

MLA REPORT FORMAT

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Immigration to the United States

The United States is sometimes called the “Nation of Immigrants” because it has received more immigrants than any other country in history. During the first one hundred years of US history, the nation had no immigration laws. Immigration began to climb during the 1830s. “Between 1830-1840, 44% of the immigrants came from Ireland, 30% came from Germany, 15% came from Great Britain, and the remainder came from other European countries” (Todd 297).

The movement to America of millions of immigrants in the century after the 1820s was not simply a flight of impoverished peasants abandoning underdeveloped, backward regions for

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The Adventures of Tom Sawyer was first published in 1876. Such characters as Tom Sawyer, Aunt Polly, Becky Thatcher, and Huck Finn have captured the attention of readers for generations. Boys and girls, young and old, enjoy Tom Sawyer's mischievousness.

The Adventures of Huckleberry Finn, the story about a boy who runs away from home and lives in the wild, has appealed to young and old alike since it was first published in 1885. Many of the characters included in *The Adventures of Tom Sawyer* surface again in *Huckleberry Finn*. The widow Douglas and the widow's sister, Miss Watson, provide formidable foes for Huckleberry despite their good intentions. (Powers 124)

Children are able to live vicariously through Huck. What child hasn't dreamed of sneaking out of the house at night and running away? Perhaps the greatest testimony to this book

✓ Standard Format for MLA Report



Standard Format for MLA Research Report

A contemporary method of documentation is appropriate for reports that contain information from only a few sources. The MLA style (Modern Language Association of America) report that is illustrated here is a method that can be used. There are several key differences between this style and the formats introduced in previous lessons such as a short report. "An MLA style report has one-inch side, top, and bottom margins. The entire report is double spaced, including quotations, documentation, and the space below the title."

No title page is used. Inform? left margin. and on the title page writer's name, teacher's name, course title, and date) is keyed on the first page beginning one inch from the top margin starting at the left margin.

Page numbers are keyed at the right margin one space after the last name one-half inch from the top edge of the paper. The last name precedes the page number. Use a header to type the writer's last name and page number, then suppress the header on page one.

"If a quotation runs to more than four typed lines, set it off by beginning a new line, indenting one inch from the left margin, and typing it double spaced without adding quotation marks. A colon generally introduced a quotation displayed in this way, though sometimes the context may require a different mark of punctuation or none at all. if you quote only a single paragraph, or part of one, do not indent the first line more than the rest of the text. A parenthetical reference to a prose quotation set off from the text follows the last line of the quotation."

Continue to double space the following quotation, indenting only the first line of each paragraph one half inch. An example of the "Works Cited" page is illustrated below. Notice that it is also double spaced and arranged in alphabetical order with the second and succeeding lines of each entry indented one half inch.

Direct Quote

- **When you copy what someone said - word-for-word**
- **3 lines or less - put quotation marks around it**
- **4 lines or more - place the quote in a separate paragraph - without quotation marks**

Indirect Quote

- **Paraphrase what someone said**
- **Rewrite in your own words**
- **No quotation marks around it**
- **3 lines or less, it stays in the paragraph.**
- **4 lines or more - place the quote in a separate paragraph - without quotation marks**

Examples of Short, Direct Quotes

DIRECT QUOTE - LESS than 4 lines:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration. “They entirely refused to have it in their room, and I had no more sense, so, I put it on the landing of the stairs” (Bronte 78).

In-text citation:

- **after last quotation marks**
- **space after last quotation marks**
- **Ending punctuation - after right parentheses**

Examples of Short, Indirect Quote

INDIRECT QUOTE - SHORTER THAN 4 LINES:

Silicon is an element that is widely found in clay and sand. Because it is only a semiconductor, silicon has partial resistance to electricity (Jackson 121).

- **No quotation marks**
- **Period after right parentheses**

Example of Long Quotes - 4 or more lines

- Move quote to a separate paragraph
- Indent the paragraph 1 inch - 2 increase indents
- Don't indent the first line
- Omit quotation marks
- Double space
- In-text citation - after the ending punctuation mark

than any other agency” (Railton 287). By cleverly weaving fiction and humor, he developed many literary masterpieces. Some say his greatest masterpiece was “Mark Twain,” a pen name (pseudonym) Clemens first used in the Nevada Territory in 1863.

