

Intro to MLA Formatting

Goal: This Directed Learning Activity is intended to introduce you to MLA formatting, and will help you become familiar with terms, definitions and applications of the concepts surrounding the topic.

Activities: This portion of the Directed Learning Activity is meant to be done independently. This portion will include activities such as exercises, games, power point presentations, and/or other lessons that show applications of the topic. You should print all materials used and take notes on anything you learn in this Directed Learning Activity.

1. In this portion of the Activities section you will review the terms and definitions introducing you to MLA formatting. Please proceed to the following link:
<https://owl.english.purdue.edu/owl/resource/747/01/>
Next, go to the link titled: *OWL's MLA 2009 Formatting and Style Guide*, and read the "General Guidelines" section.
2. Below, you have been provided a checklist with all of the general guidelines of MLA formatting. Using an essay you have written, you will check off all of the guidelines you used correctly. For all those that are incorrect, you will need to write a name error, a definition, and what changes need to be made in order to correct the problem. You can write all of this on a separate sheet of paper. You will need all of these materials for you tutoring session.

General Guidelines Checklist:

- a. _____ Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- b. _____ Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 10 or 12 pt.
- c. _____ Set the margins of your document to 1 inch on all sides.

- d. _____ Indent the first line of paragraphs **one half-inch** from the left margin. MLA recommends that you use the tab key as opposed to pushing the space bar five times. Using the space bar will not correctly format the paper, so use the tab key instead.

- e. _____ Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.

- f. _____ Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

(The above information was taken from the web source,
<http://owl.english.purdue.edu>)

Review: With a tutor at the writing center, discuss specific terms, their definitions, and all of the examples you have written. Make sure to be clear about your understanding of the definitions, and the examples you have given. Clarity will be gauged by your use of specific terms you learned during the Activities portion of this Directed Learning Activity. **In order to pass this Directed Learning Activity, you must have completed the above exercise.**