

MLA 9th Style

The Modern Language Association (MLA) is the primary professional association for the study of language and literature. They also publish the main style and formatting guide used in most Humanities disciplines.

Why do we follow these rules?

By formatting the same way every time, we...

- make reading easier for our professors and on publishers, who might struggle if all papers are formatted differently.
- can practice all of the rules and make writing easier for us, too.

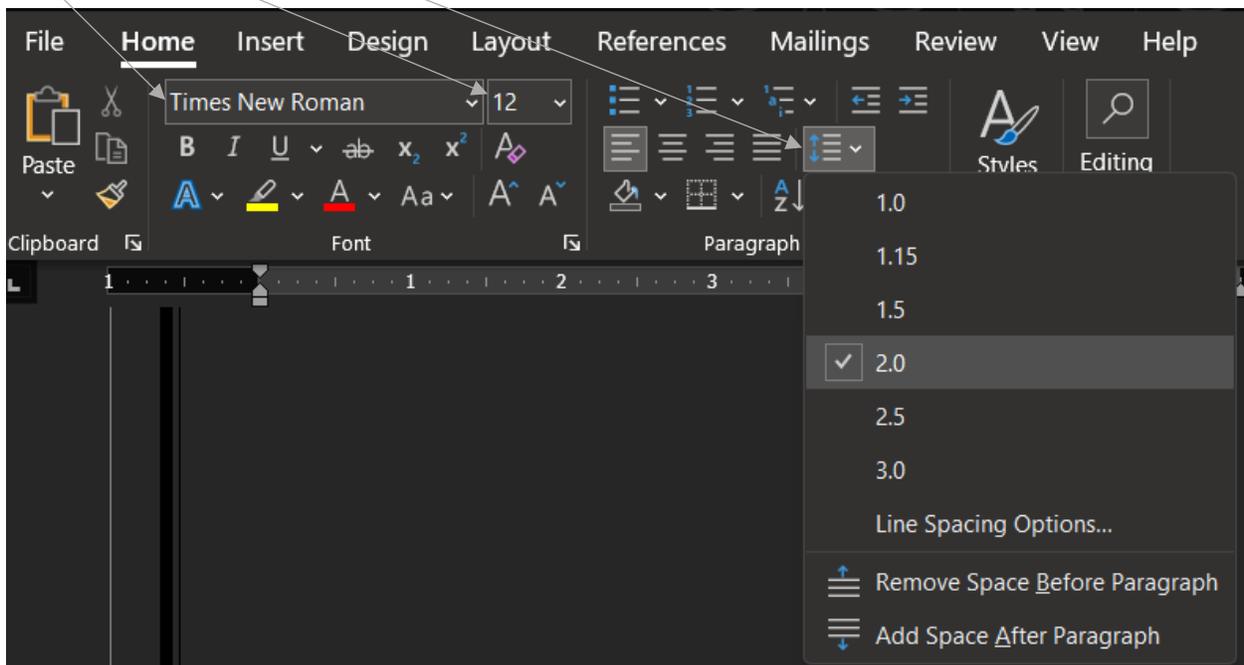
Glossary

- *General Format* Page 2
 - 12 pt.; Times New Roman; double-spaced
- *The First Page and Spacing* Page 3
 - header; title; page numbers; spacing and indents
- *Quote Format* Page 4
 - introducing quotes; analyzing quotes

General Format

How do I make sure my paper looks good?

- Times New Roman
 - Make sure the font is Times New Roman.
 - *Sometimes*, if you get approval from your instructor, other standard fonts are acceptable, like Arial, Cambria, and Georgia.
- 12-point font size
 - Make sure the number next to the font is set to 12.
- Double-spaced
 - In the Paragraph options on the “Home” tab (in Word), make sure your “Line and Paragraph Spacing” is set to “2.0”.



The First Page and Spacing

MLA Heading

- The heading is, in order: your name, your instructor's name, the class, and the due date in [1 January 2025] format with no commas.

Title

- Enter one time after the due date and center it.

MLA Header: Page Numbers with Last Name

- In top right corner: 12 pt. font, Times New Roman, and double-spaced.

Spacing and Indents

- Enter only once between paragraphs.
- Tab at the start of every paragraph.

Smith 1

Laura Smith

Dr. Robertson

CHEM 101

7 March 2025

Purifying Water Systems

Do not forget to tab at the beginning of every paragraph. It may not seem like a big deal, but tabbing makes it easier for you and the reader to see where your paragraphs begin.

It also can help you to see how long each of your paragraphs are.

Tabbing gives you a visual cue for when you move to the next part of your argument. If you need any help with formatting, you can always ask a writing coach at *the Ink Spot*, **the**

KSU Writing Center.

Quote Format

(for citation help, see **MLA 9th: Citations**)

Quotes

- **INTRODUCE:** Always introduce a quote before you put it in the paper.
 - A quote should never be its own sentence.
- **ANALYZE:** Always follow a quote with why it is important to your argument.
 - Unless obvious, never let a source go unexplained.
 - This can also help you expand your paper if it feels “too short.”

NO:

This paragraph will address ocean pollution and political cooperation. “Without a worldwide green initiative, plastics will continue to pollute the ocean more and more” (Yang 4). Fish populations in the Pacific have been damaged by pollution...

YES:

In regard to ocean pollution and the extent of plastic usage, aquatic ecosystems are in a crisis. International groups are not moving quickly enough to reduce plastic waste, and most nations do not have clean waterways. **Unfortunately, one author argues,** “Without a worldwide green initiative, plastics will continue to pollute the ocean more and more” (Yang 4). **Policies and international cooperation are essential to reduce plastic usage. Nations must urgently begin investing in ocean-cleaning solutions that will reduce the amount of microplastics in the water.** Sadly, however, these microplastics are already damaging fish populations in the Pacific...