

# MLA Basics for Junior High Students

MLA concerns break down into two basic components: housekeeping and citations. Housekeeping includes margins, headings, font sizes, spacing, etc. Citation elements include required elements, such as the web page name.

## *Housekeeping details*

**Margins:** 1" all around

**Spacing:** Double spaced lines at all times. There are NOT extra spaces in between citations. *Example:*

Double spaced lines ONLY

Works Cited

"History of the Monarchy The Yorkists Richard III " Welcome to the Official Website of the British Monarchy. The Royal Household, 2009. Web. 14 Mar. 2010.  
<<http://www.royal.gov.uk/HistoryoftheMonarchy/KingsandQueensofEngland/TheYorkists/RichardIII.aspx>>.

"Richard III " *World History: Ancient and Medieval Eras.* ABC-CLIO, 2010. Web. 14 Mar.

**Font:** Times New Roman 12 point (*Arial 12 pt., with instructor permission ONLY – check with instructor*) ; No bold or underline at any time.

**Heading:** Input your name and course information as follows in the upper left hand corner of the first page:

*Example:*

Your Name	Jane Smith
Instructor Name	Mr. Scanlon
Course Name	Global
Date in MLA format	1 February 2010

**Pagination:** In the header, type your last name and then hit the # button so that MSWord will number the pages for you. *Note: make sure you are in the header.*

*Example:* Smith 10

Date Format: MLA is Day-Month-Year. There are two styles of month, fully spelled out and abbreviated. For the name header, fully spell out the month. For the citation, use the abbreviated form.

*Examples:*

Header	1 February 2010
Inside a citation	1 Feb 2010

### ***Citations***

Citations are used in the Works Cited. The easiest way to produce a citation for your Works Cited is to use a generator; here at CBA, high school students use EasyBib ([www.easybib.com](http://www.easybib.com)).

EasyBib not only aids you in the creation of your citation, but if you do several citations in one session, it will alphabetize your citations for you.

### ***Credentialed sources:***

Because papers are for academic credit, the sources used to create them must be of academic quality, holding academically acceptable credentials. Books and databases are checked by publishers. (*Note:* self-published books are not considered authoritative for academic use, unless the book is a first-person account of a historical event, such as a war.) Apart from books and databases, there are two paths to credential a source: as an individual, or an organization.

If an individual is identified as the source of the information, that person must either hold a degree in the field (Masters or PhD.), or be an acknowledged expert. Some topics may not have an academic degree, such as cooking or pro sports, but a well known person in that field would be an expert. The credentials for an individual **MUST** be on the site itself, and include the degree earned, the subject area, and the institution that conferred it. Many individuals will also include the year the degree was earned. If the individual teaches in a college or university, you may see a career history (*Curriculum Vitae*, or CV), a list of courses taught, and/or a list of articles published. The presence of these items assures you that your source is credentialed.

Organizations fall into 3 categories: government agencies, well known organizations, and little known organizations.

Government agencies will have a .gov in the beginning of the URL – those are automatically credentialed.

Well known organizations would include major news organizations, professional groups, the headquarters or leading division of a church or organizations who have a track record of advocating on a certain issue (example, Mothers Against Drunk Driving).

Less well known organizations will need to be credentialed by checking the individual credentials of key persons, such as the CEO and other major officers of a corporation, or the editorial staff of an online newspaper/magazine. (Example, an organization about cloning should have a CEO with at least a Master's Degree in Biology. An online news editor must have a degree in Journalism, and print or broadcast experience.)