

Your Name

Professor's Name

Subject/Class Name

Date (ex. 22 January 2018)

Title of Paper

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### **MLA Basic Format Guidelines:**

- One-inch margins all around
- Double spaced
- Times New Roman, 12 pt. font
- Indent paragraphs one-half inch with Tab key
- Last name and page number in upper right corner header at ½ inch on all pages
- On first page only, include in upper left corner at 1 inch: your name, teacher's name, subject, and date
- On first page only, include your paper's title, centered

Works Cited

Jones, John. "Heart Health Article: What's New in Cardiovascular Procedures at the Cleveland Clinic." *Journal of Cardiology*, vol. 50, no. 9, 2011, pp. 98–101. *Academic Search Complete*, doi: 10.32619.

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Miller, Kathy, and John Jones. *The Name Book*. Penguin Publishing, 2014.

Smith, Kathy. *The Great Escape Book*. Edited by John Smith and Lou Time, Penguin Publishing, 2015.

White, Louise. "Business Needs Double Speeds to Keep up with Commerce." *New York Times*, 20 January 2018, [www.January.20/newyorktimes.com](http://www.January.20/newyorktimes.com).

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**Works Cited Basic Format Guidelines:**

- Must be on a separate page
- Center the title of "Works Cited"
- Double space all entries and format with hanging indent - (CTRL+T) is shortcut
- Alphabetize by first part of each entry
- All entries end with a period