**Intro To Office 2010 Video Project 9:**

**Rules For MLA Documentation Style**

* 1. MLA: Modern Language Association of America
     1. Standard in the humanities
     2. Other documentation styles:
        1. APA (American Psychological Association) standard in social sciences
  2. Rules for MLA:
     1. Double space all text
     2. Margins: 1” on all sides
     3. Indent first word of each paragraph ½” from left margin
     4. Header:
        1. Last Name and then page number: ½” from top margin
     5. No cover page
        1. Name and course info. in block 1” from top of page (left margin)
     6. Title: centered below name block by one double-space
     7. Citations (Author references): Parenthetical with author name and page number
     8. Optional Notes (Footnotes/Endnotes):
        1. Not for citations
        2. Used for explanatory notes
        3. Use Superscript for notes in body of text directly after the period
        4. Place notes as either:
           1. Footnotes (bottom of page)
           2. Endnotes (end of paper)
           3. Indent first line of notes ½” from left margin, then place superscript number, space, and then the explanatory note

This is called: “First Line Indent”

* + - * 1. Note must be double spaced
        2. Further references can be placed at the end of the note
    1. Works Cited
       1. Bibliographical references at the end of the paper
          1. Alphabetically lists original works referenced in your paper with the following structure:

Web site:

Full name of author(s), title of Web site, date viewed, Web address.

Magazine:

Full name of author(s), complete title of article, magazine title, date of magazine, page numbers.

Book:

Full name of author(s), complete title of book, edition (if available), volume (if available), publication city, publication year.

* + - * 1. *Italicized* or underlined name of work or title

Hyperlinks*:* underlined

* + - * 1. Titles of books/periodicals: *Italicized*
      1. Place the title “Works Cited” on a separate numbered page
         1. “Works Cited” title centered 1” from top margin
         2. Double spaced
         3. First line not indented, subsequent lines indented ½”

This is called: “Hanging Indent”

1. New Keyboard Shortcut:
   1. Toggle between Field Code and Result of Field Code = Alt + F9
   2. Convert Field To Text = Ctrl + Shift + F9.