide a quick and easy reference for the basic MLA format requirements. For more in-depth questions, you may refer to the following website:

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0011.html

Basic MLA Format

Last name 1

Student Name/Block

Teacher's Name

LA9/Assignment Title

Due Date in MLA format



Use this format for due
dates: 31 August 2015

Title of Paper or Essay

(Do not use bold, italics, underlining, or a different size/style/color of font)

Font: Times-New Roman – 12 pt.

Spacing: Double space **every** page including Works Cited/Works Consulted pages. No added spaces are necessary between any section of the document including heading, header, title, or body.

Margins: 1 inch on all sides.

MLA IN-TEXT CITATIONS

MLA in-text citations are made with a combination of signal phrases and parenthetical references. A signal phrase indicates that something taken from a source (a quotation, summary, paraphrase, or fact) is about to be used; usually the signal phrase includes the author's name, context for the quote, and a brief synopsis of the author's credentials. The parenthetical reference, which comes after the cited material, normally includes a page number, unless, because of an online source, one is not available.

GENERAL IN-TEXT CITATION

Christine Haughney, professor of sociology at the University of Tokyo, reports that shortly after Japan made it illegal to use a handheld phone while driving, "accidents caused by using the phones dropped by 75 percent" (373).

MLA WORKS CITED/WORKS CONSULTED

An alphabetized list of **works cited**, which appears at the end of a writing assignment, gives publication information for each of the sources cited in the paper.

If research was examined but not directly quoted or paraphrased in the assignment, a **works consulted** page should be included using the same format.

Basic format for a book:

Tan, Amy. *The Bonesetter's Daughter*. New York: Putnam, 2001. Print.