

**Literary Research Paper MLA Format Self- Assessment #1 (March 4, 2014)**

Name \_\_\_\_\_ Date \_\_\_\_\_ Attendance # \_\_\_\_\_

**MLA format, Proper Citations, Works Cited, and Works Consulted**

Student has checked, and double-checked:

**HEADERS AND SPACING**

\_\_\_ Header spacing: Header is ½” (half inch) from top of page, and 1” (one inch) from right side of page.

\_\_\_ The header includes last name and a page number on all pages, for example: Smith 1

\_\_\_ Student’s name is 1” (one inch) from top of paper and the same 1” (one inch) left margin.

\_\_\_ All left, right, top, and bottom margins are 1” (one inch). However, the header with your last name and page number is ½” (half inch) from the top, but still one inch from the right edge of the paper.

\_\_\_ All spacing from student’s name and below is double spaced with no extra spacing. All spacing is double spacing. Use only one space after the period.

\_\_\_ Short quotations are spaced like the rest of your paper. Make sure that you remember to add the line breaks if you are quoting from the play.

\_\_\_ Long quotations are indented an additional 1” (one inch) on the left, for a total of 2”. End the lines like they are printed in the play. This will look like a narrow column if you do it correctly. If you have a long quotation from a prose source, you will still indent on the left side by an additional 1” (one inch); however the right margin will remain the same as the rest of your paper.

\_\_\_ The first line of all paragraphs are indented ½” (half inch) extra. That will be 1 ½” from the left edge of the paper.

**FONT AND TITLE**

\_\_\_ Font: Times New Roman, 12 point. This text is in Times New Roman, 12 point.

\_\_\_ Title of paper: Choose a title that summarizes the content of your paper. Capitalize the first word and all words, except small words like “of” and “in” that are in the middle of your title.

\_\_\_ Font of title: It will be the regular Times New Roman, 12 point. Do not use italics or bold, unless you are including the name of the play, in which case you should italicize only the name of the play. Example: Searching for Honor in Shakespeare’s *Julius Caesar*

## PAGINATION

\_\_\_All pages are numbered in the top right corner along with your last name: Smith 1, etc.

\_\_\_The paper does not need a cover sheet or an end sheet unless the teacher has asks for it. Often, a teacher will ask you to add an extra blank piece of paper as an end sheet so if one page gets torn off (as they often do while being shuffled), your paper will lose only a blank sheet.

\_\_\_Staple your paper together so nothing gets lost.

\_\_\_Use only one side of the paper to print your document. Do this for the final draft, especially.

\_\_\_Works Cited and Works Consulted are each on separate pages. They are also numbered like the rest of your paper.

## USING CITATIONS

\_\_\_Using citations: Regular number indicate act, scene, and line, for example: (1.1.14-16).

\_\_\_There is only one period for each sentence. Put the period after the parentheses: (1.1.14-16).

\_\_\_When you include the author's name, the work, and page number in one part of the sentence, you do not have to add it again. To repeat: author, work, page only once.

Examples for Aristotle, short quotations:

As stated in *Poetics*, "without action there cannot be a tragedy" (Aristotle VI 10-11).

or

As Aristotle states, "without action there cannot be a tragedy" (*Poetics* VI 10-11).

or

As stated in section VI 10-11, "without action there cannot be a tragedy" (Aristotle, *Poetics*).

## USING CITATIONS, CONTINUED

While including all three (author, title, and page number or line numbers) is good, it can become very repetitious. It is also not required, if it is clear that the writer is focusing on one author and one work. If the author and title are mentioned previously, a shorter version could read

Regardless of whether it is in Greek or Shakespearean drama, “without action there cannot be a tragedy” (*Poetics* VI 10-11).

Examples for Shakespeare, short quotation:

Shakespeare wants to show the audience how dismissive Caesar is when he ignores the soothsayer’s warning, "Beware the ides of March" (*Julius Caesar* 1.2.18).

or

In *Julius Caesar*, Shakespeare wants to show the audience how dismissive Caesar is when he ignores the soothsayer’s warning, "Beware the ides of March" (1.2.18).

Note that the author, play, and lines are all included in these example.

While including all three (author, title, and page number or line numbers) is good, it can become very repetitious. It is also not required, if it is clear that the writer is focusing on one author and one play. In such cases, the writer can shorten the form to this, for example:

“Beware the ides of March,” the soothsayer warns Caesar (1.2.18).

