

An MLA friend



The purpose of this page is to help you quickly make accurate bibliographies. It is not infallible; check the MLA handbook for other special cases. These are only some examples.

Common MLA errors include having a title page, bolding and/or underlining the title, not page numbering correctly on every page, not having 1" margins all around (ALT-F, Page Setup), not using a standard font like Times New Roman 12 or Arial 10 (Courier 12 just takes up too much space. It might make your paper look longer but don't do it.), and spacing between paragraphs incorrectly. Also avoid using contractions, first person, and parentheses in formal research papers. Overuse of parentheses is particularly bothersome when you use parenthetical citations (see below). Other problems can be eliminated by following the advice in the following paragraphs.

To **hang indent** you can find it under FORMAT, PARAGRAPH, SPECIAL. But that is too long so try pressing ALT button, followed by O and then P. Change the indentation under SPECIAL. While you are there you can also make your bibliography double spaced. The fastest way to make your paragraphs hanging indent is to go up to the bar that has bold and italics on it and right click, CUSTOMIZE, COMMANDS, FORMAT, arrow down to Hanging Indent, click on it and carry it up to the bar where you would like for it to be.

The best way to **turn off a hyperlink** (blue underline) is to press CTRL-K, remove hyperlink. If the computer just added the hyperlink use UNDO or CTRL-Z to undo it. NOTE: When line length forces you to break a Web address, always break it after a slash mark *by adding a space*.

Parenthetical documentation is a great way to site sources in the text. I prefer using parenthetical notation to footnotes or endnotes because it is easier. The MLA handbook, available from any freshman or the library, has several examples (Gibaldi 204-216). If a source does not include an author's name, substitute for the author's name the title or an *abbreviated title* in the parenthetical citation. If the source is an article, use quotation marks; underline the title if the source is a book.

This document is available at the <http://covenantchristian.org/bird> site under physics 1 links.

Works Cited

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