FirstName LastName

Instructor Name

Course Number

Day Month Year

Title of Your Essay

Start the first paragraph here. It should [introduce](http://writingcenter.ashford.edu/introductions-conclusions) your reader to the subject you are writing about, as well as your particular position or claim. Before you can create your first paragraph, check that you [Understand Your Assignment](http://writingcenter.ashford.edu/understanding-your-assignment). You can use this template to help you format your paper. The header should always be aligned left, double-spaced, with your name, your instructor’s name, the course, and the due date. The top of the document should have the writer’s last name and the page number. Use only one space after a period, and be sure your margins are 1” all around. MLA format does not recommend section headings unless the paper is longer and more complex, such as a capstone or degree thesis. For more information on section headings, see the [Introduction to MLA Format](https://writingcenter.ashford.edu/introduction-mla). With rare exceptions, introduction paragraphs should include [thesis statements](http://writingcenter.ashford.edu/writing-a-thesis), which articulate the main argument for the essay in clear terms.

Spend time planning your paper. A good practice is to brainstorm ideas and decide how to express the main idea or thesis. Once you have a rough idea of what you want to say or argue, [create an outline](http://writingcenter.ashford.edu/outlining) or list to help you organize the evidence you plan to present. Each paragraph of your assignment should be clear and easy to follow. We have several good resources to help you write a strong paragraph, such as [How to Write a Good Paragraph](http://writingcenter.ashford.edu/body-paragraphs) page and the [Integrating Research](http://writingcenter.ashford.edu/integrating-research) page.

In addition to being well-written, each paragraph should include an [in-text citation](https://writingcenter.ashford.edu/mla-citing-within-your-paper) for all information [summarized, paraphrased, or quoted](http://writingcenter.ashford.edu/quoting-paraphrasing-summarizing) from outside sources. The Writing Center provides many resources to help you follow the correct citation style and gives lessons and examples of how to paraphrase and cite sources. The [Introduction to MLA](https://writingcenter.ashford.edu/introduction-mla) page is a good place to start.

As you conclude your paper, keep the same formatting that you have used throughout. Note that MLA does not accept extra lines between paragraphs, and all indentation should be a 0.5” tab. Do not press the space bar five times. When using numbers in an MLA document, spell out any number between zero and nine; enumerate anything 10 or higher. The one exception to this rule is when a number begins a sentence, in which case you would spell it out regardless of the number. Ninety percent of the time, you can rearrange your phrasing to keep numbers from beginning your sentences; but in the other 10%, follow this guideline. When your conclusion is complete, insert a page break before proceeding to the Works Cited page. Note that Works Cited will be in the same standard font used for the rest of the paper, and it should be centered.

Works Cited

An MLA Works Cited page should adhere to the following guidelines:

* Begin on its own separate page that has the same margins and header as all previous pages. While it does not count in the page count of your written submission, its page number should continue from the final page of the paper itself.
* Label Works Cited without bold, italics, underline, or any other effects. Center the words Works Cited at the top of the page.
* Citation entries should be aligned left, double-spaced, but there should not be additional lines skipped between entries. If a citation requires a second line, use a 0.5” hanging indent (Ctrl + T) rather than a first-line indent.
* Entries are listed alphabetically by author last name or the first letter in the title of a work (if no author information is available).

All sources should include the following information, if available:

Author, Name. “Title of Chapter or Article.” *Title of Container* (book, journal, etc.), Other contributors (translators or editors), Edition, Number (vol. and/or no.), Publisher, Publication Date, Pages, URL. Date of access.

The following are commonly used citations. Please fill in the required information, and if you need more help, see the [MLA Works Cited](https://writingcenter.ashford.edu/mla-works-cited-page) page.

***Textbooks (Online):***

Author, Name. *Title of book: Subtitle of book*, version or edition, publisher, publication year.

**Example**:

Lucas, Stephen E. *The Art of Public Speaking,* 12th edition, e-book, McGraw-Hill Education, 2014.

***Online-only Journal Article:\****

Author, Name. “Article title.” Journal Name, vol. or issue, no. (number), publication year, URL. Date of access.

\*When including a URL for an online journal, you must search for the journal’s home page and include this in your reference entry. You may not include the URL found through your university library, as readers will not have access to this library.

**Example:**

Panitch, Vida, and Lendell Chad Horne. “Paying for Plasma: Commodification, Exploitation, and Canada’s Plasma Shortage.” *Canadian Journal of Bioethics*, vol. 2, no. 2, 2019, https://cjb-rcb.ca/index.php/cjb-rcb/article/view/100/64. Accessed 18 June 2019.

\*\*Note that titles with more than one author list the initial author by last name, first name, but all other authors should be written in standard first name last name format.

***Journal Article that Exists in Print or Online & in Print:***

Author, Name. “Article title.” Journal Name, vol. or issue, no. (number), publication year, pp. (page range), URL (if online). Date of access.

**Example:**

Churchill, S. D., and C.J. Mruk. “Practicing what we preach in humanistic and positive psychology.” *American Psychologist*, vol. 69, no. 1, 2014, pp. 90-92, https://psycnet.apa.org/buy/2014/01475-013. Accessed 18 June 2019.

***Online Magazine:***

Author, Name. “Article title.” Magazine Title, publication date, URL. Date of access.

**Example**:

Walt, Vivienne. “The IMF’s Christine Lagarde: Can She Fix Europe?” Time, 28 March 2013, http://world.time.com/2013/03/28/the-imfs-christine-lagarde-can-she-fix-europe/. Accessed 18 June 2019.

***YouTube Video:\****

Author, Name. “Title of Video.” *YouTube*, uploaded by Screen Name, publication date, URL.

\*If no “author” is available, begin with “Title of Video” and proceed in the same order.

**Examples:**

Apsolon, Mark. “Real ghost girl caught on video tape 14.” *YouTube*, uploaded by markapsolon, 9 September 2011, http://www.youtube.com/watch?v=6nyGCbxD848.

“Facebook announces global cryptocurrency Libra, to launch in 2020.” *YoutTube*, uploaded by The Economic Times, 18 June 2019, https://www.youtube.com/watch?v=MCi327l2CN0.

***Web Page or Entire Web Site:***

Citing a web page or entire web site requires you to include as much information as possible, since they can be updated frequently. Be sure to include as much information as you have available.

For a single web page, include:

Editor or author (if available). “Title of Web Page.” *Name of Site*, name of organization (sponsor or publisher), date of creation (if available), URL. Date of access.

For an entire web site, simply delete “Title of Web Page” and maintain the rest.

**Example—Corporate web page:**

“Police and Detectives.” *Bureau of Labor Statistics,* U.S. Department of Labor, 12 April 2019, https://www.bls.gov/ooh/protective-service/police-and-detectives.htm. Accessed 18 June 2019.

**Example—Entire Corporate web site:**

*Bureau of Labor Statistics,* U.S. Department of Labor, https://www.bls.gov/home.htm. Accessed 18 June 2019.

***\*Please delete the headers and notes in this document before submitting your assignment.***