

Nicaragua Christian Academy – Paper Formatting Guidelines (MLA Style)

The following guidelines should be used for all typed papers in 5th grade and higher:

1. Font: Times New Roman, size 12
2. Margins: 1", with ½" header margin
3. Spacing: double-spaced throughout paper, including heading; one or two spaces between sentences are both acceptable but it is important to be consistent
4. Paragraphs: first line indent ½", no extra spacing between paragraphs
5. Heading: left-aligned; double-spaced; first page only; includes student name, teacher name, class, date in following format: 5 September 2008
6. Title centered, not underlined; no extra spacing before or after title
7. Header: your last name and page number on top right corner of every page (unless teacher requests to have no header on the first page)
8. In-text citations: use MLA format (Author last name and page number in parentheses)
9. Works cited: at end of paper body; one book or source per line, double-spaced, hanging indent of ½"; use MLA format

Specific standards can be found at http://en.wikipedia.org/wiki/MLA_Style_Manual

Example:

The diagram illustrates the formatting of an MLA-style paper. It shows a page with a header, a heading, a title, and two paragraphs of text. Annotations with arrows point to specific formatting elements:

- Header:** "Anderson 1" is shown in the top right corner. An annotation states: "Header includes your last name and page number on every page".
- Margins:** "1" margin" is indicated on the top, bottom, and left sides of the page.
- Heading:** "Susan Anderson", "Mr. Smith", "World History", and "5 September 2008" are listed on the left side. An annotation states: "Heading on page one, double-spaced and formatted as shown".
- Title:** "The Algonquin Native Americans" is centered. An annotation states: "Title centered with no special formatting".
- Paragraphs:** Two paragraphs of text are shown. The first paragraph starts with "Of all of the Native American tribes that existed when Columbus arrived in the New World, it is clear that the Algonquins were among the strongest of them all. The survival of the Algonquin tribe was largely due to their ability to adapt to difficult climates, hunt and fish for food and interact with neighboring tribes in a commercial manner." The second paragraph starts with "When Columbus arrived on the shores of North America, there were over 700 different Native American tribes in existence (Swanton 34). Each one had a unique lifestyle and culture, and each tribe had to survive in different conditions. Members of the Algonquin tribe subsisted by fishing and hunting animals for food. However, they also learned to grow crops (Wikipedia)." An annotation states: "First-line indent ½" for each paragraph, double-spacing throughout paper".
- In-text Citations:** "Swanton 34" and "Wikipedia" are used as in-text citations. An annotation states: "MLA style in-text citations guide the reader to the correct entries in the attached 'Works Cited' list".

Example of last page and works cited:

The diagram illustrates the layout of a page, specifically the placement of margins and the 'Works Cited' section. A main text block is shown with a 1" margin on the top, bottom, and right sides. A 1/2" header margin is indicated at the top right, above the page number 'Anderson 3'. The 'Works Cited' section is positioned below the main text, with a note indicating it can be on a new page or the last page after skipping a few lines. The 'Works Cited' section contains two entries: a book by Swanton, John R. and a Wikipedia entry for 'Algonquin'. A note indicates a hanging indent of 1/2" for each paragraph in the works cited section.

1" margin

1/2" header margin

Anderson 3

In the end, it is clear that the Algonquin tribe possessed the skills and flexibility necessary to survive in a difficult region of the country. The Algonquin communities continue to survive, even though the world around them has changed drastically over the past centuries.

1" margin

Works Cited

Works cited may be on new page or last page after skipping a few lines

Swanton, John R. Indian Tribes of North America. New York: Native American Books Distributor, 1990.

"Algonquin." *Wikipedia*. 15 Apr 2007. Web. 2 Sep 2008.

<<http://en.wikipedia.org/wiki/Algonquin>>

Hanging indent 1/2" for each paragraph, double-spacing throughout

Citing sources

Book: Author last name, first name. *Title*. Place of publication: publisher, year published.

Jones, Michael. *Why Horses Can't Fly*. New York: Scholastic, 1998.

NIV Student Bible. Grand Rapids: Zondervan, 2003.

Internet: Name of author or editor. Title of page. *Title of website* (if different). Publisher or sponsor of this website, if available; date of publication, if available. Medium of publication (Web). Date accessed. URL in angle brackets (include only if the reader cannot easily find the website with a search), end with a period.

"Earthquake Shatters Building." *CNN.com*. Cable News Network, 28 Jul 2006. Web. 24 Aug 2008. <<http://www.cnn.com/US/0607/28/earthquake/>>.

O'Henry, Ryan. "Mystery Mountain." *AllStories.com*. Web. 28 Jul 2006.