This fictitious person became a kind of mythic hero to the American public. Mark Twain was brought to national prominence when his first book, *The Celebrated Jumping Frog of Calaveras County and Other Sketches*, was published in 1867.

The book was comprised of 27 sketches, some of which had previously been published in newspapers. Some of his masterpieces that are among his most widely read books are *The Adventures of Tom Sawyer*, *Adventures of Huckleberry Finn*, and *The Prince and the Pauper*. (Powers 124)

The Adventures of Tom Sawyer was first published in 1876. Such characters as Tom Sawyer, Aunt Polly, Becky Thatcher, and Huck Finn have captured the attention of readers for

MLA REPORT – WORKS CITED

Export, copy and paste from Noodletools

- Last page of report
- New page - page break after last paragraph

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Works Cited

Railton, Stephen. "Your Mark Twain." *University of Virginia*, 24 Sept. 2007,

etext.lib.virginia.edu/railton/marktwain.html. Accessed 3 May 2017.

Waisman, Michael. "About Mark Twain." *Geocities*, 14 Nov. 2010, www.geocities.com/

swaisman/huckfinn.html. Accessed 3 May 2017.

Powers, Ron. *Mark Twain: A Life*. Free Press, 2006.

Noodletools

- Browser application
- Free Pres account
- Generates in-text citations (MLA)
- Generates works cited (MLA)
- Generates footnotes (Chicago Turabian)
- Generates bibliography (Chicago Turabian)

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In-Text Citation - One Author

- **Short quote 3 lines or less:**
 - (Last Name Page Number).
 - example (Steinbeck 22).
 - after the ending quotation marks
 - before the ending punctuation
- **Long quote 4+ lines**
 - Same as above except for the placement:
 - Period at the end of the paragraph is before the in-text citation
 - Example: end of the sentence. (*Steinbeck 22*)
 - no punctuation after right parentheses

In-Text Citation - Two Authors

- **Short quote 3 lines or less:**
 - (Last Name and Last Name Page Number).
 - example (Johnson and Oliveri 142).
 - after the ending quotation marks
 - before the ending punctuation
- **Long quote 4+ lines**
 - Same as above except for the placement:
 - Period at the end of the paragraph is before the in-text citation
 - Example: end of the paragraph. (Johnson and Oliveri 142) - no punctuation after this

In-Text Citation - 3 or More Authors

- **Short quote 3 lines or less:**
 - (Last Name, et al. Page Number).
 - example: (Gore, et al. 22).
 - after the ending quotation marks
 - before the ending punctuation
- **Long quote 4+ lines**
 - Same as above except for the placement:
 - Period at the end of the paragraph is before the in-text citation
 - Example: end of the sentence. (Gore, et al. 22) -
no punctuation after this

In-Text Citation - No Author

- **Short quote < 4 lines:** inside the paragraph.
 - (Shortened Title page number)
 - (*How to Make 22*).
 - after the ending quotation marks
 - before the ending punctuation
- **Long quote 4+ lines**
 - Same as above except for the placement:
 - Period at the end of the paragraph is before the in-text citation
 - Example: end of the sentence. (*How to Make 22*) - no punctuation after this

In-Text Citation - Same Source

- **When same source is cited consecutively**
 - **No other source is cited in between**
 - **First citation - full citation**
 - **Second citation is shortened - just the page number**
-
- **First Citation (Steinbeck 78).**
 - **Second Citation (80).**

Short, Direct Quote - ends with ? or !

- Keep the ? or ! inside the last quotation mark
- Put the period after the citation

“This is direct quote ends with a question mark?” (Last xx).

“This is direct quote ends with an exclamation point!” (Last xx).

Direct Quote is Missing Some Words

When part of a direct quote is used, the part that is left out is replaced with three periods with spaces between:

“This is part of a quote . . . “ (last xx).

“ . . . this is part of a quote” (last xx).

MLA in Docs on the iPad

1. **Start a new Doc on the iPad**
2. **Page Number - click on + sign on the toolbar**
3. **Double Spacing - click on A on toolbar and choose Line Spacing - click on up arrow for 2.0**
4. **Page Breaks - click + sign and choose Page Break**
5. **Use Increase Indent and Decrease Indent buttons for long quotes**
6. **Noodletools - in Chrome**
 - a. **Export Works Cited - will open in Docs - copy and paste on last page of report**
7. **Move report to appropriate Google Drive folder**