The author, work, and pages or lines should be included if it is unclear who the author is, or what play is being discussed. For example:

Caesar ignores the warning, "Beware the ides of March" (Shakespeare, *The Tragedy of Julius Caesar* 1.2.18). Likewise, Mephistopheles warns Faustus, "Whereby he is in danger to be damned" (Marlowe, *The Tragical History of Doctor Faustus* 1.3.49).

However, if it is clear who the author is, and what play is being discussed, the citation can be shortened. The same citation can be shortened:

Caesar ignores the soothsayer's warning, "Beware the ides of March" (1.2.18).

or

"Beware the ides of March," the soothsayer warns Caesar (1.2.18).

\_\_Short quotations follow one or more of these correct formats.

As Cassius tells Brutus, about their relation to Caesar, they "Walk under his huge legs, and peep about/ To find ourselves dishonourable graves (1.2.134-37).

\_\_Add line breaks (use the forward slash / mark) if you have used more than one line from the play.

## USING CITATIONS, CONTINUED

Here is an example of a long quotation. Long quotations have four or more lines of the play or text.

As Cassius says to Brutus, they have both elevated Caesar to a power that is much greater than their own, and that is unnatural.

Why, man, he doth bestride the narrow world  
 Like a Colossus, and we petty men  
 Walk under his huge legs, and peep about  
 To find ourselves dishonourable graves. (1.2.134-37)

This contrast that Cassius emphasizes to Brutus is only one way that Cassius tries to draw a distinction between the power of Caesar, and of everyone else.

\_\_\_ Long quotations will have the same rules, except the period or end punctuation will stay with the sentence. The page numbers will be in parentheses alone, next to the quote. There will be no final period after the citation for your long quotation.

\_\_\_ Long quotation margins: Make sure you indent an additional 1” on the left margin for your long quotation. The quote margin will start 2” (two inches from the left side of the paper).

\_\_\_ The long quotation has no quotation marks. None.

## USING CITATIONS, CONTINUED

Here is an example of how to format the page if you have dialogue with more than one speaker, and it is also a long quotation:

The play also shows the audience that Brutus is not only a loyal friend to Caesar who respects and honors him. Brutus also helps Caesar overcome his hearing loss and to navigate the world around him, such as when he is warned by the soothsayer.

SOOTHSAYER.

Beware the ides of March.

CAESAR.

What man is that?

BRUTUS.

A soothsayer bids you beware the ides of March.

CAESAR.

Set him before me; let me see his face. (1.2.18-20)

Although a simple gesture, Brutus' attention to this detail is potentially important to Caesar. However, Shakespeare here wants to reveal to the reader that even Brutus himself also hears and ignores the warning of the commoner.

\_\_\_ Long quotations will have the same rules, except the period or end punctuation will stay with the sentence. There will be no final period after the citation for your long quotation.

\_\_\_ Long quotation margins: Make sure you indent an additional 1" on the left for your long quotation. That margin will be 2" (two inches) from the edge of the page.

\_\_\_ Long quotations from a play will have one line from the play per line of your paper. If you have several people speaking, use the characters' names, too, and put their names 1" one inch from the left, and push their lines back ¼" (a quarter inch).

\_\_\_ The long quotation has no quotation marks. None.

\_\_\_ Do not add line breaks for long quotations.

\_\_\_ In long quotations with a dialogue, capitalize all names, and put a period after each name.

\_\_\_ All lines from the characters have an extra margin of ¼" (a quarter inch), so the total margin is 2 ¼" (two and a quarter inches) from the edge of the paper.

**WORKS CITED**

\_\_\_The Works Cited page is for any material that you cite: direct quotation, paraphrase, or summarize. All should be listed on your Works Cited page. Look at the OWL (Online Writing Lab) at Purdue for sample formats. EasyBib and others sites will help too. Make sure that you are looking for MLA format. The online formats will sometimes have mistakes. Some formats need to be interpreted to be made correct. Ask your teacher well before the due date of the paper to clarify the format if you are unsure of it.

**WORKS CONSULTED**

\_\_\_The Works Consulted page is for any material that you consulted, read, looked at, or saw on the internet, or from friends. All should be listed on your Works Consulted page. Look at the OWL (Online Writing Lab) at Purdue for sample formats. EasyBib and others sites will help too. Make sure that you are looking for MLA format. The online formats will sometimes have mistakes. Some formats need to be interpreted to be made correct. Ask your teacher well before the due date of the paper to clarify the format if you are unsure of it.