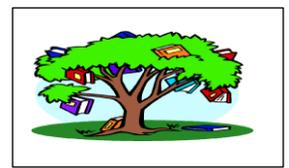


# Toward Better Literacy: Reference Outlines



## An Overview of MLA Style

MLA (Modern Language Association) style is used in the liberal arts and humanities to make papers more consistent in appearance and help avoid plagiarism.

Remember: attention to detail is *key!*

### Formatting Tips:

- Your document's **margins** should be set to **one inch** on all sides.
- Use a **standard font** like "Times New Roman," size 12.
- **Double-space** your entire document. Never leave any blank lines.
- Insert a right-aligned **header** consisting of your **last name** followed by a space and then the **page number** (which you'll have to insert from a menu command).
- In the top-left corner of your first page, type a **heading** for your paper. This should include your **name**, your **instructor's** name, the **course**, and the **date**, with each item on its own line.
- Your **title** should be centered but *not* enclosed in quotation marks, boldfaced, underlined, or italicized. Capitalize the first letter of all major words.
- **Indent** the first line of each paragraph.
- **If using sections:** use an Arabic number, period then the section name (1. Early Writings)

### The Works Cited Page:

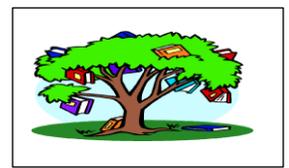
- Insert a **page break** at the end of your document. This will create a new blank page.
- Type "**Works Cited**" as the title of this page, which should be centered on its own line.
- Each reference should be typed as a single paragraph. To separate these paragraphs, use a **hanging indent**. Do not skip lines between them.
- References should be listed in **alphabetical order** (ignoring the words **a**, **an**, and **the**).
- If the **same author** (or group of authors) is listed for two sources in a row, type **three hyphens** ("---") in place of the author's name in the second entry (as well as any subsequent entries).
- **Each reference** you list on your Works Cited page must correspond to **at least one citation** in the body of your paper. This is how readers will know what information came from which sources.

**An Example Citation:** "Effective writing depends as much on clarity and readability as on content" (Modern Language Association 49).

### A Corresponding Works Cited Entry:

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009. Print.

# Toward Better Literacy: Reference Outlines



Wood 1

Kirsten E. Wood

Professor Taylor Kuklin

Sociology 1301

25 December 2013

## The Undercurrent in Social and Family Life

Sometimes social life can intrude on family activities. Fathers can get enormously frustrated with sons, and daughters especially, looking to amass social power at the expense of family time. In this context, wise friends can make all this turn out positively. How can social prestige, which is so difficult to obtain, be harmonious with family life, which is always there and sometimes boring and rule-ridden? The key is in the selection of friends. Friends that engage and show concern and love for the family indeed bring out the best of both worlds, bringing massive synergies among unconditional family acceptance and the topsy-turvy world of teenage relations.